



REQUEST FOR QUOTATION (RFQ)

See attached Scope of Work

RFQ NO: OVG 2 (013) 2025/2026 CLOSING DATE: 13 NOVEMBER 2025 TIME: 16H00 PM

1. Quotations should only be emailed to ovgscp@ovg.org.za no later than the closing date and time indicated above.

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

<input type="checkbox"/> 30 days	<input type="checkbox"/> 60 days	<input type="checkbox"/> 90 days	<input type="checkbox"/> 120 days
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3. Is/are the price(s) firm for the duration of the contract: Yes / No (delete which is not applicable)

4. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.

5. Is the offer strictly to scope of work: Yes / No (delete which is not applicable)?

6. If not to specifications, state deviation(s): _____

7. The banking information (bank and account name and number) which correspond with that on CSD must also be submitted with the quotation as failure to do so may disqualify your quotation.

8. All prices must be VAT inclusive, if no indication is given, prices will be taken as inclusive.

9. This RFQ is subject to the National Treasury General Conditions of Contract of July 2010 unless otherwise stated by the issuer.

10. By participating in this RFQ, you are accepting to have your Personal Information published on the websites (OVG/National Treasury) for purposes of enhancing compliance, monitoring, and improving transparency and accountability within Supply Chain Management.

11. REQUEST FOR FURTHER INFORMATION

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

No.	Office	Contact person	Contact details
1	Office of the Valuer-General	Ms. M Mbedzi	Matsela.mbedzi@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



vg@ovg.org.za



www.ovg.org.za



REQUEST FOR QUOTATION TO APPOINT A SERVICE PROVIDER TO PROVIDE A FULL- DAY PUBLIC SECTOR ETHICS COMMITTEE TRAINING IN CONTACT FORMAT OF 8 MEMBERS OF THE OPERATIONAL ETHICS COMMITTEE WITHIN THE OFFICE OF THE VALUER-GENERAL (OVG)

1. INTRODUCTION AND BACKGROUND

- 1.1 The Office of Valuer-General (OVG) is a Schedule 3A public entity operating under the Department of Agriculture, Land Reform and Rural Development, is mandated to provide fair and consistent valuations of land and property in support of land reform initiatives across South Africa.
- 1.2 An Operational Ethics Committee (OEC) is a group within OVG that oversees ethical considerations in its day-to-day operations and activities. It ensures the organization's actions align with its ethical standards and relevant laws and regulations, often providing guidance and support on ethical matters
- 1.3 It is against this background that the OVG would like to invite suitable & skilled service provider to provide a full-day public sector ethics committee training in contact format

2. SCOPE OF WORK AND REQUIREMENTS

- 2.1 The service provider will be responsible for:
- 2.1.1 Designing and delivering interactive ethics training sessions tailored to the needs of OVG.
- 2.1.2 Conducting a training needs assessment to understand specific ethical challenges within the organization.
- 2.1.3 Covering key topics such as: Ethical decision-making frameworks (e.g.,



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utilitarianism, deontology, virtue ethics).

- 2.1.4 Conflict of interest management and disclosure requirements.
- 2.1.5 Compliance with relevant laws, industry regulations, and best practices. vi. Organizational values, mission, and corporate ethical culture.
- 2.1.6 The role of leadership in fostering ethical behaviour. viii. Whistleblowing mechanisms, legal protections, and reporting unethical conduct.
- 2.1.7 Handling workplace ethical dilemmas and case study analysis.
- 2.1.8 Providing practical case studies and scenario-based discussions to facilitate learning and engagement.
- 2.1.9 Developing and distributing training materials, including workbooks, presentations, and e-learning modules.
- 2.1.10 Conducting pre-and post-training assessments to measure knowledge improvement and effectiveness.
- 2.1.11 Offering follow-up resources or refresher sessions to reinforce learning.
- 2.1.12 Providing a final report summarizing training outcomes, participant feedback, and recommendations for future ethics programs.
- 2.1.13 Appreciating the link between ethics and governance.
- 2.1.14 Understanding their ethics management responsibilities.
- 2.1.15 Navigating the regulatory framework that guides ethics committee activities.
- 2.1.16 Clarifying the ethics committee's role in relation to other governance structures.
- 2.1.17 Exploring whether the committee's functions can be integrated with those of other committees.
- 2.1.18 Developing an effective ethics strategy.
- 2.1.19 Identifying focus areas and indicators for monitoring organisational ethics performance

3. DELIVERABLES

The service provider shall deliver the following:

- 3.1 A comprehensive training proposal outlining methodology, content, and delivery approach.

- 3.2 Training materials, including slides, workbooks, reference guides, and online resources.
- 3.3 Pre-training assessment to gauge existing ethical knowledge and training needs.
- 3.4 Post-training assessment to evaluate knowledge gained and measure impact.
- 3.5 Participant feedback surveys and analysis.
- 3.6 Final comprehensive training report, including recommendations for continuous ethics improvement
- 3.7 The service provider must issue an NQF level 5 certificate after the training is completed

4. QUALIFICATIONS AND EXPERIENCE

The selected service provider should possess:

- 4.1 Proven experience in designing and delivering ethics training programs for organizations.
- 4.2 Expertise in ethical standards, compliance, corporate governance, and regulatory frameworks.
- 4.3 Strong understanding of industry-specific ethical challenges and applicable legal requirements.
- 4.4 Professional certifications or affiliations in ethics, compliance, or corporate governance (e.g., Certified Compliance & Ethics Professional).
- 4.5 Demonstrated ability to engage and communicate effectively with diverse audiences.
- 4.6 A track record of working with organizations in similar sectors or industries.
- 4.7 Experience in developing interactive and scenario-based learning materials.
- 4.8 Capacity to offer post-training support, such as refresher sessions and ethics consultations.

5. DURATION AND TIMELINES

- 5.1 The assignment is expected to be completed within one day, commencing from the date to be confirmed.

6. ADMINISTRATIVE REQUIREMENTS AND APPLICATION PROCESS

Interested service providers are invited to submit a proposal including:

a) Tax Requirements:

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

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

c) A company profile detailing professional introduction that highlights a firm's commitment to, and expertise in, building ethical cultures and ensuring compliance, ethics management qualifications, and credentials.

d) A detailed training methodology and work plan.

e) CVs of key personnel involved in the training delivery.

f) A financial proposal including all costs (facilitation, materials, Venue & Refreshments)

g) 8 OVG officials will attend the training

h) Service provider must arrange for a training venue including breakfast & lunch and incorporate the cost in Pricing schedule.

i) At least two references from past clients who you have provided Ethics Management training services.

7. 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 2012.

7.1 EVALUATION FOR MANDATORY CRITERIA

7.1.1 An accreditation service provider must be accredited by a relevant Education and Training Quality Assurance (ETQA) body under the South African Qualifications Authority (SAQA). This body would typically be a Sector Education and Training Authority (SETA) or another professional body that accredits programs leading to unit standards or qualifications registered on the National Qualifications Framework (NQF). Proof of such registration must be furnished

7.2 EVALUATION IN TERMS OF 80/20 PREFERENCE POINT SYSTEM

Only bidders who have complied with mandatory requirements will be evaluated for functionality

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:

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

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.

- 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.
- j) 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

- k) 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.
- l) 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.
- m) 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.
- n) 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.
- o) 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.
- p) 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.
- q) 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,

- r) 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.
- s) Documentation to substantiate the validity of the credentials of the trustees must be submitted.
- t) 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.
- u) The number of points scored for a Consortium or Joint Venture must be added to the number of points scored for achieving specified goals.
- v) 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.
- w) 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.

7.2.1 **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 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.
- 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 Office of the Valuer-General shall:**
- 8.5.1 Conduct business in a courteous and professional manner with the Service Provider
- 8.5.2 Not accept responsibility/liability of accounts/ expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
- 8.5.3 Not accept responsibility/liability of any damages suffered by the Service Provider or the personnel for the duration of the project.

5. REQUEST FOR FURTHER INFORMATION

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

No.	Office	Contact person	Contact details
1	Office of the Valuer-General	Ms. M Mbedzi	Matsela.mbedzi@ovg.org.za

For supply chain management enquiries, please contact:

Mr. Gobusamang Ishmael Sekwale/ Ms. K Seatlholo
Gobusamang.Sekwale@ovg.org.za/Kehilwe.seatlholo@ovg.org.za

Tel: 012 036 3036/ 3024



PRICING SCHEDULE [SBD 3.3]

(Training Services)

NAME OF SERVICE PROVIDER:

RFQ No: OVG 2 (013) 2025/2026

CLOSING DATE: 13 NOVEMBER 2025

CLOSING TIME: 16:00 PM

PHYSICALL ADDRESS:

CONTACT DETAILS:

TEL: _____
CELL: _____
FAX: _____
E-MAIL: _____

Reg. Number: _____

Tax Number: _____

VAT Number: _____

Contact Person: _____

Deliverables	Quantity	Price p/unit	Total Price Inclusive of 15 % VAT
1. A comprehensive training proposal	1	R	R
2. Training materials	1	R	R
3. Pre & Post-training assessment	1	R	R
4. Final comprehensive training report	1	R	R
5. Full day Facilitation service	1	R	R
6. Training Venue for seven (7) OVG officials including Refreshments (Breakfast & Venue)	8	R	R



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Deliverables	Quantity	Price p/unit	Total Price Inclusive of 15 % VAT
7. issuing of an NQF level 5 certificate	8	R	R
TOTAL PRICE ALL INCLUSIVE		R	

NB: THE SUPPLIER MUST QUOTE AS PER THE ATTACHED SCOPE OF WORK

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: _____

NB: FAILURE TO FULLY COMPLETE THIS SBD 3.3 WILL RENDER YOUR PROPOSAL REGARDED AS NON-RESPONSIVE AND WILL THEREFORE NOT BE CONSIDERED FOR FURTHER EVALUATION.

NB! The OVG will process invoice payments upon the successful completion of the abovementioned deliverables in line with the scope of work and Project deliverables

NB! The OVG will not accept changes to the pricing post implementation that arise due to the service provider underquoting or overlooking any costing elements.

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:

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

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:

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

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI's who had no franchise in the elections before 1983 and 1993 Constitution	10	
HDI's 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.

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



SUPPLIER MAINTENANCE

SAGE

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

Office

The office of the Valuer-General

I/We hereby request and authorize you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank. I/we understand that the credit transfers hereby authorized will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the OVG will supply payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post. Please ensure information is valid as per required bank screens.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the OVG will not assume responsibly for any delayed payments, as a result of incorrect information supplied.

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

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



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www.ovg.org.za

New Supplier Information <input type="checkbox"/>		Update Supplier Information <input type="checkbox"/>	
Supplier Type	Individual <input type="checkbox"/>	Department <input type="checkbox"/>	Department Number <input type="text"/>
	Company <input type="checkbox"/>	Trust <input type="checkbox"/>	Other Specify: <input type="text"/>
	CC <input type="checkbox"/>	Other <input type="checkbox"/>	
	Partnership <input type="checkbox"/>		

Supplier Bank Account Details	
This field is compulsory and should be accompanied by not older than 3 months bank account confirmation letter	
Account Holder	<input type="text"/>
Account Number	<input type="text"/>
Branch Name	<input type="text"/>
Branch Number	<input type="text"/>
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="text"/>
Passport Number	<input type="text"/>
Company Registration Number	<input type="text"/>
*CC Registration	<input type="text"/>
* Please include CC/CK where applicable	<input type="text"/>
Practice Number	<input type="text"/>
<p style="text-align: center;">Not older than 3 months bank account confirmation letter</p> <p>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</p>	
CSD Bank Verification Status (Banking details must appear on Central Supplier Database)	Verification Succeeded Yes <input type="checkbox"/> No <input type="checkbox"/>

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
Signature		
Print Name		
Rank		
Date (dd/mm/yyyy)		

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

