



General Procurement Document

To whom it may concern

The Tourism Hospitality & Catering Retirement Fund (Thacsa), a registered Retirement Fund, registration number PF 12/8/20517 which employs one employee, is seeking quotations from Payroll Administrators to render services as detailed hereunder:

1. To process the monthly payroll to validate the salary and deductions.
2. To prepare and forward a pay slip on a monthly basis to Momentum Administrators.
3. To maintain a record of the annual leave, sick leave and family responsibility leave taken.
4. To provide monthly EMP201 detail for submission to SARS.
5. To provide and reconcile tax data for Bi-annual and Annual EMP501 Employer Income Tax Declarations with monthly submissions.

In your quotation, please provide details of your experience in providing payroll administration services and at least two referees who can vouch for your competence and ability to provide pay slips and income tax data timeously.

Kindly forward your quotation to the Procurement Officer and Tender Officer by email or on before close of business on 31 March 2023.

The Retirement Fund reserves the right not to accept the best quotation and not to make an appointment should the quotations received not be acceptable to the Board of Trustees for any reason.

A handwritten signature in black ink, appearing to be "A. Nold".

A. Nold
Procurement Officer
andynold@outlook.com

A handwritten signature in black ink, appearing to be "K. Barnes".

K. Barnes
Tender Officer
kbarnes@metropolitan.co.za

22 March 2023