



# OFFICE OF THE VALUER-GENERAL

## OFFICE OF THE VALUER-GENERAL

Directorate: Supply Chain and Procurement

Physical Address - 267 Praetor Forum Building, 3rd Floor, Cnr Pretorius and Lillian Ngoyi Street, Pretoria, 0001: Postal Address Private Bag X 812, Pretoria, 0001

## REQUEST FOR QUOTATION (RFQ)

See attached Specification

**RFQ NO: OVG 2 (008) 2025/2026**

**CLOSING DATE: 03 OCTOBER 2025 TIME: 11H00 AM**

1. Quotations should only be emailed to [ovgscp@ovg.org.za](mailto:ovgscp@ovg.org.za) no later than the closing date and time indicated above.

2. The validity period of your quote is: (Tick applicable box)

<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)**, **SBD 6.1 (Preference Claims) 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.

19. 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.

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

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

Private Bag X 812, Pretoria, 0001; Tel: 012 036 0000; Email: [ovgscp@ovg.org.za](mailto:ovgscp@ovg.org.za)

Website: <https://ovg.org.za/>

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## REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR DESIGN, LAYOUT, SUPPLY AND DELIVERY OF CORPORATE BRANDING MATERIAL FOR OFFICE OF THE VALUER-GENERAL

### PHYSICAL ADDRESSES:

#### **Praetor forum building**

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

### **1. PURPOSE AND BACKGROUND**

- 1.1 The purpose of this exercise is to appoint a service provider for the provision of Designing Conference elements, manufacture Branding and Printing of conference elements.
- 1.2 The OVG is listed as a National Public Entity in terms of Schedule 3(A) of the Public Finance Management Act established through the Property Valuation Act No. 17 of 2014 (PVA). It operates as a stand-alone entity reporting directly to the Minister of Land Reform and Rural Development.
- 1.3 The organisation will be hosting its landmark 2025 OVG Conference and Gala Dinner, marking a decade since the enactment of the Property Valuation Act. As part of the branding, communication and visual storytelling for this event, a Graphic Designer with printing services is required to support the Communications and Event Teams with impactful visual content that aligns with OVG's vision, corporate identity and strategic goals.

### **2. OBJECTIVES**

- 2.1 Develop the official design language and visual theme for the OVG Conference and Gala Dinner 2025.
- 2.2 Create digital and print-ready graphic elements to support all event-related communications, ensuring visual consistency across all touchpoints.

### **3. SCOPE OF WORK AND DELIVERABLES**

The Service Provider will render the following:

Design and Printing of OVG's Conference elements and manufacturer's branding

#### **3.1 Design & layout of OVG's conference elements:**

3.1.1 Official event theme and brand template

3.1.2 Personalised invitation cards (RSVP, etc.)

3.1.3 Digital banners and graphics for:

- ✓ OVG Website
- ✓ 2 x Email signatures and campaign designs
- ✓ 2 x social media designs (LinkedIn, Facebook, Twitter/X)

3.1.4 Event programme designs for both: Conference and Gala Dinner

3.1.5 Certificates of attendance (with editable name fields)

3.1.6 Design branded name badges in delegate tags (with PVC holders and lanyards provided by the OVG)

3.1.7 Design OVG Conference PowerPoint presentation template, Holding slides for speaker transitions and breaks (PowerPoint format)

3.1.8 Template:

- ✓ Design corporate PowerPoint presentation template, letterhead for Microsoft word, etc
- ✓ Email signature, word document and power point presentation

3.1.9 Design the Gala Dinner welcome board

3.1.10 Design a Brochure (refer to 3.2.4 for the specification)

3.1.11 Design invitation cards for email purposes (produce 3 designs)

3.1.12 Create various forms of the existing OVG logo, various colour (HD, png, static image, etc)

#### **3.2 Printing of OVG's Conference Elements**

3.2.1 Gala Dinner A5 programme x 200 each ¼ page, back-to-back colour printing on gloss 190 GSM. The precise printing style will be decided by the design that the graphic designer comes up with.

**REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR THE PROVISION OF DESIGN, BRANDING AND PRINTING SERVICES FOR OFFICE OF THE VALUER-GENERAL**



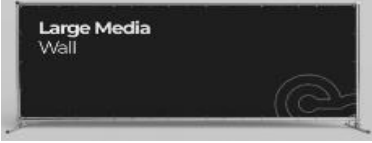
3.2.2 Print 200 unique and personalized delegate cards with matt white heavyweight material and supply name tags. The supplier must quote for the laser inkjet printing machine suitable for conference delegate cards and made available on the day of the conference. The machine must offer different size pages, all matt white heavyweight cards to be supplied by the service provider as well as the toner.

**NB: The printout must complement the branded Lanyard Conference Pouch**

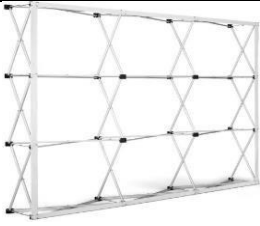






3.2.3 Designing, editing and printing 300-unit x Brochures

- ✓ Full Colour on both sides (CMYK)
- ✓ Paper type: 250gsm
- ✓ Paper finish: matt
- ✓ Sides: double sided
- ✓ Size: A 4, Z -Fold/Tri Fold
- ✓ The designer will layout the content that OVG will provide and design the broacher






**4. DESIGN & LAYOUT, SUPPLY AND DELIVERY OF BRANDING AS FOLLOWS**

ITEM NAME	DETAILED SPECIFICATION	IMAGE( Images displayed should not be regarded as prescriptive but for demonstration purposes only)	QUANTITY
<b>1. Slimline banner wall</b>	<ul style="list-style-type: none"> <li>• Slimline wall banner</li> <li>• Size: 2000 x 3000 mm</li> <li>• Full colour sublimation,</li> <li>• Aluminium stand</li> <li>• Double-sided fabric sock</li> <li>• with Carry bag</li> </ul> <p>Each banner will consist of a different design</p>	  <p>OFFICE OF THE VALUER-GENERAL</p> <p>OVG logo needs to be embedded on the banner</p>	<b>3 Units</b>
<b>2. Straight Pop Up Display Back Wall Fabric Tension Trade Show Display, Single</b>	<ul style="list-style-type: none"> <li>• Fabric pop-up</li> <li>• Size: 6m</li> <li>• Full colour sublimation</li> <li>• Aluminium stand with carry bag</li> <li>• The banner will be used for conference stage</li> </ul>		<b>2 Units</b>

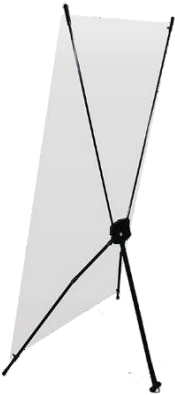
**REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR THE PROVISION OF DESIGN, BRANDING AND PRINTING SERVICES FOR OFFICE OF THE VALUER-GENERAL**

	<ul style="list-style-type: none"> <li>Each banner will consist of a different design</li> </ul>		
<b>3. Straight Wall banner aluminium stands</b>	<ul style="list-style-type: none"> <li>Sizes are: 1 on 3m x 2.25m 1 on 2.25m x 4.5 curved banner wall pop up banner wall</li> <li>Rust proof</li> <li>The aluminium stands need to be durable and strong, with a 1-year warrantee</li> <li>With a carry bag</li> </ul>		<b>2 Units</b>
<b>4. Pull up banner</b>	<ul style="list-style-type: none"> <li>850mm x 2000mm</li> <li>Non curl PVC Executive stand Portable bag</li> <li>Rust proof</li> <li>With a carry bag</li> <li>Each banner will consist of a different design</li> </ul>		<b>3 Units</b>
<b>5. Slimline Pull up banner</b>	<ul style="list-style-type: none"> <li>Slimline banner S-Frame</li> <li>Each banner will consist of a different design</li> <li>Double-sided design</li> </ul>	 	<b>3 Units</b>
<b>6. Fabric Tension Frame Banner</b>	<ul style="list-style-type: none"> <li>Fabric Tension frame</li> <li>Custom aluminium fabric frames as wall mounted units or double-sided freestanding units</li> <li>Perfect for exhibition environments, remodelling corporate and retail areas.</li> <li>Fluorescent or LED illumination can be added to both wall and freestanding</li> </ul>	  	<b>2 Units</b>

**REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR THE PROVISION OF DESIGN, BRANDING AND PRINTING SERVICES FOR OFFICE OF THE VALUER-GENERAL**

	units, creating bold and vibrant branding solutions.		
<b>7. Digital Signage</b>	<ul style="list-style-type: none"> <li>• Full HD VA Panel Business Monitor</li> <li>• Commercial Floor Standing Android Signage)</li> <li>• Display type: LCD</li> <li>• Screen Form Factor: Flat</li> <li>• Screen Resolution Type: 4k Ultra Full HD</li> <li>• Android 11 OS with RK3568V CPU &amp; 128GB SSD</li> <li>• Bluetooth, USB, WIFI, touchscreen enabled 3mm tempered glass surface protection</li> </ul>		<b>2 Unit</b>
<b>8. Gazebo</b>	<ul style="list-style-type: none"> <li>• Waterproof sublimated material Aluminium stand with portable bag and hoisting accessories</li> <li>• 6 mm x 3 mm</li> <li>• Deluxe aluminium pop up</li> <li>• Branded Gazebo Custom</li> <li>• toolkit included: 1 x mallet: rubber &amp; wood, 4 x ropes: nylon, 4 x frame pegs: steel, 4 x rope pegs: steel (also sold individually as toolkit-2000)</li> <li>• Branding spaces that will be designed:</li> </ul> <p>Front Panel of Gazebo Roof Right Panel of Gazebo Roof Back Panel of Gazebo Roof Left Panel of Gazebo Roof Full Wall on Left Side</p>	 <div data-bbox="911 1335 1171 1406">  <p>OFFICE OF THE VALUER-GENERAL</p> </div> <p>OVG logo needs to be embedded on the Gazebo</p>	<b>2 Units</b>
<b>9. Tablecloth</b>	<ul style="list-style-type: none"> <li>• Tablecloth 2 units of 1.4m x 2.4m size and, 2 units of 3m x 2m size</li> <li>• Dye sublimation branding for printed tablecloth predominantly onto Banner weave material to achieve bright and vibrant colours.</li> <li>• Each banner will consist of a design proposed by the</li> </ul>	 <div data-bbox="911 1928 1171 2000">  <p>OFFICE OF THE VALUER-GENERAL</p> </div> <p>OVG logo needs to be embedded on the Tablecloth</p>	<b>4 Table Clothes</b>

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	supplier and approved by the OVG		
<b>10. X-Frame pull up banner Spider banner</b>	<ul style="list-style-type: none"> <li>• 600x1600mm</li> <li>• Large X-frame banner – 1,8m x 800mm</li> <li>• Long lasting Aluminium, compound and strong plastic connectors</li> <li>• suited for indoor advertising but can also be used for outdoor promotions.</li> <li>• x-shape at the back ensures stability and prevents it from easily falling over or getting bumped</li> <li>• Carry bag</li> <li>• Carry bag</li> <li>• Each banner will consist of a design proposed by the supplier and approved by the OVG</li> </ul>		<b>2 Units</b>

**NB: KINDLY TAKE A VERY SERIOUS NOTE OF THE FOLLOWING:**

1. **Delivery:** All materials to be delivered at 3rd Floor, 267 Praetor Building, Lillian Ngoyi Street, Pretoria, 0002
2. Suppliers are requested to carefully go through the specification and understand the requirements so that they can be able to price accordingly and not under price/ quote as this may jeopardize the quality of the end product. Under quoting/ pricing may results to your quote being rejected.
3. Successful service provider is expected to provide a sample on all items after receiving the Purchase Order (PO) for approval by the OVG before the entire delivery can be made.
4. Disclaimer: Pictures provided should not be regarded as prescriptive but for demonstration purposes only
5. Service provider must be available and willing to work after hours and over weekends.
6. Service provider must be available on the first day of the conference to manage the printer

**5. TIMELINES**

- 5.1 Upon appointment, the successful service provider is expected to provide a sample on all items within 1 week after receiving the Purchase Order (PO) for approval by the OVG before the entire delivery can be made as prescribed in specification above.
- 5.2 Failure to adhere- to the above, OVG reserves the right to cancel the issued Purchase Order

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

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

### 6.1 Mandatory Evaluation Phase Criteria

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

NO	CRITERIA	COMPLY	NOT COMPLY
1	<p>1.1 The potential Service Provider must have a Professional and Qualified Graphic Designer in the team who is Proficient in Adobe Creative Cloud or equivalent</p> <p>1.2 Service Provider must submit a relevant Certification of a Graphic designer or equivalent.</p>		
2	<p>2.1 The successful bidder must produce a minimum of three (3) reference letters clearly outlining:</p> <ul style="list-style-type: none"> <li>- Printing of corporate elements/ Identity and manufacturer's branding</li> <li>- Creative Design</li> </ul>		
3.	3.1 The Pricing Schedule (SBD 3.3 form) must be fully completed		

### 6.2 ADMINISTRATIVE REQUIREMENTS

- a) Tax Requirements:
  - Bidders must ensure compliance with their tax obligations.
  - Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
  - Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website [www.sars.gov.za](http://www.sars.gov.za).
  - Bidders may also submit a printed TCS together with the bid.



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- In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.
- Where no TCS is available, but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

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

## **7. 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)

- 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:

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

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.

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

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- f) Tenderers Preference points for HDI will be calculated on their percentage ownership or shareholding in business if they are actively involved in and exercise control over the enterprise.
  - g) Where individuals are not actively involved in the management and daily business operations and do not exercise control over the enterprise commensurate with their degree of ownership, equity ownership may not be claimed.
  - h) A person awarded a contract because of preference for contracting with or providing equity ownership to an HDI, may not subcontract more than 25% of the value of the contract to a person who is not an HDI or does not qualify for the same number or more preference for equity ownership.
  - i) Preference points stipulated in respect of a tender must include preference points for equity ownership by HDIs. The equity ownership must be equated to the percentage of an enterprise or business owned by individuals or, in respect of a company, the percentage of a company's shares that are owned by individuals, who are actively involved in the management of the enterprise or business and exercise control over the enterprise, commensurate with their degree of ownership at the closing date of the tender.
  - j) If the percentage of ownership changes after the closing date of the tender, the tenderer must notify OVG, and such tenderer will not be eligible for any preference points.
  - k) Preference points may not be claimed in respect of individuals who are not actively involved in the management of an enterprise or business and who do not exercise control over an enterprise or business commensurate with their degree of ownership.
  - l) All claims made for equity ownership by an HDI will be considered according to the following criteria:
    - i. Equity within private companies must be based on the percentage of equity ownership.
    - ii. Preference points may not be awarded to public companies and tertiary institutions.
    - iii. The following formula will be applied calculate the number of points for equity ownership by an HDI:
$$NEP = \frac{NOP * EP}{100}$$
- 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
- m) 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.

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- n) Documentation to substantiate the validity of the credentials of the trustees must be submitted.
- o) 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.
- p) The number of points scored for a Consortium or Joint Venture must be added to the number of points scored for achieving specified goals.
- q) 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.
- r) 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.

**7.1 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.

**8. TERMS AND CONDITIONS OF THE PROPOSAL**

- 8.1 Awarding of the proposal will be subjected to the Service Provider's expressing acceptance of the OVG supply chain management general contract conditions.
- 8.2 The Service Provider should not qualify the proposal with his/her own conditions. Any qualification to the terms and conditions of this quotation will result in disqualifications.
- 8.3 Any short coming in these terms of reference must be identified by the service provider prior the awarding of a contract. Any short comings identified by the service provider after the contract has been awarded and that would have an impact on the contract price will be for the account of the service provider.
- 8.4 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.
- 8.5 The pricing must be fixed for the duration of the contract.
- 8.6 The company and its employees may be subjected to positive security vetting and screening.
- 8.7 The Office of the Valuer-General shall:

**REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR THE PROVISION OF DESIGN, BRANDING AND PRINTING SERVICES FOR OFFICE OF THE VALUER-GENERAL**

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

**9. REQUEST FOR FURTHER INFORMATION**

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

**Technical Enquiries**

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

No.	Office	Contact person	Contact details
1	Office of the Valuer-General	Ms S Nkobi	+27 73 287 4743 <a href="mailto:Sithandiwe.Nkobi@ovg.org.za">Sithandiwe.Nkobi@ovg.org.za</a>

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

No.	Office	Contact person	Contact details
1	Office of the Valuer-General	Mr. GI Sekwale/ Ms K Seatlholo	<a href="mailto:ovgscp@ovg.org.za">ovgscp@ovg.org.za</a>

**PRICING SCHEDULE: REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR DESIGN, LAYOUT, SUPPLY AND DELIVERY OF CORPORATE BRANDING MATEIAL FOR OFFICE OF THE VALUER-GENERAL (OVG)**

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

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

**RFQ No:** OVG 2 (008) 2025/2026

**CLOSING DATE:** 03 OCTOBER 2025

**CLOSING TIME:** 11:00 AM

**PHYSICALL ADDRESS:**

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

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

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

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

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

**CONTACT DETAILS:**

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

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

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

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

**MY QUOTATION IS AS FOLLOWS**

No.	Item Description	Unit Price Including VAT	Quantity	Total Price Including VAT
1.	<b>DESIGN &amp; LAYOUT OF OVG'S CONFERENCE ELEMENTS</b>			
1.1	Official event theme and brand Template	R	1	R
1.2	Personalized invitation cards (RSVP, etc.)	R	1	R
1.3	Digital banners and graphics for: OVG Website 2 x Email signatures and campaign designs 3 x social media designs (LinkedIn, Facebook, Twitter/X)	R	1	R

Initials .....

Date: .....

**PRICING SCHEDULE: REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR DESIGN, LAYOUT, SUPPLY AND DELIVERY OF CORPORATE BRANDING MATERIAL FOR OFFICE OF THE VALUER-GENERAL (OVG)**

1.4	Event programme designs for both: Conference and Gala Dinner	R	1	R
1.5	Certificates of attendance (with editable name fields)	R	1	R
1.6	Branded name badges and delegate tags (with PVC holders and lanyards)	R	1	R
1.7	Design the Gala Dinner welcome board	R	1	R
1.8	Design OVG Conference PowerPoint presentation template, Holding slides for speaker transitions and breaks (PowerPoint format)	R	1	R
1.9	Design templates (OVG conference PowerPoint & Corporate PowerPoint, Microsoft word, email & signature	R	1	R
1.10	Create various forms of the OVG logo, various colour	R	1	R
1.11	Design & edit a Brochure	R	1	R
1.12	Design invitation cards for email purposes	R	1	R
1. Total Price for Design & Layout Of OVG's Conference Elements (Item 1.1 to 1.12)			R	
2	Printing of OVG's Conference Elements			
2.1	Gala Dinner A5 programme (As per the scope of work on Par 3.2.1)	R	200 units	R
2.2	Print delegate name badge/tag (As per the scope of work on Par 3.2.2)	R	200 units	R
2.3	Printing Brochures (As per the scope of work on Par 3.2.3)	R	300 units	R
2. Total Price for Printing of OVG's Conference Elements (Item 2.1 to 2.3)			R	

Initials .....

Date: .....

**PRICING SCHEDULE: REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR DESIGN, LAYOUT, SUPPLY AND DELIVERY OF CORPORATE BRANDING MATERIAL FOR OFFICE OF THE VALUER-GENERAL (OVG)**

<b>3 DESIGN &amp; LAYOUT, SUPPLY AND DELIVERY OF BRANDING</b>				
3.1	<b>Slimline banner wall</b> (As per the spec on Par 4)	R	3 Units	<b>R</b>
3.2	<b>Straight Pop Up Display Back Wall Fabric Tension Trade Show Display, Single</b> (As per the spec on Par 4)	R	2 Units	<b>R</b>
3.3	<b>Straight Wall banner aluminium stands</b> (As per the spec on Par 4)	R	2 Units	<b>R</b>
3.4	<b>Pull up banner</b> (As per the spec on Par 4)	R	3 Units	<b>R</b>
3.5	<b>Slimline Pull up banner</b> (As per the spec on Par 4)	R	3 Units	<b>R</b>
3.6	<b>Fabric Tension Frame Banner</b> (As per the spec on Par 4)	R	2 Units	<b>R</b>
3.7	<b>Digital Signage</b> (As per the spec on Par 4)	R	2 Unit	<b>R</b>
3.8	<b>Gazebo</b> (As per the spec on Par 4)	R	2 Units	<b>R</b>
3.9	<b>Tablecloth</b> As per the spec on Par 4)	R	4 Units	<b>R</b>
3.10	<b>X-Frame pull up banner Spider banner</b> (As per the spec on Par 4)	R	2 Units	<b>R</b>
<b>3. Total Cost for Design &amp; Layout, Supply and Delivery of Branding (Item 3.1 to 3.10)</b>			<b>R</b>	

Initials .....

Date: .....

**PRICING SCHEDULE: REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER FOR DESIGN, LAYOUT, SUPPLY AND DELIVERY OF CORPORATE BRANDING MATERIAL FOR OFFICE OF THE VALUER-GENERAL (OVG)**

4.	Delivery Cost	R
<b>TOTAL PRICE ALL INCLUSIVE (Item 1 to 4)</b>		<b>R</b>

**NB: Service Providers are to take note of the following:**

- Suppliers are requested to carefully go through the specification and understand the requirements so that they can be able to price accordingly and not under price/ quote as this may jeopardize the quality of the end product. Under quoting/ pricing may results to your quote being rejected

**VALIDITYPERIOD**

60 DAYS		90 DAYS		120 DAYS	
---------	--	---------	--	----------	--

**BANK DETAILS:**

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

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

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

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

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

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

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

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

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

**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>	.....
	.....
	.....
	.....





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	<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"/> <div style="border: 1px solid black; width: 300px; height: 20px; display: inline-block;"></div>
Passport Number	
Company Registration Number	
*CC Registration	
* Please include CC/CK where applicable	
Practise Number	
<b style="color: red;">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>	<div style="border: 1px solid black; padding: 5px;"> <b>Bank stamp/ Bank confirmation Letter</b>             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         </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>	
	<i>Cell Code</i>	<i>Cell Number</i>	
E-mail Address			
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>			