



REQUEST FOR QUOTATION (RFQ)

See attached Scope of Work

RFQ NO: OVG 2 (017) 2025/2026 **CLOSING DATE: 11 MARCH 2026 TIME: 11H00 AM**

- 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:

Office	Contact person	Contact details
Office of the Valuer-General	Mr. Gobusamang Ishmael Sekwale	Gobusamang.Sekwale@ovg.org.za +27 12 036 3036
Office of the Valuer-General	Ms. Kehilwe Seatlholo	Kehilwe.Seatlholo@ovg.org.za +27 12 036 3024

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



TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO LEASE WATER COOLER DISPENSERS, SUPPLY AND DELIVERY OF PURIFIED WATER AS AND WHEN REQUIRED TO THE OFFICE OF THE VALUER-GENERAL FOR A PERIOD OF 24 MONTHS.

PHYSICAL ADDRESSES:

Praetor forum building

3rd Floor, 267 Lilian Ngoyi Street
Pretoria
0001

1. PURPOSE

1.1 The Office of the Valuer-General (OVG) seeks to appoint a qualified service provider for the rental, installation, maintenance, and replenishment of bottled water coolers for a period of 24 months

2. BACKGROUND

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

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

2.3. This will assist to simplify the method of procurement and reduce the turnaround time.

2.4. The service provider appointed will be required to provide service maintenance to all water cooler dispensers that will be leased.

2.5. It must be noted that the appointed service provider will supply the two Offices namely:



+27 12 036 0000/2



Private Bag X 874,
Pretoria, 0001



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



vg@ovg.org.za



www.ovg.org.za

2.5.1 267 Praetor Building Offices (Lilian Ngoyi Street, Pretoria)

2.5.2 Centre Walk Building Offices (Pretorius Street, Pretoria)

3. PROJECT OBJECTIVE

3.1. The objective of this project is to enter a Just in Time Contract with the suitable service provider who has the ability and capacity to carry out this contract for leasing of water coolers dispensers and provision of purified water with a service maintenance

4. SCOPE OF WORK/ SPECIFICATIONS

4.1 **Supply and Installation:** Provision of 4X brand-new, eco-friendly hot and cold-water dispensers (Free Standing) with 18.9 L capacity at designated sites.

4.2 **Water Supply:** Regular delivery of purified water bottles (typically 18-22 litres) on an "as and when required" basis, ensuring all bottles are sealed upon delivery.

4.3 **Maintenance & Sanitation:** Quarterly (every 3 months) cleaning, descaling, and sanitation of all water dispensers.

4.4 **Repairs & Replacement:** Repair or replace faulty units within 24 hours at no additional cost to the institution.

4.5 **Consumables:** Regular supply of disposable cups (paper/plastic).

4.6 **Reservoirs:** Maintenance of reserve dispensers to ensure no disruption during office moves or repairs.

4.7 All equipment to be supplied must be durable and SABS approved.

4.8 Purified water supplied to the OVG must be according to national standards and norms, OVG reserves the right to subject water supplied to the South African national bottled water association (SANBWA) Bottled Water Standard.

4.9 The appointed service provider will also be required to maintain a separate water cooler register with its own unique bar-coding and which must not be the same as that of the Organization.

4.10 The Organization is under no obligation to procure all the listed items during and after the contract period.

4.11 Service provider to maintain the same color and brand on all leased dispensers.

5. KEY DELIVERABLES

- 5.1 Fully functional water dispensers installed within 7 days of the purchase order.
- 5.2 Maintenance logbook for each machine (signed during quarterly service).
- 5.3 Quarterly water quality certificates from a SANAS-accredited laboratory.
- 5.4 Monthly, accurate invoices and delivery notes.

6. ENGAGEMENT MODEL WITH THE SUCCESSFUL SERVICE PROVIDER:

- 6.1 A purchase order for the provision of water dispensers and delivery of purified water will be issued to the successful service provider.
- 6.2 Delivery Turnaround: 2–7 working days for the initial delivery, and 2 working days for repeat orders.
- 6.3 As and when the need arises the OVG's SCM office will send a request to deliver purified water bottles required in that month and invoicing should be In line with the number of delivered purified water bottles.
- 6.4 After an order has been placed, bottles of purified Water will be ordered by email as and when required and delivery should take place within two days after placing an order.
- 6.5 This term contract will run for a period of 24 months, subject to quality service and satisfactory performance.

All queries shall be attended to and addressed within 24 hours

7. SPECIFICATION FOR WATER COOLERS AND ACCESSORIES

- 7.1 Free Standing Hot and Cold-Water Dispenser without Fridge



DATA SHEET	
Hot tank	2.5L stainless steel hot tank
Evaporator style	Internal - stainless steel on copper
Faucet style	Piano keyboard faucet actuators
Filter	Optional
Water flow in 1 minute	2.2L Cold
Net weight (kg/lbs.)	15.5 kg
Gross weight (kg/lbs.)	17.5 kg
Product dimensions	31.6 x 29.7 x 102 cm
Packing dimensions	38.5 x 35 x 109cm
20' Container Loading Qty	192 units Unload by hand
40' GP Container Loading Qty	396 units Unload by hand separated by air dunnage bags
X-COLD WATER	
Cold output per hour 4 Liters ($\leq 10^{\circ}\text{C}$)	
Cold temperature range $3^{\circ}\text{C} - 10^{\circ}\text{C}$	
Hot temperature range $80^{\circ}\text{C} - 92^{\circ}$	

7.2 PURIFIED WATER BOTTLE



Water supply	18,9L Co-Polymer water bottle with embedded tap (standard 5 Gallon)
Weight	Minimum 23kg
Bottle Dimensions	493mm high From 269mm diameter
Neck size	55.5mm
Bottle weight	680 grams to 85 grams
Color	Standard blue

8. OTHER REQUIREMENTS & CONDITIONS:

8.1 Quarterly Maintenance Plan

The appointed service provider will always be required to provide quarterly routine maintenance /service on all leased water dispensers to ensure optimal working conditions. Maintenance shall be deemed to include but not limited to the following:

- a) Type of maintenance
- b) Checking of taps
- c) Checking of water pipes
- d) Checking dispenser cooling and heating
- e) Replacement of leaking taps and/or pipes
- f) Cleaning and fumigation for pest control
- g) cleaning pipes to avoid molds
- h) Checking the loud noise out of the dispenser

NB: The above maintenance report will be signed by an OVG official to confirm that servicing of the machine was done

8.1.1 Cleaning of the entire dispenser internally and externally (e.g., Main water tank, hot and cold compartments, safety taps, water tray).

8.1.2 The maintenance must be carried out at every three months interval (the service provider must provide the OVG with maintenance report every after two weeks following the month end of the quarter).

8.1.3 All leased dispenser machines must be brand new and covered under warranty (proof to be provided to the OVG) by the successful service provider upon delivery of the leased dispenser machines.

9. TIME/DELIVERY SCHEDULE

9.1. The Water cooler dispensers and/or purified water bottles must be delivered within 7 days after the order has been placed with the successful service provider.

9.2. After an order has been placed, bottles of purified Water will be ordered by email as and when required and delivery should take place within two days after placing an order.

9.3. This term contract will run for a period of 24 months, subject to quality service and satisfactory performance.

9.4. All queries shall be attended to and addressed within 24 hours.

10. PROPOSAL REQUIREMENT

- 10.1 Total quoted price will be determined in line with detailed cost breakdown of each item type listed on the specifications as per the pricing schedule. **[Bidders must take note that this is a rate based just in time contract with unspecified quantities]**. Quantities will be determined by client usage.
- 10.2 Cost for delivery in both the Praetor and Center Walk buildings (of the water dispensers and purified water bottles) must be included in the pricing as a unit price.

11. AUTHORISED DELEGATE(S)

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

12. WATER COOLER SERVICE DELIVERY, MAINTENANCE AND REPLACEMENT PLAN

- 12.1 The Service Provider is expected to provide the OVG with a repair and replacement plan of all accessories and consumables including the water dispenser as well as indicate the turnaround times for instances where the machine breaks.
- 12.2 The replacement of parts due to wear and tear as and when a need arises
- 12.3 All the material required for the wear and tear, the service provider shall arrange the repair and replacement of any of the component/system and carry the cost.
- 12.4 Query Resolution: All maintenance, repair, or service queries must be attended to within 24 hours.
- 12.5 Water Quality: Regular (quarterly) water testing certification may be required.

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

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

13.1 MANDATORY REQUIREMENTS

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

- a) Vehicle's Proof of ownership and or Vehicle's Lease agreement if they are hiring. (If the vehicle is not in the bidder's name, there must be signed agreement by the owner and the bidder).
- b) The pricing schedule forms part of the Terms of Reference and must be fully completed
- c) The service provider must provide a Proof of Evidence (POE) in the form of reference letter, at least two (02) current or previous contracts in supplying and delivery of water coolers. Reference letters must be under the client-company letterhead that confirms that the company is supplying or has previously supplied water coolers-confirmation must not be older than five years

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

13.1.1 ADMINISTRATION REQUIREMENT

a) Tax Requirements:

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

13.2 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.

13.3 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.

13.4 SUB-CONTRACTING

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

14 SECURITY AND CONFIDENTIALITY OF INFORMATION

- 14.1 The successful Bidders must undertake to disclose information relating to the contract only in terms of the contract agreement and only to the parties stipulated in the contract agreement, both during the contract period and

subsequently. Information may only be disclosed to outside sources with the prior, written approval from the OVG.

15 TERMS AND CONDITIONS OF THE BID

- 15.1 Awarding of the request for bid will be subject to the Service Provider's acceptance of OVG's Supply Chain Policy and National Treasury General Conditions of Contract. No additional terms and conditions from the Service Provider will be accepted.
- 15.2 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 disqualification.
- 15.3 Any short coming in this term of reference must be identified by the service provider prior to the awarding of contract. Any shortcoming identified by the service provider after the contract has been awarded and that would have an impact on the contract price will be for the account of the service provider.
- 15.4 Should the service provider not comply with any of the conditions contained in this term of reference during the contract period OVG may cancel the contract within one month's notice.
- 15.5 Provide the OVG with the maintenance report for each leased machine.
- 15.6 The pricing must be fixed for the duration of the contract.
- 15.7 All equipment to be supplied must be durable and SABS approved.
- 15.8 The company and its employees may be subjected to positive security vetting and screening.
- 15.9 By submitting your bid, you consent to your personal information being shared with third parties. Should the request from third parties arise, you will be duly notified.
- 15.10 **The Office of the Valuer-General shall:**
- Conduct business in a courteous and professional manner with the Service Provider.
 - Not accept responsibility/liability of accounts/ expenses incurred by the Service Provider that was not agreed upon by the contracting parties.
 - Not accept responsibility/liability for any damage suffered by the Service Provider or the personnel for the duration of the project.

- The OVG will enter into a Service Level Agreement upon appointment of the suitable Service Provider. These terms and Conditions will also form part of the service level agreement.

REQUEST FOR FURTHER INFORMATION

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

Office	Contact person	Contact details
Office of the Valuer-General	Mr. Gobusamang Ishmael Sekwale	Gobusamang.Sekwale@ovg.org.za +27 060 535 5761
Office of the Valuer-General	Ms. Kehilwe Seatlholo	Kehilwe.Seatlholo@ovg.org.za +27 71 604 0399





PRICING SCHEDULE [SBD 3.3]

(Goods & Services)

NAME OF SERVICE PROVIDER:

RFQ No: OVG 2 (017) 2025/2026

CLOSING DATE: 11 MARCH 2026

CLOSING TIME: 11:00 AM

PHYSICALL ADDRESS:

CONTACT DETAILS:

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

Reg. Number: _____

Tax Number: _____

VAT Number: _____

Contact Person: _____

MY QUOTATION IS AS FOLLOWS:

A: YEAR 1

DESCRIPTION	QUANTITY	RATES PER MONTH	TOTAL COST
Leasing of free standing hot and cold-water dispenser without a fridge per month (as per specification on the TOR)	1	R.....	R.....
Supply and deliveries of purified water bottle (18.9 liters water bottle) (as per specification on the TOR)	1	R.....	R.....
Delivery cost (to and from both Praetor & Centre Walk Offices) As and when required			R.....
YEAR 1 TOTAL COST EXCLUDING 15%VAT			R.....



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B: YEAR 2

DESCRIPTION	QUANTITY	RATES PER MONTH	TOTAL COST
Leasing of free standing hot and cold-water dispenser without a fridge per month (as per specification on the TOR)	1	R.....	R.....
Supply and deliveries of purified water bottle (18.9 liters water bottle) (as per specification on the TOR)	1	R.....	R.....
Delivery cost (to and from both Praetor & Centre Walk Offices) As and when required			R.....
YEAR 2 TOTAL COST EXCLUDING VAT			R.....
TOTAL COST EXCLUDING 15% VAT (YEAR 1 + YEAR 2)			R.....
VAT 15%			R.....
TOTAL COST INCLUDING 15 % VAT (YEAR 1 + YEAR 2)			R.....

NB: THE SUPPLIER MUST QUOTE AS PER THE ATTACHED SPECIFICATION

NB: All rates per month shall be inclusive of profit mark-up and all other operating costs involve for a service provider to deliver this service successfully

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

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

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:

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

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:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

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)
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.

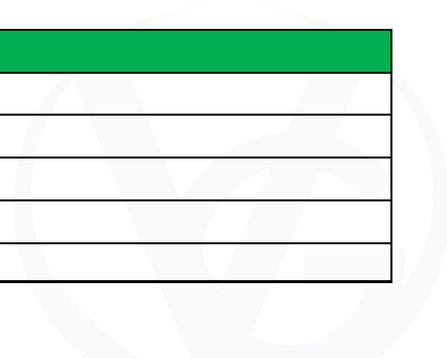
This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post. Please ensure information is valid as per required bank screens.

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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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>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:

