OFFICE OF THE VALUER-GENERAL

REQUEST FOR QUOTATION (RFQ)

See attached Scope of Work

RFQ NO: OVG 2 (008) 2026/2027 **CLOSING DATE: 14 AUGUST 2026 TIME: 11H00 AM**

1. Quotations should only be emailed to ovgscp@ovg.org.za no later than the closing date and time indicated above.
2. The validity period of your quote is: (Tick applicable box)

30 days		60 days		90 days		120 days	

3. Is/are the price(s) firm for the duration of the contract: Yes / No (delete which is not applicable)
4. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
5. Is the offer strictly to scope of work: Yes / No (delete which is not applicable)?
6. If not to specifications, state deviation(s): ____
7. The banking information (bank and account name and number) which correspond with that on CSD must also be submitted with the quotation as failure to do so may disqualify your quotation.
8. All prices must be VAT inclusive, if no indication is given, prices will be taken as inclusive.
9. This RFQ is subject to the National Treasury General Conditions of Contract of July 2010 unless otherwise stated by the issuer.
10. By participating in this RFQ, you are accepting to have your Personal Information published on the websites (OVG/National Treasury) for purposes of enhancing compliance, monitoring, and improving transparency and accountability within Supply Chain Management.

Enquiry Type	Office	Contact Person(s)	Contact Details
General Technical Enquiries	Office of the Valuer-General	Ms Sithandiwe Nkobi	Tel: +27 60 533 1321 Email: Sithandiwe.Nkobi@ovg.org.za
Supply Chain Management (SCM) Enquiries	Office of the Valuer-General	Mr G.I. Sekwale / Ms K. Seatlholo	Email: ovgscp@ovg.org.za

I/we agree that the offer herein shall remain binding upon me/us and open for acceptance by Office of the Valuer General during the validity period indicated and calculated from the closing date and time stated above.

_____________________________ _____________________________ __________

Signature of Tenderer Name and Capacity Date

TERMS OF REFERENCE: APPOINTMENT OF A SERVICE PROVIDER FOR THE DESIGN, LAYOUT, COPYWRITING, PROOFREADING, PRINTING, AND DELIVERY OF THE ANNUAL REPORT, BUSINESS CARDS, AND MARKETING COLLATERAL SPECIFICATION

PHYSICAL ADDRESSES:

Praetor forum building
3rd Floor, 267 Lilian Ngoyi Street
Pretoria
0001

1. BACKGROUND

1.1. The Office of the Valuer-General (OVG) is a National Public Entity listed under Schedule 3A of the Public Finance Management Act, 1999 (Act No. 1 of 1999). It was established in terms of the Property Valuation Act, 2014 (Act No. 17 of 2014). The OVG operates as an independent public entity and reports directly to the Minister responsible for Land Reform and Rural Development.

1.2. The appointed service provider will be responsible for delivering comprehensive end-to-end creative, production, printing, and distribution services in accordance with the requirements, specifications, and deliverables outlined in the Scope of Work and Deliverables section of this Terms of Reference (ToR). The successful bidder will be expected to ensure that all products are of the highest quality, align with the OVG's corporate identity and branding guidelines, and are delivered within the agreed timelines and specifications

2. PURPOSE

2.1. The Office of the Valuer-General (OVG) invites suitably qualified and experienced service providers to submit proposals for the provision of professional creative design, production, printing, and delivery services for corporate publications and marketing and promotional materials

3. SCOPE OF WORK AND DELIVERABLES

The appointed Service Provider shall provide professional creative design, editorial, production, printing, and delivery services as required by the OVG.

3.1. DESIGN, PRINTING AND DELIVERY OF ANNUAL REPORT

The Service Provider shall be responsible for the conceptualisation, design, editing, production, printing, and delivery of the OVG Annual Report and shall provide the following services:

3.1.1. Scope of work

The Service Provider shall submit a minimum of three (3) creative design concepts within five (5) working days of receipt of the official Purchase Order (PO). The concepts must include, at a minimum:

a) The Annual Report cover design; table of contents layout; foreword section design; and the overall visual and creative treatment of the publication.
b) The OVG shall review the concepts and select one concept for further development.

3.1.2. Graphic Design and Layout Services

The appointed Service Provider shall provide the services of a suitably qualified Graphic Designer who will be responsible for:

a) Developing the final publication layout based on the approved concept.
b) Designing and formatting all sections of the Annual Report.
c) Incorporating amendments and revisions as requested by the OVG.
d) Enhancing the visual presentation of text and graphic elements.
e) Redesigning and formatting all tables, graphs, charts, infographics, and visual elements.
f) Sourcing, editing, and integrating contextual imagery where required.
g) Ensuring consistency with the OVG corporate identity guidelines and branding requirements; and
h) Ensuring that the Annual Report complies with all applicable public sector reporting and publishing standards, including the requirements of the Auditor-General of South Africa (AGSA), the Public Finance Management Act (PFMA), and the Standards of Generally Recognised Accounting Practice (GRAP).

3.1.3. Editorial and Proofreading Services

The Service Provider shall provide the services of a suitably qualified Copy Editor/Proofreader who will be responsible for:

a) Conducting professional editing and proofreading of the Annual Report.
b) Performing quality assurance checks prior to final approval and printing.

3.1.4. Digital Printing Services of Annual Report

Following receipt of final approval from the Executive Authority and/or the Minister, the Service Provider shall Print and binding the document as per the specifications outlined:

Format: **A4 Portrait**

Pages: **90 - 100, including cover**

Colour: **Full colour throughout**

Paper: **Inside: Matt, 150 gsm – recycled Paper**

Cover: **Both side covers - Matt, UV varnish finishes**
280 gsm – recycled paper
Machine varnish - outside cover only

Binding: **Perfect bound.**

Quantity for Annual Report: **100 Documents**

Delivery: 50 copies must be delivered to **Praetor forum building,** 3rd Floor, 267 Lilian Ngoyi Street, Pretoria 0001

a) Ensure that all printed materials meet the approved specifications and quality standards; and
b) Package the printed documents appropriately to prevent damage during transportation.

3.2. <u>DESIGN, PRINTING AND DELIVERY OF BUSINESS CARDS</u>

3.2.1. Scope of Work

The appointed Service Provider shall be required to:

1. Design modern, professional and visually appealing business card templates that align with the Office of the Valuer-General (OVG) Corporate Identity (CI) guidelines and branding requirements.

2. Refine and enhance the existing OVG business card design concept to ensure compliance with standard business card dimensions, print requirements and professional design standards.
3. Incorporate all amendments, corrections and revisions requested by the OVG until final approval is obtained.
4. Prepare print-ready artwork for all approved business cards.
5. Provide digital proofs for review and approval prior to printing.
6. Print and deliver business cards for approximately forty (40) officials.
7. Produce fifty (50) business cards per official, resulting in an estimated total quantity of two thousand (2 000) business cards.
8. The final quantity will be determined by the approved list of officials.

The OVG reserves the right to increase or decrease the number of officials and/or quantities based on operational requirements.

3.2.2. **Business Card Specifications**

Specification	Requirement
Card Size	Standard business card size: 90 mm × 50 mm
Orientation	Landscape or portrait, as approved by OVG
Material	Premium quality 350gsm - 400gsm matt-coated board
Printing	Full colour (CMYK), double-sided
Finish	Soft-touch matt laminate with silk lamination
Design Style	Modern, professional, clean, and corporate
Corners	Standard square or rounded corners, subject to approval

3.3.3 **Deliverables**

The Service Provider shall provide:

- Refined business card design templates aligned with the OVG corporate identity.
- Digital proofs for each official.
- Final print-ready artwork files.
- Printed business cards packaged and delivered to the OVG.
- Source design files upon completion, if requested by the OVG.

3.3.4 **Quality Assurance**

The Service Provider shall:

a) Provide a digital proof for each official prior to printing.

b) Ensure that all information supplied by the OVG is captured accurately and reflected correctly on the business cards.

c) Conduct comprehensive quality checks to ensure consistency in:

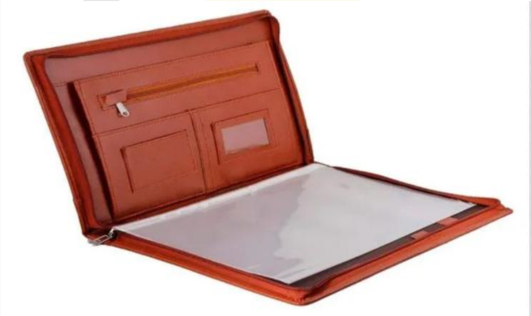
- Branding and corporate identity requirements.
- Layout and formatting.
- Colour accuracy.
- Printing quality.
- Spelling, names, titles and contact details.

d) Replace, at no additional cost to the OVG, any business cards found to contain printing defects, material defects or information errors attributable to the Service Provider.

e) Ensure that all printed business cards are delivered in excellent condition and comply fully with the approved design and specifications.

3.3. <u>DESIGN, PRINTING AND DELIVERY OF CORPORATE PRESENTATION FOLDERS</u>

Design C



Design D

3.3.1. Scope of Work

The appointed Service Provider shall design, print, assemble, and deliver corporate presentation folders as follows:

a) Folder Design C

- Quantity: Twenty (20) units

- Product: Onego Leather Classic Zippered File Folder (or approved equivalent)
- Size: B4 paper size
- Purpose: Corporate presentation and document storage

b) Folder Design D

- Quantity: One Hundred (100) units
- Custom-designed and branded corporate presentation folders

3.3.2. **Deliverables**

The Service Provider shall:

a) Submit a minimum of two (2) creative design concepts for Folder Design B within five (5) working days from receipt of the official Purchase Order (PO)

b) Develop and submit print-ready artwork for approval

c) Print, assemble, package, and deliver the approved presentation folders to the designated OVG delivery address.

3.3.3. **Specifications**

Folder Design C

a) Premium leather zippered file folder with professional corporate finish.

b) Internal layout capable of accommodating approximately twenty (20) A4 printed pages and related stationery.

c) Suitable for standard A4 document storage and presentation purposes.

Folder Design D

a) Size: A4+ (216 mm × 303 mm).

b) Capacity: Suitable for holding approximately one hundred (100) A4 pages and related printed materials.

c) Construction: Die-cut and folded presentation folder with one internal document pocket

d) Printing: Full colour (CMYK) printing throughout.
e) Material Finish:

- Silk-coated stock.
- Spot UV varnish applied to selected branding elements.
- Professional corporate-grade finish.

3.3.4 **Quality Assurance**

The Service Provider shall ensure that:

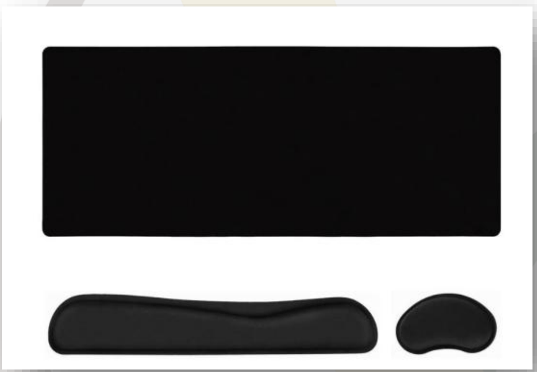
a) All presentation folders are professionally manufactured, assembled, and free from defects.

b) Colours, branding elements, finishes, and print quality remain consistent throughout the production run.

c) The folders are durable and suitable for corporate, stakeholder, and executive engagement purposes.

d) Any defective, damaged, or incorrectly printed folders are replaced at no additional cost to OVG.

3.4 BRANDED DESK MAT WITH WRIST SUPPORT



3.4.1 **Scope of work**

The appointed Service Provider shall deliver premium quality ergonomic desk mats with integrated wrist support for use in office and home office environments.

3.4.2 **Product Specifications**

The ergonomic desk mat shall comply with the following minimum specifications:

a) Product: Ergonomic Large Keyboard and Mouse Desk Mat with Integrated Wrist Support.
b) Colour: Black.
c) Material: Premium fabric surface with memory foam wrist support and a non-slip rubber base.
d) Branding: Full-colour Office of the Valuer-General (OVG) logo with text written that OVG will supply approximately 100 words.
e) Design: Professionally designed layout that accommodates both branding and textual content while maintaining a modern, corporate appearance.
f) Wrist Support: Integrated contoured gel or memory foam wrist cushion designed to provide ergonomic support and promote proper wrist alignment during extended periods of computer use.
g) Base: Anti-slip rubber backing to ensure stability during use.
h) Edge Finish: Durable stitched edges to prevent fraying and enhance product longevity.
i) Application: Suitable for use with desktop computers, laptops, keyboards, and computer mice in office and home office environments.

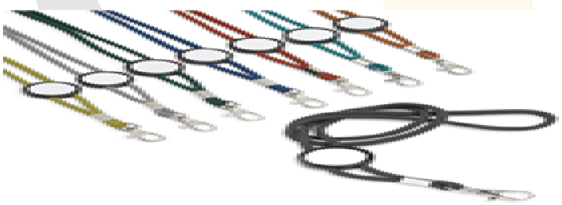
3.4.3 **Dimensions**

The desk mat shall comply with the following minimum dimensions:

a) Length: 900 mm (90 cm).
b) Width: 300 mm (30 cm).
c) Wrist Support Height: Approximately 60 mm (6 cm);
d) Usable Surface Area: Sufficient to accommodate a full-size keyboard, mouse, and branded corporate content.

NB: The desk mat will have corporate statement written on it.

3.5 <u>CANDY STRIPE DOME BRANDED LANYARD</u>



3.5.1 **Scope of work**

The appointed Service Provider shall brand, produce, and deliver premium-quality corporate lanyards for office, events, stakeholder engagements, conferences, and exhibitions use.

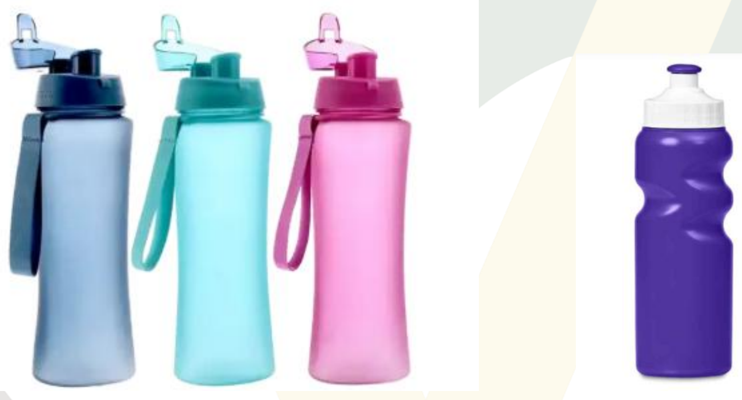
3.5.2 **Branded Lanyard Specifications**

The branded lanyards shall comply with the following minimum specifications:

3.5.3 **Specifications:**

a) Quantity: 300
b) Material: Premium quality funky polyester lanyard.
c) Colour: OVG corporate colours (green and white/yellow as approved by the OVG).
d) Circumference: Approximately 86 cm.
e) Features a comfortable cord lanyard with a sliding disc suitable for full-colour dome branding.
f) Includes an integrated safety release clip and a detachable quick release clip.
g) Designed to securely hold identification cards, keys, conference pouches, and other accessories.
h) The OVG logo shall be prominently displayed on the sliding disc and repeated along the length of the lanyard.
i) The overall design shall reflect a modern, professional, and corporate appearance in accordance with the OVG Corporate Identity (CI) guidelines.

3.6 <u>BRANDED PLASTIC WATER BOTTLE</u>



3.6.1 **Scope of work**

The appointed service provider shall supply and brand lightweight, reusable plastic water bottles suitable for distribution to school learners during OVG outreach, career exhibition and Corporate Social Investment initiatives.

3.6.2 **Product Specifications:**

a) Quantity: 900
b) Capacity: 650 ml
c) Material: Polypropylene plastic
d) Finish: Matt
e) Cap: Secure screw-on closed cap
f) Design: Compact, lightweight and easy to carry
g) Colours: Black, white or green, subject to OVG approval
h) Use: Suitable for school learners, sporting activities, outdoor events and everyday use
i) Safety: The bottle must be spill-resistant and leak-proof when properly closed

3.7 <u>Drawstring Backpack Bags</u>

3.7.2 **Scope of work**

The appointed service provider shall supply and brand lightweight drawstring backpack bags suitable for OVG outreach programmes, sporting activities, career exhibitions and promotional events.

3.7.3 **Product Specifications**

- Material: Durable polyester
- Design: Lightweight, foldable drawstring backpack
- Closure: Dual drawstring closure that securely closes the top of the bag
- Straps: Drawstrings must also function as shoulder straps
- Colours: OVG-approved colours, preferably green, yellow or black
- Construction: Strong and durable stitching suitable for regular use
- Portability: Compact and easy to carry or store
- Use: Suitable for carrying promotional materials, stationery, clothing and personal items

3.8 <u>Portable Bluetooth Party Speaker with Wireless 2X Microphone and Carrying Bag</u>

The purpose of this procurement is to acquire a portable Bluetooth party speaker system suitable for presentations, public announcements, training sessions, meetings, events, and outdoor activities. The system shall include a wireless microphone and a durable carrying bag for convenient transportation and storage

3.8.1 Scope of Supply

The successful supplier shall provide:

- Portable Bluetooth Party Speaker
- Wireless Microphone (minimum one)
- Protective Carrying Bag
- Rechargeable Battery and Charging Adapter
- User Manual
- All cables and accessories required for normal operation

3.8.2 Technical Specifications

Speaker Requirements

Audio Output Mode	Stereo
Mounting Type	Floor Standing
Enclosure Material	Metal, Plastic
Speaker Type	Portable Bluetooth Speaker, Outdoor Speakers
Additional Features	Bass Boost
Antenna Location	Indoor/Outdoor
Color	Black
Control Method	App, Voice
Speaker Size	6.5 inches (16.5 cm)
Woofer Diameter	6.5 inches (16.5 cm)
Water Resistance Level	Water Resistant
Battery Average Life	18 hours
Frequency Response	20000 hertz
Number of Audio Channels	2
Connectivity Technology	Wireless
Wireless Technology	Bluetooth
Connectivity Protocol	Bluetooth, USB
Audio Driver Type	Dynamic Driver
Audio Driver Size	6.5 inches (16.5 cm)
Built-In Media	1 x Speaker, 2 x Microphone
Speaker Maximum Output Power	240 watts

Unit Count	1 Count
Item Dimensions D x W x H	29"D x 18"W x 16"H (73.7 x 45.7 x 40.6 cm)
Item Weight	35 pounds (15.88 kg)
Compatible Devices	Laptop, Personal Computer, Smartphone, Tablet
Power Source	Battery Powered
Number of Batteries	1 Nonstandard Battery batteries required.
Frequency response	50 Hz to 20 kHz or better

- Bluetooth version 5.0 or later
- Minimum output power: 50 Watts RMS
- Rechargeable lithium-ion battery
- Built-in amplifier
- Integrated control panel with:
  - Volume control
  - Bass adjustment
  - Treble adjustment
  - Microphone volume control
- LED battery status indicator
- Wireless music streaming capability
- USB playback support
- Auxiliary (AUX) input
- Microphone input
- Maximum wireless range of at least 10 metres

3.8.3 Wireless Microphone Requirements

- 2x wireless handheld microphone
- Operating range of at least 10 metres from speaker
- Clear voice transmission with minimal interference
- On/off switch
- Powered by rechargeable or replaceable batteries
- Compatible and pre-paired with supplied speaker

3.8.4 Carrying Bag Requirements

- Durable padded carrying bag designed for the supplied speaker
- Water-resistant material
- Reinforced handles and shoulder strap
- Adequate protection against dust, scratches, and minor impacts
- Dedicated storage compartment for microphone and accessories

3.8.5 Performance Requirements

The speaker system shall:

- Deliver clear and audible sound for indoor and outdoor use
- Support simultaneous music playback and microphone use
- Operate reliably without excessive distortion at maximum recommended volume
- Maintain stable Bluetooth connectivity within specified range
- Be easy to transport and set up by a single user

4 DELIVERY INSTRUCTIONS

4.1 The Service Provider shall deliver all printed Annual Reports and related products to the designated OVG delivery address in accordance with the delivery requirements and timelines stipulated in the Purchase Order (PO) issued by OVG.

4.2 **Delivery Address**

All materials must be delivered to:

Praetor forum building
3rd Floor, 267 Lilian Ngoyi Street
Pretoria
0001

4.3 **Quality Assurance**

4.3.1 The Service Provider shall, at no additional cost to OVG, replace any delivered item(s) found to be defective, damaged, or incorrectly printed.

4.3.2 The Service Provider shall ensure the availability of key personnel, including the graphic designer and copywriter, and must be willing to work after hours and on weekends when required to meet project deadlines and urgent OVG requirements.

4 TIMELINES

4.1 The required services will be contracted on a once-off basis

5 TENDERS WILL BE EVALUATED IN TERMS OF THE EVALUATION CRITERIA STIPULATED BELOW:

a) Evaluation on Mandatory Requirements
b) Evaluation in terms of 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2022.

5.1 Mandatory Evaluation Phase Criteria

Failure to comply with Mandatory Requirements below will lead to the bidder being disqualified, and not considered for further evaluation on the Price and Preference requirements

NO	CRITERIA	COMPLY	NOT COMPLY
1	1.1 The potential Service Provider must have a Professional and qualified Graphic Designer with demonstrated proficiency in Adobe Creative Suite (Photoshop, Illustrator and InDesign). 1.2 Service Provider must submit a relevant Qualification of a Graphic designer or equivalent.		
2	**Company experience:** The Service Provider must demonstrate experience in Printing and delivery of corporate elements/identity items and manufacturer's branding and Creative Design 2.1 The Service Provider must provide minimum of three (03) signed reference letter on the client's letterhead that clearly outlines the relevant scope of work and provides contactable references		
3.	3.1 The Pricing Schedule (SBD 3.3 form) must be fully completed		

5.3 ADMINISTRATIVE REQUIREMENTS

a) Tax Requirements:

- Bidders must ensure compliance with their tax obligations.
- Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- Application for tax compliance status (TCS) or pin may also be made via e - filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- Bidders may also submit a printed TCS together with the bid.
- In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.
- Where no TCS is available, but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

b) Fully completion of SBD4 (Bidders' disclosure), SBD 6.1 (Preference Claim)

6 EVALUATION IN TERMS OF 80/20 PREFERENCE POINT SYSTEM

Only bids that achieve the minimum qualifying score for Mandatory will be evaluated further in accordance with the 80/20 preference points system. Evaluation in this stage will be done as per the information furnished on the Pricing Schedule (SBD 3.3)

a) The 80/20 preference points system as prescribed in the Preferential Procurement Regulations, November 2022 pertaining to the Preferential Procurement Policy Framework Act, (ACT No 5 of 2000) (PPPFA) will be applied to evaluate this bid. The lowest acceptable bid will score 80 points for price, and a maximum of 20 points will be awarded according to the Specific Goal points claimable in respect of Preferential Status.

b) The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$\boldsymbol{Ps = 80\ (1 - Pt - Pmin)}$$

$$\boldsymbol{Pmin}$$

Where-

Ps = Points scored for price of tender under consideration.

Pt = Price of tender under consideration; and

P min = Price of lowest acceptable tender.

c) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

d) The points scored for the specific goal will be added to the points scored for price and the total will be rounded off to the nearest two decimal places.

e) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

The specific goals allocated points in terms of this tender	Number of points allocated. (80/20 system)
Historically Disadvantaged individuals (HDIs)	
Who had no franchise in the elections before 1983 and 1993 Constitution	10
Who is a Female	5
People with Disabilities (PwDs)	5

f) Tenderers Preference points for HDI will be calculated on their percentage ownership or shareholding in business if they are actively involved in and exercise control over the enterprise.

g) Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.

h) A person awarded a contract because of preference for contracting with or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for the same number or more preference for equity ownership.

i) Preference points stipulated in respect of a tender must include preference points for equity ownership by HDIs. The equity ownership must be equated to the percentage of an enterprise or business owned by individuals or, in respect of a company, the percentage of a company's shares that are owned by individuals, who are actively involved in the management of the enterprise or business and exercise control over the enterprise, commensurate with their degree of ownership at the closing date of the tender.

j) If the percentage of ownership changes after the closing date of the tender, the tenderer must notify OVG, and such tenderer will not be eligible for any preference points.

k) Preference points may not be claimed in respect of individuals who are not actively involved in the management of an enterprise or business and who do not exercise control over an enterprise or business commensurate with their degree of ownership.

l) All claims made for equity ownership by an HDI will be considered according to the following criteria:

i. Equity within private companies must be based on the percentage of equity ownership.

ii. Preference points may not be awarded to public companies and tertiary institutions.

iii. The following formula will be applied calculate the number of points for equity ownership by an HDI:

$$NEP = \frac{NOP * EP}{100}$$

Were
NEP = Points awarded for equity ownership by an HDI
NOP= The maximum number of points awarded for equity ownership by an HDI
EP = The percentage of equity ownership by an HDI within the enterprise or business

k) Equity claims for a Trust may only be allowed in respect of those persons who are both trustees and beneficiaries and who are actively involved in the management of the Trust.
l) Documentation to substantiate the validity of the credentials of the trustees must be submitted.
m) A Consortium or Joint Venture may, based on the percentage of the contract value managed or executed by their HDI members, be entitled to equity ownership in respect of an HDI.
n) The number of points scored for a Consortium or Joint Venture must be added to the number of points scored for achieving specified goals.
o) Bidders are required to submit proof of HDI. Proof includes valid Central Supplier Database (CSD) together with their tenders to substantiate their specific Goals claims for HDIs who had no franchise in the elections before1983 and 1993 Constitution and Female.
p) Tenderers who do not submit proof of HDI claims as indicated above do not qualify for preference points for specific Goals but will not be disqualified from the tendering process.

9. CRITERIA FOR BREAKING DEADLOCK IN SCORING

9.1 If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.
9.2 If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

10. TERMS AND CONDITIONS OF THE PROPOSAL

10.1 Awarding of the proposal will be subjected to the Service Provider’s expressing acceptance of the OVG supply chain management general contact conditions.
10.2 The Service Provider should not qualify the proposal with his/her own conditions

10.3 Any qualification to the terms and conditions of this quotation will result in disqualifications.

10.4 Any short coming in these terms of reference must be identified by the service provider prior the awarding of a contract.

10.5 Any short comings identified by the service provider after the contract has been awarded and that would have an impact on the contract price will be for the account of the service provider.

10.6 Should the service provider not comply with any of the conditions contained in these terms of reference during the contract period, the OVG may cancel the contract.

10.7 The pricing must be fixed for the duration of the contract.

10.8 The company and its employees may be subjected to positive security vetting and screening.

10.9 The Office of the Valuer-General shall:

- Conduct business in a courteous and professional manner with the Service Provider.
- Not accept responsibility/liability of accounts/ expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- Not accept responsibility/liability of any damages suffered by the Service Provider or the personnel for the duration of the project.

10. REQUEST FOR FURTHER INFORMATION

All enquiries regarding the bid may be directed to the following:

Technical Enquiries

Overall general technical enquiries should be addressed to the following officials:

No.	Office	Contact person	Contact details
1	Office of the Valuer-General	Ms S Nkobi	+27 60 533 1321 Sithandiwe.Nkobi@ovg.org.za

For supply chain management enquiries, please contact:

No.	Office	Contact person	Contact details
1	Office of the Valuer-General	Mr. GI Sekwale/ Ms K Seatlholo	ovgscp@ovg.org.za

PRICING SCHEDULE: REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR THE DESIGN, LAYOUT, COPYWRITING, PROOFREADING, PRINTING, AND DELIVERY OF THE ANNUAL REPORT, BUSINESS CARDS, AND MARKETING COLLATERAL SPECIFICATION FOR OFFICE OF THE VALUER-GENERAL (OVG)

PRICING SCHEDULE
(Purchase)

NAME OF SERVICE PROVIDER: ....

RFQ No: OVG 2 (008) 2026/2027 **CLOSING DATE:** 14 AUGUST 2026 **CLOSING TIME: 11:00 AM**

PHYSICALL ADDRESS:

____

____

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CONTACT DETAILS:

TEL: _________________________

CELL: _________________________

FAX: _________________________

E-MAIL: _________________________

Reg. Number: ___________________________________

Tax Number: ___________________________________

VAT Number: ___________________________________

Contact Person: _________________________________

MY QUOTATION IS AS FOLLOWS

1. DESIGN, PRINTING AND DELIVERY OF ANNUAL REPORT					
Item	**Description**	**Unit**	**Qty**	**Unit Price (Excl.VAT**	**Total Price (Exl. VAT)**
1.1	Graphic design and layout of Annual Report (90-100 pages)	Once-off	1	**R**	**R**
1.2	Editing and proofreading services	Once-off	1	**R**	**R**
1.3	Sourcing and editing of images, infographics, tables and charts	Once-off	1	**R**	**R**
1.4	Printing of Annual Report, A4, full colour, 90-100 pages, perfect bound, 150gsm inside pages, 280gsm cover with UV varnish	Copies	100	**R**	**R**

Initials ………………………….

Date: ……………………………

PRICING SCHEDULE: REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR THE DESIGN, LAYOUT, COPYWRITING, PROOFREADING, PRINTING, AND DELIVERY OF THE ANNUAL REPORT, BUSINESS CARDS, AND MARKETING COLLATERAL SPECIFICATION FOR OFFICE OF THE VALUER-GENERAL (OVG)

1.5	Packaging and delivery to OVG Pretoria Office	Once-off	1	**R**	**R**
1.6	Conceptualisation and development of three (3) design concepts	Once-off	1	**R**	**R**
1.7	Graphic design and layout of Annual Report (90-100 pages)	Once-off	1	**R**	**R**
Subtotal A-Annual Report (Excl. VAT)				**R**	
2. DESIGN, PRINTING AND DELIVERY OF BUSINESS CARDS					
Item	**Description**	**Unit**	**Qty**	**Unit Price (Excl.VAT**	**Total Price (Exl. VAT)**
2.1	Design and refinement of business card template	Once-off	1	**R**	**R**
2.2	Digital proofs and amendments for approximately 40 officials	Official	40	**R**	**R**
2.3	Printing of business cards (50 cards per official)	Official Set	40	**R**	**R**
2.4	Packaging and delivery	Once-off	1	**R**	**R**
Total Estimated Quantity: 2,000 Business Cards					
Subtotal B-Business Cards (Excl. VAT)				**R**	
3. DESIGN, PRINTING AND DELIVERY OF CORPORATE PRESENTATION FOLDERS					
3.1 Folder Design C - Premium Leather Zippered File Folder					
Item	**Description**	**Unit**	**Qty**	**Unit Price (Excl.VAT**	**Total Price (Exl. VAT)**
3.1.1	Branding and artwork preparation	Once-off	1	**R**	**R**
3.1.2	Premium Leather Zippered Folder (Onego Classic or approved equivalent)	Unit	20	**R**	**R**
3.1.3	Branding application	Unit	20	**R**	**R**
3.1.4	Packaging and delivery	Once-off	1	**R**	**R**
Subtotal Folder Design C Premium Leather Zippered File Folder (Excl. VAT)				**R**	

Initials …………………………..

Date: ……………………………

PRICING SCHEDULE: REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR THE DESIGN, LAYOUT, COPYWRITING, PROOFREADING, PRINTING, AND DELIVERY OF THE ANNUAL REPORT, BUSINESS CARDS, AND MARKETING COLLATERAL SPECIFICATION FOR OFFICE OF THE VALUER-GENERAL (OVG)

3.2 Folder Design D - Custom Branded Presentation Folder					
3.2.1	Design concepts (minimum 2) and artwork development	Once-off	1	**R**	**R**
3.2.2	Printing and manufacture of custom presentation folders	Unit	100	**R**	**R**
3.2.3	Spot UV finish	Unit	100	**R**	**R**
3.2.4	Assembly, packaging and delivery	Once-off	1	**R**	**R**
Subtotal Folder Design D - Custom Branded Presentation Folder (Excl. VAT)				**R**	
4. BRANDED DESK MAT WITH WRIST SUPPORT					
Item	**Description**	**Unit**	**Qty**	**Unit Price (Excl.VAT**	**Total Price (Exl. VAT)**
4.1	Design and artwork incorporating OVG logo and corporate statement	Once-off	1	**R**	**R**
4.2	Supply and branding of ergonomic desk mats (900 x 300mm with wrist support)	Unit	120	**R**	**R**
4.3	Packaging and delivery	Once-off	1	**R**	**R**
Subtotal E-Branded Dest Mat (Excl. VAT)				**R**	
5. CANDY STRIPE DOME BRANDED LANYARDS					
Item	**Description**	**Unit**	**Qty**	**Unit Price (Excl.VAT**	**Total Price (Exl. VAT)**
5.1	Artwork and branding setup	Once-off	1	**R**	**R**
5.2	Premium polyester dome branded lanyards with safety release and detachable clip	Unit	300	**R**	**R**
5.3	Packaging and delivery	Once-off	1	**R**	**R**
Subtotal F-Candy Stripe (Excl. VAT)				**R**	
6. BRANDED PLASTIC WATER BOTTLES					
Item	**Description**	**Unit**	**Qty**	**Unit Price (Excl.VAT**	**Total Price (Exl. VAT)**

PRICING SCHEDULE: REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR THE DESIGN, LAYOUT, COPYWRITING, PROOFREADING, PRINTING, AND DELIVERY OF THE ANNUAL REPORT, BUSINESS CARDS, AND MARKETING COLLATERAL SPECIFICATION FOR OFFICE OF THE VALUER-GENERAL (OVG)

6.1	Branding setup and artwork	Once-off	1	**R**	**R**
6.2	Supply and branding of 650ml polypropylene water bottles	Unit	900	**R**	**R**
6.3	Packaging and delivery	Once-off	1	**R**	**R**
Subtotal G-Plastic Water Bottle (Excl. VAT)				**R**	
7. BRANDED DRAWSTRING BACKPACK BAGS					
Item	**Description**	**Unit**	**Qty**	**Unit Price (Excl.VAT**	**Total Price (Exl. VAT)**
7.1	Branding setup and artwork	Once-off	1	**R**	**R**
7.2	Supply and branding of drawstring backpack bags	Unit	600	**R**	**R**
7.3	Packaging and delivery	Once-off	1	**R**	**R**
Subtotal H-Drawstring Backpack (Excl. VAT)				**R**	
8. Portable Bluetooth Party Speaker with Wireless 2X Microphone and Carrying Bag					
Item	**Description**	**Unit**	**Qty**	**Unit Price (Excl.VAT**	**Total Price (Exl. VAT)**
8.1	Portable Bluetooth Party Speaker with Wireless 2X Microphone	Once-off	**1**	**R**	**R**
8.2	Carrying Bag	Once-off	**1**	**R**	**R**
8.3	Packaging and delivery	Once-off	**1**	**R**	**R**
Subtotal I-Portable Bluetooth Party Speaker with Wireless 2X Microphone and Carrying Bag (Excl. VAT)				**R**	

SUMMARY OF PRICING	
Description	**Total Excl. VAT (R)**
Subtotal A-Annual Report	**R**
Subtotal B-Business Cards	**R**

Initials ……………………………..

Date: ……………………………..

PRICING SCHEDULE: REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR THE DESIGN, LAYOUT, COPYWRITING, PROOFREADING, PRINTING, AND DELIVERY OF THE ANNUAL REPORT, BUSINESS CARDS, AND MARKETING COLLATERAL SPECIFICATION FOR OFFICE OF THE VALUER-GENERAL (OVG)

Subtotal C- Premium Leather Zippered File Folder	**R**
Subtotal Folder Design D - Custom Branded Presentation Folder	**R**
Subtotal E-Branded Desk Mats	**R**
Subtotal F-Branded Lanyards	**R**
Subtotal G-Branded Water Bottles	**R**
Subtotal H-Drawstring Backpack Bags	**R**
Subtotal I-Portable Bluetooth Party Speaker with Wireless 2X Microphone and Carrying Bag	**R**
Grand Total Excluding VAT	**R**
VAT (15%)	**R**
Grand Total Including VAT	**R**

Service Providers must take note of the following:

1. **Pricing Requirements**

1.1 Prices quoted must be inclusive of all costs associated with the delivery of the required goods and/or services, including but not limited to design, artwork, proofreading, printing, branding, packaging, delivery, labour, equipment, setup, and any other related expenses.

2. **Understanding of Specifications**

2.1 Service Providers are requested to carefully review and fully understand the specifications and requirements before submitting a quotation. Pricing should accurately reflect the scope

PRICING SCHEDULE: REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR THE DESIGN, LAYOUT, COPYWRITING, PROOFREADING, PRINTING, AND DELIVERY OF THE ANNUAL REPORT, BUSINESS CARDS, AND MARKETING COLLATERAL SPECIFICATION FOR OFFICE OF THE VALUER-GENERAL (OVG)

and quality requirements of the products and/or services requested. Under-pricing or submitting unrealistically low quotations may compromise quality expectations and could result in the quotation being rejected.

VALIDITYPERIOD

60 Days		90 Days		120 Days	

BANK DETAILS:

ACCOUNT HOLDER NAME: ____

BANK NAME: ____

ACCOUNT TYPE: ____

ACCOUNT NUMBER: ____

BRANCH CODE: _____________

DELIVERY PERIOD: _________ DAYS

QUOTATION EXPIRY DATE:_____________________________

SIGNATURE OF AUTHORISED PERSON: ______________________________

NAME: ______________________________

DESGNATION: ______________________________

DATE: ______________________________

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	**Identity Number**	**Name of State institution**

2.2 Do you, or any person connected with the bidder, have a relationship

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
………………………………………………………………………………………
………………………………………………………………………………………

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
…………………………………………………………………………………
…………………………………………………………………………………

3 DECLARATION

I, the undersigned, (name)…………………………………………………………………… in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;
3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.
3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

………………………………	..………………………………………………
Signature	Date
………………………………	………………………………………………
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$\boldsymbol{Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)} \quad \text{or} \quad \boldsymbol{Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

3.2.1. **POINTS AWARDED FOR PRICE**

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
HDIs who had no franchise in the elections before 1983 and 1993 Constitution	10	
HDIs who is a Female	5	
People with Disabilities (PwDs)	5	
Total	**20**	

NB: Bidders are required to submit proof of HDI. Proof includes valid Central Supplier Database (CSD) together with their tenders to substantiate their specific Goals claims for HDIs.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…………………………………………………………………….

4.4. Company registration number: …………………………………………………………...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

……………………………………….

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ………………………………………………………

DATE: ………………………………………………………

ADDRESS: ………………………………………………………

………………………………………………………

………………………………………………………

………………………………………………………

SUPPLIER MAINTENANCE ☐

SAGE

System User Only
Captured By:
Captured Date:
Authorized By:
Date Authorized:
Safety Web Verification
YES ☐ NO ☐

Office: **The office of the Valuer-General**

I/We hereby request and authorize you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank. I/we understand that the credit transfers hereby authorized will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).
I/we understand that the OVG will supply payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.
This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post. Please ensure information is valid as per required bank screens.
I/We understand that bank details provided should be exactly as per the records held by the bank.
I/We understand that the OVG will not assume responsibly for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details	
Registered Name	
Trading Name	
Tax number	
Vat Number	
CSD Supplier Number	
Title	
Initials	
First Names (as per id)	
Surname	

Address Detail	
Postal Address Line 1	
Postal Address Line 2	
Physical Address Line 1	
Physical Address Line 2	
Postal Code	

New Supplier Information ☐					**Update Supplier Information** ☐	
Supplier Type	Individual	☐	Department	☐	Department Number	
	Company	☐	Trust	☐	Other Specify:	
	CC	☐	Other	☐		
	Partnership	☐				

Supplier Bank Account Details

This field is compulsory and should be accompanied by not older than 3 months bank account confirmation letter

Account Holder	
Account Number	
Branch Name	
Branch Number	
Account Type	☐ Cheque/Current Account ☐ Savings Account Transmission ☐ Account Bond Account ☐ Other (Please Specify)
ID Number	☐
Passport Number	
Company Registration Number	
*CC Registration	
* Please include CC/CK where applicable	
Practice Number	
	Not older than 3 months bank account confirmation letter It is hereby confirmed that this detail has been verified against the following screens **ABSA**-CIF screen **FNB**-Hogan's system on the CIS4 **STD** Bank-Look-up-screen **Nedbank**- Banking Platform under the Client Details Tab
CSD Bank Verification Status (Banking details must appear on Central Supplier Database)	**Verification Succeeded** Yes ☐ No ☐

Contact Details			
Business Home Fax	*Area Code*	*Telephone Number*	*Extension*
Cell	*Area Code*	*Telephone Number*	*Extension*
	Area Code	*Telephone Number*	
	Cell Code	*Cell Number*	
E-mail Address			
Contact Person			

	Supplier details	**Organization sender details**
Signature		
Print Name		
Rank		
Date (dd/mm/yyyy)		

Address *of the Office of the Valuer General where form is submitted from*: