



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 Terms of Reference

RFQ NO: OVG 2 (079) 2022/23

CLOSING DATE: 23 JANUARY 2023 TIME: 16:00

1. Quotations should be emailed to gobusamang.sekwale@ovg.org.za & Kehilwe.Seatlholo@ovg.gov.za no later than the closing date and time indicated above.
2. The validity period of your quote is: (Tick applicable box)

☐ 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 Claim)** 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

PRICING SCHEDULE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL, CONFIGURE AND MAINTAIN A TELEPHONE MANAGEMENT AND SWITCHBOARD SYSTEM FOR THE OFFICE OF THE VALUER-GENERAL ON A LEASE BASIS FOR A PERIOD OF 28 MONTHS.

PRICING SCHEDULE

NAME OF SERVICE PROVIDER:		
RFQ NO.: OVG 2 (079) 2022/2023	CLOSING DATE: 23 JANUARY 2023	CLOSING TIME: 16H00

PHYSICALL ADDRESS:

CONTACT DETAILS:

TEL: _____

CELL: _____

FAX: _____

E-MAIL: _____

Reg. Number: _____

Tax Number: _____

VAT Number: _____

Contact Person: _____

MY QUOTATION IS AS FOLLOWS:

NB: PRICING SHOULD REMAIN FIXED AND INCLUSIVE OF VAT IF REGISTERED AS VAT VENDORS.

ITEM NO	DESCRIPTION	QUANTITY	COST PER UNIT	TOTAL COST (Excluding 15% VAT)
1	Installation and Configuration	Once-off (One Month)	R	R
2	Maintenance & Support – (monthly retainer)			
	Year 1	12 months	R	R
	Year 2	12 months	R	R
	Year 3	4 months	R	R
3	Annual Software license			
	Year1	12 months	R	R

Initials

Date:

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	Year 2	12 months	R	R
	Year 3	4 months	R	R
4.	Training	Once off	R	R
5.	Monthly leasing cost which includes the following: ▪ Telephone instruments ▪ Patch lead/ LAN cable ▪ Digital Operator's Terminal ▪ Cordless telephones ▪ Wireless headset ▪ Hardware equipment and software to host the Mitel Office 400 Software version			
	Year1	12 months	R	R
	Year 2	12 months	R	R
	Year 3	4 months	R	R
SUB –TOTAL (1- 5) Excluding 15% VAT)			R	
15% VAT			R	
Total (15% VAT Incl.)			R	

VALIDITYPERIOD

60 DAYS		90 DAYS		120 DAYS	
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BANK DETAILS:

ACCOUNT HOLDER NAME: _____

BANK NAME: _____

ACCOUNT TYPE: _____

ACCOUNT NUMBER: _____

BRANCH CODE: _____

Initials

Date:

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DELIVERY PERIOD: _____ DAYS

QUOTATION EXPIRY DATE: _____

SIGNATURE OF AUTHORISED PERSON: _____

NAME: _____

DESIGNATION: _____

DATE: _____

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

NB! The OVG will not be responsible for any travelling costs

NB! The OVG will process invoice payments upon the successful completion of the abovementioned deliverables in line with the approved project plan.

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 than the projected cost, the amount indicated in this schedule will be used for invoicing, and no amendments will be accepted.

Initials

Date:



OFFICE OF THE VALUER-GENERAL

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267 Praetor Building, 3rd Floor, Cnr Pretorius and Lilian Ngoyi Street, Pretoria, 0001
Private Bag X 812, Pretoria, 0001

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PHYSICAL ADDRESSES:

Praetor forum building

3rd Floor, 267 Lilian Ngoyi Street
Pretoria
2001

1. INTRODUCTION AND BACKGROUND

The Office of the Valuer-General is a state entity of the Department of Agriculture, Land Reform and Rural Development established in terms of the Property Valuation Act No.17 of 2014 (PVA) and its subsequent listing as a National Public Entity listed 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. 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.

The OVG currently has 65 employees and is expecting the number to grow to 150 employees. The OVG has two office buildings in Pretoria Central.

The OVG operates on an on-premises Microsoft Server 2019 environment, Aruba Network Environment, and licenses for Mitel Office 400 Software version UCCv4. The current contract for leasing the Telephone Management System and PABX will be ending on 31 December 2022, the new appointed service provider will be expected to commence with the service from January 2023.

It is against this background that the OVG would like to invite suitable service providers to submit quotations for the supply and installation of Telephone Management and Switchboard System.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL, CONFIGURE AND MAINTAIN A TELEPHONE MANAGEMENT AND SWITCHBOARD SYSTEM FOR THE OFFICE OF THE VALUER-GENERAL ON A LEASE BASIS FOR A PERIOD OF 28 MONTHS.

2. OBJECTIVES

To appoint reliable service provider(s) with suitable technical skills and experience to supply, install, commission, and maintain an effective, reliable Telephone and switchboard systems for the office of the Valuer-General on a lease basis for a period of 31 months

3. OFFICE TELEPHONE REQUIREMENTS AND SCOPE OF WORK

The table below entails important information pertaining to the telephone requirements:

NO	ITEM	SYSTEMS' OVERVIEW AND REQUIREMENTS
1.	Equipment	- VoIP telephone instruments: 130 - Patch lead/ LAN cable: 130 - Digital Operator's Terminal: 01 - Cordless telephones: 20 - Wireless headset: 05 - Supplier must provide all the necessary hardware equipment and software to host the Mitel Office 400 Software version UCCv4 (enquiries will be welcome should detailed information of the Mitel licence be required)
2.	Installation and Configuration requirements	- Deliver a hosted ON-PREMISEs and highly available VoIPtelephone system (PABX). - The current Office of the Valuer-General main number(0120360000) and all direct extension numbers (0120363000 – 0120363110) must be ported to the chosen service provider and then trunked back into OVG. - The system must be removable and installable at another site. - Allow for auto call-forwarding of all incoming calls to another destination or just forward calls when the line is busy or when not answered, Pick-up groups – to enable the picking of calls from other extensions - Unified Communication capability on the PABX: Allow making or taking calls from end-user devices regardless of the location e.g. Laptop. Calls should appear to originate from the user's extension. OVG currently has MIV0400 STND MIV0400 Mitel Licenses that has following features: - SWA std 3y UCC std MIV0400 (SLS) Micollab Virtual Appliance (SLS) MiVoice Border Gateway Virtual (SLS) SWA 3y Micollab Virtual Appliance (SLS) MiVoice Border Gateway Virtual (SLS) SWA std 3y MiCollab System

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		- (SLS) SWA std 3y MIV BG System 6. Allow Switchboard Operator to monitor phone status for selected employee phones and efficiently manage incoming calls. Wireless headset should be connected to the computer to allow the operator not to lift the handset but speak into the headset. 7. PC based attendant software license for switchboard operating services. 8. Music/Message on Hold: Play music or a recorded message when the call is on hold. 9. User codes: enable unique 5-digit dialling user codes to track usage (NB: system should be able to encrypt user's pin codes); 10. Telephone Management System (TMS): Authorised Users personnel to have access for getting usage reports, create user codes, create speed dialling, and assign telephone extension names. 11. Reporting: be able to produce usage reports and audit trails, Able to download, print and electronically send reports and telephone accounts to users via email. 12. Generate and submit monthly telephone consumption report (departmental consumption report and total consumption for OVG and Bar/ lock unpaid accounts and setting of limits for the duration of the contract. 13. Enable recording of traffic of all incoming and outgoing calls. 14. Able to provide voicemail recording which can be accessed through handsets. 15. Ensure the availability of wireless networks within the office building to allow specified users to move around with the cordless telephone instruments and be able to answer and make calls. 16. To preserve and protect customer database between backups either through a buffer box or similar feature which should also be able to give email notifications/ audio/ light signal to the operator when full or faulty. 17. To handle multi-party (Audio) conferencing facility whereby 10 or more staff members can hold a meeting. 18. Enable direct dialling, Call diverting and forwarding 19. System users must make use of username and password to authenticate to the system and the system must enforce strong passwords. 20. Allow login at any phone in the building using account irrespective of location. 21. VOICE AUTO ATTENDANT: allows callers to be automatically transferred to a dedicated extension without the intervention of an Operator. 22. VOICEMAIL AUTO ATTENDANT: This is for voicemail at all extensions and has auto attendant if all lines are busy Callers can
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		leave messages, users can listen to messages. Incoming callers never reach an empty office. With Call forwarding, Dial-by-Directory, ability to retrieve phone messages via the phone Manager.
3.	Warranty, Maintenance & Support	1. 28 months On-Site Warranty, Maintenance & Support 2. The solution must utilize the existing dedicated fiber link and existing LAN infrastructure for VoIP. Any additional unavoidable infrastructure requirements must be specified and quoted for accordingly. 3. Provide Software licenses for the period of 28 months.
4.	Customer Service and Availability	1. Provide technical support 24 Hours, 7 days/week. 2. The appointed service provider must provide a dedicated contact number and email address that is always available. 3. Manage Customer Premise Equipment (CPE) installed at OVG 4. Overall uptime should be 99% or more

4. SERVICE LEVEL AGREEMENT

- 4.1 The appointed service provider will have to enter into a service level agreement with the Office of the Valuer-General.
- 4.2 The appointed service provider must provide monthly service performance reports and participate in the periodic Service Level Performance meetings.

5. TRAINING

- 5.1 System users working on the system must be sufficiently trained on the operation and procedure with regards to the implemented PABX and Telephone Management Software system.
- 5.2 Orientation on the use/operation of the implemented system should be provided to all end-users.
- 5.3 The service provider must develop, provide, and offer customer specific and an end-user training plan.
- 5.4 Training material and on-site training support to be provided by the service provider and on-going training support after the end user induction training programme for system including software upgrades.

6. PRE-INSPECTION OF THE SYSTEM

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- 6.1 The required system must be pre-inspected by OVG before final implementation and acceptance.
- 6.2 OVG must be satisfied that the system is up to standard and in accordance with stipulated client requirements.
- 6.3 A certificate of acceptance to be provided by the service provider.
- 6.4 If any discrepancies have been identified, corrective steps/actions must be implemented within the agreed time specified.
- 7.5 The system must enable users to utilize all information for analysis purposes during the query and search process.

8. TESTING AND COMMISSIONING OF THE SYSTEM

- 8.1 The service provider must initiate a testing and commissioning phase of the system until it is fully operational before the contract can commence. All expenses including losses and damages resulting from the malfunctioning of the system during the testing and commissioning phase will be to the account of the service provider.
- 8.2 OVG must be satisfied that the system is 100% ICASA compliant, fully functional and in accordance with the scope of work.

9. PROJECT MANAGEMENT

The service provider must provide a clear project plan with deliverables and timeframes for this project. Installation and commissioning should be completed within a period of one month at most after acquiring official appointment letter/ purchase order.

10. MANDATORY REQUIREMENTS

Bidders 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. This phase is not scored and bidders who fail to comply with all the mandatory criteria will be disqualified.

- 10.2. Valid copy of Telecommunication Equipment Type Approval Certificate Issued to the bidder by ICASA under the Electronic Communications Act 36 of 2005 ("the ECA") or in case of where the bidding does not possess type approval certificate, they can attach Type Approval Certificate of their supplier or manufacturer provided that a letter of competency or agreement is provided by their supplier/manufacturer.

11. EVALUATION CRITERIA

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11.1. 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. 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.

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.

Functionality will be evaluated based on 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
ABILITY AND CAPABILITY	Company experience: Experience of the firm in a PABX system industry (Reference letters under a company letter head that confirms that the firm is managing or has previously managed PABX projects of a similar nature must be attached).	25
	Technical lead with minimum of 5 years of related relevant experience (personnel skills and experience in the implementation and maintenance of a PABX system) – please attach personnel CVs with skill(s)/ experience/ qualification(s) relating to PABX.)	20
	Flexibility in customer service in terms of turnaround times regarding solving problems which may arise during the execution of the contract i.e., contingency plan.	15
	Bidder Catalogue Bidder's catalogue that is clearly identifying items to be supplied.	10
METHODOLOGY	Bidders should provide comprehensive project execution plan covering the entire scope of work including maintenance and support plan as well as proposed work schedule/ training, duty sheet/ work plan with clear deliverables and timeframes for each task to be completed	30
TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100		100

Scoring Criterion	1 Poor	2 Average	3 Good	4 Very Good	5 Excellent
Company experience	1 similar project managing or successfully managed	2 similar projects managing or successfully managed	3 similar projects managing or successfully managed	4 similar projects managing or successfully managed	Over 4 similar projects managing or successfully managed
Technical Lead	0 to 5 years of similar experience	Over 6 to 7 years of similar experience	Over 8 to 9 years of similar experience	Over 10 to 11 years of similar experience	Over 12 years of similar experience
Flexibility in customer service	No Plan or irrelevant	Plan that only addresses turnaround time over 48 hours.	Plan indicating turnaround time of 24 hours	Plan indicating turnaround time of less than 24 hours	Plan indicating turnaround time of less than 24 hours and any other interventions.
Proposed Equipment	No catalogue of the proposed Equipment	Equipment that does not meet the minimum specification requirement as per scope of work	Equipment that fully meets the minimum specifications as per scope of work.	Compliance to items under rating 3 and provide additional features which are omitted but are required.	Over and above requirements on rating 4, the bidder's catalogue addressing the need of visually impaired Operators.
Methodology	No Plan or irrelevant plan	Plan that only addresses the scope of work.	Plan indicating scope of work, proposed work schedule/ duty sheet and training to be provided.	Plan indicating scope of work, proposed work schedule/ duty sheet/ work plan and training to be provided with clear deliverables.	Detailed Plan indicating scope of work, proposed work schedule/ duty sheet/ work plan and training to be provided with clear deliverables and timeframes for each task to be completed

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).

11.2. Second Stage - Evaluation in terms of 80/20 Preference Points System

11.2.1 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 per OVG office as per the information furnished on the Pricing Schedule (SBD 3.3) and annexure A

11.3 calculating of points for B-BBEE status level of contribution

11.3.1 Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<u>B-BBEE Status Lvel of Contributor</u>	<u>Number of Points</u>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

11.3.2 Bidders are required to complete the preference claim form (SBD 6.1) and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof or an affidavit at the closing date and time of the bid to claim the B-BBEE status level point. The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.

11.3.3 Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid will be considered for preference points. A trust, consortium, or joint venture (including unincorporated

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consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate tender.

- 11.3.3** Failure on the part of the bidder to comply with paragraphs 6.3.2 and 6.3.3 above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).
- 11.3.4** The Office of the Valuer-General may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made about preference.
- 11.3.5** The points scored will be rounded off to the nearest 2 decimals.
- 11.3.6** If two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for B-BBEE.
- 11.3.7** However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the bidder scoring the highest for functionality.
- 11.3.8** Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
- 11.3.9** A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

12. SUB-CONTRACTING

The successful bidder is expected to inform the OVG of the sub-contracting arrangements and access to the sub-contracted entities for purposes of quality, compliance check, security and tax issues.

13. COMPULSORY INFORMATION SESSION

A compulsory Briefing and Site Inspection sessions will be held at Praetor Forum Building, 3rd Floor, Cnr Pretorius and 267 Lilian Ngoyi Street, Pretoria. The compulsory Briefing and Site Inspection session provides bidders with an opportunity to clarify aspects of the process as set out in this document and to address any substantive issues that bidders may wish to raise

14. SECURITY AND CONFIDENTIALITY OF INFORMATION

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

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15. TERMS AND CONDITIONS OF THE PROPOSAL

- 15.1 Awarding of the proposal will be subject to the Service Provider's expressing acceptance of the OVG Supply Chain Management general contract conditions.
- 15.2 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.
- 15.3 Any short coming in this term of reference must be identified by the service provider prior the awarding of contract. Any short coming identified by the service provider after the contract has been awarded and that would have an impact on the contract price will be for the account of the service provider.
- 15.4 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 notice.
- 15.5 Provide Management report monthly. The report shall be based on different services and shall cover all work performed and completed during the month.
- 15.6 The pricing must be fixed for the duration of the contract.
- 15.7 All equipment to be supplied must be durable and SANS approved.
- 15.8 The company and its employees may be subjected to positive security vetting and screening.

15.9 The Office of the Valuer-General shall:

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

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16. REQUEST FOR FURTHER INFORMATION

All enquiries regarding the bid may be directed to 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	Mrs. J Modisamongwe	012 036 0008/ 060 535 5778 Johannah.modisamongwe@ovg.org.za
2	Office of the Valuer-General	Ms C Shumbambiri	012 036 0006/ 060 535 5779 cynthia.shumbambiri@ovg.org.za

For supply chain management enquiries, please contact:

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

Ms. K Seatlholo Kehilwe.seatlholo@ovg.org.za Tel: 071 604 0399

17. PUBLICATION

17.1 National Treasury E-portal

17.2 Office of the Valuer-General Website

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 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEM

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

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

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- $P_{\min}$ = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 20 points)
(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?
(***Tick applicable box***)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(***Tick applicable box***)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited
 [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.
 [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....



SAGE

☐

Office

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

Office of the Valuer General

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

I/we understand that the Department 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 Department 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	
Title	
Initials	
First Names (as per id)	
Surname	

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

New Supplier Information		Update Supplier Information	
☐		☐	
Supplier Type	Individual	Department	Department Number
	☐	☐	
	Company	Trust	
	☐	☐	
	CC	Other	Other Specify
	☐	☐	
	Partnership		
	☐		

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

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

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