

NATIONAL LOTTERIES COMMISSION

REQUEST FOR PRICE QUOTATIONS FOR CONDUCTING AN EVALUATION OF SMALL GRANTS

RFQ-2024/007-011

BID PROCESS	BID REQUIREMENTS
RFQ number	RFQ-2024/007-011
RFQ Advertisement Date	25 July 2024
Closing date and time	02 August 2024 @ 11:00
RFQ validity period	90 Days business from the closing date
Assignment Description	Appointment of a service provider to conduct an evaluation study on the small grants
Proposals are to be submitted to the following address before the stipulated closing date and time:	Bidders must submit One hard copy and one electronic via USB. Documents to be submitted in hand to below address: The Senior Manager: Supply Chain Management National Lotteries Commission 333 Grosvenor Street Block D, Hatfield Gardens Hatfield, Pretoria, 0083 One hard copy and one electronic via USB

SECTION 1: INTRODUCTION, OVERVIEW AND RFP SCOPE OF REQUIREMENTS

1. Introduction

- 1.1. The National Lotteries Commission (the Commission / NLC) is a public entity established by Lotteries Act No. 57 of 1997, as amended to regulate the South African lotteries industry. The functions of the Commission can be divided into two categories, namely “regulation of National Lottery and other Lotteries” and “administration of the National Lottery Distribution Trust Fund (NLDTF)”.
- 1.2. The Board of the NLC has a mandate to: (i) regulate all lotteries and sport pools with integrity; (ii) ensure the protection of all participants; (iii) maximise revenue for good causes in a responsible manner; and (iv) distribute funds equitably and expeditiously.
- 1.3. The Legislative mandate of the Commission includes inviting applications from registered organisations to apply for grants in support of worthy good causes. The NLC currently has three main sectors, each of which receives a pre-determined percentage of the NLDTF namely Charities (47%), Sport and Recreation (28%) and Arts, Culture, National Heritage and Environment (23%), as well as a fourth fund for Miscellaneous purposes (2%).
- 1.4. The NLC is committed to ensuring funding for impact is realised through NLDTF disbursements for good causes; that funds are made available to qualifying organisations in an equitable manner, and that funded organisations utilise NLDTF funding to uplift communities. To this end, the Monitoring and Evaluation unit was established in 2014 to strengthen reporting, monitoring and evaluation systems and practices. The Monitoring and Evaluation (M&E) Unit, using a developmental approach, assesses the fulfilment of funding objectives to promote efficiency, effectiveness, impact and sustainability, aligned to NDP goals.
- 1.5. The Unit is responsible for *inter alia* for the coordination and management of evaluation studies to determine the impact of funding provided through the NLDTF.

2. Background

- 2.1. After amendments to the Lotteries Act in 2015, the Regulations Relating to Allocation of Money in the NLDTF¹ were revised and grant categories were introduced for the first time. The intention of the amended regulations was to allow first-time applicants and emerging grassroots organisations to access NLDTF grants without the requirement to submit annual financial statements, as this was viewed as a barrier to entry for these organisations, and thus to the equitable distribution of funds.
- 2.2. The Categories of Grants (Regs 8 – 16) are:
 - a) Small grants for application of funding not exceeding five hundred thousand rand (R500,000.00)
 - b) Medium grants for application of funding for more than five hundred thousand rand (R500,000.00) but does not exceed five million rand (R5,000,000,000.00); and

¹ GN R645 as amended by GN R311 of 14 April 2015

- c) Large grants for application of funding in excess of five million rand (R5,000,000,00.00)
- 2.3. Small grant applicants were required to submit applications using a new Gazetted Form (2010/2) and the requirement to submit annual financial statements with the application was removed (with certain caveats²) and replaced with the requirement to submit Financial Records (although these were not defined in the Form).
- 2.4. In terms of reporting, small grant grantees would be required to submit “a report detailing how the funds were used, together with all supporting invoices and any other relevant documents for the purpose of financial accounting” (Regs 10).
- 2.5. The first grants using the new categories were made in 2016.
- 2.6. Since 2016, NLC awarded 18 937 small grants (87 percent of total awards made). The range of small grant allocations was from R10 600 to R500 000.
- 2.7. Small grants were made in all Provinces and across all Sectors, with the majority in the Sport and Recreation sector (notably to sports clubs).

3. RFQ Scope of Requirements

- 3.1. The purpose of this Request for Quotation (RFQ) is to appoint a suitably qualified service provider to conduct an evaluation of small grants over the past five years i.e., from 2018-19 to 2023-24.
- 3.2. The purpose of the evaluation study is to establish the extent to which small grants have function and add value to emerging / grassroots organisations, and whether they effectively contribute to NLC’s funding objectives (as articulated in the Call for Applications and Theories of Change).
- 3.3. The evaluators should examine and analyse data pertaining to applications and allocations from 2018-19 to 2023-24 as a precursor to the evaluation design.
- 3.4. In summary, the study should provide insight and recommendations in the following areas: (i) The **accessibility** and **relevance** of small grants for first time applicants / grassroots organizations; (ii) The **outcomes** of small grants for the grantee, as well as **results** on the ground; (iii) The **efficiency** (cost-benefit) and **added value** (if any) of small grants; (iv) the **limitations** and **risks** of small grants as an investment vehicle for positive economic, social and environmental objectives.
- 3.5. The report should facilitate strategic learning and reflection by the NLC and assist the NLC to determine the cost-benefit and relevance of the small grant category as a mechanism / component of the NLC’s funding policy, as well as recommendations for improvement in how small grants are designed, allocated and administered in the context of the NLC’s funding strategy and policy.
- 3.6. The study should provide a framework / schema drawn from the literature illustrating necessary pre-requisites / success factors in small grant making and assess the NLC’s small grants against this framework / schema.

² E.g., if the applicant had been previously funded by the NLC, or was required to submit AFS in terms of any other law e.g., the NPO Act or the Companies Act

- 3.7. The appointed service provider will be briefed by the NLC's project steering committee and will be provided with access to internal respondents, data and documents to develop the detailed project plan and outputs.
- 3.8. Bidders should note that there is no baseline data (outputs and outcomes) for small grants projects / grantees. Alternative evaluation methods to comparative baseline / end of project outcomes should therefore be employed in the study. The appointed service provider will be briefed by the NLC's project steering committee and will be provided with access to internal respondents, data and documents to develop the detailed project plan and outputs.

4. Methodology

- 4.1 The successful service provider will demonstrate expertise and competence in conducting evaluations including evaluation approaches and theories, evaluation design including data collection methods and tools appropriate for the NLC funding context, data analysis and reporting.
- 4.2 The Service Provider will be expected to demonstrate relevant experience in previous similar projects.
- 4.3 Evaluators are advised to consider *inter alia* the following in their methodology:

Literature / Secondary Data review:

- Small grants literature in the international and national development context
- Relevant Acts and Regulations and government policy documents
- NLC Strategy and annual performance reports
- NLC Grant Funding Policy and Strategy documents
- NLC applications data
- Applications, progress reports, grant agreements and site visit reports
- Any other relevant documents

Data collection

- On-site interviews / focus groups with grantees (sample of 50)
- Interviews / focus groups with grantee beneficiaries / communities of the sampled grantees
- Interviews with Distributing Agencies, NLC Board and Management.
- Any other method deemed relevant for the exercise.

NB: Due to time and budget constraints qualitative data collection should be limited to not more than 50 respondents. Note further that additional data collection methods to virtual / online should be considered, due to the nature of the respondents and possible limitations regarding online survey access.

5. Timing and Deliverables

- 4.1. The project should commence within one week of signing the letter of appointment.
- 4.2. The project duration is estimated at five (5) months from inception to final report (September 2023 to January 2024).
- 4.3. It is expected that the service provider will:
 - a) Conduct a literature review of small grants; produce an evaluation design and project plan; develop a sampling plan; develop and test data collection tools; collect and analyse primary data with small grant grantees and other key respondents (through e.g., interview, focus groups etc.); develop detailed case studies of up to 5 small grant grantees, illustrative of the general findings; produce an analysis with recommendations to inform the NLC's approach regarding small grant funding.
 - b) Provide (i) a draft and (ii) a final report in Word and PDF and a summary presentation that can be used to communicate the evaluation findings with stakeholders.
- 4.4. The report at a minimum should cover the following:
 - 4.4.1.1. Background and NLC grant making mandate / objectives per sector and programme
 - 4.4.1.2. Small Grant funding in context (current approaches and practices in international and national grant making regarding small grants, rationale for small grants, characteristics of small grants, benefits and limitations of small grants, conditions for success of small grants (refer 3.6 above)
 - 4.4.1.3. Methods and approaches (including sampling) utilised in the evaluation study and why they were used
 - 4.4.1.4. Data presentation and analysis (covering themes in 3.4 and 3.6 above)
 - 4.4.1.5. Case studies
 - 4.4.1.6. Findings
 - 4.4.1.7. Recommendations and Conclusion

6. Reporting Requirements

- 6.1. The Service Provider will report to the NLC's Senior Manager: Business Development or her delegate for the duration of the appointment.
- 6.2. Regular meetings will be held to track progress
- 6.3. The service provider should submit (i) an inception report after the project kick-off meeting and (ii) brief monthly progress reports thereafter.
- 6.4. The inception report should cover (i) alignment of the original submitted proposal with the execution

of the study (ii) approach that will be used to execute the study objectives, (iii) delivery framework and detailed work plan (iv) support required.

7. Duration of the Project

The expected duration of the project is six (5) months after the signing of a Service Level Agreement (SLA).

SECTION 2: NOTICE TO BIDDERS

1 General rules and instructions

Take note of the following:

- No costs have been prescribed for the RFQ;
- All proposals **must** be costed in South African Rand, inclusive of VAT;
- The costing must remain valid and open for evaluation for a period of at least six (6) months from the time of submission.

1.1 Costs to be borne by service providers

- All costs and expenses incurred by the service provider in any way associated with the development, preparation and submission of responses and providing any additional information required by the NLC, will be borne entirely and exclusively by the service provider
- The NLC reserves the right not to select a service provider. The NLC also reserves the right to:
 - Award the contract or any part thereof to one or more service providers
 - Reject all proposals
 - Decline to consider any proposals that do not conform to any aspect of the RFQ requirements
 - Request further information from any service provider after the closing date for clarity purposes
 - Cancel this RFQ or any part thereof at any time; and
 - Should any of the above occur, it will be communicated in writing to the service provider.

1.2 Confidentiality

- Proposals submitted will not be revealed to any other party and will be treated as contractually binding
- All information pertaining to the NLC obtained by the service provider because of participation in this RFQ is confidential and must not be disclosed without written authorisation from the NLC; and
- The successful service provider will be issued with a letter of appointment outlining the requirements of the project.

1.3 Disqualification

- Any form of canvassing/lobbying/influence regarding the RFP will result in disqualification
- Any non-disclosure of any other information pertaining to this RFQ will result in disqualification; and
- Non-compliance with the requirements will invalidate the proposal.

1.4 Price adjustments

- Application for price adjustments must be accompanied by documentary evidence in support of any adjustments.
- The project implementation costs to be quoted during the contract with the successful service providers.

1.5 Payment Terms

- The NLC undertakes to pay valid tax invoices in full within thirty (30) days from statement date for services rendered.
- All supporting documents for services rendered should be submitted together with the tax invoices by the twentieth (20th) of every month; and
- Valid Tax Invoices for all services rendered are to be submitted to the Chief Financial Officer (CFO) at the NLC's Finance Division at the address on page 2 above or may be sent via email to the following address: accounts@nlcsa.org.za

1.6 Signatories

- All responses to this RFQ should be signed off by the authorised signatories of the service provider.

1.7 Briefing Session

- No briefing session will be held.

1.8 Validity Period *

- The Commission requires a validity period of 90 (ninety) Business Days against this RFQ.
- Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions, if the internal evaluation process are not finalised within the validity period.

2 National Treasury's Central Supplier Database

- Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.
- The Commission may not award business to a bidder who has failed to register on the CSD.
- Only foreign suppliers with no local registered entity need not register on the CSD.
- The CSD can be accessed at <https://secure.csd.gov.za/>

3 Confidentiality

Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding.

The Commission reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in Bid Proposals.

The Bidder acknowledges that it will obtain and have access to personal information of The Commission and agrees that it shall only process the information disclosed by the Commission in terms of this bid award and only for the purposes as detailed in this RFP and in accordance with any applicable law.

The Bidder shall notify the Commission in writing of any unauthorized access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

4 Communication

Queries relating to this RFQ should be submitted to bids@nlcsa.org.za before the closing date.

In the interest of fairness and transparency the Commission's response to such a query may be made available to other bidders.

It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the Commission in respect of this RFQ between the closing date and the date of the award of the business.

Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

5 Supplier Performance

- a. The National Lotteries Commission conducts regular performance reviews in accordance with the requirements for the classification of the contract and or stakeholder by making use of supplier evaluation forms. The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year and a review at completion of contract for those contracts less than a year.
- b. Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- c. Non-performance will be addressed with at least a formal letter advising specific non-performing areas and stating remedial action/s required within specific time frames. Non-adherence to remedial actions shall lead to escalating performance management actions.
- d. Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

SECTION 3: EVALUATION CRITERIA

1 Evaluation Phases

The Commission will evaluate all proposals in terms of the Preferential Procurement Regulation of 2022 and Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The six (6) phase evaluation criteria will be considered in evaluating the proposals.

2 Stage 1: Tender Closing and Opening

Tender closing details

The deadline for Tender submission is **02 August 2024 @ 11:00** Standard South African Time. Any late tenders **will not** be accepted. Kindly submit your bid proposals together with supporting documents to the below emails:

3 Stage 2: Administrative Compliance

All bid respondents must submit administrative documents that comply with the RFQs requirements.

The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Documents
Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time Standard Bidding Documents	SBD 1 SBD 6.1
2. Completed and signed returnable document	Completed and signed Consent (POPIA) form
Whether the Bid document has been duly signed by the authorized bidder	Official Company resolution as proof of authorized individuals' delegation
4. Whether the Bid contains a price offer	Pricing Proposal
5. Whether the Bidder tax affairs in order	Tax Compliance System Pin
6. Whether Bidders have failed to register on the CSD. NB only foreign suppliers with no local registered entity need not register on the CSD	Full report of Central Supplier Database (CSD) registration with Tax Compliant Status
7. Valid Certified Copy of BEE Certificate/Sworn Affidavit	BEE Certificate/ Sworn Affidavit

4 Stage 3: Mandatory Compliance

Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

Evaluation Criteria	Supporting Documents
1. Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time Standard Bidding Documents	SBD 4

5 Stage 4.1: Technical evaluation

4.1.1 The following rating scale will be used to evaluate bid proposals:

Table 1: Rating Scale

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	5
Good	Satisfies the requirement with minor additional benefits. Above average demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	4
Acceptable	Satisfies the requirement. Demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3
Minor Reservations	Satisfies the requirement with minor reservations. Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	2
Serious Reservations	Satisfies the requirement with major reservations. Considerable reservations of the bidder's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with little or no supporting evidence.	1
Unacceptable	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	0

4.1.2 Service Providers (SP) must structure their proposals according to the evaluation criteria below and must cover all areas specified below. Any additional information, other than what is outlined below, should be annexed. Evaluation of the Proposals will be based on the service provider's responses in respect of the RFQ according to the following criteria:

Evaluation Criterion	%weight	Scoring matrix
Institution Experience	25 %	0-5
The SP must provide details of recent (i.e., within past five years) previous work within the scope outlined in the RFPQ. Specific details must be given to indicate the extent to which these previous experiences relate to the work described in the RFQ. The bidder should structure this section of the proposal as follows: <i>Client, description of work done, start and end dates, value of contract, how work done relates to NLC scope, outcomes of work done.</i>	15	Experience will be rated using the following sub-weighting: • 1 year or less relevant experience (Greater than 0 years' experience but less than 1 year = 1 Point • 2 years or less relevant experience (Greater than 1 year up to including 2 years = 2 Points • 4 years relevant experience (Greater than 3 years up to including 4 years = 3 • 5 years relevant experience (Greater than 4 years up to including 5 years = 4 • over 5 years relevant experience (Greater than 5 years = 5 Points
Reference letters from clients <u>for the work done as described above</u> should be attached. Reference letters must be on the company letterhead and should be signed and dated. Reference letters must not be older than five (5) years and should be presented in a form of a written letter on an official letterhead (no appointment letters from clients will be accepted) <u>*Multiple letters from the same client will be regarded as one reference</u>	10	The reference letters will be rated using the criteria below: • 0 relevant reference letters = 0 point • 1 relevant reference letter = 1 point • relevant reference letters = 2 points • relevant reference letters = 3 points • relevant reference letters = 4 points • relevant reference letters = 5 points No appointment letters from clients will be accepted as reference letters.

Members Qualifications	20 %	0-5
Provide certified copies of relevant qualifications (e.g., Social & Human Sciences / Development Studies / Monitoring & Evaluation / Business Administration / Management etc.) of the project leader. Proof relevant professional affiliations / memberships must also be submitted.	10	Qualifications of the team leader will be rated using the following sub-weighting: Project Leader: • Team Leader with no relevant NQF level 10 (Doctorate/PhD Degree) = 0 point. • Team Leader has relevant NQF level 10 (Doctorate/PhD Degree) =3 • Team Leader has relevant NQF level 10 (Doctorate/PhD Degree) and professional affiliations/memberships = 5
Provide certified copies of relevant qualifications (e.g., Social & Human Sciences / Development Studies / Monitoring & Evaluation / Public Administration / Management/etc.) of the assigned project team. The team should compose of at least the following three (3) team members: • Junior/Emerging Evaluator • Fieldwork Supervisor • Field Worker (Data Collection) Note that membership of SAMEA will be considered an advantage. Bidders should submit certified proof of membership in good standing for each individual team member.	10	Qualifications the three assigned team members' will be rated using the following sub-weighting: • Less than 50% team members with a relevant qualification (NQF level 8 and above) and Less than 50% team members with SAMEA membership = 1 point • More than 50% team members with a relevant qualification (NQF level 8 and above) and more than 50% team members with SAMEA membership = 3 points • More 75% team members with a relevant qualification (NQF level 8 and above) and more 75% team members with SAMEA membership = 4 points • 100% team members with a relevant qualification (NQF level 8 and above) and 100% team members with SAMEA membership = 5 points

Members Experience	20%	0-5
The bidder should structure this section of the proposal as follows: <i>Summary profile (in a <u>matrix format</u>) of the project leader, professional skills and experience covering similar work, reasons why they are suitable to undertake the project for the NLC as per the RFP scope.</i> Please attach Abbreviated Curriculum Vitae (CV's) of the Project Leader, not longer than <u>two pages</u> each, in an <u>Appendix</u>.	10	Project Leader Experience: • 0 years' relevant experience = 0 point • Greater than 1 year - up to and including 3 years' relevant experience=1 point • Greater than 3 years – up and including 4 years' relevant experience =3 points • Greater than 4 years – up and including 5 years' relevant experience=4 points • Over 8 years' relevant experience=5 points
Please attach Abbreviated Curriculum Vitae (CV's) of the 3 assigned team members, not longer than <u>two pages</u> each, in an <u>Appendix</u>.	10	Experience of the three assigned team members' will be rated using the following sub-weighting: • Less than 50% team members with less than three years' relevant experience = 1 point • More than 50% team members with less than four years' relevant experience = 2 points • More than 50% team members with at least five years' relevant experience = 3 points • 100% team members with a relevant at least five years' relevant experience = 4 points • 100% team members with more than five years' relevant experience = 5 points
Project Plan / Methodology	35%	0-5
Considers the responsiveness to the RFQ, the level of detail in the proposal, attention to project management and innovative approaches and ideas. The bidder should structure this section of the proposal as follows (max 15 pages): <i>Literature review; evaluation approach and design; sampling plan; data collection tools; data collection and analysis (small grant grantees and other key respondents through e.g., survey, interview, focus groups etc.); case</i>	35	The proposal will be rated using the below criteria: • Proposal includes basic project plan within set time frames, limited methodologies, limited data sources, and basic risk assessment = 1 point • Proposal includes average project plan within set time frames, limited methodologies, standard data sources, and basic risk assessment = 2 points

studies of small grant grantees, illustrative of the general findings; analysis with recommendations, project plan (GANTT) with budget; risk assessment for the assignment with mitigations.		- Proposal includes average project plan within set time frames, acceptable methodologies, standard data sources, and acceptable risk assessment = 3 points - Proposal includes detailed project plan within set time frames, acceptable methodologies, progressive approaches, extensive data sources and acceptable risk assessment = 4 points - Proposal includes detailed project plan within set time frames, advanced methodologies, innovative approaches, extensive data sources and thorough risk assessment = 5 points
TOTAL POINTS		100
The minimum qualifying score for technical evaluation		70

NB The minimum qualifying score for technical evaluation is 70 points.

6 Stage 5: Financial evaluation (*Pricing and Specific goals comparatives)

Price proposals (VAT inclusive) must be presented as per **Annexure A Pricing Schedule**.

7 Stage 5.1: Financial evaluation (*Pricing and Specific goals comparatives)

The evaluation for Pricing and BBBEE will include the following:

Evaluation Criteria
Price The following formula will be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes: $P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$ Where: P_s = Score for the Bid under consideration P_t = Price of Bid under consideration P_{min} = Price of lowest acceptable Bid

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Tenderer who have 100% black Ownership	8	8	Copies of ID's/Full CSD Recent Report
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are women Owned		4	B-BBEE Certificate /Sworn Affidavit
Tenderer who have 100% women Ownership	4		
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership		4	B-BBEE Certificate / Sworn Affidavit
Tenderer who have 100% black youth ownership	4		
Tenderer who have 30% to 99% black youth ownership	2		
Tenderer who have less than 30% black youth ownership	0		
4. Procurement from Disabilities		4	Letter from the Doctor confirming disability and CSD report
Tenderer who have 20% or more owners with disability	4		
Tenderer who have less than 20% but more than 10% owners with Disability	2		
Tenderer who have less than 10% owners with disability	0		
Total points for specific goals		20	

8 Stage 6: Contract and Award

This stage is for negotiation after receipt of formal tenders and before the conclusion of contracts with suppliers / contractors submitting the lowest acceptable tender with a view to obtaining an improvement in price, delivery or content, in circumstances which do not put other tenderers at a disadvantage or affect adversely their confidence or trust in the competitive system. Bidders may be requested to provide their best and final offers based on contract negotiation

SECTION 4: INVITATION TO BID (SBD 1)

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS

BID NUMBER:	RFQ-2024/007-011	ISSUE DATE:	25 July 2024	CLOSING DATE:	02 August 2024	CLOSING TIME:	11H00
DESCRIPTION	REQUEST FOR PRICE QUOTATIONS FOR CONDUCTING AN EVALUATION OF SMALL GRANTS						

BID RESPONSE USBs and 1 Copy MUST BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

333 Grosvenor Street, Block D Hatfield Gardens, Hatfield, Pretoria, 0001

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Supply Chain Management	CONTACT PERSON	End -user
TELEPHONE NUMBER	012 432 1470	TELEPHONE NUMBER	012 432 1337
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	quotation@nlcsa.org.za	E-MAIL ADDRESS	quotation@nlcsa.org.za

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] Yes ☐ No ☐

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs)MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?	Yes ☐ No ☐ [IF YES ENCLOSE PROOF]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes ☐ No ☐ [IF YES, ANSWER QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES ☐	NO ☐
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES ☐	NO ☐
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES ☐	NO ☐
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES ☐	NO ☐
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION	YES ☐	NO ☐

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

TAX COMPLIANCE REQUIREMENTS

- BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE: _____

SECTION 5: BIDDER’S DISCLOSURE (SBD 4)

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.

Bidder’s declaration

1.1 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**

1.1.1 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

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

1.1.3 If so, furnish particulars:
.....

.....

1.2 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**

1.2.1 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

There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.5 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

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.

SBD 6.1

SECTION 6: 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)

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 **80/20** preference point system.

b) The **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	80
SPECIFIC GOALS	20
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 PREFERENCE POINT SYSTEMS

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

- 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:

$$Ps = 80 \quad \frac{(1 + Pt - P_{max})}{P_{max}}$$

Where

- Ps = Points scored for price 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 the 80/20 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 the 80/20 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 the 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.)

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who have 100% black Ownership	8	8	
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are women Owned		4	
Tenderer who have 100% women Ownership	4		
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership		4	
Tenderer who have 100% black youth ownership	4		
Tenderer who have 30% to 99% black youth ownership	2		
Tenderer who have less than 30% black youth ownership	0		
4. Procurement from Disabilities		4	
Tenderer who have 20% or more owners with disability	4		
Tenderer who have less than 20% but more than 10% owners with disability	2		
Tenderer who have less than 10% owners with disability	0		
Total points for specific goals		20	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

- 5.1. Name of company/firm.....
- 5.2. Company registration number:
- 5.3 TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company

- Y (Pty) Limited
 Y Non-Profit Company
 Y State Owned Company

[TICK APPLICABLE BOX]

5.4 I, the undersigned, who is duly authorized 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;
 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;
- iv) 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 *audialteram 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:	
	
	

SCM:
CONSENT
REQUEST FORM

REQUEST FOR THE CONSENT OF A DATA SUBJECT FOR PROCESSING OF PERSONAL INFORMATION FOR THE PURPOSE OF PROCUREMENT OF GOODS AND SERVICES APPLICATION, IN LINE WITH THE NLC'S SUPPLY CHAIN MANAGEMENT POLICY, IN TERMS OF SECTION 11(1)(a) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) ("**POPIA**").

TO: _____

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

PART A

1. In terms of the PROTECTION OF PERSONAL INFORMATION ACT, consent for processing of personal information of a data subject (the person/entity to whom personal information relates) must be obtained for the purpose of processing of application for procurement of goods and services, in line with the NLC's supply chain management policy, and storage of your personal data by means of any form of electronic communication, including automatic calling machines, facsimile machines, SMSs or e-mail, which is prohibited unless written consent to the processing is given by the data subject. You may only be approached once for your consent by us (NLC). After you have indicated your wishes in Part B,

you are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated above.
2. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
 - 2.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

- 2.2 dissemination by means of transmission, distribution or making available in any other form;
or
- 2.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.
- 2.4
3. "Personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—
 - 3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
 - 3.2 information relating to the education or the medical, financial, criminal or employment history of the person;
 - 3.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - 3.4 the biometric information of the person;
 - 3.5 the personal opinions, views or preferences of the person;
 - 3.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
 - 3.7 the views or opinions of another individual about the person; and
 - 3.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

Full names of the designated person on behalf of the Responsible Party

Signature of Designation person

PART B

I, _____ (full names), duly authorized, hereby:

Consent to the processing of my/our personal information for the application of procurement of goods and services, in line with the NLC supply chain management policy, in terms of section 11(1)(a) of POPIA.

SPECIFY GOODS AND SERVICES (Edit/Click on services not required):

☐ Product Information

☐ Product Updates

☐ Industry Newsletters

☐ Price Changes

Method of Communication will be via: Email/Postal

☐ Give my consent.

By Ticking the next box, I am aware that I am Digitally Signing this Consentrequest Form:

☐

Full Name:

Date:

WITHDRAWAL OF CONSENT ONCE GIVEN

You may withdraw your consent at any time.

Write or email us at the address above, advising us of your consent withdrawal