



APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS

BID PROCESS	BID REQUIREMENTS
Bid Reference Number	NLC/2024-010
Bid Advertisement Date	02 AUGUST 2024
Bid Advertisement Method	NLC website and e-Tender
Bid Closing Date and Time	28 AUGUST 2024 @11:00 (<i>South African Standard Time</i>)
Bid Validity Period	120 business working days <i>from the closing date</i>
Bid Submission Instruction	The original bid document must be submitted at the below address via 1 hard copy and USB for the attention of Penelope Soyingwa (The envelope must be clearly marked with company name and contact details) The Senior Manager: Supply Chain& Facilities National Lotteries Commission 333 Grosvenor Street Hatfield Gardens Pretoria 0183

TABLE OF CONTENTS

1. INTRODUCTION AND FUNCTION OF THE NATIONAL LOTTERIES COMMISSION.....	3
2. BACKGROUND.....	3
3. PURPOSE OF THE TERMS OF REFERENCE	
4. SCOPE OF WORK AND DELIVERABLES	3
5. DELIVERABLES	20
6. REPORTING REQUIREMENTS	20
7. DURATION OF THE PROJECT	20
8. ROLES AND RESPONSIBILITY	21
9. CONFIDENTIALITY OF INFORMATION.....	21
10. VALIDITY PERIOD	21
11. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE.....	21
12. CONFIDENTIALITY	21
13. PRICES.....	22
14. COMMUNICATION.....	22
15. SECTION: EVALUATION CRITERIA.....	22
16. CONTRACT AWARD	28

1. INTRODUCTION

The National Lotteries Commission (The Commission) 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)”.

The Distributing Agencies (DA's) who are appointed by the Minister of Trade & Industry are responsible for the adjudication of the funding applications as per the Lotteries Act and applicable Regulations.

2. BACKGROUND

In accordance with the provision of Occupational Health and Safety Act (no:85 of 1993), all National and Provincial government Departments are obliged to provide a clean, healthy, hygienic, and safe working environment.

The National Lotteries Commission (NLC) intends to appoint the service provider to render hygiene services, fumigation/pest control for eight (8) provincial offices.

In line with the requirements of the Public Finance Management Act (PFMA) No. 1 of 1999, as amended and Treasury Regulations, the NLC invites suitably qualified and experienced service provider to render cleaning services, hygiene services, fumigation/pest control for eight (8) provincial offices.

3. OBJECTIVE

The purpose of the terms of reference (TOR) is to appoint an experienced service provider for the provision of hygiene services for the NLC Head Office and eight (8) Provincial Offices for a period of sixty (60) months. The NLC prides itself in ensuring compliance with various legislations of the country. The appointed professional service provider will provide the NLC with hygiene services and ensure that the building is compliant to regulations governing hygiene and cleaning services sector, enabling the NLC to focus on its core business functions.

4. SCOPE OF WORK

4.1. Fumigation/Pest control

- Fumigate Head Office and eight (8) Provincial Offices with the chemicals that are harmless to humans, and as and when requested by NLC.

- Ad hoc fumigation with relevant paste or pesticides as and when required.

4.2. Supply, installation, and maintenance (including re-filling) of dispensers.

4.3 Weekly servicing and safety disposal of all bins (including SHE Bins)

4.4. Supply, installation, and maintenance of equipment (Lease contract)

4.5 Quarterly Deep cleaning services at all NLC offices in line with NLC deep cleaning standards.

HEAD OFFICE- PRETORIA

- Supply and installation of stainless steel range liquid gel seat wipes dispensers.
- Supply and installation of stainless steel range automated air freshener dispensers.
- Supply of 20 litre stainless steel range pedal operated feminine hygiene disposal bins.
- Supply and installation of stainless steel range feminine hygiene disposal bag dispenser.
- Supply and installation of stainless steel range 3 tier toilet roll dispensers in all toilet cubicles.
- Supply and installation of stainless steel range hand sanitiser dispensers for bathrooms.
- Supply and installation of stainless steel range soap/foam dispensers for bathrooms.
- Supply and installation of stainless steel range hand lotion dispensers for the bathrooms.
- Supply and installation of stainless steel range bathroom hand towel dispensers.
- Supply and installation of stainless steel range wall wastepaper disposal bins for bathrooms.
- Supply and installation of stainless steel range condom dispensers.
- Supply and installation of stainless steel range kitchen hand towel dispensers.
- Supply and installation of stainless steel range hand sanitiser dispensers for the kitchens.
- Supply and installation of stainless steel range soap/ foam dispensers for the kitchens.
- Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.

LIMPOPO OFFICE -POLOKWANE

- Supply and installation of stainless steel range liquid gel seat wipes dispensers.
- Supply and installation of stainless steel range automated air freshener dispenser.
- Supply of 20 litre stainless steel range pedal operated feminine hygiene disposal bins.
- Supply and installation of stainless steel range feminine hygiene disposal bag dispenser.
- Supply and installation of stainless steel range 3 tier toilet roll dispensers in all toilet cubicles.
- Supply and installation of stainless steel range hand sanitiser dispensers for bathrooms.
- Supply and installation of stainless steel range soap/foam dispensers for bathrooms.
- Supply and installation of stainless steel range hand lotion dispensers for the bathrooms.
- Supply and installation of stainless steel range bathroom hand towel dispensers.

- Supply and installation of stainless steel range wall wastepaper disposal bins for bathrooms.
- Supply and installation of stainless steel range condom dispensers.
- Supply and installation of stainless steel range kitchen hand towel dispensers.
- Supply and installation of stainless steel range hand sanitiser dispensers for the kitchens.
- Supply and installation of stainless steel range soap/ foam dispensers for the kitchens.
- Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.

MPUMALANGA OFFICE- NELSPRUIT

- Supply and installation of stainless steel range liquid gel seat wipes dispensers.
- Supply and installation of stainless steel range automated air freshener dispenser.
- Supply of 20 litre stainless steel range pedal operated feminine hygiene disposal bins.
- Supply and installation of stainless steel range feminine hygiene disposal bag dispenser.
- Supply and installation of stainless steel range hand sanitiser dispensers for bathrooms.
- Supply and installation of stainless steel range soap/foam dispensers for bathrooms.
- Supply and installation of stainless steel range hand lotion dispensers for the bathrooms.
- Supply and installation of stainless steel range wall wastepaper disposal bins for bathrooms.
- Supply and installation of stainless steel range condom dispensers.
- Supply and installation of 1 stainless steel range kitchen hand towel dispensers.
- Supply and installation of stainless steel range hand sanitiser dispensers for the kitchens.
- Supply and installation of stainless steel range soap/ foam dispensers for the kitchens.
- Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.

NORTHWEST OFFICE -MAFIKENG

- Supply and installation of stainless steel range liquid gel seat wipes dispensers.
- Supply and installation of stainless steel range automated air freshener dispenser.
- Supply of 20 litre stainless steel range pedal operated feminine hygiene disposal bins.
- Supply and installation of stainless steel range feminine hygiene disposal bag dispenser.
- Supply and installation of stainless steel range 3 tier toilet roll dispensers in all toilet cubicles.
- Supply and installation of stainless steel range hand sanitiser dispensers for bathrooms.
- Supply and installation of stainless steel range soap/foam dispensers for bathrooms.
- Supply and installation of stainless steel range hand lotion dispensers for the bathrooms.
- Supply and installation of stainless steel range bathroom hand towel dispensers.
- Supply and installation of stainless steel range wall wastepaper disposal bins for bathrooms.
- Supply and installation of stainless steel range condom dispensers.
- Supply and installation of stainless steel range kitchen hand towel dispensers.
- Supply and installation of stainless steel range hand sanitiser dispensers for the kitchens.
- Supply and installation of stainless steel range soap/ foam dispensers for the kitchens.
- Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.

FREE STATE OFFICE- WEKOM

- Supply and installation of stainless steel range liquid gel seat wipes dispensers.
- Supply and installation of stainless steel range automated air freshener dispenser.
- Supply of 20 litre stainless steel range pedal operated feminine hygiene disposal bins.
- Supply and installation of stainless steel range feminine hygiene disposal bag dispenser.
- Supply and installation of stainless steel range 3 tier toilet roll dispensers in all toilet cubicles.
- Supply and installation of stainless steel range hand sanitiser dispensers for bathrooms.
- Supply and installation of stainless steel range soap/foam dispensers for bathrooms.
- Supply and installation of stainless steel range hand lotion dispensers for the bathrooms.
- Supply and installation of stainless steel range bathroom hand towel dispensers.
- Supply and installation of stainless steel range wall wastepaper disposal bins for bathrooms.
- Supply and installation of stainless steel range condom dispensers.
- Supply and installation of stainless steel range kitchen hand towel dispensers.
- Supply and installation of stainless steel range hand sanitiser dispensers for the kitchens.
- Supply and installation of stainless steel range soap/ foam dispensers for the kitchens.
- Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.

NORTHERN CAPE OFFICE- KIMBERLEY

- Supply and installation of stainless steel range liquid gel seat wipes dispensers.
- Supply and installation of stainless steel range automated air freshener dispenser.
- Supply of 20 litre stainless steel range pedal operated feminine hygiene disposal bins.
- Supply and installation of stainless steel range feminine hygiene disposal bag dispenser.
- Supply and installation of stainless steel range 3 tier toilet roll dispensers in all toilet cubicles.
- Supply and installation of stainless steel range hand sanitiser dispensers for bathrooms.
- Supply and installation of stainless steel range soap/foam dispensers for bathrooms.
- Supply and installation of stainless steel range hand lotion dispensers for the bathrooms.
- Supply and installation of stainless steel range bathroom hand towel dispensers.
- Supply and installation of stainless steel range wall wastepaper disposal bins for bathrooms.
- Supply and installation of stainless steel range condom dispensers.
- Supply and installation of stainless steel range kitchen hand towel dispensers.
- Supply and installation of stainless steel range hand sanitiser dispensers for the kitchens.
- Supply and installation of stainless steel range soap/ foam dispensers for the kitchens.
- Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.

EASTERN CAPE -EAST LONDON OFFICE

- Supply and installation of stainless steel range liquid gel seat wipes dispensers.
- Supply and installation of stainless steel range automated air freshener dispenser.
- Supply of 20 litre stainless steel range pedal operated feminine hygiene disposal bins.
- Supply and installation of stainless steel range feminine hygiene disposal bag dispenser.
- Supply and installation of stainless steel range 3 tier toilet roll dispensers in all toilet cubicles.
- Supply and installation of stainless steel range bathroom hand towel dispensers.

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS

- Supply and installation of stainless steel range condom dispensers.
- Supply and installation of stainless steel range kitchen hand towel dispensers.
- Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.

KWAZULU NATAL OFFICE - DURBAN

- Supply and installation of stainless steel range kitchen hand towel dispensers.
- Supply and installation of stainless steel range hand sanitiser dispensers for the kitchens.
- Supply and installation of stainless steel range soap/ foam dispensers for the kitchens.
- Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.

WESTERN CAPE OFFICE – CAPE TOWN

- Supply of 20 litre stainless steel range pedal operated feminine hygiene disposal bins.

Dispensers should be placed in the bathrooms and kitchens as follows:

<u>HEAD OFFICE - PRETORIA</u>			
<u>AREA</u>	<u>FEMALE BATHROOMS</u>	<u>MALE BATHROOMS</u>	<u>INCAPACITATED BATHROOMS</u>
<u>GROUND FLOOR</u>	4 toilets 3 basins 4 pedal operated feminine hygiene disposal bins. 4 feminine hygiene disposal bag dispensers 2 hand soap dispensers 2 hand lotion dispensers 2 hand sanitizer dispensers 2 hand towel dispensers 4 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll	3 toilets 4 basins 3 urinals 2 hand soap dispensers 2 hand lotion dispensers 2 hand sanitizer dispensers 2 hand towel dispensers 4 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll dispenser. 2 wall wastepaper disposal bins 2 condom dispensers	1 toilet 1 basin 1 sanitary bin 1 hygiene bag dispenser 1 hand soap dispenser 1 hand lotion dispenser 1 hand sanitizer dispenser 1 hand towel dispenser 1 seat wipes dispenser 1 air freshener dispenser 1 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bin 1 condom dispenser

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS

	dispenser. 2 wall wastepaper disposal bins 2 condom dispensers		
<u>FIRST FLOOR</u>	4 toilets 3 basins 4 pedal operated feminine hygiene disposal bins. 4 feminine hygiene disposal bag dispensers 2 hand soap dispensers 2 hand lotion dispensers 2 hand sanitizer dispensers 2 hand towel dispensers 4 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll dispenser. 2 wall wastepaper disposal bins 2 condom dispensers	3 toilets 4 basins 3 urinals 2 hand soap dispensers 2 hand lotion dispensers 2 hand sanitizer dispensers 2 hand towel dispensers 4 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll dispenser 2 wall wastepaper disposal bins 2 condom dispensers	1 toilet 1 basin 1 sanitary bin 1 hygiene bag dispenser 1 hand soap dispenser 1 hand lotion dispenser 1 hand sanitizer dispenser 1 hand towel dispenser 1 seat wipes dispenser 1 air freshener dispenser 1 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bin 1 condom dispenser
<u>SECOND FLOOR</u>	4 toilets 3 basins 4 pedal operated feminine hygiene disposal bins 4 feminine hygiene disposal bag dispensers 2 hand soap dispensers 2 hand lotion dispensers 2 hand sanitizer dispensers	3 toilets 4 basins 3 urinals 2 hand soap dispensers 2 hand lotion dispensers 2 hand sanitizer dispensers 2 hand towel dispensers 4 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll dispenser, 2 wall wastepaper	

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS

	2 hand towel dispensers, 4 seat wipes dispensers, 4 air freshener dispensers, 4 x 3 tier toilet roll dispenser, 2 wall wastepaper disposal bins, 2 condom dispensers	disposal bins 2 condom dispensers	
<u>THIRD FLOOR</u>	4 toilets 3 basins 4 pedal operated feminine hygiene disposal bins, 4 feminine hygiene disposal bag dispensers, 2 hand soap dispensers, 2 hand lotion dispensers, 2 hand sanitizer dispensers, 2 hand towel dispensers, 4 seat wipes dispensers, 4 air freshener dispensers 4 x 3 tier toilet roll dispenser, 2 wall wastepaper disposal bins 2 condom dispensers	3 toilets 4 basins 3 urinals 2 hand soap dispensers 2 hand lotion dispensers 2 hand sanitizer dispensers 2 hand towel dispensers 4 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll dispenser, 2 wall wastepaper disposal bins 2 condom dispensers	
<u>LIMPOPO OFFICE - POLOKWANE</u>			
<u>AREA</u>	<u>FEMALE BATHROOMS</u>	<u>MALE BATHROOMS</u>	<u>INCAPACITATED BATHROOMS</u>
<u>BLOCK A</u>	1 toilet		

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS

	1 basin 1 pedal operated feminine hygiene disposal bins, 1 feminine hygiene disposal bag dispensers, 1 hand soap dispensers, 1 hand lotion dispensers, 1 hand sanitizer dispensers, 1 hand towel dispensers, 1 seat wipes dispensers, 1 air freshener dispensers, 1 x 3 tier toilet roll dispenser, 1 wall wastepaper disposal bins 1 condom dispensers		
<u>BLOCK B</u>	2 toilets 2 basins 2 pedal operated feminine hygiene disposal bins, 2 feminine hygiene disposal bag dispensers, 1 hand soap dispensers, 1 hand lotion dispensers, 1 hand sanitizer dispensers, 1 hand towel dispensers, 2 seat wipes dispensers, 	2 toilets 2 basins 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 2 seat wipes dispensers 2 air freshener dispensers 2 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins 1 condom dispensers	

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS

	2 air freshener dispensers, 2 x 3 tier toilet roll dispenser, 1 wall wastepaper disposal bins 1 condom dispensers,		
<u>BLOCK C</u>			1 toilet 1 basin 1 pedal operated feminine hygiene disposal bins, 1 feminine hygiene disposal bag dispensers, 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 1 seat wipes dispensers 1 air freshener dispensers 1 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins 1 condom dispensers
<u>MPUMALANGA OFFICE - 29 ROOD STREET SONHEUWEL DORP, NELSPRUIT, 1200</u>			
<u>OFFICE BATHROOMS</u>	1 toilet 2 basins 1 pedal operated feminine hygiene disposal bins, 1 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers	1 toilet 1 urinal 1 basin 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 seat wipes dispensers 1 air freshener dispensers 1 wall wastepaper	

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS

	1 seat wipes dispensers 1 air freshener dispensers 1 wall wastepaper disposal bins 1 condom dispensers	disposal bins 1 condom dispensers	
<u>PUBLIC BATHROOMS</u>	2 toilets 2 basins 2 pedal operated feminine hygiene disposal bins 2 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 2 seat wipes dispensers 1 air freshener dispensers 1 wall wastepaper disposal bins 1 condom dispensers	1 toilet 2 basins 2 urinals 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 seat wipes dispensers 1 air freshener dispensers 1 wall wastepaper disposal bins 1 condom dispensers	1 toilet 1 basin 1 pedal operated feminine hygiene disposal bins 1 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 seat wipes dispensers 1 air freshener dispensers 1 wall wastepaper disposal bins 1 condom dispensers
<u>NORTHWEST OFFICE - MAHIKENG</u>			
<u>STAFF BATHROOMS</u>	2 toilets 1 basin 2 pedal operated feminine hygiene disposal bins 2 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers	1 toilet 1 basin 2 urinals 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 1 seat wipes dispensers	1 toilet 1 basin 1 pedal operated feminine hygiene disposal bins 1 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 1 seat wipes dispensers

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS

	1 hand sanitizer dispensers 1 hand towel dispensers 2 seat wipes dispensers 1 air freshener dispensers 2 x 3 tier toilet roll dispenser, 1 wall wastepaper disposal bins 1 condom dispensers	2 air freshener dispensers 1 x 3 tier toilet roll dispenser, 1 wall wastepaper disposal bins 1 condom dispensers	1 air freshener dispensers 1 x 3 tier toilet roll dispenser, 1 wall wastepaper disposal bins 1 condom dispensers
<u>PUBLIC BATHROOMS</u>	3 toilets 2 basins 3 pedal operated feminine hygiene disposal bins 3 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 3 seat wipes dispensers 1 air freshener dispensers 3 x 3 tier toilet roll dispenser, 1 wall wastepaper disposal bins 1 condom dispensers	2 toilets 2 basins 3 urinals 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 2 seat wipes dispensers 1 air freshener dispensers 2 x 3 tier toilet roll dispenser, 1 wall wastepaper disposal bins 1 condom dispensers	
<u>FREE STATE OFFICE - WELKOM</u>			
<u>PUBLIC BATHROOMS</u>	3 toilets 2 basins	1 toilet 2 basins 1 urinal	1 toilet 1 basin

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS

	3 pedal operated feminine hygiene disposal bins 3 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 3 seat wipes dispensers 3 air freshener dispensers 3 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins 1 condom dispensers	1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 1 seat wipes dispensers 1 air freshener dispensers 1 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins 1 condom dispensers	1 pedal operated feminine hygiene disposal bins 1 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 1 seat wipes dispensers 1 air freshener dispensers 1 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins 1 condom dispensers
<u>STAFF BATHROOMS</u>	3 toilets 2 basins 3 pedal operated feminine hygiene disposal bins 3 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 3 seat wipes dispensers 3 air freshener dispensers	2 toilets 2 basins 1 urinal 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 1 seat wipes dispensers 1 air freshener dispensers 1 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins 1 condom	

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS

	3 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins 1 condom dispensers	dispensers	
NORTHERN CAPE - 11 A SCHMIDTSDRIFT ROAD KIMBERLY			
<u>STAFF BATHROOMS</u>	2 toilets 2 basins 2 pedal operated feminine hygiene disposal bins 2 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 2 seat wipes dispensers 2 air freshener dispensers 2 x 3 tier toilet roll dispenser, 2 wall wastepaper disposal bins 1 condom dispensers	3 toilets 1 basin 1 urinal 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 3 seat wipes dispensers 3 air freshener dispensers 3 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins 1 condom dispensers	1 toilet 1 basin 1 pedal operated feminine hygiene disposal bins 1 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 1 seat wipes dispensers 1 air freshener dispensers 1 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins 1 condom dispensers
<u>PUBLIC BATHROOMS</u>	3 toilets 2 basins 3 pedal operated feminine hygiene disposal bins 3 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers	2 toilets 2 basins 1 urinal 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 2 seat wipes dispensers 2 air freshener dispensers 2 x 3 tier toilet roll	

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS

	3 seat wipes dispensers 3 air freshener dispensers 3 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins 1 condom dispensers	dispenser 1 wall wastepaper disposal bins 1 condom dispensers	
<u>EASTERN CAPE - EAST LONDON</u>			
	3 toilets 2 basins 1 hand towel dispensers 3 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll dispenser 1 condom dispensers	3 toilets 3 basins 3 urinals 1 hand towel dispensers 3 seat wipes dispensers 3 air freshener dispensers 1 condom dispensers	1 toilet 1 basin 1 hand towel dispensers 1 seat wipes dispensers 1 air freshener dispensers 1 condom dispensers
	1 toilet 1 basin 1 hand towel dispenser 1 seat wipes dispensers 1 air freshener dispensers 1 condom dispensers		
<u>KZN - DURBAN</u>			
	No bathroom dispensers needed		
<u>WESTERN CAPE - CAPE TOWN</u>			
	4 pedal operated feminine hygiene disposal bins		

KITCHENS

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS

EQUIPMENTS	QUANTITY
<u>HEAD OFFICE</u>	
Dishwasher soap dispenser	8
Hand foam/soap dispenser	8
Kitchen hand towel dispenser	8
Hand sanitizer dispenser	8
<u>LIMPOPO OFFICE</u>	
Dishwasher soap dispenser	1
Hand foam/soap dispenser	1
Kitchen hand towel dispenser	1
Hand sanitizer dispenser	1
<u>MPUMALANGA OFFICE</u>	
Dishwasher soap dispenser	1
Hand foam/soap dispenser	1
Kitchen hand towel dispenser	1
Hand sanitizer dispenser	1
<u>NORTHWEST OFFICE</u>	
Dishwasher soap dispenser	1
Hand foam/soap dispenser	1
Kitchen hand towel dispenser	1
Hand sanitizer dispenser	1
<u>NORTHERN CAPE OFFICE</u>	
Dishwasher soap dispenser	1
Hand foam/soap dispenser	1
Kitchen hand towel dispenser	1
Hand sanitizer dispenser	1
<u>WELKOM OFFICE</u>	
Dishwasher soap dispenser	1
Hand foam/soap dispenser	1
Kitchen hand towel dispenser	1
Hand sanitizer dispenser	1
<u>KWAZULU NATAL OFFICE</u>	
Dishwasher soap dispenser	1
Hand foam/soap dispenser	1
Kitchen hand towel dispenser	1
Hand sanitizer dispenser	1
<u>EASTERN CAPE OFFICE</u>	
No dispensers needed Only maintenance is required	
<u>WESTERN CAPE OFFICE</u>	
No dispensers needed	

3.3. Supply and delivery of consumables.

The successful service provider will be expected to supply consumables monthly for staff complement approximately as outlined in Annexure C:

3.4. Monthly Servicing of Hygiene Equipment

- Monthly repair, replacement and replenishing of hygiene equipment's.
- Replacement of batteries in hygiene equipment.
- Repair and/or replace of broken hygiene equipment's.

3.5 Offices where service is required:

To ensure maximum participation by suppliers in this bid issued by the NLC, bidders are only permitted to bid to a maximum of 3 provincial locations/offices where they can render their services. The bidder may be appointed to service more than one (1) provincial office not exceeding three (3).

Each bidder is therefore requested to select and rank (1, 2 or 3), order of preference, the provincial offices which they are able to render their services. Should a bidder be a highest point scoring service provider in more than one provincial office, the ranking shall inform which provincial location they shall be awarded.

Should a bidder not select provincial location/offices to render services, the bidder shall be automatically disqualified. Should a bidder select more than 3 office locations, the bidder will automatically be disqualified.

No	Name of the Office	Address of the office	Select and rank (tick x)
1.	Free State office (Welkom)	280-282 State way, Bedelia.	
2.	Mpumalanga office (Nelspruit)	29 Roodt Street, Sonheuwel Dorp.	
3.	Limpopo office (Polokwane)	No. 5 Landros Mare Street.	
4.	Northwest office (Mafikeng)	12 Visser Street, Golfvew.	
5.	Northern Cape office (Kimberly)	11 A Schmidtdrft Road.	
6.	Kwazulu Natal office (Durban)	Office 22, Smartxchange,05 Walnut Road.	
7.	Eastern Cape office (East London)	7 Rochester Road, Vincent.	
8.	Western Cape office (Cape Town)	Manhattan Place, 130 Bree Street	
9.	Gauteng (Pretoria)	333 Grosvenor Street, Hatfield Gardens	

3.5. Deep cleaning and pest control

Category	Service	Offices	Frequency	Details
Deep Cleaning	Hot steam and harmless chemicals	All NLC Offices	Monthly	Use of hot steam and eco-friendly chemicals to sanitize all areas thoroughly
Fabric Furniture wash	Upholstery cleaning	All offices	Quarterly	Deep cleaning of fabric furniture including chairs, sofas and other upholstered items
Floor and carpet cleaning	Deep cleaning		Bi-Monthly	Intensive cleaning of all floors and carpeted areas to remove dirt, stains and allergens
Tiled areas cleaning	Deep cleaning		Monthly	Thorough cleaning of all tiled areas including restrooms, kitchens and entryways
Window cleaning	Interior and exterior		Quarterly	Comprehensive cleaning of all interior and exterior windows to ensure clarity

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS

				and hygiene
Blinds cleaning	Dust and stain removal		Semi-annually	Cleaning of blinds to remove dust, stains and allergens, maintaining air quality
Pest Control	Preventative and reactive measures		Quarterly	Regular pest control treatments to prevent infestations and address any existing pest issue
Installation and servicing of bait station	Preventative and reactive measures	Provincial Offices (except & Western Cape offices)	Quarterly	Regular servicing of bait stations to control rodents and pests

NB: Breakdown quantities on Annexure C

5. DELIVERABLES

- The service provider must ensure that the office is continuously healthy and hygienic to enable a conducive working environment as per the OHS act.
- The service provider must develop and monitor a schedule for fumigation, carpet cleaning and deep cleaning.
- The service provider must ensure that the deployed staff is always representable and identifiable.

6. REPORTING REQUIREMENTS

- The service provider will report to the Facilities Management Unit.
- The service provider will convene quarterly meetings with the Facilities Management Section or his/her delegate.
- Submit a monthly comprehensive report on all activities.

7. DURATION OF THE PROJECT

The expected duration of the contract is sixty (60) months after the signing of the service level agreement (SLA).

8. ROLES AND RESPONSIBILITY

- NLC will provide support all reasonable requests of the service provider to enable the service provider to perform its duties in terms of the contract.

9. CONFIDENTIALITY OF INFORMATION

- Any patents or copyright developed from this project will belong to the NLC.
- The service provider will sign a confidentiality agreement regarding the protection of NLC information that is not in the public domain.

10. VALIDITY PERIOD

- The bid documents submitted will be held and considered valid for a period of 120 days after the closing date.
- 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 finalized within the validity period.

11. 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 NLC 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/>

12. CONFIDENTIALITY

- Bids submitted for this Request for proposal will not be revealed to any other bidders and will be treated as contractually binding.
- The NLC 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 NLC and agrees that it shall only process the information disclosed by the NLC in terms of this bid award and only for the purposes as detailed in this bid and in accordance with any applicable law.
- The Bidder shall notify the NLC 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.

13. PRICES

- All services' pricing should be inclusive of all taxes etc. and payment shall be made in South African Rand.
- Bidders are required to use the pricing schedule available as "*Annexures*" for the prices.

14. COMMUNICATION

- Specific queries relating to this bid should be submitted hand delivered to the NLC Head Office before the closing date.
- In the interest of fairness and transparency the NL C'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 NLC in respect of this bid 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.

15. Supplier Performance

- 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.
- Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 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.
- Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

16. SECTION: EVALUATION CRITERIA

The NLC will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA) and the Preferential Procurement Regulation of 2022 using the four (4) phases outlined below: -

STAGE 1: ADMINISTRATIVE COMPLIANCE

Bidders are required to submit the required documents for administrative compliance. The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document
Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorized person. Bid must be neatly packed and indexed.	Bid Proposal; Standard Bidding Document (SBD 1, , & 6.2) Forms & Pricing Schedule
Signed consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPIA) (Consent Forms Attached to the Bid as part of the SBDs).	Signed POPIA Consent Form
Proof of registration with CSD	Full CSD report
Whether the Bid proposal was submitted on time	Tender Submission Register (sign)

STAGE 2: MANDATORY COMPLIANCE

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

EvaluationCriteria	Supporting Document
Standard Bidding Documents (SBD 4) Declaration of Interest	Fully Completed Standard Bidding Document
Proof of a valid affiliation with the Cleaning Association for the company, such as the National Contract Cleaners Association (NCCA), Black Economic Empowerment Cleaning Association (BEECA) etc.	Valid Copy of the affiliation certificate
Proof of valid membership of South African Pest Control Association (SAPCA) provided.	Copy
Proof of waste hazard transportation certificate for the company.	Copy

Note to Bidders:

Bidders may be requested, at the behest of the NLC, to submit via courier services to the SCM unit of the NLC, within a minimum of 3 working days from date of request hard copy certified qualifications, memberships certificates, COIDA etc. which may have been requested for mandatory or functionality assessment.

STAGE 3: TECHNICAL EVALUATION

Only bidders that have met the mandatory pre-qualification criteria will be evaluated on the functionality of their proposals considering the below aspects of the bid proposal during the evaluation stage. Bidders who score a minimum of 70 points or more will be considered for the next phase 3 of the evaluation process (Price and special goals).

Category & Criteria Description	Weightings (%)	Scoring Matrix(0 to 5)
1. Company Experience	50%	
1.1. Reference Letters Provide five (5) written reference letters for previously performed from contactable existing / recent clients within the past five (5) years. Reference should be presented in a form of a written letter on an official letterhead from clients where services (hygiene services, pest control/fumigation and supply and maintenance of related equipment and supplies.) have been provided, the date on the letters must not be older than five (5) years and must be signed and be dated. Letters must include the company name, contact name, address, phone number, duration of contract, value of the contract, a brief description of the services that you provided. Letters from the same client will be regarded as one (1)	25%	Irrelevant or No reference letters = 0 1 reference letter for services = 1 Point 2 reference letters for services = 2 Points 3 reference letters for services = 3 Points 4 reference letters for services = 4 Points 5 reference letters for services = 5 Points

letter. (Appointment letters and purchase orders will not be considered and no points will be allocated. The commission reserves the right to validate the information provided with individual client organizations.		
1.2. Company Project Experience <i>The bidder must submit proof of company registration certificate and company profile indicating number of years in hygiene industry</i> Number of completed projects in the last 10 years. Evidence: Reference letter including name of project, Value, Nature Duration Reference and contact number. It is compulsory to complete Annexure A in response to this section. Failure to complete Annexure A will result in a score of Zero.	25%	- No project Completed = 0 Points 1 - 2 Projects Completed = 1 Point 2 - 3 Projects Completed = 2 Points 3 - 4 Projects Completed = 3 Points 4 - 5 Projects Completed = 4 Points 5 or more Projects Completed = 5 Points
2. Capacity and ability of Key Personnel.	20%	
2.1 Experience of Project/Contract Manager. The Bidder must be able to demonstrate the experience of no less than 3 years' experience for the key Project/Contract Manager.		2.1 Experience of the Key Personnel – Weight = 20 - Less than 3 years' experience = 0 - Relevant experience between 3 – 5 years = 1

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS

The bidder is required to demonstrate their bidder's suitability with respect to its capacity/ ability to execute and deliver on the project, based on same/similar (previous) work having been undertaken within the scope and scale of this work. The bidder profile must also provide a staff organogram, as well as CVS of core staff, their experience and achievements. The commission reserves the right to validate the information provided with individual client organizations.		• Relevant experience between 5 - 7 years = 2 • Relevant experience between 7- 9 years = 3 • Relevant experience between 9 – 11 years = 4 • Relevant experience above 11 years = 5
3. Project Plan and Methodology	30%	
The project plan and methodology must have the following five relevant hygiene elements" taking into account Material Safety Data Sheet for all chemicals used, Pest control, Deep Cleaning and Materials replenishment. - Detailed daily duties with time frames with order of preference. - Detailed weekly, monthly, quarterly, and six-monthly duties. - Detailed replenishment frequency of consumables. - The monitoring and assessment of cleaning services check lists. - The contingency proposals in cases of unusual circumstances.		• No project plan or methodology • Re-stating the scope of work and missing elements - 1 • Re-stating the scope of work with all elements = 2 • Demonstrating an understanding of the scope of work based on limited experience (reference to previous clients limited) = 3 • Demonstrating an understanding of the scope of work based on substantial experience (extensive reference to previous clients) = 4 • Demonstrating an understanding of the scope of work based on substantial experience including value & innovation = 5

Total Weighting = 100

Bidders who score a minimum of 70% on functionality will be evaluated further on their price proposal using the price special goals Level Status of Contributor: -

STAGE 4: EVALUATION ON PRICE AND SPECIFIC GOALS AS PER PPR 2022. THE 80/20 PRINCIPLE BASED ON PRICE AND SPECIAL GOALS FOR THE NLC.

The following formula is to be used to calculate the points out of 80 for price inclusive of all applicable taxes.

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

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

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

4.2. A maximum of 20 points to be awarded to a tenderer for the specific goal specified

4.2.1 The evaluation of specific goal will include the following:

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	6	6	CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are Black women Owned			
Tenderer who have 100% women Ownership	4	4	CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 30% to 99% women ownership	2		

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS

Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership			
Tenderer who have 100% black youth ownership	4	4	CSD report
Tenderer who have 30% to 99% black youth ownership	2		
Tenderer who have less than 30% black youth ownership	0		
4. Procurement from Disabilities			
Tenderer who have 20% or more owners with disability	4	4	Letter from the Doctor confirming disability and CSD report
Tenderer who have less than 20% but more than 10% owners with disability	2		
Tenderer who have less than 10% owners with disability	0		
5. Local Production and Content for Steel			
100% Local production	2	2	Letter from the Manufacturer
0% Local Produced	0		
Total points for specific goals		20	

STAGE 5: DUE DILIGENCE

The NLC reserves the right to undertake a due diligence exercise on the preferred bidder/s as part of a material risk evaluation aimed at determining to its satisfaction, the validity of the information provided by the Bidder.

17. CONTRACT AWARD

The 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 negotiations.

**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.
- 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:

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,

SBD 1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	NLC/2024-010		CLOSING DATE:	28 AUGUST 2024	CLOSING TIME: 11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION FOR HEAD OFFICE AND EIGHT (8) PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (60) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NATIONAL LOTTERIES COMMISSION (NLC), BLOCK D, HATFIELD GARDENS, 333 GROSVENOR STREET, HATFIELD, PRETORIA					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Penelope Soyingwa		CONTACT PERSON		
TELEPHONE NUMBER	0124321414		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	penelope@nlcsa.org.za		E-MAIL ADDRESS		
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 No:	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]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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 2.3 BELOW.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 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.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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:

.....

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

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

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

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 product 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.

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.

- 3.5 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.
- 3.6 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

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9. (1) and 9. (3) make provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.
- 1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.5. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \left(\frac{x}{y} \right) \times 100$$

Where

x imported content

y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date, one week

(7 calendar days) prior to the closing date of the bid as indicated in paragraph 4.1 below.

1.7. A bid will be disqualified if:

- the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and
- this declaration certificate is not submitted as part of the bid documentation.

2. Definitions

2.1. **“bid”** includes advertised competitive bids, written price quotations or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:**

Description of services, works or goods

Stipulated minimum threshold.

Steel Products attached to the hygiene

equipment i.e. stainless steel range to be installed 100 %

4. Does any portion of the services, works or goods offered have any imported content YES / NO

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on **www.reservebank.co.za**.

Indicate the rate(s) of exchange against the appropriate currency in the table below:

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY(CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID No.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of (name of bidder
entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.

(c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

Bid price, excluding VAT (y)	R
Imported content (x)	R
Stipulated minimum threshold for Local content (paragraph3 above)	
Local content % , as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be attached.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

SBD 6.1

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

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 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

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

Where

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

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 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 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 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 systems

Table 1: Specific goals for the tender and points claimed are indicated per the table below. 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	To be completed by the bidder
Tenderer who have 100% black Ownership	6	6	
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are Black 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		
5. Local Production and Content		2	
100% Local production	2		
0% Local Produced	0		
Total points for specific goals		20	

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 –

@ disqualify the person from the tendering process;

- (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (b) 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;
- (c) 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*
- (d) *alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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