



## **ADDENDUM BID DOCUMENT**

**NLC/2018 - 7**

**Appointment of a panel of service providers to render specialised communication support, public relations, marketing and event services for the National Lotteries Commission**

**1. The following is the Phase 1 of the Pre - Qualification Criteria (Mandatory Requirements) as outlined in the terms of reference paragraph 9.1:**

1.1 Bidders must submit all the mentioned below requirements. The following mandatory requirements must be met to qualify for this bid:

- In the event of the bidder being in the joint venture(JV), JV agreement must be submitted;
- Company registration certificates (CK). In the event of the bidder being a consortium organization, relevant shareholding certificates must be submitted;
- The bidder must be in existence and operational for at least the last four (4) years or more and have demonstrated expertise in PR, Communication Support, Marketing and Event Management Services; and
- Proof of full accreditation with the Southern African Association for the Conference Industry (SAACI) in terms of service providers that would provide event management services.



**2. The following clarification follows the compulsory briefing that was held on 19 June 2018 at the National Lotteries Commission Offices:**

- 2.1 It is a mandatory requirement that the bidder must be in existence and operational for at least the last four (4) years or more and have demonstrated expertise in PR, Communication Support, Marketing and/or Event Management Services. In the event of the bidder being in the JV, one of the companies in the JV must fully comply with this mandatory requirement.
- 2.2 Proof of full accreditation with the Southern African Association is required for the Conference Industry (SAACI) in terms of service providers that would provide event management services. In the event of the bidder being the JV, one of the companies in the JV must fully comply with this mandatory requirement.