



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 (019) 2023/24

CLOSING DATE: 24 JANUARY 2024 TIME: 11H00 AM

1. Quotations should be emailed to gobusamang.sekwale@ovg.org.za & Kehilwe.Seatlholo@ovg.org.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 Claims) Forms** and submit with your price quotation. Failure to attach these completed and duly signed forms will result in quote not being considered.
17. This Request for Quotation must be completed and be accompanied by an official quotation and relevant SBD forms.
18. If you have not been contacted within 30 days after the closing date of this request, kindly accept that your quotation was unsuccessful.
19. By participating in this RFQ, you are accepting to have your Personal Information published on the websites (OVG/National Treasury) for purposes of enhancing compliance, monitoring, and improving transparency and accountability within Supply Chain Management.

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

Signature of Tenderer

Name and Capacity

Date



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

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

www.ovg.org.za

SPECIFICATIONS

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

1. **ASSISTANT MANAGER: VALUATIONS (2 POSTS) (REFERENCE:
OVG/2024/01)**
2. **INVITATION TO SERVE AS A MEMBER OF THE VALUATIONS REVIEW AND
ADVISORY COMMITTEE (3 YEAR CONTRACT) (3 POSITIONS)**

2.1 A Practicing Valuer - 01 member (Reference: OVG/2024/02)

2.2 A Property Valuation Academic - 01 member (Reference: OVG/2024/03)

2.3 A Chartered Accountant – 01 member (Reference: OVG/2024/04)

for the office of the Valuer-General:

Media: Sunday Times

Advert date: 28 January 2024

Closing date: 02 February 2024

IMPORTANT NOTICE:

**THE SERVICE PROVIDER MUST PROVIDE US WITH THE DRAFT ADVERT WHEN
SENDING THE QUOTATION.**

**THE SERVICE PROVIDER MUST ALSO PROVIDE US WITH A COPY OF ADVERT FROM
THE NEWSPAPER AFTER ADVERTISING**

TECHNICAL ENQUIRIES:

Ms. Refilwe Noge

Cell: 079 894 4645

Email: refilwe.noge@ovg.org.za

RFQ RELATED ENQUIRIES:

Mr Gobusamang Ishmael Sekwale

060 535 5769

Gobusamang.sekwale@ovg.org.za



OFFICE OF THE
VALUER-GENERAL

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<u>POST</u>	: <u>ASSISTANT MANAGER: VALUATIONS (2 POSTS) (REFERENCE: OVG/2024/01)</u>
<u>SALARY</u>	: R533 172.26 per annum (Level 10) (excluding HR Benefits)
<u>CENTRE</u>	: OFFICE OF THE VALUER-GENERAL (PRETORIA)
<u>REQUIREMENTS</u>	National Diploma/Degree in Real Estate /Property Studies/Property Development and Management, Land and Property Development Management or any qualification accredited by the South African Council for Property Valuers Profession (SACPVP). Registered as a Professional Associated Valuer or Professional Valuer. Minimum of 3 years of property valuation experience. Job Related Knowledge: Understanding of rural development programmes, including mandates of the department. Detailed knowledge of the factors that can affect property values. Knowledge of farm valuation. Knowledge of principles and processes for providing customer and personal services. Knowledge of processing, managing files and records, and other office procedures and terminology. Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data. Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process. Job Related Skills: Planning and organising. Policy Analysis and interpretation. Report writing. Computer literacy. Interpersonal relations. Project management. Presentation skills. Communication skills. Another requirement: Valid driver's license.
<u>DUTIES</u>	: Conduct property valuations for properties identified for land reform purpose in terms of S12(1)(a) of PVA. Receive the valuation request and interpret the instructions to ensure compliance. Provide a written notice to the owner of the property within 7 days. Conduct physical site inspections of the properties. Conduct property market research and sales analysis. Compile valuations reports and submission thereof. Conduct property valuations for purpose of acquisition and disposal in terms of S12(1)(b) of PVA. Receive the valuation request and interpret the instructions to ensure compliance. Provide a written notice to the owner of the property within 7 days. Conduct physical site inspections of the properties. Conduct property market research and sales analysis. Compile valuations reports an submission for approval. Conduct quality assurance on property valuation reports completed by other valuers. Receive the valuation report and verify compliance with the client's instructions, policies and procedures (PVA, Regulations). Assess whether the valuation report was performed in accordance with appropriate valuation standards and methodology. Compile comments for authors of the report and record the findings. Request for amendments after engaging with the external valuer, if required. Issue valuations certificates in agreement with the manager. Attend to the representations in accordance with the Regulations under the Property Valuers Act 17 of 2014. Receive and acknowledge receipt of the owner's representation. Assess information received from Owner/ representative. Consider amendment if any. Issue final certificate in agreement with the manager. Attend to all queries regarding all valuation performed by OVG. Receive and acknowledge receipt. Assess the query and gathered all the relevant information. Record all queries for future use. Address the query within the set timeframe.



OFFICE OF THE
VALUER-GENERAL

**INVITATION TO SERVE AS A MEMBER OF THE VALUATIONS REVIEW AND ADVISORY
COMMITTEE (3 YEAR CONTRACT) (3 POSITIONS)**

The Valuer-General hereby invites applications from suitably qualified and interested individuals to serve on the Office of the Valuer-General's (OVG) Valuations Review and Advisory Committee (VRAC) in line with the provisions of section 7(b) of the property valuation Act, of 2014.

REMUNERATION : IN ACCORDANCE WITH NATIONAL TREASURY RATES FOR COMMITTEES

REQUIREMENTS :

Extensive experience in the area of Valuations / Real Estate broadly (immovable, movable and business properties). The OVG intends to appoint individuals who are skilled in the following areas:

A Practicing Valuer - 01 member (Reference: OVG/2024/02)

- A diploma or degree in valuations/real estate/property studies.
- Registered as a Professional Valuer with South African Council for the Property Valuers Profession (SACPVP).
- A minimum of 5 years' uninterrupted post registration valuations experience.

A Property Valuation Academic - 01 member (Reference: OVG/2024/03)

- A minimum of a Masters' degree in Valuations or a related field with a minimum of 5 years' relevant experience or PHD in Valuations or related field.

A Chartered Accountant – 01 member (Reference: OVG/2024/04)

- Registered with the South African Institute of Chartered Accountants (SAICA) as CA (SA).
- A minimum of 5 years' experience in business valuations and/or the analysis of financial statements.

RESPONSIBILITY : The VRAC plays an important role in providing informed feedback and advice to the Valuer-General with regard to the performance of the OVG's valuations functions. This review and advisory mechanism also serve to provide confidence in the integrity of the practices of the OVG. The VRAC performs its role by providing independent review and advise to the Valuer-General.

ENQUIRIES : Ms. RRM Noge 079 894 4645

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

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

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

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



OFFICE OF THE
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IMPORTANT

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

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

CLOSING DATE : 02 FEBRUARY 2024

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

PRICING SCHEDULE
(Services)

NAME OF SERVICE PROVIDER:		
RFQ No: OVG 2 (019) 2023-24	CLOSING DATE: 24 January 2024	CLOSING TIME: 11:00 AM

PHYSICALL ADDRESS:

CONTACT DETAILS:

TEL: _____

CELL: _____

FAX: _____

E-MAIL: _____

Reg. Number: _____

Tax Number: _____

VAT Number: _____

Contact Person: _____

MY QUOTATION IS AS FOLLOWS:

No.	Item Description	Unit Price Including VAT	Quantity	Total Price Including VAT
1	Design and Layout – Draft Advert	R	1	R
2	Placement of advert on Sunday Times newspaper on Sunday, 28 January 2024	R	1	R
TOTAL PRICE ALL INCLUSIVE			R	

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

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

BANK DETAILS:

Initials

Date:

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

ACCOUNT HOLDER NAME: _____

BANK NAME: _____

ACCOUNT TYPE: _____

ACCOUNT NUMBER: _____

BRANCH CODE: _____

DELIVERY PERIOD: _____ DAYS

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

QUOTATION EXPIRY DATE: _____

SIGNATURE OF AUTHORISED PERSON: _____

NAME: _____

DESIGNATION: _____

DATE: _____

Initials

Date:

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;

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

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



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)			