



SUPPLY CHAIN MANAGEMENT
Room K 016
FIRST AVE ENTRANCE
TEL: 051 – 447 – 7771 x 2234
E-MAIL: quotation@pacofs.co.za

INVITATION FOR A QUOTATION

REFERENCE NUMBER: ADVERT

SCM18DISCIPLINARY&GRIEVANCEHEARINGINITIATOR2024

PACOFS seeks to appoint an internal disciplinary and grievance hearing initiator (on an as an when required basis) to assist in initiating internal disciplinary and grievance hearings for the entity for a period of 24 months.

Kindly provide PACOFS with a signed quotation for **Disciplinary & Grievance Hearing Initiator** as follows. Kindly complete SBD forms and send with your quotation.

1. Term of Appointment

The successful bidder will enter into a contract for a period of twenty-four (24) months with PACOFS.

2. Scope of Work

- Conduct investigation on alleged misconducts and grievances cases.
- Gather evidence to enable the initiator to prepare.
- Meet with the witnesses.
- Prepare disciplinary and/or grievance hearing notice.
- Lead evidence during disciplinary and/or grievance hearing.
- Cross examination of the accused and/or aggrieved employee.
- Submit oral or written closing arguments to the Presiding Officer.
- Any other activity relevant to the alleged misconducts and grievances.

3. Functionality

The following evaluation criteria will be utilized to assess the capability and capacity of a service provider to execute the task.

CRITERIA	SUB-CRITERIA	WEIGHTING / POINTS
1. References (Reports)	<p>Provide copies of 3 internal disciplinary and grievance hearing reports conducted previously as the initiator/prosecutor.</p> <ul style="list-style-type: none"> - 0 report = 0 points - 1 report = 10 points - 2 reports = 20 points - 3 reports = 30 points 	30
2. Registration	<p>Provide proof of registration as an attorney or advocate</p> <ul style="list-style-type: none"> - No registration = 0 points - Registration = 30 points 	30
3. CV and Qualifications	<p>Provide CV and Copies of qualifications of the initiator/prosecutor.</p> <p>CV of proposed professional staff</p> <ul style="list-style-type: none"> - No CV = 0 points - CV = 20 points <p>Qualifications of proposed professional staff</p> <ul style="list-style-type: none"> - No LLB Degree = 0 points - LLB Degree = 20 points 	40
Total		100
<p>Failure to score 70 points will automatically lead to a disqualification. Bidders that score less than 70 points on functionality will not be evaluated for price and specific goals.</p>		

4. Pricing schedule

The following table must be utilised by the service provider to quote:

- Note that PACOFS does not pay for reserved days.
- Travelling and travel time are not payable.

Description	Unit	Rate	Total (Full Day)
Lead evidence, cross examine and prosecute during the disciplinary and grievance hearing	Hour		
Preparations (Conduct investigation, gather evidence, draft charges, meet with witnesses, draft necessary documentations, submit oral or written closing arguments, perusal of documents and preparing of bundle of documents)	Hour		
Total			
Description	Unit	Rate	
Printing, sending / receiving email, etc.	Each		
Telephone calls made and received.	Each		
Interlocutory	Each		

For any queries, please contact Supply Chain at quotation@pacofs.co.za or 051 – 447-7771

1. **Please provide your CSD supplier and unique registration number for verification on the CSD database. Please attach a SARS Tax Compliance Pin and B-BBEE certificate.**
2. **Please submit the completed SBD 4 Bidders Disclosure and SBD 6.1 Preference Points claim form in terms of the Preferential Procurement Regulations 2022.**
3. **Evaluation criteria 80/20 will be applicable as per Preferential Procurement Regulations 2022.**
4. **The service provider will be allocated points based on the goals stated in table 1 of SBD 6.1 as may be supported by proof/ documentation. The CSD report shall be used to verify claim of such points.**
5. **The offer scoring the highest points should win the quote. This quotation is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.**

VERY IMPORTANT NOTICE!

1. PLEASE SUBMIT QUOTATIONS ON A COMPANY LETTERHEAD.
2. PAYMENT WILL BE DONE WITHIN 30 DAYS AFTER RECEIPT OF THE ORIGINAL INVOICE.
3. BANKING DETAILS (REMITTANCE NAME; BRANCH CODE AND ACCOUNT NUMBER) MUST APPEAR ON YOUR INVOICE AND MUST CORRESPOND WITH THE BANKING DETAILS DISPLAYED ON THE CSD REGISTRATION REPORT.
4. PLEASE REMEMBER TO SIGN YOUR QUOTATION. UNSIGNED QUOTATIONS – INVALID.
5. THE TOTAL PRICE QUOTED MUST INCLUDE VAT AS WELL AS DELIVERY COSTS (THE COMPANY WHICH IS NOT VAT REGISTERED SHOULD NOT INCLUDE VAT IN THE PRICE).
6. IF VAT IS CLAIMED, VAT NUMBER SHOULD APPEAR ON THE QUOTATION.
7. NO CESSIONS WILL BE SIGNED.
8. A VALID B-BBEE CERTIFICATE SHOULD BE SUBMITTED.
9. QUOTATIONS SHOULD BE VALID FOR 30 DAYS.
10. PRICE QUOTED SHOULD NOT BE ON SPECIAL OR SALE.
11. PLEASE DO NOT INFLATE PRICES.
12. PACOFS RESERVES THE RIGHT TO AWARD OR WITHDRAW THE BID.
13. NO PREPAYMENT/UPFRONT PAYMENT WILL BE MADE BY PACOFS.
14. QUOTATIONS NOT OBTAINED THROUGH THE DEDICATED QUOTATIONS EMAIL WILL NOT BE USED TO APPOINT A SERVICE PROVIDER.

OPENING DATE: 07 MAY 2024

CLOSING DATE & TIME FOR QUOTATION / PROPOSALS:

16 MAY 2024 at 11h00

Please submit quotation via E-mail to quotation@pacofs.co.za

No late submission will be accepted!