



## General Procurement Document

### To whom it may concern

The Tourism Hospitality and Catering Retirement Fund (Thacsa), a registered Retirement Fund, registration number PF 12/8/20517 is seeking quotations from accredited tracing agents to render services as detailed hereunder:

1. To trace approximately 3800 members who have not claimed their benefits. The unclaimed benefits have arisen between October 2003 and March 2022.
2. To trace and obtain outstanding documentation of dependents of at least 23 deceased members. Full details of the documents outstanding will be provided.

In your quotation please provide details of your experience in tracing unclaimed benefits, the professional and technical standard of your employees and systems and the expected turnaround time for the tracing exercise.

Kindly forward your quotation, accompanied by proof of accreditation, to the Procurement Officer and Tender Officer by email or on before close of business on 30 June 2022.

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](mailto:andynold@outlook.com)  
16 June 2022

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

K.Barnes  
Tender Officer  
[kbarnes@metropolitan.co.za](mailto:kbarnes@metropolitan.co.za)