REQUEST FOR QUOTATION (RFQ)

See attached Scope of Work

RFQ NO: OVG 2 (012) 2026/2027 **CLOSING DATE: 13 NOVEMBER 2026 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. Is/are the price(s) firm for the duration of the contract: Yes / No (delete which is not applicable)
4. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
5. Is the offer strictly to scope of work: Yes / No (delete which is not applicable)?
6. If not to specifications, state deviation(s): _____
7. 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.
8. All prices must be VAT inclusive, if no indication is given, prices will be taken as inclusive.
9. This RFQ is subject to the National Treasury General Conditions of Contract of July 2010 unless otherwise stated by the issuer.
10. By participating in this RFQ, you are accepting to have your Personal Information published on the websites (OVG/National Treasury) for purposes of enhancing compliance, monitoring, and improving transparency and accountability within Supply Chain Management.

11. REQUEST FOR FURTHER INFORMATION

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

No.	Office	Contact Person	Contact Details
1	Office of the Valuer-General	Mr E Racoco	0605355775 Elijah.racoco@ovg.org.za

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 STRATEGIC PLANNING CONSULTANT TO FACILITATE A STRATEGIC WORKSHOP ON 24 – 25 NOVEMBER 2026, & DEVELOP ANNUAL PERFORMANCE PLAN FOR FY2027/2028

1. INTRODUCTION AND BACKGROUND

1.1 The Office of the Valuer-General (OVG) is listed as a National Public Entity in terms of Schedule 3(A) of the Public Finance Management Act established through the Property Valuation Act No. 17 of 2014 (PVA). It operates as a stand-alone entity reporting directly to the Minister of Land Reform and Rural Development.

1.2 In terms of section 5 of the Property Valuation Act, No. 17 of 2014 (PVA), the Office of the Valuer-General (OVG) is a juristic persona legal individual who is required to act impartially and without bias to exercise its authority and carry out its duties.

1.3 The OVG is on a drive to establish itself as a leader in the property valuations sector. The goal is to be recognised in the market as the centre of excellence and innovation in respect of all property valuations with a primary focus on land reform. To do this, the OVG needs to build a strong corporate identity (CI) brand that will allow the organisation to increase visibility and improve stakeholder engagement.

1.4 The OVG's core business is Valuations Management as mandated by the Property Valuation Act 2014 (PVA), (Act 17 of 2014). The Act mandates the OVG to support the Land Reform program by providing independent and credible property valuation services as outlined in Section 12 (1) (a) PVA. It is envisaged that, through the creation of this entity, land claim values will be settled with greater efficiency and decisiveness, thereby speeding up the process of Land Reform.

1.5 The mandate of the OVG is also to assist all government departments in determining market value for acquiring, disposing and rental determination for

state-owned land, as outlined in Section 12 (1) (b) of the Property Valuation Act. Currently, the OVG is contracted to perform the valuation for the Department of Water and Sanitation and The Department of Forestry, Fisheries, and the Environment.

1.6 The OVG's mandate is currently being reviewed through an extensive analysis of the Property Valuation Act and its regulations. The review is at an advanced stage, and it is anticipated that there might be a possible extension of the scope which might *inter alia* include participation in land claim compensation and a regulatory role in property valuations.

1.7 The OVG seeks the services of an experienced and versatile facilitator to facilitate a two (2) day strategic planning session aimed at developing 2027/28 Annual Performance Plan. The facilitator will ensure that the strategic intent and direction, key operational plans and activities are responsive and aligned to the mandate of the OVG, National Development Plan (NDP), Medium Term Development Plan (MTDP) priorities and Outcomes.

1.8 The service provider must submit a draft 2027/28 annual performance plan within two weeks of the strategic planning session that compliance with the Revised Framework for Strategic Plans and Annual Performance Plans.

1.9 The OVG must review its APP to ensure that the entity remains relevant and sustainable in the current and future environment, taking account of the economic situation of South Africa.

1.10 Furthermore, the OVG seeks to identify key priorities and devise tactical plans to address its current challenges and position itself to effectively achieve its strategic intent, discharge its mandate and support priorities of the 7th Administration of Government, whilst remaining relevant and sustainable.

2. SCOPE OF WORK

The OVG is seeking a suitably qualified and experienced facilitator to facilitate and develop the Annual Performance Plan for 2027/2028. The purpose of this scope of work is to outline the technical specifications, tasks and responsibilities of the successful service provider.

2.1. The successful service provider will be required to:

2.1.1. Familiarise itself with the existing strategic plan, including progress made and challenges encountered in implementing annual performance plans.

2.1.2. Consult with Executive Management to understand the overall intention and expectations for the strategic planning session.

2.1.3. Facilitate a two-day strategic planning session with Managers, Senior Management and Executive Management.

2.1.4. Assist the OVG in consolidating the draft programme to ensure the effective flow of the two (2) planning sessions.

2.1.5. Execute a consultative process incorporating planning tools such as SWOT and PESTEL analysis, together with a comprehensive theory of change defining the pathway of change, results and preconditions, including impact, outcomes, outputs, activities, inputs, indicators and assumptions.

2.1.6. Drive the definition of focus areas, including priorities, strategic interventions and key result areas.

2.1.7. Align the priorities and interventions with the priorities of the 7th Administration of Government and the National Development Plan.

2.1.8. Facilitate consideration of the OVG's capacity, capabilities and set-up against its objectives and the identified priorities, strategic interventions and key result areas.

2.1.9. Capture, analyse and refine the workshop discussions for use as content and narrative in the 2027/28 Annual Performance Plan.

2.1.10 Produce a draft 2027/28 Annual Performance Plan that complies with the requirements of the Revised Framework for Strategic Plans and Annual Performance Plans within two (2) weeks after the strategic planning session.

2.1.11 Present the Annual Performance Plan to the Management Committee.

2.1.12 Submit the final 2027/28 Annual Performance Plan as agreed with the OVG, and

2.1.13 Produce an outcome report within one (1) week after the strategic planning session and ensure the finalisation of the draft Annual Performance Plan within two (2) weeks after the workshop.

3. PROJECT DELIVERABLE AND TIMEFRAME

Deliverables	Timeframe
1. Inception report detailing the methodology, approach and timelines	17 November 2026
2. Facilitate a two (2) day Strategic Planning Session	24-25 November 2026
3. Draft and produce an outcome report within one (1) week after the strategic planning session	04 December 2026
4. Develop draft Annual Performance Plan for FY2027/2028 within two (2) weeks after the workshop	11 December 2026.

4. PROPOSAL REQUIREMENTS, QUALIFICATIONS, EXPERIENCE, AND SKILLS

The lead facilitator must possess:

4.1. **Academic Qualifications**

4.1.1. Bachelor's Degree (NQF Level 7) in Public Management, Business Administration, Strategic Management, Public Policy, Economics, Development Planning, Monitoring and Evaluation, or a related field

4.2. **Experience**

4.2.1. Minimum of seven (7) years' experience in strategic planning

4.2.2. Proven ability to facilitate executive and management planning sessions.

4.2.3. Experience developing corporate or institutional strategic plans and knowledge of government policies and medium-term development plans.

4.2.4. Public-sector, state-owned entity, municipality, development agency, or comparable experience is an advantage.

4.3. **Competencies**

4.3.1. Expertise in strategic analysis and planning

4.3.2. Proficiency in stakeholder engagement and facilitation

4.3.3. Strong project management capabilities

4.3.4. Excellent report-writing and presentation skills

4.3.5. Strong communication and interpersonal skills

4.3.6. Advanced research skills

4.3.7. Subject-matter expertise in land reform and land matters in South Africa

4.3.8. Knowledge of real estate and valuation trends

4.3.9. Strong leadership, organisational, and multitasking skills

4.4. **Proposal Requirements**

Interested service providers are requested to submit the following:

4.4.1. Company profile.

4.4.2. Detailed methodology and proposed approach.

4.4.3. Relevant experience, track record, and CVs of lead facilitator and team members.

4.4.4. At least three contactable references.

4.4.5. Examples of comparable projects completed.

4.4.6. Financial proposal.

5. AUTHORISED DELEGATE(S)

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

6. ADMINISTRATIVE FUNCTION

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

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

7. PROJECT MANAGEMENT

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

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

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

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

8.1. EVALUATION FOR MANDATORY CRITERIA

8.1.1. The proposed facilitator must possess, as a minimum, a bachelor's degree (NQF Level 7) in Public Management, Business Administration, Strategic Management, Public Policy, Economics, Development Planning, Monitoring and Evaluation, or a related field. Proof of qualification must be submitted.

8.1.2. The proposed facilitator must have a minimum of seven (7) years' experience in strategic planning and facilitation. The bidder must submit the facilitator's CV and at least three (3) reference letters for similar assignments completed within the past five (5) years."

8.1.3. Submission of a methodology and proposed programme for the strategic planning session

Note: Any Service Provider who does not comply with the above-mentioned stipulations will be regarded as non-responsive and will therefore not be considered for further evaluation.

ADMINISTRATIVE REQUIREMENTS

a) Tax Requirements:

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

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

8.2. **Evaluation in terms of 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2022.**

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.

b) 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:

$$Ps = 80\ (1 - \frac{Pt - Pmin}{Pmin})$$

Where-
Ps = Points scored for price of tender under consideration.
Pt = Price of tender under consideration; and
P min = Price of lowest acceptable tender.

c) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.

d) 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.

e) 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

f) 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.

g) 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.

h) 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.

i) 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.

j) 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.

k) 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.

l) 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:

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

Where?

NEP = Points awarded for equity ownership by an HDI
NOP= The maximum number of points awarded for equity ownership by an HDI
EP = The percentage of equity ownership by an HDI within the enterprise or business,

m) 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.

n) Documentation to substantiate the validity of the credentials of the trustees must be submitted.

o) 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.

p) The number of points scored for a Consortium or Joint Venture must be added to the number of points scored for achieving specified goals.

q) 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.

r) 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.

8.3. **CRITERIA FOR BREAKING DEADLOCK IN SCORING**

a) If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.

b) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

9. TERMS AND CONDITIONS OF THE PROPOSAL

9.1. The award will be communicated with the recommended service provider by issuing a Purchase Order

9.2. Awarding the proposal will be subjected to the Service Provider's expressing acceptance of the OVG Supply Chain Management Policy and The General Conditions of Contract as published by the National Treasury.

9.3. The Service Provider should not qualify the proposal with his/her own conditions. Any qualification to the terms and conditions of this quotation will result in disqualifications.

9.4. Any deficiencies in these terms of reference must be identified by the service provider prior to contract awarding. Any shortcomings discovered by the service provider after the contract has been awarded that have an impact on the contract price are the responsibility of the service provider.

9.5. Should the service provider not comply with any of the conditions contained in these terms of reference during the contract period, the OVG may cancel the contract within one month's notice.

9.6. The pricing as provided on SBD 3.3 must be fixed for the duration of the contract.

9.7. The company and its employees may be subjected to positive security vetting and screening.

9.8. Service provider must inform OVG whether there should be any changes in the key personnel that were evaluated in the duration of the contract.

9.9. By participating in this bid, 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.

9.10. **The Office of the Valuer-General shall:**

9.10.1 Conduct business in a courteous and professional manner with the Service Provider.

9.10.2 Not accept responsibility/liability of accounts/ expenses incurred by the Service Provider that was not agreed upon by the contracting parties.

9.10.3 Not accept responsibility/liability for any damage suffered by the Service Provider or the personnel for the duration of the project.

10. REQUEST FOR FURTHER INFORMATION

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

Technical Enquiries

Overall general technical enquiries should be addressed to the following officials:

NO.	OFFICE	CONTACT PERSON	CONTACT DETAILS
1	Office of the Valuer-General	Mr E Racoco	0605355775 Elijah.racoco@ovg.org.za

For supply chain management enquiries, please contact:

Mr. Gobusamang Ishmael Sekwale/ Mr Conty Mokala
Gobusamang.Sekwale@ovg.org.za/_
Conty.Mokala@ovg.org.za
Tel: 012 036 3036/3119

OFFICE OF THE VALUER-GENERAL

PRICING SCHEDULE [SBD 3.3]

(Professional Services)

NAME OF SERVICE PROVIDER: .....

RFQ No: OVG 2 (012) 2026/2027 **CLOSING DATE: 13 NOVEMBER 2026** **CLOSING TIME: 11:00 AM**

PHYSICALL ADDRESS:

_____

_____

_____

_____

CONTACT DETAILS:

TEL: _____

CELL: _____

FAX: _____

E-MAIL: _____

Reg. Number: _____

Tax Number: _____

VAT Number: _____

Contact Person: _____

Deliverables	Quantity	Price p/unit	Total Price Inclusive of 15 % VAT
1. Inception report detailing the methodology/approach and timelines	1. Inception Report	**R**	**R**
2. Facilitate a Two (2) days Strategic Planning Session	2 days	**R**	**R**
3. Draft / produce an outcome report within one (1) week after the strategic planning session	1 – Draft outcome report	**R**	**R**
4. Develop draft Annual Performance Plan for FY2027/2028 within two (2) weeks post the workshop	1 – Draft Document and Report	**R**	**R**
TOTAL PRICE ALL INCLUSIVE		**R**	

NB: THE SUPPLIER MUST QUOTE AS PER THE ATTACHED SCOPE OF WORK

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 OVG will process invoice payments upon the successful completion of the abovementioned deliverables in line with the scope of work (par 3 above) and Project deliverables and timeframe (par. 4 above).

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.

2. TRAVEL AND ACCOMMODATION

2.1. All Travelling and accommodation arrangements for the facilitator will be done and paid through the OVG's Travelling Agency.

N.B Pricing should exclude travel and accommodation

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

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.

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

……
……
……

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, ……....., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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.

3.5 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.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

…… ……

Signature Date

…… ……...

Designation 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**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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:

80/20 **or** **90/10**

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

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)**
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

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

Office **The office of the Valuer-General**

☐ ☐

I/We hereby request and authorize you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank. I/we understand that the credit transfers hereby authorized will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).
I/we understand that the OVG will supply payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.
This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post. Please ensure information is valid as per required bank screens.
I/We understand that bank details provided should be exactly as per the records held by the bank.
I/We understand that the OVG will not assume responsibly for any delayed payments, as a result of incorrect information supplied.

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

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

New Supplier Information ☐	**Update Supplier Information** ☐

Supplier Type	Individual ☐	Department ☐	Department Number		
	Company ☐	Trust ☐	Other Specify:		
	CC ☐	Other ☐			
	Partnership ☐				

Supplier Bank Account Details

This field is compulsory and should be accompanied by not older than 3 months bank account confirmation letter

Account Holder	
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	
Practice Number	

Not older than 3 months bank account 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

CSD Bank Verification Status (Banking details must appear on Central Supplier Database)	**Verification Succeeded** Yes ☐ No ☐

Contact Details			
Business			
Home Fax	*Area Code*	*Telephone Number*	*Extension*
Cell	*Area Code*	*Telephone Number*	*Extension*
	Area Code	*Telephone Number*	
	Cell Code	*Cell Number*	
E-mail Address			
Contact Person			

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

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