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;www.ovg.org.za

REQUEST FOR QUOTATION (RFQ)

See attached Specification

RFQ NO: OVG 1 (004) 2024/2025 CLOSING DATE: 27 AUGUST 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**	

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) and SBD4 (Bidders' disclosure)** 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.

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

267 Praetor Forum Building, 3rd Floor, Cnr Pretorius and Lilian Ngoyi Street, Pretoria, 0001
Private Bag X 874, Pretoria, 0001; Tel: 012 036 0000; Email: Hcs@ovg.org.za

HCS

Competency framework for Senior/Executive Managers at the Office of the Valuer-General (OVG).

1. Purpose:

- To ensure that the entity recruits competent Senior and Executive managers in the establishment of the OVG, through predetermined scientific process, by utilising qualified person to conduct the process. The competence assessment results should the identify level of competency of the workplace and to determine any skills deficiencies of the recommended Candidate during the recruitment and selection process. The results should assist the selection panel in determining if the Candidate is ready for the role.

2. Objectives:

- To create effective alignment between recommended Candidate/s and the organisation's strategic requirements.
- To provides clear description of the key skills, knowledge, behaviours and attitudes that are expected of its Senior and Executive Management persons.

3. Section 8 of the Employment Equity Act states that:

3.1 Psychological testing and other similar forms of competency assessment of an employee are prohibited unless the test or assessment being used –

- Has been scientifically shown to be valid and reliable
- Can be applied fairly to all employees and
- Is not biased against any employee or group

3.2 The OVG will utilise this framework/specification consistently for all selection for Senior and Executive Management roles. The appointment of qualified person/company will done through Supply Chain and Procurement processes and no OVG employee or Manager shall interfere with the competency process and results.

4. Behavioural indicators Performer level

4.1 Strategic Capability and Leadership
Must be able to provide a vision, give direction and inspire others in order to deliver on the organizational mandate.

4.1.1 Aligns program/operational support:

- Works with teams to set program/operational goals and plans in keeping with the strategic objectives.
- Impacts positively on team morale, sense of belonging and participation. Develops action plans to execute strategic initiatives; Assists in defining performance measures to evaluate the success of strategies.
- Assesses the gap between the current state and desired future direction and establishes effective ways for closing the gap in own sector Identifies and communicates obstacles to executing specific strategies.
- Communicates strategic plan to the organization; and explains potential impact of problems to own working environment. Communicates the benefits of service delivery improvement opportunities to stakeholders. Identifies internal process improvement opportunities.
- Identifies and analyses opportunities where innovative ideas can lead to improved service delivery Implements innovative service delivery options in own department/ organisation.
- Works with staff utilizing strategic planning methods and tools to set strategic goals for own sector of the organization. Information to influence decisions. Demonstrates logical problem-solving approach and provides rationale for proposed solutions.

4.2. Project and Programme Management
Must be able to develop, implement, evaluate and adjust plans to achieve the desired objectives, while ensuring the optimal use of resources.

4.2.1 Plans and organises activities for a business unit:

- Considers a range of factors in the planning process (e.g., different types of expenditures, customer needs, different skill mixes).
- Develops back-up plans to handle potential obstacles.

- Defines roles and responsibilities for team members and clearly communicates service level expectations; Balances quality of work with deadlines and budget; Sets and manages agreements with contractors.
- Explains potential impact of problems to own working environment.
- Identifies connections between situations that are not obviously related. Compiles documents on complex matters that are clear, concise and well structured. Communicates controversial and/or sensitive messages to stakeholders tactfully. Adapts communication content and style according to the audience including managing body.
- Consults clients and stakeholders on ways to improve the delivery of services.
- Communicates the benefits of service delivery improvement opportunities to stakeholders.
- Identifies internal process improvement opportunities.
- Identifies and analyses opportunities where innovative ideas can lead to improved service delivery.

4.3 Financial Management

4.3.1 Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognized financial practices in order to ensure the achievement of organizational objectives:

- Application of general concepts of financial management concepts & techniques relating to a business unit. Demonstrates knowledge of general concepts of financial planning, budgeting and forecasting and how they interrelate.
- Assesses, manages and monitors financial risks. Continuously looks for new opportunities to obtain and save funds.
- Understands and weighs up financial implications of propositions. Controls assets according to prescribed policies and procedures. Applies financial policies. Understands and enforces financial planning.
- Understands, analyses and monitors financial reports.
- Allocates financial resources to established goals and objectives. Manages expenditure in relation to cash flow projections. Ensures effective utilization of financial resources.
- Develops corrective measures/ actions to ensure alignment of budget to financial resources. Prepares and manages own budget in line with the budgeting guidelines of the organization; and Makes realistic projections in routine reports

4.4 Change Management

Must be able to initiate and support organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.

4.4.1 Facilitates change:

- Performs analysis to determine the impact of changes in the social, political and economic environment. Keeps self and others calm and focused during times of change or ambiguity.
- Tracks the impact of the change, making adjustments as needed. Initiates, supports and encourages new ideas. Consults and persuades all the relevant stakeholders of the need for change.
- Partners with change leaders and managers in planning, implementing and evaluating interventions to improve organizational performance. Designs activities to enable change that are aligned to the organisational objectives.
- Adapts existing goals, plans and processes, or develops new ones to respond effectively to the change Identifies and assists in resolving resistance change with stakeholders.

4.5 People Management and Empowerment

Must be able to manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve organisational goals.

4.5.1 Ensures team member input and builds strong teams.

- Conducts development and career planning dialogues with employees. Mentors employees to promote their learning. Builds cooperation, loyalty and helps achieve consensus.
- Provides constructive feedback and recognizes all contributions. Identifies high potential individuals and provides them with targeted opportunities for growth.
- Recognizes and rewards desired behaviours and results and remedies inappropriate behaviour. Supports and respects the individuality of others and recognizes the benefits of diversity of ideas and approaches.
- Uses appropriate information systems to manage organisational knowledge. Creates mechanisms and structures for sharing of knowledge in the organization; Promotes the importance of knowledge sharing within own area. Nurtures a knowledge-enabling environment.
- Encourages participation and mutual understanding. Delivers messages in a manner that gains support, commitment and agreement.
- Takes others' perspectives into account when communicating, negotiating or presenting arguments (e.g., presents benefits from all perspectives).

Ensures the respective strengths of team members are used in order to achieve the team's overall objective.

5. **Proficiency levels**

The Service Provider must utilise the below table for the purpose of assessing the Candidate/s proficiency levels, the table below depicts the proficiency levels within the performer level and the associated training requirements.

PROFICIENCY LEVELS		
Descriptor	**Indicator**	**Training needs**
1. Not achieved	Poor demonstration of competency	Beginner – basic training program to address gap
2. Partially achieved	Marginal demonstration of competency	Intermediate – training intervention at an intermediate level required
3. Achieved	Acceptable demonstration of competency	Competent – recommended for a training programme in preparation for the next level
4. Exceeded expectation	Good demonstration of competency	Advanced – training in preparation for next level

6. <u>**Specification/requirement for Service Provider**</u>

6.1 Requirements:

- The Service Provider must attach the following:

6.1.1 Proof that shows that the company is qualified to conduct competency assessment.

6.1.2 The assessment tool/battery to be used for this assessment.

6.1.3 Schedule, that shows when will the assessment be conducted and when the results will be provided to the OVG.

6.1.4 The quotation

7. Submission:

7.1 Assessment Results:

The appointed Service Provider must submit the signed results to the following emails: Refilwe.Noge@ovg.org.za and Vincent.Makhubela@ovg.org.za

PRICING SCHEDULE: REQUEST FOR QUOTATION (RFQ) TO CONDUCT THE COMPETENCY FRAMEWORK FOR SENIOR/EXECUTIVE MANAGERS AT THE OFFICE OF THE VALUER-GENERAL (OVG).

PRICING SCHEDULE
(Purchase)

NAME OF SERVICE PROVIDER: ……………………………………………………………………………………………………….

RFQ No: OVG 1 (004) 2024/2025 **CLOSING DATE: 27 August 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	Cost Incl. VAT/ Assessment	Number of Assessments	Total Price Including VAT
1	Senior Management service (SMS) competency assessment (**As per the attached Competency framework for Senior/Executive Managers at the Office of the Valuer-General (OVG).**)	R	02	R
TOTAL PRICE ALL INCLUSIVE		R		

Initials …………………………..

Date: ……………………………

PRICING SCHEDULE: REQUEST FOR QUOTATION (RFQ) TO CONDUCT THE COMPETENCY FRAMEWORK FOR SENIOR/EXECUTIVE MANAGERS AT THE OFFICE OF THE VALUER-GENERAL (OVG).

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: ________________________________

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

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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

SUPPLIER MAINTENANCE

OFFICE OF THE VALUER-GENERAL

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 responsibly for any delayed payments, as a result of incorrect information supplied.

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

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

☐ New Supplier Information

☐ Update Supplier Information

Supplier Type

☐ Individual

☐ Company

☐ CC

☐ Partnership

☐ Department

☐ Trust

☐ Other

Department Number

Other Specify

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	*Area Code*	*Telephone Number*	*Extension*
Cell	*Area Code*	*Telephone Number*	*Extension*
	Area Code	*Telephone Number*	
E-mail Address	*Cell Code*	*Cell Number*	
Contact Person			

	Supplier details	**Organization sender details**
Signature		
Print Name		
Rank		
Date (dd/mm/yyyy)		

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