



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 (003) 2024/2025 CLOSING DATE: 26 JUNE 2024 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	
----------------	--	----------------	--	----------------	--	-----------------	--

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.	
----------------	--	-----------------------------	--

10. You are not required to submit hard copy of Tax Clearance Certificate however the Overall Tax Status for all price quotations will be accessed and verified on CSD or SARS eFiling prior to award. No price quotation may be awarded to persons who are not tax compliant.

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

12. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.

13. No Quotations received after the closing date and time will be accepted without prior arrangement with the sender. It is the responsibility of the tenderer to verify receipt of any faxes and emails forwarded to this office.

14. **NB:** If you are unable to quote, please fax or email or hand deliver this page back to the sender as a no quote and state the reason below. Failure to furnish the reason(s) may lead to your company being removed from the commodity on the supplier database:

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

16. Please fill in the attached **SBD 3,3 (Pricing Schedule)**, **SBD4 (Bidders' disclosure)**, **SBD 6.1 (Preference Claims) Forms** and submit with your price quotation. Failure to attach these completed and duly signed forms will result in quote not being considered.

17. This Request for Quotation must be completed and be accompanied by an official quotation and relevant SBD forms.

18. If you have not been contacted within 30 days after the closing date of this request, kindly accept that your quotation was unsuccessful.

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

I/we agree that the offer herein shall remain binding upon me/us and open for acceptance by Office of the Valuer General during the validity period indicated and calculated from the closing date and time stated above.

Signature of Tenderer

Name and Capacity

Date



OFFICE OF THE VALUER-GENERAL

OFFICE OF THE VALUER GENERAL

3rd Floor, 267 Praetor Building, Lillian Ngoyi Street, Pretoria, 0002

Private Bag X 812, Pretoria, 0001; Tel: 060 582 1281; Email: vg@ovg.org.za

www.ovg.org.za

SPECIFICATIONS

Specifications for advertising vacant positions for the Office of the Valuer-General.

1. PROJECT MANAGERS (2 POSTS) (Reference: OVG/2024/15)

Three (3) Year Fixed Term Contract

2. SPECIALIST: BUSINESS SYSTEMS (Reference: OVG/2024/16) (2 POSTS)

Re-advertisement: Applicants who previously applied are encouraged to re-apply.

Three (3) Year Fixed Term Contract

3. FINANCE OFFICER (Reference: OVG/2024/17)

Three (3) Year Fixed Term Contract

for the office of the Valuer-General:

Media: Sunday Times

Advert date: 30 June 2024

Closing date: 05 July 2024

IMPORTANT NOTICE:

THE SERVICE PROVIDER MUST PROVIDE US WITH THE DRAFT ADVERT WHEN SENDING THE QUOTATION, AND ALSO PROVIDE A COPY/ TEAR SHEET OF AN ADVERT FROM THE NEWSPAPER AFTER ADVERTISING.

TECHNICAL ENQUIRIES:

Ms. Refilwe Noge

Cell: 079 894 4645

Email: refilwe.noge@ovg.org.za

RFQ RELATED ENQUIRIES:

Mr Gobusamang Ishmael Sekwale

ovgscp@ovg.org.za



OFFICE OF THE VALUER-GENERAL

<u>POST</u>	:	<u>PROJECT MANAGER (2 POSTS) (REFERENCE: OVG/2024/15)</u> Three (3) Year Fixed Term Contract
<u>SALARY</u>	:	R900 302,21 per annum (Level 11) (An All-Inclusive salary package)
<u>CENTRE</u>	:	OFFICE OF THE VALUER-GENERAL (PRETORIA)
<u>REQUIREMENTS</u>	:	Formal Qualifications: Degree/Diploma in Project management, Business Management, or equivalent qualification from a recognised institution. Job-Related Work Experience: Minimum 3-7 years' experience in project management as a project administrator/coordinator. 2 - 3 years of project management experience. Experience in managing project scope and profitability. 3 years' experience in working with either of the different types of project management methodologies (e.g. Agile, PMBOK, Waterfall, Scrum, Lean, or PRINCE2). Job-Related Knowledge: In-depth knowledge of project management and SDLC methodologies such as Agile, PMBOK, Waterfall, Scrum, Lean, or PRINCE2. Knowledge of relevant laws, regulations, and compliance requirements that impact a project. Knowledge of ethical principles and professional standards in project management. Knowledge of risk identification, assessment, mitigation, and contingency planning techniques. In-depth understanding of the phases of a project lifecycle. Understanding of leadership principles and team development strategies. Knowledge of stakeholder identification, communication, and engagement strategies. Property Valuations Act. Property Valuers Profession Act. Municipal Property Rates Act. Public Service Act. Public Service Regulations. Public Finance Management Act. Detailed knowledge of the factors that can affect property prices and rentals. Knowledge of principles and processes for providing customer and personal services. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures Knowledge of processing, managing files and records, stenography, and transcription, designing forms, and other office procedures and terminology. Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. Other (Advantageous): PMI Membership and Certification.
<u>KEY PERFORMANCE AREAS</u>	:	Implements the Project Management Framework within the statutory and internal timelines per project. Effective leadership and monitoring of project teams to maximise their productivity and collaboration. Efficient allocation and management of project resources, including personnel, budgets, and materials. Communicating effectively and managing the expectations of various stakeholders, including clients, team members, and executives. Successfully Identifying, assessing, and mitigating risks that could hamper project success. Assure that project deliverables meet or surpass the prescribed quality standards.
<u>POST</u>	:	<u>SPECIALIST: BUSINESS SYSTEMS (Reference: OVG/2024/16) (2 POSTS)</u> Re-advertisement: Applicants who previously applied are encouraged to re-apply. Three (3) Year Fixed Term Contract
<u>SALARY</u>	:	R792 116,32 per annum (Level 10) (An All-Inclusive salary package)
<u>CENTRE</u>	:	OFFICE OF THE VALUER-GENERAL (PRETORIA)
<u>REQUIREMENTS</u>	:	Formal Qualifications: A minimum of National Diploma (NQF 6) Qualification. Certification on SAGE ERP Products – Evolution, BPM/4Flow, CRM or People is a compulsory requirement. Job-Related



OFFICE OF THE
VALUER-GENERAL

Work Experience: 3-5 years of experience in administering, supporting, and maintaining CRM, ECM and ERP Applications relating to SAGE ERP Products. Experience in multiple ERP software development and implementation projects. Relevant work experience in the state-owned entities is preferred, along with specific technical skills such as knowledge of cybersecurity principles, and experience with specific software and hardware systems. **Job-Related Knowledge:** Proficiency in analysing complex business requirements and translating them into effective system solutions. Sound knowledge of multiple IT platforms/ disciplines (i.e. Operating Systems, IT facilities, IT Infrastructure, Knowledge Information Management). Disaster Recovery Planning and management abilities. Exposure to Content Management and Enterprise Resource Planning Systems and policy development and implementation will be an added advantage. Strong Communication, Customer management, Financial Management, Interpersonal skills, and conflict management. IT Project Management, Analytical and Decision-Making skills. Business Analysis experience to ensure implementation of business decisions. Sound knowledge of Information Technology Infrastructure Library (ITIL), COBIT and TOGAF standards and ICT related legislations. **Other (Advantageous):** Training Knowledge of CRM, Direct-Hire and AMS360. Power BI certification. Knowledge of Dynamics. Knowledge of Microsoft SharePoint. Familiarity with relevant technology tools and software used in property evaluation, such as Geographic Information Systems (GIS), valuation software, and database management tools.

KEY PERFORMANCE

AREAS : Ensure databases, applications, and systems operate optimally through proactive maintenance, monitoring, and prompt issue resolution. Implement robust security measures, conduct data backups, and ensure compliance with regulations to protect sensitive information. Design and deploy operational technology solutions, integrating hardware and software for enhanced operational efficiency. Collaborate with users, offer technical guidance, and provide comprehensive training to maximize system utilization. Configure applications to meet business needs, maintain detailed documentation, and ensure system compliance. Develop seamless system integrations, address complex technical challenges, and contribute to effective communication between stakeholders.

POST : **FINANCE OFFICER (Reference: OVG/2024/17)**

Three (3) Year Fixed Term Contract

SALARY : R537 770,42 per annum (Level 08) (An All-Inclusive salary package)

CENTRE : **OFFICE OF THE VALUER-GENERAL (PRETORIA)**

REQUIREMENTS : National Diploma/Degree in Accounting or equivalent qualification. 2 years' experience in the field of financial management. **Job Related Knowledge:** Knowledge of Public Finance Management Act (PMFA). Knowledge of Treasury Regulations. Knowledge of Generally Accepted Practice (GAAP). Knowledge of ACCPAC will be added advantage. Computer Literacy. **Job Related Skills:** Planning and Organising. Policy Analysis and Interpretation. Report writing. Computer Literacy (MS Word, Excel, PowerPoint, Project). Interpersonal relations. Negotiations. Project Management. Presentation Skills. Communication. Other requirement: Valid Driver's licence.

DUTIES : **Prepare and compile the Month-end reporting file.** Perform monthly reconciliations of accounts receivable general ledger accounts. Accounts payable and Persal General ledger accounts. Source comments on balance sheet accounts and sub-ledgers (accounts receivable, accounts payable and purchase orders) are complete accurate and valid. Identify GL accounts with outstanding balances and assist with investigation and clearing of those accounts. Prepare the month-end reporting file by printing the lead trial balance, compiling the supporting documents and requesting the supporting documents from other sections and deeds offices. Submit to supervisor for review. **Supervise bank**



OFFICE OF THE
VALUER-GENERAL

reconciliation and petty cash. Review and verify that the cash book reconciliation is done on a daily basis. Confirm that the bank statement balances with cash book on daily basis. Identify discrepancies on bank statement and cash book, report and investigate discrepancies. Confirm that the bank statement and cash book balances to general ledger account on monthly basis. Prepare documents for audit request/queries. Providing support and guidance to clients. **Compile general journals.** Investigate and identify discrepancies and create journals to correct misallocations including supporting documents. Prepare and process journals to clear general ledger accounts before month-end. Assist with accruals at financial year-end closure. Prepare documents for audit request/queries. Provide support and guidance to clients. **Investigate theft and losses.** Update account 1640-05 (Theft and losses pending legal opinion) to check allocation of new transactions on theft and losses. Compile memorandum with all the supporting documents including circular 4 of 2007 and send to legal services for recommendation. Allocate transactions to the expense account that is recommended by legal service to write off and hand over to debtors section if it was recommended to deduct from the responsible official. Perform all accounts payable and receivable activities.

ENQUIRIES : **Ms. RRM Noge 079 894 4645**

NOTE : **All Race and Gender groups and people with disabilities are encouraged to apply.**

APPLICATIONS : To apply for any of the above position please go to: <https://ovg.org.za/careers/>

NOTE : The Office of the Valuer-General requests applicants to attach comprehensive CV, copies of qualifications and identification document/permanent residency/work permit. Foreign qualifications must be accompanied by an evaluation report issued by South African Qualification Authority (SAQA). **Reasonable accommodation shall apply for People with Disabilities (including where a driver's licence is a requirement).**

Correspondence will be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview you were not successful in your application

IMPORTANT : Office of the Valuer-General is an equal opportunity and affirmative action employer. It is our intention to promote representivity in the Office of the Valuer-General through the filling of posts. We reserve the right not to fill a position.

All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and/or competency assessments at a time, date and place as determined by Office of the Valuer-General. The Office the Valuer-General reserves the right to conduct pre-employment security screening and the appointment is subject to a positive pre-employment security screening result. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during/after the interview took place, note that the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated.

CLOSING DATE : 05 JULY 2024

**PRICING SCHEDULE: ADVERTISEMENT OF POST ON SUNDAY TIMES NEWSPAPER FOR THE OFFICE
OF THE VALUER GENERAL**

PRICING SCHEDULE
(Services)

NAME OF SERVICE PROVIDER:

RFQ No: OVG 2 (003) 2024/2025

CLOSING DATE: 26 June 2024

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:

No.	Item Description	Unit Price Including VAT	Quantity	Total Price Including VAT
1	Design and Layout – Draft Advert	R	1	R
2	Placement of advert on Sunday Times newspaper on Sunday, 30 June 2024	R	1	R
TOTAL PRICE ALL INCLUSIVE			R	

NB: THE SUPPLIER MUST PROVIDE US WITH THE COPY OF AN ADVERT FROM THE NEWSPAPER AFTER ADVERTISING

NB: THE BIDDER MUST PROVIDE US WITH THE DRAFT ADVERT WHEN SENDING THE QUOTATION.

Initials

Date:

**PRICING SCHEDULE: ADVERTISEMENT OF POST ON SUNDAY TIMES NEWSPAPER FOR THE OFFICE
OF THE VALUER GENERAL**

BANK DETAILS:

ACCOUNT HOLDER NAME: _____

BANK NAME: _____

ACCOUNT TYPE: _____

ACCOUNT NUMBER: _____

BRANCH CODE: _____

DELIVERY PERIOD: _____ DAYS

PURCHASE ORDER DEADLINE FOR PUBLISHING OF ADVERT ON SUNDAY, 28 JANUARY 2028

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:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$		

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;

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

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



OFFICE OF THE
VALUER-GENERAL

SUPPLIER MAINTENANCE

SAGE

☐

Office

System User Only

Captured By:

Captured Date:

Authorized By:

Date Authorized:

Safety Web Verification

YES

NO

☐☐

Office of the Valuer General

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

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

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

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

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

Company / Personal Details

Registered Name

Trading Name

Tax number

Vat Number

CSD Supplier Number

Title

Initials

First Names (as per id)

Surname

Address Detail

Postal Address Line 1

Postal Address Line 2

Physical Address Line 1

Physical Address Line 2

Postal Code

☐

New Supplier Information

☐

Update Supplier Information

Supplier Type

☐

Individual

☐

Department

Department

Number

☐

Company

☐

Trust

☐

CC

☐

Other

Other Specify

☐

Partnership

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

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

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