



REQUEST FOR QUOTATION (RFQ)

See attached Scope of Work

RFQ NO: OVG 2 (010) 2025/2026 **CLOSING DATE: 24 OCTOBER 2025 TIME: 16H00 PM**

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

30 days		60 days		90 days		120 days	
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- Is/are the price(s) firm for the duration of the contract: Yes / No (delete which is not applicable)
- Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
- Is the offer strictly to scope of work: Yes / No (delete which is not applicable)?
- If not to specifications, state deviation(s): _____
- 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.
- All prices must be VAT inclusive, if no indication is given, prices will be taken as inclusive.
- This RFQ is subject to the National Treasury General Conditions of Contract of July 2010 unless otherwise stated by the issuer.
- 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.

11. REQUEST FOR FURTHER INFORMATION

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

No.	Contact person	Contact details
1	Ms N Pangwa	081 037 1016 Nophiwe.Pangwa@ovg.org.za
2	Ms N Nkomzwayo	071 482 6545 Nomsindiso.Nkomzwayo@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

+27 12 036 0000/2

Private Bag X 874,
Pretoria, 0001

267 Praetor Forum Building, 3rd Floor,
Cnr Pretorius & Lilian Ngoyi Street,
Pretoria, 0001

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www.ovg.org.za



APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT EXTERNAL QUALITY ASSURANCE REVIEW AND AWARENESS ROADSHOWS 25/26 FOR THE OFFICE OF THE VALUER-GENERAL

1. PURPOSE

- 1.1 The OVG seeks to appoint a suitable Service Provider to conduct external quality assurance review and awareness roadshows for Internal Audit Unit.

2. INTRODUCTION

- 2.1 The Office of the Valuer-General is a Schedule 3A state entity established in terms of the Property Valuation Act No.17 of 2014 (PVA) and its listing as a National Public Entity is in terms of the Public Finance Management Act.

- 2.2 Internal Audit department must comply with PFMA, which instructs Internal Audit to comply with the Internal Audit Global Standards.

- 2.3 Internal Audit Global Standards, Domain III: Governing the Internal Audit Function, Principle 8 Overseen by the Board, Standards 8.4 **External Quality Assessment** states that:

- 2.3.1 The chief audit executive/Senior Manager Internal Audit must develop a plan for an external quality assessment and discuss the plan with the board.

- 2.3.2 The external assessment must be performed at least once **every five years by a qualified, independent assessor or assessment team**. The requirement for an external quality assessment may also be met through a self-assessment with independent validation.

- 2.3.3 When selecting the independent assessor or assessment team, the chief audit executive must ensure at least one person holds an active Certified Internal Auditor® designation.

- 2.4 Internal Audit Global Standard, Domain IV: Managing the Internal Audit



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Function, Principle 11, Communicate Effectively, Standard 11.1 Building Relationships and Communicating with Stakeholders states that CAE/Senior Manager Internal Audit must guide the internal audit function to communicate effectively with its stakeholders.

- 2.5 Effective and ongoing communication builds relationships, establishing trust, and enabling stakeholders to benefit from the results of internal audit services
- 2.6 Websites, newsletters, **presentations**, and other forms of communication can be effective methods for **sharing the internal audit function's role and benefits with employees** and other stakeholders.

3. BACKGROUND

- 3.1. Internal Audit must be subjected to External Quality Assurance Review (EQAR) every 5 years as per Internal Audit Global Standards. OVG Internal Audit has never been subjected to EQAR before, and it will be conducted during 2025/26 financial year.
- 3.2. As per Internal Audit Global Standards, Internal Audit must conduct awareness to the stakeholders of the organisation, hence Internal Audit is requesting a service provider to do roadshows.
- 3.3. These activities are included in the Annual Audit Plan for 2025/26, Audit and Risk Committee was also informed.

4. SCOPE OF WORK

- 4.1 Table 4 illustrates the scope of activities as follows.

Table 1 : Scope of Work

Description	Requirements
1. External Quality Assurance Review (EQAR)	• EQAR must be conducted according to Global Internal Audit Standards • Planning, Execution and Reporting to Internal Audit Function, Manco and Audit and Risk Committee (ARC)

2. Awareness or Roadshows about Internal Audit	• To conduct awareness and roadshows about Internal Audit - Why should organizations have Internal Audit Function - How does Internal Audit add value - How is Internal Audit Conducted - High level awareness on Global Internal Audit Standards, Laws and Regulations - Can business ask for assistance from Internal Audit and how.
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5. DELIVERABLES

This section outlines the specific outputs the EQAR service provider is expected to produce

5.1 Inception report and Execution

5.1.1 An initial report that outlines the service provider's understanding of the ToR, detailed work plan, methodology, and timelines

5.2 Draft report

5.2.1 A preliminary report of the findings and recommendations for review and comment by management

5.3 Final report

A comprehensive report incorporating feedback on the draft and including:

- An executive summary.
- An independent opinion on the function's conformance with professional standards.
- A summary of findings and recommendations, prioritized by risk level.
- Report on Internal Audit Competency Framework

5.4 Management presentation

5.4.1 A presentation summarizing the key findings and recommendations to the

relevant stakeholders including Audit and Risk Committee (ARC).

5.5 The service provider must conduct the EQAR within 8 weeks

5.6 The service Provider must do three roadshows,

5.6.1 Executive and Senior Managers - Physical Meeting (9h00 to 13h00)

5.6.2 ARC Members, Corporate teams (HR, ICT, Finance, SCM, Risk and PMO) – Virtual Meeting (09h00 to 13h00)

5.6.3 Valuations – Virtual Meeting (09h00 to 13h00)

6. AUTHORISED DELEGATE(S)

6.1 The scope of work may not be amended without the written confirmation of the Valuer-General or a duly delegated official.

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

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

8.1 MANDATORY REQUIREMENTS

A Bidder must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of bid.

No.	Mandatory Requirement	Substantiating Evidence of Compliance (Used to assess compliance)	Evidence Reference (To be completed by the Bidder)
1.	The Pricing Schedule (SBD 3.3 form) must be fully completed	Service Providers are required to complete the Pricing Schedule <u>(SBD 3.3) form</u> and submit together with their Bid	Provide unique reference to locate substantiating evidence in the Bid response

8.1.2 ADMINISTRATIVE REQUIREMENTS

Tax and SBD documents Requirements:

- a) Bidder must ensure compliance with their tax obligations.
- b) 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.
- c) 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.
- d) Bidder may also submit a printed TCS together with the bid.
- e) In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.
- f) Where no TCS is available, but the Bidder is registered on the central supplier database (CSD), a CSD number must be provided.
- g) Fully completion of SBD4 (Service provider' disclosure), SBD 6.1 (Preference Claim)

8.2 EVALUATION IN TERMS OF FUNCTIONALITY

8.2.1 Only Bidder who have complied with mandatory requirements will be evaluated for functionality. Bidder must, as part of their bid documents, submit supporting documentation for all functional requirements as indicated hereunder. The Bid Evaluation Committee (BEC) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.

8.2.2 The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

8.2.3 Functionality will be evaluated based on the supporting documentation supplied by the Bidder in accordance with the below functionality criteria and values.

8.2.4 The applicable values that will be utilized when scoring each criterion ranges from: 1 being Poor, 2 = Average 3 = Good, 4 = Very Good & 5 = Excellent

EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
ABILITY AND CAPABILITY	<u>Company experience:</u> The Bidder must have experience in conducting EQAR and Internal Audit Awareness/Roadshows Provide proof of experience from the current or previous client in a form of a reference letter (5 reference letters) with contact details of the client and the company letterhead.	40

PROJECT LEAD QUALIFICATION AND EXPERIENCE NB: Please indicate on the document the proposed Project Lead	Attach comprehensive personnel CVs with skill(s), experience, relating to Qualification. CVs must clearly indicate start and end dates (or duration) for each relevant position and clearly outline the responsibilities. Project Lead should have 11 years of experience and must possess a Certified Internal Auditor (CIA) and must have attended PEQA training. Demonstrate the capability to have performed Internal Audit Roadshows / Awareness NB: Bidder will not be allocated points should they fail to comply with the afore-mentioned requirement. Please note that in addition to the CV, the table below may be utilised as an example. Bidder will not be allocated points should they fail to comply with the afore-mentioned requirement.	30
TECHNICAL APPROACH & METHODOLOGY	Provide a proposal on the proposed methodology. The bidder must provide its proposed approach indicating how the services will be executed successfully. It must provide a comprehensive proposal to demonstrate their capability to render such services. This will typically include human resources to be employed, detailed plan for the executing the external quality assurance review with time frames associated with costs, etc. The methodology should be aligned to the IIA guidelines on performing Full External Quality Assurance.	30
TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100		100

Scoring Criterion	1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
Company Experience	1 similar contract (reference letters) currently or successfully completed.	2 similar contracts currently being undertaken or successfully completed.	3 similar contracts currently being undertaken or successfully completed.	4 similar contracts currently being undertaken or successfully completed.	5 or more similar contracts currently being undertaken or successfully completed.

Project Lead Qualification and Experience,	0 -5 years of experience in conducting EQAR and IA Awareness.	5 - 6 years of experience in conducting EQAR and IA Awareness + PEQA training.	7 – 9 years of experience in conducting EQAR and IA Awareness + PEQA training & being Certified Internal Auditor (CIA)	9 - 11 years of experience in conducting EQAR and IA Awareness. + PEQA training & being Certified Internal Auditor (CIA).	11 or more years of experience in conducting EQAR and IA Awareness. + PEQA training & being Certified Internal Auditor (CIA).
Technical Approach Methodology	Inadequate Plan	Plan that only partially addresses the scope of work.	Plan indicating scope of work, proposed work schedule/ duty sheet.	Plan indicating scope of work, proposed work schedule/ duty sheet/ work plan provided with clear deliverables.	Detailed Plan indicating scope of work, proposed workschedule/ duty sheet/ work plan provided with clear deliverables and timeframes for each task to be completed.

8.2.5 Bids that fail to achieve a minimum of **60** points out of **100** points for functionality will be disqualified. This means that such bids will not be evaluated on the second stage(Preference Points System).

8.3 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)
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

- 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.

8.4 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.

9. REQUIREMENT FOR SUBMISSION OF THE PROPOSAL

- 9.1. Design a suitable methodology to undertake the assignment.
- 9.2. Submit a company profile that highlights capabilities relevant to EQAR and IA Awareness
- 9.3. Demonstrate appropriate knowledge and experience in carrying out services of similar nature.
- 9.4. Attach full Curriculum Vitae of all the team members
- 9.5. Provide a Project Plan that outlines the Project life cycle.
- 9.6. Submit five references from organizations of which services of a similar magnitude have been successfully completed.
- 9.7. Bidders are advised to take note of the specified scope which will serve as a minimum performance matrix once the contract has been awarded. No changes to the scope will be entertained in the event that the Bidder did not cost the services accordingly.

10 SECURITY AND CONFIDENTIALITY OF INFORMATION

- 10.1 No material or information derived from the provision of the services under the contract may be used for any other purpose except for those of the OVG, except where duly authorized to do so in writing by the OVG.
- 10.2 Copyright in respect of all documents and data prepared or developed for the purpose of the project by the Bidder shall be vested in OVG.
- 10.3 The successful Bidder agrees to keep confidential all records and information of or related to the project and not disclose such records or information to any third party or owner without the prior written consent of OVG.

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

11. TERMS AND CONDITIONS OF THE PROPOSAL

- 11.1. Awarding of the proposal will be subject to the Service Provider's expressing acceptance of the OVG Supply Chain Management Policy and the General Conditions of Contract as published by National Treasury.
- 11.2. The Bidder should not qualify the proposal with his/her own conditions. Any qualification to the terms and conditions of this bid will result in disqualifications
- 11.3. Any short coming in these terms of reference must be identified by the Bidder prior to the awarding of a contract. Any short comings identified by the Bidder 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.
- 11.4. Should the Bidder 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 notice.
- 11.5. The pricing must be fixed for the duration of the contract.
- 11.6. The company and its employees will be subjected to positive security vetting and screening.
- 11.7 The Office of the Valuer-General shall:**
- 11.7.1 Conduct business in a courteous and professional manner with the Service Provider.
- 11.7.2 Not accept responsibility/liability of accounts/ expenses incurred by the Bidder that was not agreed upon by the contracting parties.
- 11.7.3 Not accept responsibility/liability of any damages suffered by the Bidder or the personnel for the duration of the project.
- 11.7.4 The OVG will enter into a Service Level Agreement upon appointment of the suitable Service Provider. These TOR terms and Conditions will also form part of the contract.

12 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 N Pangwa	081 037 1016 Nophiwe.Pangwa@ovg.org.za
2	Office of the Valuer-General	Ms N Nkomzwayo	071 482 6545 Nomsindiso.Nkomzwayo@ovg.org.za

For supply chain management enquiries, please contact:

No.	Contact Person	Contact Details
1.	Mr. GI Sekwale: +27 12 036 3036	ovgscp@ovg.org.za
2.	Ms. K Seatlholo: +27 12 036 3024	





PRICING SCHEDULE
(Services)

NAME OF SERVICE PROVIDER:

RFQ No: OVG 2 (010) 2025/2026

CLOSING DATE: 24 October 2025

CLOSING TIME: 16:00 PM

PHYSICALL ADDRESS:

CONTACT DETAILS:

TEL: _____

CELL: _____

FAX: _____

E-MAIL: _____

Reg. Number: _____

Tax Number: _____

VAT Number: _____

Contact Person: _____

MY QUOTATION IS AS FOLLOWS:

Item No	Description	Quantity	Price Per Unit	Total price Excluding 15% Vat
1.	Inception report and Execution	Once-Off	R	R
2.	Draft report	Once-Off	R	R



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Item No	Description	Quantity	Price Per Unit	Total price Excluding 15% Vat
3.	Final report	Once-Off	R	R
4.	Management presentation	Once-Off	R	R
5.	Roadshows/Awareness	Once-off	R	R
6.	Total Cost Excluding 15% VAT (Item 1 to 4)		R	
7.	15% VAT		R	
8.	Total Fixed costs (VAT Inclusive)		R	

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: _____

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

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
$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$		

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:

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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:	
	
	
	



OFFICE OF THE
VALUER-GENERAL

SUPPLIER MAINTENANCE

SAGE

☐

Office

System User Only

Captured By:

Captured Date:

Authorized By:

Date Authorized:

Safety Web Verification

YES

NO

☐☐

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

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

☐

CC

☐

Other

Other Specify

☐

Partnership

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	☐ 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	
Practise Number	
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.	
	Bank stamp/ Bank 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

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			

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