



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 (085) 2022/23

CLOSING DATE: 04 APRIL 2023 TIME: 11H00 AM

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

<input type="checkbox"/> 60 days	<input type="checkbox"/>	<input type="checkbox"/> 90 days	<input type="checkbox"/>	<input type="checkbox"/> 120 days	<input type="checkbox"/>	<input type="checkbox"/>
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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.

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: APPOINTMENT OF A SERVICE PROVIDERS TO PROVIDE THE PROPERTY DATA PORTAL SYSTEM TO THE OFFICE OF THE VALUER GENERAL (OVG) FOR A PERIOD OF 36 MONTHS

PRICING SCHEDULE
(Services)

NAME OF SERVICE PROVIDER:		
RFQ No: OVG 2 (085) 2022/23	CLOSING DATE: 04 APRIL 2023	CLOSING TIME: 11:00 AM

PHYSICALL ADDRESS:

CONTACT DETAILS:

TEL: _____

CELL: _____

FAX: _____

E-MAIL: _____

Reg. Number: _____

Tax Number: _____

VAT Number: _____

Contact Person: _____

Description of Service:	Appointment of a service provider to provide a property data portal to the Office of the Valuer-General (OVG) for a period of 3 years
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MY QUOTATION IS AS FOLLOWS:

NB: Please note that the OVG requires pricing per user. This is to ensure that it pays for active users only for the 3 year period. For the purpose of calculating the estimated total price for the project, the estimated number of users for a 3 year period are stated below:

Item No.	Description of Service	Fixed Cost Per Month Per User (VAT Included)	Number of Users	Period	Total Estimated Cost (VAT Included)
1.	Subscription: Property Data Portal	R	15 (Confirmed)	36 Months	R
			17(Estimated)	34 Months	R
			25(Estimated)	32 Months	R
Total Estimated Cost (VAT Included)				R	

Initials

Date:

PRICING SCHEDULE: APPOINTMENT OF A SERVICE PROVIDERS TO PROVIDE THE PROPERTY DATA PORTAL SYSTEM TO THE OFFICE OF THE VALUER GENERAL (OVG) FOR A PERIOD OF 36 MONTHS

BANK DETAILS:

ACCOUNT HOLDER NAME: _____

BANK NAME: _____

ACCOUNT TYPE: _____

ACCOUNT NUMBER: _____

BRANCH CODE: _____

DELIVERY PERIOD: _____ DAYS

QUOTATION EXPIRY DATE: _____

SIGNATURE OF AUTHORISED PERSON: _____

NAME: _____

DESIGNATION: _____

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.

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:

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

Where

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

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;

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

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



SAGE

Office

System User Only	
Captured By:	
Captured Date:	
Authorized By:	
Date Authorized:	
Safety Web Verification	
YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

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	
<input type="checkbox"/>		<input type="checkbox"/>	
Supplier Type	<input type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> CC <input type="checkbox"/> Partnership	Department <input type="checkbox"/> Trust <input type="checkbox"/> Other <input type="checkbox"/>	Department Number <input type="text"/> Other Specify <input type="text"/>

Supplier Account Details

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

Account Name			
Account Number			
Branch Name Branch			
Number			
Account Type	<input type="checkbox"/>	Cheque/Current Account	
	<input type="checkbox"/>	Savings Account Transmission	
	<input type="checkbox"/>	Account Bond Account	
	<input type="checkbox"/>	Other (Please Specify)	
ID Number	<input type="checkbox"/>	<input style="width:150px;" type="text"/>	
Passport Number			
Company Registration Number			
*CC Registration			
* Please include CC/CK where applicable			
Practise Number			
<p>When the bank stamps this entity maintenance form, they confirm that all the Information completed by the entity is correct.</p>	Bank stamp		
	<p>It is hereby confirmed that this detail has been verified against the following screens ABSA-CIF screen FNB-Hogan's system on the CIS4 STD Bank-Look-up-screen Nedbank- Banking Platform under the Client Details Tab</p>		

Contact Details

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

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



OFFICE OF THE VALUER GENERAL

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDERS TO PROVIDE THE PROPERTY DATA PORTAL SYSTEM TO THE OFFICE OF THE VALUER GENERAL FOR A PERIOD OF 36 MONTHS

1. INTRODUCTION AND BACKGROUND

1.1 The Office of the Valuer General ('the OVG') is an entity, established in terms of the Property Valuation Act No. 17 of 2014 ('the Act'). The objects of the Act are, inter alia, to give effect to the provisions of the Constitution which provide for land reform, to facilitate land reform through the regulation of the valuation of property, to provide for the valuation of property that has been identified for purposes of land reform, to provide a voluntary valuation service to departments and to provide for the setting of criteria and procedures and the monitoring of valuations.

1.2 The OVG aims to discharge its statutory obligations with distinction by the providing the highest standards of professional valuation services to the Land reform programme and government departments. It requires a property data portal system that provide up to date property information, property market analysis and sales transactions of different types of properties in South Africa.

1.3 The property portal system that the OVG intends to subscribe to will assist OVG valuers to access and use the system to complete valuation assignments on time and without errors. It will be used to source property information and sales transactions, which are crucial for completing valuation processes.

2. SCOPE OF WORK

2.1 The OVG intends to subscribe to an online, regularly updated, and reliable repository of property information and data solutions. The information on the envisaged platform must be verify by the service provider and adhere to high quality standards as the OVG will rely on it to make informed decisions.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDERS TO PROVIDE THE PROPERTY DATA PORTAL TO THE OFFICE OF THE VALUER GENERAL FOR A PERIOD OF 36 MONTHS

2.2 The portal system that the OVG envisions to subscribe to must include (but not limited to) the following main categories of information

- **Property Report that includes the below:**
 - Property Details
 - Owners Details
 - Title Deed information
 - Farm Details
 - Updated Google Earth (Aerial photographs with button to measure size and distance, Street view, the coordinates). Imagery with labels and demarcations
 - Comparable Sales Table
 - List of recently sold properties
 - Map showing the comparable sales in relation to the subject property
 - Icon to Customized sales
 - Historical sales
 - Latest Municipal valuation and Estimate rates
 - Zoning Information
 - Bond Details
 - Endorsement and Servitudes
 - Transfer History
 - Suburb Trends
 - Amenities showing the closest to the subject property and the distance
- **Suburb & Town Report**
 - Suburb details
 - Suburb Demographics
 - Land uses
- **Transfer Report**
- **Estate and Sectional Title Report**

NB: The service provider must submit the proposal that cover the proposed scope of work

2.3 **After Sales Support**

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDERS TO PROVIDE THE PROPERTY DATA PORTAL TO THE OFFICE OF THE VALUER GENERAL FOR A PERIOD OF 36 MONTHS

2.3.1 The OVG requires that the service provider be prepared to provide technical system functional support during office hours (08:00 – 16:00) as part of the subscription fee.

2.4 General Requirements

2.4.1 The selected portal system must provide national coverage for the entire country of South Africa. The service provider is expected to provide the following:

- To sign a 36-month contract with a monthly subscription charge for active users.
- Provide access to their property portal system to maximum of 25 users
- Allocate password to individual user
- Regularly updated system that is accessible for unlimited usage
- Provide training on the system and be accessible all the time
- Updating the users about the current market trends

3. DELIVERABLES

3.1 Comprehensive property portal system that covers all areas that are listed under the scope of work above.

3.2 The property portal system subscription, which includes the following information:

- Online property information
- Property address and Owner details
- Seller and buyer details
- Bond Details
- Historical Data
- Analysed Data (Sale transactions/)
- Property transfers etc.

4. CONFIDENTIALITY

4.1 No material or information derived from the provision of the services under the

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDERS TO PROVIDE THE PROPERTY DATA PORTAL TO THE OFFICE OF THE VALUER GENERAL FOR A PERIOD OF 36 MONTHS

contract may be used for any other purpose except for those of the OVG, except where duly authorized to do so in writing by the OVG.

- 4.2 Copyright in respect of all documents and data prepared or developed for the purpose of the project by the Service Provider shall be vested in OVG.
- 4.3 The successful Service Provider agrees to keep confidential all records and information of or related to the project and not disclose such records or information to any third party or owner without the prior written consent of OVG.

5. PAYMENT

- 5.1 Payment will be made on monthly basis in line with the terms of subscription.
- 5.2 The service provider will generate a monthly invoice based on the number of active users during that time.

6. PRICING

6.1 All bidders must take note that the OVG requires pricing per user. This is to ensure we pay for the active users for 36 months period. The following information will assist bidders in working out the pricing structure:

- Number of OVG active users as of 01 April 2023 – 15 users (Confirmed)
- Number of OVG active users as of 01 June 2023 - 17 users (Estimated)
- Number of OVG active users as of 01 September 2023 – 25 users (Estimated)

The total amount of the quotation must be fixed and inclusive of VAT, if the service provider is registered as a VAT vendor provide the fee, VAT to get total amount.

7. TIMEFRAME

- 7.1 The appointed service provider is required to provide services for a period of 36 months.
- 7.2 The contract is for a specific time framework and the service provider is expected to adhere to the specific timeframe stipulated in the contract. The

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDERS TO PROVIDE THE PROPERTY DATA PORTAL TO THE OFFICE OF THE VALUER GENERAL FOR A PERIOD OF 36 MONTHS

contract may be extended in the event it is not feasible to conclude the task within the stipulated time frame. However, the extension must be agreed to between the parties and reduced to in writing.

8. MANDATORY REQUIREMENTS

Service Provider must comply with the requirements and submit all required document(s) indicated hereunder with their Quotations at the closing date and time of the RFQ, however this phase is not scored. Service Providers who fail to comply with all the mandatory criteria will be disqualified

8.1 The Pricing Schedule must be fully completed for each quoted item.

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

9. EVALUATION IN TERMS OF 80/20 PREFERENCE POINT SYSTEM

- 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:

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

$$P_{min}$$

Where-

P_s = Points scored for price of tender under consideration. P_t = Price of tender under consideration; and

P_{min} = Price of lowest acceptable tender.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDERS TO PROVIDE THE PROPERTY DATA PORTAL TO THE OFFICE OF THE VALUER GENERAL FOR A PERIOD OF 36 MONTHS

- 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

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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:

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

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

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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.

10. CRITERIA FOR BREAKING DEADLOCK IN SCORING

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

11. THE MANAGEMENT OF THE PROJECT

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11.1 The responsible official from the OVG valuation team will manage the implementation and monitoring of the service provider. The OVG assumes total accountability and therefore authorizes all expenditure for the project. All such expenses should be documented by the OVG.

12. SECURITY AND CONFIDENTIALITY OF INFORMATION

12.1 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.

13. IMPOSSIBILITY OF PERFORMANCE

13.1 If there is non-performance due to matters beyond any parties' control, both parties waive any claims against each other.

14. TERMS AND CONDITIONS OF THE PROPOSAL

14.1 Awarding of the proposal will be subject to the Service Provider's expressing acceptance of the OVG Supply Chain Management general contract conditions.

14.2 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.

14.3 Any short coming in these terms of reference must be identified by the service provider prior the awarding of a contract. Any short comings 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.

14.4 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.

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- 14.5 The pricing must be fixed for the duration of the contract.
- 14.6 The company and its employees may be subjected to positive security vetting and screening.
- 14.7 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.

15. REQUEST FOR FURTHER INFORMATION

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

Technical Enquiries

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

General Technical Enquiries		
No.	Contact Person	Contact Details
1.	TM Dlamini	tiny.dlamini@ovg.org.za /+2778 422 1619
Supply Chain Management Enquiries		
1	Mr. GI Sekwale	Gobusamang.sekwale@ovg.org.za / +27 60 535 5769
2	Ms. K Seatlholo	Kehilwe.seatlholo@ovg.org.za /+27 71 604 0399