



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 Terms of Reference

RFQ NO: OVG 2 (001) 2025/2026 CLOSING DATE: 15 APRIL 2025 TIME: 11H00 AM

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)

30 days		60 days		90 days		120 days	
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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:

CSD No.		SARS Tax Status PIN.	
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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

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

Private Bag X 812, Pretoria, 0001

TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO PROVIDE CONFERENCE PROGRAMME MANAGEMENT SERVICE TO THE OFFICE OF THE VALUER-GENERAL CONFERENCE

PHYSICAL ADDRESSES:

Praetor forum building

3rd Floor, 267 Lilian Ngoyi Street

Pretoria

0001

1. PURPOSE

- 1.1. The Office of the Valuer-General (OVG) is in the process of organising a business conference and looking for a suitable Programme Manager to assist with the planning and management of the conference content which must be aligned to the strategic outcomes set out in the business case.
- 1.2. The Programme Manager will ensure that a highly researched, well-balanced, high-quality technical program is organised and presented at the conference.
- 1.3. Together with the program committee that comprises of the OVG officials, the team will be responsible for the overall planning and management of the conference inclusive of logistics and content.

2. BACKGROUND

- 2.1. On 29 June 2014, the President of the Republic of South Africa signed into law the Property Valuation Act, Act No.17 of 2014 ("PVA") for the purpose of establishing the Office of the Valuer-General.
- 2.2. On 10 August 2015, the OVG came into operation, and significant steps have since been taken to establish an organisation that is autonomous, fully aligned to the strategic priorities as stated in the National Development Plan, with the ability to achieve its mandate efficiently and effectively under the strategic leadership of its executive authority.
- 2.3. It has therefore been 10 years since the OVG was enacted through the Property Valuation Act as a crucial component of the democratic dispensation that supports land reform by providing independent and credible property valuation services.
- 2.4. As a relatively new Schedule 3(A) entity, the OVG is on a drive to establish itself as a leader in the property valuations sector. The goal is to be recognised in the market as a center of excellence and innovation in respect of property valuations. To achieve this, the OVG is building a strong corporate identity brand that will allow the organisation to increase its visibility and market share.
- 2.5. One of the ways to achieve this is through hosting a business conference, being able to discharge the OVG mandate, and positioning the entity as the most reliable and effective organisation in terms of property valuations.
- 2.6. The concept of the conference and gala dinner must anchor around the celebration of 10 years since the OVG was enacted. The OVG is one of the new organisations that have been successfully established since the new democratic dispensation.

- 2.7. The entity aims to make use of the conference to demonstrate and celebrate the significant strides that have been achieved since its inception. This event will also offer an opportunity to reflect and introspect on all the developments that must be afforded priority. This reflection will primarily focus on developments pertaining to valuation of properties that have been identified for land reform or acquisition or disposal purposes by a government department.
- 2.8. The OVG role and mandate continue to attract myths and misunderstanding as a result of missed opportunities to educate and engage the various stakeholders in the property management sector. The outcome perception of the conference must highlight that, through efficient, reliable and objective property valuations, the OVG is a catalyst in the country's quest for Land Reform, a transformation enabler and a key player in property acquisition decision making.

3. SCOPE/ SPECIFICATIONS

The Programme Manager is required to provide technical assistance to the organising committee which has been established to plan and manage the conference in line with the approved business case and a provision project plan. The committee has already started working on the project plan and will be responsible for executing the logistical tasks.

The Programme Manager is therefore required to provide lead as follows:

3.1. Pre-Conference Tasks

- 3.1.1 Attending a briefing session with the Technical/ Conference Organizing Committee to understand the event structure, themes, and key expectations
- 3.1.2 Reviewing the draft conference program and familiarizing themselves with session topics, keynote speakers, and panel discussions.
- 3.1.3 Preparing and submitting for approval a structured template for capturing discussions and recommendations.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO PROVIDE CONFERENCE PROGRAMME MANAGEMENT SERVICE TO THE OFFICE OF THE VALUER-GENERAL CONFERENCE

- 3.1.4 Content organiser: plan and manage the content of a conference. Develop a compelling and well-structured program. Come up with a relevant concept and clear agenda for the conference. Ensure the content offers something new. Come up with key topics for discussion.
- 3.1.5 Research: research on valuation trends, land matters in South Africa and Land Reform. Knowledge of the political climate and the opposing views around the space OVG occupies.
- 3.1.6 Come up with relevant and innovative topics for the conference.
- 3.1.7 Manage speakers: identify possible speakers, invite speakers in consultation with the organising committee. Handle speakers pre- and post-briefing sessions.
- 3.1.8 Configure and manage panels: identify panels to be setup inclusive of the relevant topics to be discussed in consultation with the organising committee.
- 3.1.9 Ensure that the conference dates do not clash with other relevant events.
- 3.1.10 Identify suitable facilitators fit to facilitate the proceedings and panel sessions. In an event where the facilitator is unable to perform their duties, the Programme Manager must be able to facilitate the conference programme (Master of Ceremony).
- 3.1.11 Provide a PR plan and manage media relations: plan and set up media engagements in advance.
- 3.1.12 Marketing: assist with content creation and updates on the OVG social media platforms pre- and during the conference. Look for and coordinate with possible sponsors and exhibitors for the conference and gala dinner.
- 3.1.13 Write conference material: this includes the conference pack document, press release, social media posts, handout material.

3.1.14 Conference concept document: Creating a conference package document that outlines the benefits for attending the conference, the concept and synopses. Ensure that there is a well-researched conference document with a balanced speakers panel.

3.1.15 Overall copywrite all material being sent externally to ensure cohesiveness and that the final product is in high-quality.

3.2. During the Conference (two days)

3.2.3 Take lead in taking notes for the main plenary sessions each day for the 2 days including guest speech, keynote speeches and panel discussion with take away messages carefully captured. Assign and coordinate support to take notes of the 2 breakout sessions (afternoon sessions) each day for 2 days.

3.2.4 Capturing key messages, highlights, recommendations, and outcomes of each session.

3.2.5 Coordinating with session moderators and facilitators to ensure accurate documentation of discussions.

3.2.6 Facilitate the process of the videographer conducting short interviews with guests, keynote speakers and other key selected stakeholders to enrich the digital content and for the benefit of the final report.

3.3. Post-Conference Tasks

3.3.1 Compiling a comprehensive conference report that includes session summaries, key insights, recommendations, and highlights (within 5 working days after the event)

3.3.2 Post conference consolidation and communication: Handle internal conference debrief, lessons learned and business actions.

3.3.3 Coordinating feedback from key stakeholders reviewing the reports.

3.3.4 Coordinating with the media team to get fitting photos to include in the report

4. DURATION OF THE ASSIGNMENT

- 4.1 The assignment will be for 3 months from the day the supplier receives the Purchase Order (PO). The conference is scheduled to take place in June 2025, while the dates are yet to be confirmed.
- 4.2 The conference will run for a period of two days on the tentative dates of 18-19 June 2025 and will include a gala dinner.

5. KEY KNOWLEDGE AND SKILLS NEEDED

5.1 Education and Experience

- 5.1.1 *A related tertiary Degree or multi-year diploma, a minimum of NQF Level 7 qualification*
- 5.1.2 *At least +3 years of formal experience in conference planning, content management, research and planning. Demonstrate exposure of related business conference, preferable in the property sector.*
- 5.1.3 *Research Skills*
- 5.1.4 *Content curation*
- 5.1.5 *Attention to detail*
- 5.1.6 *Project management and planning*
- 5.1.7 *Subject matter expertise: knowledge of land reform and land matters in South Africa*
- 5.1.8 *Knowledge of real Estate and Valuation trends*
- 5.1.9 *Writing and communication skills*
- 5.1.10 *Good leadership skills*
- 5.1.11 *Highly Organised*
- 5.1.12 *Multi-tasker*
- 5.1.13 *Good time management*
- 5.1.14 *Expert interpersonal skills*

6. AUTHORISED DELEGATE(S)

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

7. ADMINISTRATIVE FUNCTION

TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO PROVIDE CONFERENCE PROGRAMME MANAGEMENT SERVICE TO THE OFFICE OF THE VALUER-GENERAL CONFERENCE

7.1 The service provider will be required to attend status meetings/progress update meetings in order to report on work done.

7.2 Possess the necessary skills and resources to be able to provide the services required

8. PROJECT MANAGEMENT

8.1 The service provider must provide a clear project plan with deliverables and timeframes for this project ensuring adherence to the turnaround times as stipulated above.

8.2 The Project Plan will be used as one of the contract monitoring tools to measure performance of the service provider and adherence to the contract conditions

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

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

9.1 Evaluation for mandatory criteria

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

- a) The pricing schedule forms part of the Terms of Reference and must be fully completed.
- b) The bidder will have to offer items strictly conforming to our scope of work and requirements. The offers not meeting any of the requirements are liable to be rejected.

c) Attendance of Compulsory briefing meeting.

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.

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.

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

9.2 Evaluation in terms of Functionality

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

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

9.2.3 Functionality will be evaluated based on the supporting documentation

TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO PROVIDE CONFERENCE PROGRAMME MANAGEMENT SERVICE TO THE OFFICE OF THE VALUER-GENERAL CONFERENCE

supplied by the bidders in accordance with the below functionality criteria and values.

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

EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
Methodology, Knowledge, and experience of the subject matter	Methodology, knowledge and proven track record in respect of the subject matter. Service Providers are to note the following: • In respect of methodology, Bidders are required to indicate in a comprehensive and coherent manner the deliverables in respect of the scope of services and how such deliverables will be achieved. <u>Points allocation:</u> • 5 points - for Excellent (covers all elements above as stated) • 4 points - for very Good (covers some elements above as stated) • 3 points - for Good (covers some elements stated above) • 2 points - not acceptable (covers a little of elements stated above). • 1 point - not acceptable (covers no elements stated above or non-submission).	20
Experience, qualification, and Skills of leading or professional assigned personnel) in relation to the scope of work	In respect of each staff member assigned to the scope of work, Service Providers are required to indicate the following: • The project must be led by a qualified official in the team. • Must have general qualifications; • adequacy of specific field; • relevant knowledge and expertise in the field; • Description of successful research and content management of corporate event; In support of the above, Service Providers are required to submit CVs of each staff member, which provide each member's experience in similar projects with qualification attached to support the CV. <u>Points allocation:</u> • 5 points - Excellent (10 years' experience and above) • 4 points - Very Good (7 years' experience and above) • 3 points - Good (4 years' experience and above) • 2 points - Average (2 years' experience and above) • 1 point - Poor (1 year' experience or none)	40

TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO PROVIDE CONFERENCE PROGRAMME MANAGEMENT SERVICE TO THE OFFICE OF THE VALUER-GENERAL CONFERENCE

	CV TEMPLATE GUIDE			
	Employer	The name of the Employer including the client company if applicable		
	Position held	Provide the role description		
	Period	Start Date End Date		
	Responsibilities	Define the activities performed against this role		
	NB: To substantiate maximum points in this criteria, bidders must follow the guide provided above when submitting Curriculum Vitae (CV) of the proposed Personnel.			
	CLIENT REFERENCES	Please provide five (5) written letters references for third parties of whom related services were provided, indicating description of an event, value and duration Ensure to include the organisation name, address and contact details. • In terms of knowledge of the subject matter, Service Providers are to indicate the following: • the duration of the firm’s existence; and • record of acumen and infrastructure to undertake the scope of work. <u>Points allocation:</u> • 5 points – Four (4) references on company letterhead, indicating description of an event, value and duration (produce POE for all the events held). • 4 points- Three (3) references on company letterhead, indicating description of an event, value and duration (produce POE for all the events held). • 3 points – Two (2) references on company letterhead, indicating description of an event, value and duration (produce POE for all the events held). • 2 points – One (1) reference on company letterhead, indicating description of an event, value and duration (produce POE for all the events held). • 1 point – One (1) reference on company letterhead NB: The OVG reserves the right to validate provided information by contacting the referee.		
TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100			100	
QUALIFICATION SCORE			60 POINTS	

10. 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:

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

$$P_{min}$$

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.

- 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)
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TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO PROVIDE CONFERENCE PROGRAMME MANAGEMENT SERVICE TO THE OFFICE OF THE VALUER-GENERAL CONFERENCE

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

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO PROVIDE CONFERENCE
PROGRAMME MANAGEMENT SERVICE TO THE OFFICE OF THE VALUER-GENERAL CONFERENCE**

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.

11. 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.

12. SUB-CONTRACTING

- 12.1 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.

13. SECURITY AND CONFIDENTIALITY OF INFORMATION

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

14. TERMS AND CONDITIONS OF THE QUOTATION

- 14.1 Awarding of the request for quotation will be subject to the Service Provider's acceptance of National Treasury General Conditions of Contract and OVG

TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO PROVIDE CONFERENCE PROGRAMME MANAGEMENT SERVICE TO THE OFFICE OF THE VALUER-GENERAL CONFERENCE

Supply Chain Management Policy. No additional terms and conditions from the Service Provider will be accepted

14.2 The Service Provider must ensure that all the quoted, required and delivered items comply with the SABS standards.

14.3 The Service Provider should not qualify the proposal with his/her own conditions. Any qualification to the terms and conditions of this quotation must be disclosed and marked as such in the proposal failure to that will result in disqualification.

14.4 Any shortcoming in this term of reference must be identified by the service provider prior to the awarding of the 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.

14.5 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 within one month's notice.

14.6 The pricing must be fixed for the duration of the contract.

14.7 By submitting your bid, you consent to your personal information being shared with third parties e.g. The National Treasury prescripts.

14.8 Should a request from third parties (other than the one stated above) arise, the service provider will be duly notified.

14.9 **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.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A CONSULTANT TO PROVIDE CONFERENCE
PROGRAMME MANAGEMENT SERVICE TO THE OFFICE OF THE VALUER-GENERAL CONFERENCE**

- 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.

19. REQUEST FOR FURTHER INFORMATION

All enquiries regarding the RFQ may be directed to the following

Office	Contact person	Contact details
Office of the Valuer-General	Ms. S Nkobi	sithandiwe.nkobi@ovg.org.za
Office of the Valuer-General	Mr. GI Sekwale/ Ms k Seatlholo	ovgscp@ovg.org.za

**PRICING SCHEDULE: APPOINTMENT OF A CONSULTANT TO PROVIDE CONFERENCE PROGRAMME
MANAGEMENT SERVICE TO THE OFFICE OF THE VALUER-GENERAL CONFERENCE**

PRICING SCHEDULE
(Service)

NAME OF SERVICE PROVIDER:

RFQ No: OVG 2 (001) 2025/2026

CLOSING DATE: 15 APRIL 2025

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:

Pre-Conference Tasks				
Item No	Description	Quantity	Price Per Unit	Total price Excluding 15% Vat
1.1	Attend the briefing to understand the event	Once-Off	R	R
1.2	Reviewing the draft conference program, content organise and produce the final program that will be approved by the OVG	Once-Off	R	R
1.3	Research	Once-Off	R	R

Initials

Date:

PRICING SCHEDULE: APPOINTMENT OF A CONSULTANT TO PROVIDE CONFERENCE PROGRAMME MANAGEMENT SERVICE TO THE OFFICE OF THE VALUER-GENERAL CONFERENCE

1.4	Configure and manage panel (briefing and question structure)	Once-Off	R	R
1.5	Identify a suitable facilitator to facilitate the proceedings and set up panel sessions	Once-Off	R	R
1.6	Provide a PR plan and manage media relations	Once-Off	R	R
1.7	Marketing. Write conference material. Conference concept document	Once-Off	R	R
1.8	Overall copywrite all material being sent externally	Once-Off	R	R
1. Total Cost for Pre-Conference Tasks				R
2.	During the Conference (two days)			
2.1	Take lead in taking notes for the main plenary sessions each day for the 2 days	Once-Off	R	R
2.2	Capturing key messages, and enrich digital content	Once-Off	R	R
2.3	Coordinating with session moderators and facilitators	Once-Off	R	R
2.4	Facilitate the process of the videographer	Once-Off	R	R
2. Total Cost for During the Conference (two days)				R
3.	Post-Conference Tasks			
3.1	Compiling a comprehensive conference report	Once-Off	R	R

Initials

Date:

PRICING SCHEDULE: APPOINTMENT OF A CONSULTANT TO PROVIDE CONFERENCE PROGRAMME MANAGEMENT SERVICE TO THE OFFICE OF THE VALUER-GENERAL CONFERENCE

3.2	Post conference consolidation and communication	Once-Off	R	R
3.3	Coordinating with the media team	Once-Off	R	R
3. Total Cost for Post-Conference Tasks				R
4	Any other Cost			
4.1	Any other cost (Administration etc.)	Once-Off	R	R
4. Total Cost of other Cost				R
5.	Total Cost Excluding 15% VAT (Item 1 to 4)			R
6.	15% VAT			R
7.	Total Fixed costs (VAT Inclusive)			R

NB: THE SUPPLIER MUST QUOTE AS PER THE ATTACHED SPECIFICATION

NB:

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.

The cost provided must remain fixed for the duration of the contract must be inclusive of all the disbursement cost to be incurred i.e. Travelling cost, etc. as the OVG will not be liable for any cost outside the above pricing schedule.

9.1 Accommodation cost will be arranged and covered by the OVG` at the conference venue

Initials

Date:

**PRICING SCHEDULE: APPOINTMENT OF A CONSULTANT TO PROVIDE CONFERENCE PROGRAMME
MANAGEMENT SERVICE TO THE OFFICE OF THE VALUER-GENERAL CONFERENCE**

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 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:

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

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:

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDIs who had no franchise in the elections before 1983 and 1993 Constitution	10	
HDIs who is a Female	5	
People with Disabilities (PwDs)	5	
Total	20	

NB: Bidders are required to submit proof of HDI. Proof includes valid Central Supplier Database (CSD) together with their tenders to substantiate their specific Goals claims for HDIs.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	



OFFICE OF THE
VALUER-GENERAL

SUPPLIER MAINTENANCE

SAGE

☐

Office

System User Only

Captured By:

Captured Date:

Authorized By:

Date Authorized:

Safety Web Verification

YES

NO

☐☐

Office of the Valuer General

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

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

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

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

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

Company / Personal Details

Registered Name

Trading Name

Tax number

Vat Number

CSD Supplier Number

Title

Initials

First Names (as per id)

Surname

Address Detail

Postal Address Line 1

Postal Address Line 2

Physical Address Line 1

Physical Address Line 2

Postal Code

☐

New Supplier Information

☐

Update Supplier Information

Supplier Type

☐

Individual

☐

Department

Department

Number

☐

Company

☐

Trust

☐

CC

☐

Other

Other Specify

☐

Partnership

Supplier Account Details	
(This field is compulsory and should be completed by a bank official from the relevant bank).	
Account Name	
Account Number	
Branch Name Branch	
Number	
Account Type	☐ Cheque/Current Account ☐ Savings Account Transmission ☐ Account Bond Account ☐ Other (Please Specify)
ID Number	☐
Passport Number	
Company Registration Number	
*CC Registration	
* Please include CC/CK where applicable	
Practise Number	
When the bank stamps this entity maintenance form or Provide Bank confirmation Letter, they confirm that all the Information completed by the entity is correct.	Bank stamp/ Bank confirmation Letter It is hereby confirmed that this detail has been verified against the following screens ABSA-CIF screen FNB-Hogan's system on the CIS4 STD Bank-Look-up-screen Nedbank- Banking Platform under the Client Details Tab

Contact Details			
Business			
Home Fax	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
Cell	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
	<i>Area Code</i>	<i>Telephone Number</i>	
	<i>Cell Code</i>	<i>Cell Number</i>	
E-mail Address			
Contact Person			

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