



OFFICE OF THE VALUER-GENERAL

Directorate: Supply Chain and Procurement

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

REQUEST FOR QUOTATION (RFQ)

See attached Specification

RFQ NO: OVG 2 (004) 2024/2025 CLOSING DATE: 09 JULY 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

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER THAT WILL GRANT OFFICE OF THE VALUER-GENERAL ACCESS TO ITS SCREENING SOFTWARE FOR THE PURPOSE OF CONDUCTING THE PRE AND DURING EMPLOYMENT SCREENING FOR A PERIOD OF 3 YEARS..

THERE WILL BE A **COMPULSORY BRIEFING SESSION** AS FOLLOWS:

DATE: **WEDNESDAY, 2 JULY 2025**

TIME: 11:00

LOCATION: MICROSOFT TEAMS

[Join the meeting now](#)

Meeting ID: 351 935 089 457 2

Passcode: 3Xf6UM7b

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

CLOSING DATE: **WEDNESDAY, 09 JULY 2025 AT 11:00**

ENQUIRIES PLEASE CONTACT: TECHNICAL RELATED:

Ms. Refilwe Noge

refilwe.noge@ovg.org.za

Tel: 079 894 4645

BID RELATED:

No.	Contact Person	Contact Details
1	Mr. GI Sekwale: +27 12 036 3036	<u>ovgscp@ovg.org.za</u>
2.	Ms. K Seatlholo: +27 12 036 3024	

PRICING SCHEDULE: APPOINTMENT OF A SERVICE PROVIDER THAT WILL GRANT OFFICE OF THE VALUER-GENERAL ACCESS TO ITS SCREENING SOFTWARE FOR THE PURPOSE OF CONDUCTING THE PRE AND DURING EMPLOYMENT SCREENING FOR A PERIOD OF 3 YEARS.

PRICING SCHEDULE
(Service)

NAME OF SERVICE PROVIDER:		
RFQ No: OVG 2 (004) 2025/2026	CLOSING DATE: 09 JULY 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:

Description/ Type	Frequency / Quantity	Year 1 Price Excl. VAT	Year 1 Price Excl. VAT	Year 1 Price Excl. VAT
1. IDENTITY CHECKS				
1.1 ID Verification & Validation	1(as and when required)	R	R	R
1.2 Citizenship	1(as and when required)	R	R	R
1.3 Permanent Residency	1(as and when required)	R	R	R
1.4 Work Permit	1(as and when required)	R	R	R
1.5 Asylum Permit	1(as and when required)	R	R	R
1.6 Refugee Permit	1(as and when required)	R	R	R
1.7 Passport Validation	1(as and when required)	R	R	R

Initials

Date:

PRICING SCHEDULE: APPOINTMENT OF A SERVICE PROVIDER THAT WILL GRANT OFFICE OF THE VALUER-GENERAL ACCESS TO ITS SCREENING SOFTWARE FOR THE PURPOSE OF CONDUCTING THE PRE AND DURING EMPLOYMENT SCREENING FOR A PERIOD OF 3 YEARS.

2. ACADEMIC QUALIFICATIONS				
2.1 Matric Pre 1992 - DBE	1(as and when required)	R	R	R
2.2 Matric Post 1992 Umalusi	1(as and when required)	R	R	R
2.3 Umalusi Full Verification (Symbol Match)	1(as and when required)	R	R	R
2.4 South African University Qualifications	1(as and when required)	R	R	R
2.5 Academic Qualifications (Global)	1(as and when required)	R	R	R
2.6 TVET and Teachers Colleges	1(as and when required)	R	R	R
2.7 Short Courses/Certificates/Attendance Certificates	1(as and when required)	R	R	R
2.8 Trade Certificates	1(as and when required)	R	R	R
3. CREDIT CHECKS				
3.1 Consumer Credit Profile Per Bureau (TransUnion, Experian, XDS, Compu scan)	1(as and when required)	R	R	R
3.2 Combined Consumer Profile (all 4 bureaus)	1(as and when required)	R	R	R
4. CRIMINAL CHECKS				
4.1 Criminal Check - Attach Fingerprints	1(as and when required)	R	R	R
5. EMPLOYMENT CHECKS				
5.1 Employment history (SA only) with Character Reference	1(as and when required)	R	R	R
5.2 CCMA	1(as and when required)	R	R	R
6. ENATIS CHECKS				
6.1 Driving Licence	1(as and when required)	R	R	R
6.2 Professional Driving Permit Verification	1(as and when required)	R	R	R

Initials

Date:

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7. COMMERCIAL CHECKS				
7.1 Director Member Confirmation	1(as and when required)	R	R	R
7.2 Commercial Report - Full Report	1(as and when required)	R	R	R
7.3 Conflict of Interest Assessment	1(as and when required)	R	R	R
7.4 Business Deeds Summary	1(as and when required)	R	R	R
7.5 Principle Deeds Summary	1(as and when required)	R	R	R
7.6 Affiliations	1(as and when required)	R	R	R
7.7 Consent Process	1(as and when required)	R	R	R
8. Total Excl. Vat(1 to 7)		R	R	R
9. HARDWARES AND SOFWARES				
9.1 USB fingerprint sensors or any other applicable devices (Biometric Scanner + Applicable Software Licenses)	1	R	R	R
9.2 Installation	Once-off (as and when required)	R	R	R
10. TRAINING ON-SITE				
10.1 Per Delegate	Once-off	R	R	R
10.2 Group 5/10	Once-off	R	R	R
11. Total Excl. Vat(9 to 10)		R	R	R
Total Excl. Vat(8+11)		R	R	R
15 % Vat		R	R	R
Total Incl. VAT		R	R	R
Total Price (Year 1 + Year 2 + Year 3)			R	

Initials

Date:

PRICING SCHEDULE: APPOINTMENT OF A SERVICE PROVIDER THAT WILL GRANT OFFICE OF THE VALUER-GENERAL ACCESS TO ITS SCREENING SOFTWARE FOR THE PURPOSE OF CONDUCTING THE PRE AND DURING EMPLOYMENT SCREENING FOR A PERIOD OF 3 YEARS.

NB: THE SUPPLIER MUST QUOTE AS PER THE ATTACHED TERMS OF REFERENCE (TOR)

VALIDITYPERIOD	30 days	60 days	90 days	120 days
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BANK DETAILS:

ACCOUNT HOLDER NAME: _____

BANK NAME: _____

ACCOUNT TYPE: _____

ACCOUNT NUMBER: _____

BRANCH CODE: _____

DELIVERY PERIOD: _____ DAYS

QUOTATION EXPIRY DATE: _____

SIGNATURE OF AUTHORISED PERSON: _____

NAME: _____

DESGNATION: _____

DATE: _____

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

NB! The total bid price provided above is for comparison and competition purposes only assuming that the quantity for each service is one and the rates quoted above will however remain fixed for the duration of 3 years.

NB! The OVG will process invoice payments upon the successful completion of the abovementioned deliverables.

NB! The OVG will not accept changes to the pricing post implementation that arise due to the service provider underquoting or overlooking any costing elements. Where projections are made for example annual price escalations, and the actual rate becomes more that the projected cost, the amount indicated in this schedule will be used for invoicing, and no amendments will be accepted.

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	100
SPECIFIC GOALS	100
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;

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

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



SAGE

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

Office

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	

<input type="checkbox"/>	New Supplier Information	<input type="checkbox"/>	Update Supplier Information
Supplier Type	<input type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> CC <input type="checkbox"/> Partnership	<input type="checkbox"/> Department <input type="checkbox"/> Trust <input type="checkbox"/> Other	Department Number <input style="width: 100px;" type="text"/> Other Specify <input style="width: 200px;" type="text"/>

Supplier Account Details

(This field is compulsory and should be completed by a bank official from the relevant bank).

Account Name			
Account Number			
Branch Name Branch			
Number			
Account Type	<input type="checkbox"/>	Cheque/Current Account	
	<input type="checkbox"/>	Savings Account Transmission	
	<input type="checkbox"/>	Account Bond Account	
	<input type="checkbox"/>	Other (Please Specify)	
ID Number	<input type="checkbox"/>	<input style="width:100%;" type="text"/>	
Passport Number			
Company Registration Number			
*CC Registration			
* Please include CC/CK where applicable			
Practise Number			
<p>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.</p>	Bank stamp/ Bank confirmation Letter		
	<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>		

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>	
E-mail Address	<i>Cell Code</i>	<i>Cell Number</i>	
Contact Person			

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



OFFICE OF THE VALUER-GENERAL

OFFICE OF THE VALUER-GENERAL

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 SERVICE PROVIDER THAT WILL GRANT OFFICE OF THE VALUER-GENERAL ACCESS TO ITS SCREENING SOFTWARE FOR THE PURPOSE OF CONDUCTING THE PRE AND DURING EMPLOYMENT SCREENING FOR A PERIOD OF 3 YEARS.

PHYSICAL ADDRESSES:

Praetor forum building

3rd Floor, 267 Lilian Ngoyi Street
Pretoria
0001

1. PURPOSE

- 1.1 The OVG seeks to appoint a suitable Service Provider who will grant Human Capital Unit access to its Screening software for the purpose of conducting Pre and during Employment screening.

2. INTRODUCTION AND BACKGROUND

- 1.1 The Office of the Valuer-General was established by the Property Valuation Act No.17 of 2014 (PVA) and subsequently listed as a National Public Entity in terms of Schedule 3A of the Public Finance Management Act. The OVG has the mandate of supporting the programme of Land Reform through providing independent and credible property valuation services.
- 1.2 Although the OVG works closely and in co-operation with other institutions in the Department of Land Reform and Rural Development portfolio, it does so with a significant degree of autonomy that adds further credibility to the Land Reform process for the benefit of the stakeholders. The Land Reform programme has benefited from the initial work done by the OVG with the consideration of other constitutional factors beyond market value in the determination of just and equitable values for the acquisition of property.
- 1.3 On the 6th of December 2006, Cabinet approved new national vetting strategy for the country. The effect of the new vetting strategy is that process is

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decentralized to individual departments / organ of state. Cabinet approved that the vetting strategy be implemented on a phased basis.

- 1.4 It is imperative that OVG as Schedule 3 (A) public entities, procure the services or be provided the access independently from the Mother Department.

2. SCOPE OF WORK

- 2.1 The OVG requires a service provider to grant access from a screening software to conduct background screening on personnel and companies.

- 2.2 The software must be able to generate an audit trail for all the activities carried out by the end-users.

- 2.3 The service provider must provide training to the OVG staff at the implementation stage and as and when needed. **(NB: only if there are changes or upgrades on the software).**

- 2.4 The background screening shall cover but not limited to the areas set out below. The software should have all the accessories and/or gadgets.

2.4.1 Citizenship

The software will be required to validate personnel identity numbers, as well as confirm that the identity numbers belong to the persons concerned. Personnel's status within the Department of Home Affairs' population register must also be confirmed on such aspects as marital status, deceased, alive or nationality, etc.

2.4.2 Residence and Work Permits

In the case of personnel who have residence and/or work permits the software will be required to verify the validity of these permits.

2.4.3 Qualification (matric and tertiary)

Personnel Tertiary qualifications are required to be verified by the software with the institution from which they were obtained.

2.4.4 Driver's license

Where personnel have driver's license the software will verify whether these licenses are valid or not.

2.4.5 Deeds Search

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER THAT WILL GRANT OFFICE OF THE VALUER-GENERAL ACCESS TO ITS SCREENING SOFTWARE FOR THE PURPOSE OF CONDUCTING THE PRE AND DURING EMPLOYMENT SCREENING FOR A PERIOD OF 3 YEARS.

The software must search for and furnish information on all properties registered in the names of the personnel in Deeds Office.

2.4.6 Criminal Record Checks

Using personnel fingerprint, the software must check whether or not a candidate has a criminal record with the South African Police Service. Where there is a criminal record, the software must also provide the details of the record concerned.

2.4.7 Commission for Conciliation, Mediation and Arbitration (CCMA) Awards.

Records of the CCMA awards and Labor Court Judgement involving the personnel must also be searched by the software. Where CCMA hearing transcripts are available, that must also be provided.

2.4.8 Credit Record Checks

The software should provide information on personnel consumer records and any history of sequestration, where applicable. Accordingly, all relevant fraud listing registers must also be checked for this purpose.

2.4.9 Comprehensive Interest Reports

The software must investigate any and all business interest that personnel may have included but not limited to, corporate directorship, shareholding, Trusteeships, trade lists, SARS Database-confirming VAT numbers, Business details, including trading names, contact details, addresses, registration and VAT numbers, and financial year-end, Principal details, including a list of associates, current and previous. Active principals, including ID verification, Score, Judgements, as well as current and previous business interests. Non-Active principals' names, ID numbers, appointment dates, designations, interests and share size, as well as addresses etc.

3. SERVICE OUTCOMES / DELIVERABLES

- 3.1 Proper functional background screening software, accessories and gadgets which will be provided to OVG for purpose of obtaining the results for citizenship, qualifications, driver's license, deeds search, criminal records etc.
- 3.2 Any support, warranty, maintenance cost will not be the responsibility of OVG and service provider must include all those costs on their pricing.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER THAT WILL GRANT OFFICE OF THE VALUER-GENERAL ACCESS TO ITS SCREENING SOFTWARE FOR THE PURPOSE OF CONDUCTING THE PRE AND DURING EMPLOYMENT SCREENING FOR A PERIOD OF 3 YEARS.

- 3.3 Should the fault on accessories and gadgets be determined to be a manufacturing defect, the service provider will be responsible for fixing the fault at no cost to the OVG.
- 3.4 A comprehensive management report from the software on monthly basis if required.
- 3.5 The software will be expected to provide the conflict-of-interest reports which will assist in identifying the adverse link particularly in the procurement process, financial disclosure. etc.
- 3.6 The screening software must be available at all times i.e., 24/7. Support and maintenance of the software must also be available within the normal OVG working hours.

4. AUTHORISED DELEGATE(S)

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

5. TIME FRAME

- 5.1 The contract between the successful service provider and OVG will be for three years, commencing from the date when the contract (SBD 7.2) is signed

6. SERVICE LEVEL AGREEMENT

- 6.1 The appointed service provider will have to enter into a service level agreement with the Office of the Valuer-General.

7. METHOD OF PAYMENT

- 7.1 Payment will be service based.
- 7.2 The service provider shall furnish the OVG with an invoice accompanied upon fulfilment of the other obligations stipulated in the contract.
- 7.3 Payment shall be made promptly by the OVG, but in no case later than thirty (30) after the submission of an invoice or claim by the service provider.
- 7.4 Payment will be made in Rand currency only.

8. ENGAGEMENT OF CONTRACTED SERVICE PROVIDER

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER THAT WILL GRANT OFFICE OF THE VALUER-GENERAL ACCESS TO ITS SCREENING SOFTWARE FOR THE PURPOSE OF CONDUCTING THE PRE AND DURING EMPLOYMENT SCREENING FOR A PERIOD OF 3 YEARS.

- 8.1 The appointed service provider shall provide all hardware and software as soon as appointed and the contract has been signed and commenced in line with the scope of work, the terms and conditions of these Terms of reference.
- 8.2 The system should be available 24 hours.
- 8.3 An official purchase order will be issued by an email as and when a service is required.
- 8.4 All queries that are system/ software/ app related shall be attended to and addressed within 24 hours. The system should be accessed as and when required and thereafter the SP will invoice the OVG as soon as the results from the screening are received

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 MANDATORY REQUIREMENTS

A Bidder must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of bid.

No.	Mandatory Requirement	Substantiating Evidence of Compliance (Used to assess compliance)	Evidence Reference (To be completed by the Bidder)
9.1.1	The Pricing Schedule (SBD 3.3 form) must be fully completed	Bidders are required to complete the Pricing Schedule (SBD 3.3) form and submit together with their Bid	Provide unique reference to locate substantiating evidence in the Bid response
10.1.3	Attendance of the compulsory briefing session.	Bidder must attend the compulsory briefing session and complete the attendance register that will be provided.	Not Applicable

ADMINISTRATIVE REQUIREMENTS

Tax and SBD documents Requirements:

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER THAT WILL GRANT OFFICE OF THE VALUER-GENERAL ACCESS TO ITS SCREENING SOFTWARE FOR THE PURPOSE OF CONDUCTING THE PRE AND DURING EMPLOYMENT SCREENING FOR A PERIOD OF 3 YEARS.

- a) Bidder must ensure compliance with their tax obligations.
- b) 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.
- c) Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- d) Bidder may also submit a printed TCS together with the bid.
- e) In bids where consortia / joint ventures / sub-contractors are involved; each party must submit a separate proof of TCS / pin / CSD number.
- f) Where no TCS is available, but the Bidder is registered on the central supplier database (CSD), a CSD number must be provided.
- g) Fully completion of SBD4 (Service provider’ 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 supportive documentation for all functional requirements as indicated hereunder.

9.2.2 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.

9.2.3 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.

9.2.4 Functionality will be evaluated on the basis of the supporting documentation supplied by the bidders in accordance with the below functionality criteria and values.

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

EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER THAT WILL GRANT OFFICE OF THE VALUER-GENERAL ACCESS TO ITS SCREENING SOFTWARE FOR THE PURPOSE OF CONDUCTING THE PRE AND DURING EMPLOYMENT SCREENING FOR A PERIOD OF 3 YEARS.

<p>ABILITY AND CAPABILITY</p> <ul style="list-style-type: none"> • Experience. • Competency • Track record 	<p><u>Company experience:</u> ability to grant access to a software that conduct background screening on personnel and companies.</p> <p>Provide by attaching proof of experience from the current or previous client in a form of a reference letter with contact details of the client and the company letterhead</p>	<p>30</p>
<p>TECHNICAL TEAM EXPERIENCE</p>	<p>Please attach comprehensive <u>System Administrator CV</u> with skill(s), experience, relating to the Pre-Employment screening software in line with the following functions but not limited to End -user training, Maintenance and Support of the software, Software Licence management etc.. for the purpose of substantiating score points. CVs must clearly indicate start and end dates (or duration) for each relevant position, and clearly outline the responsibilities.</p>	<p>40</p>
<p>METHODOLOGY & PROJECT MANAGEMENT</p>	<p>A broad overview of approaches and methodologies that may be employed to execute project as per the scope of work</p> <ul style="list-style-type: none"> - Appropriateness of proposed approach and methodology; - The degree to which the methodology proposed is sound, professional, realistic and logical; - Method and clarity regarding presentation of the final outputs of the project; - Programme with clear timelines and output; - Indicators and means of verifying progress; - Quality assurance steps indicated; - Clear reporting mechanism 	<p>30</p>
<p>TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100</p>		<p>100</p>

Scoring Criterion	1 Point=Poor	2 Points=Average	3 Points= Good	4 Points= Very Good	5 Points=Excellent
Company Experience	0-1 similar project	2 similar projects	3 similar projects	4 similar projects successfully	Over 4 similar projects
System Administrator Experience	0-2 Years of System Administration support Experience	3-4 Years of System Administration support Experience	5-7 Years of System Administration support Experience with Qualification in IT related field	8-10 Years of System Administration support Experience with Qualification in IT related field	More than 10 Years of System Administration support Experience with Qualification in IT related field
METHODOLOGY & PROJECT MANAGEMENT	Methodology and propose plan do not outline the requirements as specified in the TOR	Methodology and propose plan <u>inadequately</u> and poorly address requirements in the TOR	Methodology and propose plan address <u>most</u> of the requirements in the TOR	Methodology and propose plan <u>adequately specified all</u> requirements in the TOR and is acceptable for implementation.	Methodology and propose plan <u>exceptionally</u> specify the manner in which the project will be delivered and indicate additional value adds

The Bids that fail to achieve a minimum of **60** points out of **100** points for functionality will be disqualified. This means that such bids will not be evaluated on the second stage (Preference Points System).

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:

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

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

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER THAT WILL GRANT OFFICE OF THE VALUER-GENERAL ACCESS TO ITS SCREENING SOFTWARE FOR THE PURPOSE OF CONDUCTING THE PRE AND DURING EMPLOYMENT SCREENING FOR A PERIOD OF 3 YEARS.

- 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:

$$NEP = \frac{NOP * EP}{100}$$

100

Where

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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.

10.1 CRITERIA FOR BREAKING DEADLOCK IN SCORING

- a) If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.
- b) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

11. SUB-CONTRACTING

- 11.1 The successful Service Provider 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.

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12. SECURITY AND CONFIDENTIALITY OF INFORMATION

- 12.1 No material or information derived from the provision of the services under the contract may be used for any other purpose except for those of the OVG, except where duly authorized to do so in writing by the OVG.
- 12.2 Copyright in respect of all documents and data prepared or developed for the purpose of the project by the Bidder shall be vested in OVG.
- 12.3 The successful Bidder agrees to keep confidential all records and information of or related to the project and not disclose such records or information to any third party or owner without the prior written consent of OVG.
- 12.4 The successful Bidder must undertake to disclose information relating to the contract only in terms of agreement entered and only to the parties stipulated in the contract, both during the contract period and subsequently. Information may only be disclosed to outside sources with the prior written approval from the OVG.

13. TERMS AND CONDITIONS OF THE BID

- 13.1 Awarding of the proposal will be subject to the Service Provider's expressing acceptance of the OVG Supply Chain Management Policy and the General Conditions of Contract as published by National Treasury.
- 13.2 The Bidder should not qualify the proposal with his/her own conditions. Any qualification to the terms and conditions of this bid will result in disqualifications
- 13.3 Any short coming in these terms of reference must be identified by the Bidder prior to the awarding of a contract. Any short comings identified by the Bidder 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.
- 13.4 Should the Bidder 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 notice.
- 13.5 The pricing must be fixed for the duration of the contract.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER THAT WILL GRANT OFFICE OF THE VALUER-GENERAL ACCESS TO ITS SCREENING SOFTWARE FOR THE PURPOSE OF CONDUCTING THE PRE AND DURING EMPLOYMENT SCREENING FOR A PERIOD OF 3 YEARS.

- 13.6 The company and its employees will be subjected to positive security vetting and screening.
- 13.7 Provide Management report on a monthly basis. The report shall be based on different services and shall cover all work performed and completed during the month.
- 13.8 The pricing must be fixed for the duration of the contract.
- 13.9 The turnaround time for the results (per scope of work) must at most be within 24 hours.
- 13.10 The service provider must notify the OVG users through email regarding error and any problems in the system that can affect daily operation.

13.11 The Office of the Valuer-General shall:

- 13.11.1 Conduct business in a courteous and professional manner with the Service Provider.
- 13.11.2 Not accept responsibility/liability of accounts/ expenses incurred by the Bidder that was not agreed upon by the contracting parties.
- 13.11.3 Not accept responsibility/liability of any damages suffered by the Bidder or the personnel for the duration of the project.
- 13.11.4 The OVG will enter into a Service Level Agreement upon appointment of the suitable Service Provider. These TOR terms and Conditions will also form part of the contract.

12. REQUEST FOR FURTHER INFORMATION

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

For Technical Enquiries, please contact:

Ms. Refilwe Noge
refilwe.noge@ovg.org.za
Tel: 079 894 4645

For Supply Chain Management Enquiries, please contact:

Mr. Gobusamang Ishmael Sekwale
Gobusamang.Sekwale@ovg.org.za
Tel: 060 535 5769