



# OFFICE OF THE VALUER-GENERAL

## OFFICE OF THE VALUER GENERAL

3<sup>rd</sup> Floor, 267 Praetor Building, Lillian Ngoyi Street, Pretoria, 0002

Private Bag X 812, Pretoria, 0001; Tel: 060 582 1281; [www.ovg.org.za](http://www.ovg.org.za)

## REQUEST FOR QUOTATION (RFQ)

See attached Terms of Reference

**RFQ NO: OVG 2 (021) 2023/24**

**CLOSING DATE: 05 MARCH 2024 TIME: 11H00 AM**

1. Quotations should be emailed to [gobusamang.sekwale@ovg.org.za](mailto:gobusamang.sekwale@ovg.org.za) & [Kehilwe.Seatholo@ovg.org.za](mailto:Kehilwe.Seatholo@ovg.org.za) no later than the closing date and time indicated above.
2. The validity period of your quote is: (Tick applicable box)

<b>30 days</b>	<input type="checkbox"/>	<b>60 days</b>	<input type="checkbox"/>	<b>90 days</b>	<input type="checkbox"/>	<b>120 days</b>	<input type="checkbox"/>
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3. Please indicate your delivery period: \_\_\_\_\_ working days
4. Is the delivery period firm: Yes / No (delete which is not applicable)?
5. Is/are the price(s) firm for the duration of the contract: Yes / No (delete which is not applicable)
6. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
7. Is the offer strictly to specifications: Yes / No (delete which is not applicable)?
8. If not to specifications, state deviation(s): \_\_\_\_\_
9. Registration on Central Supplier Database (CSD) prior to submitting quotation is a mandatory requirement of this RFQ. Quotations received from none CSD suppliers will be disqualified. Please indicate your CSD Number below:

<b>CSD No.</b>	<input type="text"/>	<b>SARS Tax Status PIN.</b>	<input type="text"/>
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10. You are not required to submit hard copy of Tax Clearance Certificate however the Overall Tax Status for all price quotations will be accessed and verified on CSD or SARS eFiling prior to award. No price quotation may be awarded to persons who are not tax compliant.
11. 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.
12. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
13. No Quotations received after the closing date and time will be accepted without prior arrangement with the sender. It is the responsibility of the tenderer to verify receipt of any faxes and emails forwarded to this office.
14. **NB:** If you are unable to quote, please fax or email or hand deliver this page back to the sender as a no quote and state the reason below. Failure to furnish the reason(s) may lead to your company being removed from the commodity on the supplier database:  
\_\_\_\_\_
15. This RFQ is subject to the National Treasury General Conditions of Contract of July 2010 unless otherwise stated by the issuer.
16. Please fill in the attached **SBD 3,3 (Pricing Schedule)**, **SBD4 (Bidders' disclosure)**, **SBD 6.1 (Preference Claim)** Forms and submit with your price quotation. Failure to attach these completed and duly signed forms will result in quote not being considered.
17. This Request for Quotation must be completed and be accompanied by an official quotation and relevant SBD forms.
18. If you have not been contacted within 30 days after the closing date of this request, kindly accept that your quotation was unsuccessful.

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



# OFFICE OF THE VALUER-GENERAL

## **OFFICE OF THE VALUER-GENERAL**

267 Praetor Building, 3<sup>rd</sup> Floor, Cnr Pretorius and Lilian Ngoyi Street, Pretoria, 0001  
Private Bag X 812, Pretoria, 0001

## **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER CLEANING MATERIALS AS AND WHEN REQUIRED TO THE OFFICE OF THE VALUER GENERAL (OVG) FOR THE PERIOD OF TWENTY-FOUR (24) MONTHS.**

### **PHYSICAL ADDRESSES:**

#### **Praetor forum building**

3<sup>rd</sup> Floor, 267 Lilian Ngoyi Street  
Pretoria  
0001

### **1. PURPOSE**

1.1. The Office of the Valuer-General would like to request for proposals from prospective Service Providers for the supply and delivery of cleaning materials as and when required, just in time contract for a period of 24 months.

### **2. BACKGROUND**

2.1. The Supply Chain Management unit is tasked with the responsibility to assist various Business units within the Organization, with effective cost saving sourcing mechanism of resources required to ensure value for money.

2.2. To ensure value for money, the organization wishes to appoint a service provider on a just-in-time contract for the period of 24 months.

2.3. This will assist in simplifying the method of procurement and reduce the turnaround times.

2.4. The service provider appointed will be required to supply and deliver the cleaning materials as and when required to the following office:

2.4.1 267 Praetor Building Offices (Lilian Ngoyi Street, Pretoria)

2.4.2 Center Walk building (Pretorius Street, Pretoria)

### 3. PROJECT OBJECTIVE

3.1. The objective of this project is to enter a Just in Time Contract with a suitable service provider who has the ability and capacity to carry out this contract for supply and delivery of cleaning materials.

### 4. SCOPE/ SPECIFICATIONS FOR CLEANING MATERIALS.

No	Description	Quantity
1	Hand paper towel 2ply reflex roll	01 pack of 6 Rolls
2	Toilet paper 2ply	01 pack of 48 Rolls
3	Feather duster 184cm	01
4	Dustpan and brush set	01
5	Plastic Trigger spray bottle 750ml	01
6	Large cleaning gloves	01 pair
7	Microfiber Cleaning cloths set	01 set of 20
8	Air freshener 75ml	01
9	Bio Purinel Refill 300ml	01
10	Urinal mat	01 Pack
11	Plastic Toilet brush set	01
12	Dishwash liquid soap 5lt	01
13	Multipurpose cleaner 5lt	01
14	Bleach 5lt	01
15	Bowl cleaner 5lt	01
16	Dish cloth- Delux 100% Cotton	01 Pack of 10
17	Hand soap flex enriched foam 500ml	01
18	300ml multi-surface polish	01
19	Sanitary Bin Liners - Clear (Pack of 100 Bags) 45X60 cm	01 pack of 100
20	Clear Refuse Bags 750X950mm	01 pack of 100
21	Yellow wet floor caution sign	01
22	Yellow 36L cleaning bucket with 4 x castors, 1 x bucket and 1 x wringer	01

## **5 ENGAGEMENT MODEL WITH THE SUCCESSFUL SERVICE PROVIDER:**

- 5.1 As and when a need arises, a request for quotation will be sent to the contracted service provider for the supply and delivery of the required items and quantities will be provided
- 5.2 The service provider will be required to provide the OVG with a quotation which is line with the rates as quoted on the attached pricing schedule within 24 hours after receiving the RFQ
- 5.3 An official purchase order will be issued by email and delivery should take place within 2 weeks after placing an order.
- 5.4 This term contract will run for a period of 24 months, subject to quality on services rendered, quality of goods should be in line with the relevant regulations/standards e.g. SABS and satisfactory performance.
- 5.5 All queries shall be attended to and addressed within 24 hours.

## **6 PROPOSAL REQUIREMENT**

- 6.1 Total quoted price will be determined in line with detailed cost breakdown of each item type listed on the specifications as per the pricing schedule. **[Bidders must take note that this is a rate based just in time contract with unspecified quantities]**. Quantities will be determined by client usage as and when an RFQ issued to the successful service provider
- 6.2 The cost for delivery to Praetor and Center Walk buildings must be included in the pricing schedule below.

## **7 AUTHORISED DELEGATE(S)**

- 7.1 The scope of work may not be amended without the written confirmation of the Valuer-General or any official delegated by the Valuer-General.

## **8 SERVICE LEVEL AGREEMENT**

8.1 The appointed service provider will have to enter into a service level agreement with the Office of the Valuer-General.

## **9. PROJECT MANAGEMENT**

9.1 The service provider must provide a clear project plan with deliverables and timeframes for this project ensuring adherence to the turnaround times as stipulated above.

9.2 The Project Plan will be used as one of the contract monitoring tools to measure performance of the service provider and adherence to the contract conditions

## **10. TENDERS WILL BE EVALUATED IN TERMS OF THE EVALUATION CRITERIA STIPULATED BELOW:**

- a) Evaluation for mandatory criteria
- b) Evaluation in terms of 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2022.

## **11. Evaluation for mandatory criteria**

**Tenders will only be considered for acceptance if (i.e., will only be regarded as responsive) if:**

- a) The pricing schedule forms part of the Terms of Reference and must be fully completed
- b) The bidder will have to offer items strictly conforming to our specifications and requirements. The offers not meeting any of the requirements are liable to be rejected.
- c) Providing proof of previous similar work (completed or current active contract) a minimum of 2 reference letters from the relevant client is required.
- d) Detailed Project plan indicating clear turnaround times i.e. time required for the service provider to ensure that the required material as ordered, is obtained and delivered to the OVG, mode of transportation to be used for the delivery of material to the OVG, goods are fully delivered as per the order prior the invoice can be submitted and effected etc.

***Note: Any tenderer not complying with the above-mentioned stipulations will be regarded as non-responsive and will therefore not be considered for further evaluation.***

## 12. ADMINISTRATION REQUIREMENT

### 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. To use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://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.

## 13. EVALUATION IN TERMS OF 80/20 PREFERENCE POINT SYSTEM

Only bids that achieve the minimum qualifying score for functionality 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.

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:

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where-

$P_s$  = Points scored for price of tender under consideration.  
 $P_t$  = Price of tender under consideration; and  
 $P_{min}$  = Price of lowest acceptable tender.

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

- c) 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.
- d) 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)
<b>Historically Disadvantaged individuals (HDIs)</b>	
Who had no franchise in the elections before 1983 and 1993 Constitution	10
Who is a Female	5
People with Disabilities (PWDs)	5

- e) 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.
- f) 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.
- g) 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.
- h) 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.
- i) 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.
- j) 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.

- k) 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 to calculate the number of points for equity ownership by an HDI:

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

Where?

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,

- l) 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.
- m) Documentation to substantiate the validity of the credentials of the trustees must be submitted.
- n) 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.
- o) The number of points scored for a Consortium or Joint Venture must be added to the number of points scored for achieving specified goals.
- p) 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 before 1983 and 1993 Constitution and Female.
- q) 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.

#### **14. CRITERIA FOR BREAKING DEADLOCK IN SCORING**

- a) 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.

- b) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

## **15. SUB-CONTRACTING**

- 15.1 The successful bidder is expected to inform the OVG of the sub-contracting arrangements and access to the sub-contracted entities for purposes of quality, compliance check, security, and tax issues.

## **16. SECURITY AND CONFIDENTIALITY OF INFORMATION**

- 16.1 The successful Bidders must undertake to disclose information relating to the contract only in terms of the SLA and only to the parties stipulated in the SLA, both during the contract period and subsequently. Information may only be disclosed to outside sources with the prior, written approval from the OVG.

## **17. TERMS AND CONDITIONS OF THE QUOTATION**

- 17.1 Awarding of the request for quotation will be subject to the Service Provider's acceptance of National Treasury General Conditions of Contract and OVG Supply Chain Management Policy. No additional terms and conditions from the Service Provider will be accepted
- 17.2 The Service Provider must ensure that all the quoted, required and delivered items comply with the SABS standards.
- 17.3 The Service Provider should not qualify the proposal with his/her own conditions. Any qualification to the terms and conditions of this quotation must be disclosed and marked as such in the proposal failure to that will result in disqualification.
- 17.4 Any shortcoming in this term of reference must be identified by the service provider prior to the awarding of the contract. Any shortcoming 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.
- 17.5 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 within one month's notice.
- 17.6 The pricing must be fixed for the duration of the contract.

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

17.8 By submitting your bid, you consent to your personal information being shared with third parties e.g. The National Treasury prescripts.

17.9 Should a request from third parties (other than the one stated above) arise, the service provider will be duly notified.

**17.10 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 for any damage suffered by the Service Provider or the personnel for the duration of the project.
- The OVG will enter into a Service Level Agreement upon appointment of the suitable Service Provider. These terms and Conditions will also form part of the service level agreement.

**18. REQUEST FOR FURTHER INFORMATION**

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

**Technical Enquiries**

Office	Contact person	Contact details
Office of the Valuer-General	Mr. Gobusamang Ishmael Sekwale	060 535 5769/ <a href="mailto:Gobusamang.Sekwale@ovg.org.za">Gobusamang.Sekwale@ovg.org.za</a>
Office of the Valuer-General	Ms. Kehilwe Seatlholo	071 604 0399/ <a href="mailto:Kehilwe.Seatlholo@ovg.org.za">Kehilwe.Seatlholo@ovg.org.za</a>

**PRICING SCHEDULE: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER CLEANING MATERIALS AS AND WHEN REQUIRED TO THE OFFICE OF THE VALUER GENERAL (OVG) FOR THE PERIOD OF TWENTY-FOUR (24) MONTHS**

PRICING SCHEDULE  
(Purchase)

NAME OF SERVICE PROVIDER: .....		
RFQ No: OVG 2 (021) 2023/24	CLOSING DATE: 05 MARCH 2024	CLOSING TIME: 11:00 AM

**PHYSICALL ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONTACT DETAILS:**

TEL: \_\_\_\_\_

CELL: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Reg. Number: \_\_\_\_\_

Tax Number: \_\_\_\_\_

VAT Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**MY QUOTATION IS AS FOLLOWS:**

N o	Description	Quantity	Unit Price Including VAT	Total Price Including VAT
1	Hand paper towel 2ply reflex roll	01 pack of 6 Rolls	R	R
2	Toilet paper 2ply	01 pack of 48 Rolls	R	R
3	Feather duster 184cm	01	R	R
4	Dustpan and brush set	01	R	R
5	Plastic Trigger spray bottle 750ml	01	R	R
6	Large cleaning gloves	01 pair	R	R
7	Microfiber Cleaning cloths set	01 set of 20	R	R

Initials .....

Date: .....

**PRICING SCHEDULE: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER CLEANING MATERIALS AS AND WHEN REQUIRED TO THE OFFICE OF THE VALUER GENERAL (OVG) FOR THE PERIOD OF TWENTY-FOUR (24) MONTHS**

8	Air freshener 75ml	01	R	R
9	Bio Purinel Refill 300ml	01	R	R
10	Urinal mat	01 Pack	R	R
11	Plastic Toilet brush set	01	R	R
12	Dishwash liquid soap 5lt	01	R	R
13	Multipurpose cleaner 5lt	01	R	R
14	Bleach 5lt	01	R	R
15	Bowl cleaner 5lt	01	R	R
16	Dish cloth- Delux 100% Cotton	01 Pack of 10	R	R
17	Hand soap flex enriched foam 500ml	01	R	R
18	300ml multi-surface polish	01	R	R
19	Sanitary Bin Liners - Clear (Pack of 100 Bags) 45X60 cm	01 pack of 100	R	R
20	Clear Refuse Bags 750X950mm	01 pack of 100	R	R
21	Yellow wet floor caution sign	01	R	R
22	Yellow 36L cleaning bucket with 4 x castors, 1 x bucket and 1 x wringer	01	R	R
23	Delivery cost per trip (to and from Praetor building)	01	R	R
<b>TOTAL PRICE ALL INCLUSIVE</b>			<b>R</b>	

**NB: THE SUPPLIER MUST QUOTE AS PER THE ATTACHED SPECIFICATION**

**VALIDITY PERIOD**

30 Days		60 Days		90 Days		120 Days	
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**BANK DETAILS:**

Initials .....

Date: .....

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**PRICING SCHEDULE: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER CLEANING MATERIALS AS AND WHEN REQUIRED TO THE OFFICE OF THE VALUER GENERAL (OVG) FOR THE PERIOD OF TWENTY-FOUR (24) MONTHS**

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ACCOUNT HOLDER NAME: \_\_\_\_\_

BANK NAME: \_\_\_\_\_

ACCOUNT TYPE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

BRANCH CODE: \_\_\_\_\_

DELIVERY PERIOD: \_\_\_\_\_ DAYS

QUOTATION EXPIRY DATE: \_\_\_\_\_

SIGNATURE OF AUTHORISED PERSON: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

DATE: \_\_\_\_\_

**N.B: Pricing per item must remain fixed for the duration of the contract**

**The total price as indicated above is for competition purposes only and will not be translated to a contract price, however rates for each item will remain fixed for the duration of the contract.**

Initials .....

Date: .....

## 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 interest<sup>1</sup> 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

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<sup>1</sup> 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 consortium<sup>2</sup> 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

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<sup>2</sup> 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 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- 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 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 PREFERENCE POINT SYSTEM

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 20 points)  
 (Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?  
 (**Tick applicable box**)

YES	NO
-----	----

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(**Tick applicable box**)

YES	NO
-----	----

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited
- [TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

.....

.....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES
1. ....
2. ....

..... SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS .....
.....
.....



SAGE

Office

System User Only	
Captured By:	
Captured Date:	
Authorized By:	
Date Authorized:	
<b>Safety Web Verification</b>	
<b>YES</b>	<b>NO</b>
<input type="checkbox"/>	<input type="checkbox"/>

**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 responsibility for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details	
Registered Name	
Trading Name	
Tax number	
Vat 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	
<input type="checkbox"/>		<input type="checkbox"/>	
Supplier Type	<input type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> CC <input type="checkbox"/> Partnership	Department <input type="checkbox"/> Trust <input type="checkbox"/> Other	Department Number <input type="text"/>  Other Specify <input type="text"/>

**Supplier Account Details**

(This field is compulsory and should be completed by a bank official from the relevant bank).

Account Name			
Account Number			
Branch Name Branch			
Number			
Account Type	<input type="checkbox"/>	Cheque/Current Account	
	<input type="checkbox"/>	Savings Account Transmission	
	<input type="checkbox"/>	Account Bond Account	
	<input type="checkbox"/>	Other (Please Specify)	
ID Number	<input type="checkbox"/>	<input type="text"/>	
Passport Number			
Company Registration Number			
*CC Registration			
* Please include CC/CK where applicable			
Practise Number			
<b>When the bank stamps this entity maintenance form or Provide Bank confirmation Letter, they confirm that all the Information completed by the entity is correct.</b>			
	<p><b>Bank stamp/ Bank confirmation Letter</b></p> <p>It is hereby confirmed that this detail has been verified against the following screens  <b>ABSA</b>-CIF screen  <b>FNB</b>-Hogan's system on the CIS4  <b>STD</b> Bank-Look-up-screen  <b>Nedbank</b>- Banking Platform under the Client Details Tab</p>		

**Contact Details**

Business			
Home Fax	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
Cell	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
	<i>Area Code</i>	<i>Telephone Number</i>	
	<i>Cell Code</i>	<i>Cell Number</i>	
E-mail Address			
Contact Person			

	<b>Supplier details</b>	<b>Organization sender details</b>	<i>Address of the Office of the Valuer General where form is submitted from:</i>
<b>Signature</b>			
<b>Print Name</b>			
<b>Rank</b>			
<b>Date (dd/mm/yyyy)</b>			