



# 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 (010) 2023/24**

**CLOSING DATE: 24 AUGUST 2023 TIME: 11H00**

1. Quotations should be emailed to [gobusamang.sekwale@ovg.org.za](mailto:gobusamang.sekwale@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>		<b>60 days</b>		<b>90 days</b>		<b>120 days</b>	
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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>		<b>SARS Tax Status PIN.</b>	
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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)** 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. 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.

Signature of Tenderer

Name and Capacity

Date



# OFFICE OF THE VALUER-GENERAL

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3<sup>rd</sup> Floor, 267 Praetor Building, Lillian Ngoyi Street, Pretoria, 0002  
Private Bag X 812, Pretoria, 0001; Tel: 012 036 0000; Email: [vg@ovg.org.za](mailto:vg@ovg.org.za)

## SPECIFICATIONS

### PROCUREMENT OF PROMOTIONAL MATERIAL

#### 1. BROCHURES

QUANTITY: 120



- Designing, editing and printing of brochures
- Submit 2 design ideas to OVG for approval
- Full Colour on both sides (CMYK)
- Paper type: 250gsm
- Paper finish: matt
- Sides: double sided
- Size: A4, Z -Fold/Tri Fold depending on the design approved

#### 2. BRANDED WATER

QUANTITY: 250



- Designed with an OVG brand and information
- The design and samples are to be approved by OVG before print
- 500 ml of branded bottles in a clear branded container consisting of 200 bottles of spring water still and 50 sparkling water

### 3. DESK CLOCKS, BRANDED

QUANTITY: 120



- Multi-functional modern desk watch
- Material: plastic and glass, /metal desk clock
- Branded with the OVG logo and website details
- Colour: black and silver

### 4. SHWESHWE CULTURAL BAG

QUANTITY: 120



- African printed backpack or shoulder bag with an OVG branded tag
- Supplier to present OVG with choices to choose from various African Designer colours.
- 100% Cotton
- Beautiful bag big enough to carry a laptop, books, etc
- NB: We aren't looking for a shopper/taxi bag

### 5. SWING GLASS WATER BOTTLE

QUANTITY: 120



- Capacity – 650 ml
- Material: Glass & PP

- Branding option: Pad printing (PC), transparent design with the OVG brand
- Bottle cap – green or yellow
- Dishwasher safe

#### **6. BRANDED OVAL DOME KEYRING WHICH IS A USB**

**QUANTITY: 120**



- 32 GB
- Oval/Round silver-shaped keyring that is accompanied by a USB
- Design: to suit the OVG logo, with creative flair designed in a round shape
- Flashdrive USB

#### **7. BRANDED LUNCH COOLER BAG**

**QUANTITY: 120**



- Material: Polyvinyl Chloride (PVC), Aluminum Foil
- Long adjustable shoulder strap
- 2 Compartments, an upper compartment with zip, a lower compartment with round zip
- Aluminium interlined fabric ideal for keeping food warm or cold
- All zippers need to be smooth and durable
- Water-resistant
- Colour: green or grey
- Size: 26 cm x 16 cm x 23 cm

## 8. BRANDED GIFT BAGS

QUANTITY: 120



- Designed to creatively compliment the OVG logo
- Size: Medium
- Paper: 230 gsm, Art Card Paper
- Matte
- Branding Options: Raised spot UV with the OVG Logo
- Colour: Black

## 9. BRANDED RECHARGEABLE LED LANTERN

QUANTITY: 120



- 24 x 5730 SMD LED Lighting Panel
- Auto On/Off function for Load Shedding
- Operating Time: Up to 50 Hours
- Brightness: 12W - 800 Lumen
- USB port for charging
- Must include a Switched Emergency Lantern
- A Built-in 2 Pin Euro Power/ Charge Cable
- 1 x Instruction Manual
- Colour: White or Black
- OVG logo branded on all items

**10. SMALL ARTIFICIAL FLOWER IN A WHITE CERAMIC POT**

**QUANTITY: 1**



- Green artificial flowers & planters
- Material Type: plastic & ceramic white pot
- Dimensions: 30.4 x 30.4 x 30.4cm
- Flower and pot to be placed on a table

**11. ARTIFICIAL PLANT & POT COMBO**

**QUANTITY: 1**



- Tall Pot: Plastic material, white colour, round shaped
- The pot and plant must be ideal for housing indoor and outdoor large plants.
- Must include plant liners
- Size: 300 mm, height 65 cm
- Plant: preferable – artificial if live plants – must need low maintenance

**TO NOTE:**

1. The delivery date for items is 08 September 2023
2. Supplier to include sample images quoted for all items except brochures. This must be submitted together with your quotation
3. Brochure – supplier to include PDF sample of previously designed brochures
4. Before promotional materials are branded and the order is confirmed, OVG will sign off on samples. Samples will need to be delivered to the OVG offices
5. No poor quality will be accepted
6. Delivery address: Office of the Valuer-General, Praetor Forum Building, 267 Lilian Ngoyi Street, Pretoria, 0001
7. Disclaimer: Pictures provided should not be regarded as prescriptive but for demonstration purposes only

## 1. 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.

### 1.1 EVALUATION FOR MANDATORY CRITERIA

**NB Service Providers must comply with the requirements and submit all required document(s) indicated hereunder with the RFQ documents at the closing date and time of RFQ. Service Provider who fails to comply with all the mandatory criteria will be disqualified.**

- 1.1.1 Service Provider must submit together with their quotation a PDF sample of previously designed brochure/s. Contactable reference details must be provided to validate the sample provided.

**The Office of the Valuer-General reserves the right to validate the details provided in the reference letters.**

**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.**

## 2. 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	073 287 4743 <a href="mailto:sithandiwe.nkobi@ovg.org.za">sithandiwe.nkobi@ovg.org.za</a>

**For supply chain management enquiries, please contact:**

Mr. Gobusamang Ishmael Sekwale

[Gobusamang.Sekwale@ovg.org.za](mailto:Gobusamang.Sekwale@ovg.org.za)



**PRICING SCHEDULE: PROCUREMENT OF DESIGN AND BRANDING OF PROMOTIONAL MATERIAL  
FOR THE OFFICE OF THE VALUER GENERAL (OVG)**

**PRICING SCHEDULE**  
**(Purchase)**

**NAME OF SERVICE PROVIDER:** .....

**RFQ No:** OVG 2 (010) 2022/23

**CLOSING DATE:** 24 AUGUST 2023

**CLOSING TIME:** 11:00

**PHYSICALL ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT DETAILS:**

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

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

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

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

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

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

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

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

**MY QUOTATION IS AS FOLLOWS:**

No.	Item Description	Unit Price Including VAT	Quantity	Total Price Including VAT
1	Designing, editing, and printing of OVG brochures (As per the attached Specification)	R	120	R
2	OVG Branded Water (As per the attached Specification)	R	250	R
3	OVG Branded Desk Clocks (As per the attached Specification)	R	120	R
4	Shweshwe Cultural Bag (As per the attached Specification)	R	120	R
5	Swing Glass Water Bottle (As per the attached Specification)	R	120	R
6	OVG Branded Oval Dome Keyring which is a USB (As per the attached Specification)	R	120	R
7	OVG Branded Lunch Cooler Bag (As per the attached Specification)	R	120	R
8	OVG Branded Gift Bags (As per the attached Specification)	R	120	R

Initials .....

Date: .....



**PRICING SCHEDULE: PROCUREMENT OF DESIGN AND BRANDING OF PROMOTIONAL MATERIAL FOR THE OFFICE OF THE VALUER GENERAL (OVG)**

9	OVG Branded Rechargeable Led Lantern (As per the attached Specification)	R	120	R
10	Small Artificial Flower in a White Ceramic Pot	R	1	R
11	Artificial Plant & Pot Combo	R	1	R
<b>TOTAL PRICE ALL INCLUSIVE</b>				<b>R</b>

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

**BANK DETAILS:**

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

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

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

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

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

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

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

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

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

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

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

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 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**

### 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	
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

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:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

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	
<b>Total</b>	<b>20</b>	

**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.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....



SAGE

☐

Office

System User Only	
Captured By:	
Captured Date:	
Authorized By:	
Date Authorized:	
Safety Web Verification	
YES	NO
<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 Department 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 Department 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	Individual	Department	Department Number
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Company	Trust	
	<input type="checkbox"/>	<input type="checkbox"/>	
	CC	Other	Other Specify
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	Partnership		
	<input type="checkbox"/>		

Supplier Account Details	
(This field is compulsory and should be completed by a bank official from the relevant bank).	
Account Name	<div style="border: 1px solid black; height: 20px;"></div>
Account Number	<div style="border: 1px solid black; height: 20px;"></div>
Branch Name Branch	<div style="border: 1px solid black; height: 20px;"></div>
Number	<div style="border: 1px solid black; height: 20px;"></div>
Account Type	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div> Cheque/Current Account  Savings Account Transmission  Account Bond Account  Other (Please Specify) </div> </div>
ID Number	<div style="display: flex; align-items: center;"> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <div style="border: 1px solid black; flex-grow: 1; height: 20px; margin-left: 10px;"></div> </div>
Passport Number	<div style="border: 1px solid black; height: 20px;"></div>
Company Registration Number	<div style="border: 1px solid black; height: 20px;"></div>
*CC Registration	<div style="border: 1px solid black; height: 20px;"></div>
* Please include CC/CK where applicable	<div style="border: 1px solid black; height: 20px;"></div>
Practise Number	<div style="border: 1px solid black; height: 20px;"></div>
<p style="color: red; font-weight: bold; margin: 0;">When the bank stamps this entity maintenance form, they confirm that all the Information completed by the entity is correct.</p>	<div style="border: 1px solid black; padding: 10px;"> <p><b>Bank stamp</b></p> <p>It is hereby confirmed that this detail has been verified against the following screens</p> <p><b>ABSA</b>-CIF screen</p> <p><b>FNB</b>-Hogan's system on the CIS4</p> <p><b>STD</b> Bank-Look-up-screen</p> <p><b>Nedbank</b>- Banking Platform under the Client Details Tab</p> </div>

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>	
E-mail Address	<i>Cell Code</i>	<i>Cell Number</i>	
Contact Person			

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