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 National Lotteries Commission (NLC)
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NATIONAL LOTTERIES COMMISSION

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF EVENT MANAGEMENT, MARKETING AND MEDIA SERVICES FOR THE NATIONAL LOTTERIES COMMISSION'S (NLC) CONSULTATIVE INDABA CONFERENCE

BID PROCESS	BID REQUIREMENTS
Tender number	NLC/2024 – 015
Bid Advertisement Date	01 October 2024
Closing date and time	24 October 2024 @ 11:00 (South African Standard Time)
Tender validity period	90 days from the closing date
Compulsory Briefing meeting	11 October 2024 @ 10:00 Address: 333 Grosvenor Street. Block D Hatfield Gardens, Hatfield
Submission instruction:	The original bid document must be submitted ONLY via USB ONLY and be delivered to: Supply Chain Management National Lotteries Commission 333 Grosvenor Street Block D, Hatfield Gardens, Hatfield 0083 Enquires ONLY can be emailed to: bids@nlcsa.org.za and maureen@nlcsa.org.za NO email or hardcopies will be accepted.

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SECTION 1: BACKGROUND, OVERVIEW AND RFP SCOPE OF REQUIREMENTS

1. INTRODUCTION

The National Lotteries Commission was established in terms of the Lotteries Act No. 57 of 1997, as amended (Lotteries Act) to regulate the National Lottery as well as other lotteries and societies.

The NLC aims to ensure that funds raised through the National Lottery are distributed equitably and expeditiously across South Africa in order to advance social upliftment of communities in need with the aim of addressing poverty and reducing inequalities in line with the National Development Plan.

The Commission is required to apply principles of openness and transparency in the exercise of its functions assigned to it in terms of the Lotteries Act No 57 of 1997.

2. BACKGROUND

The NLC has a range of stakeholders who have legitimate needs, interests and expectations, and influence over it and its operations and/or over whom the NLC has influence.

The NLC's national indaba (Indaba) is an established platform where delegates deliberate on various issues affecting the NLC and its stakeholders. These issues include regulation, funding, sustainability, as well as alignment to the key national priorities as contained in the National Development Plan.

During the Indaba, the leadership of the NLC interacts with various stakeholders from across the country at a central location, in line with the provisions of the Lotteries Act to further understand stakeholder needs and entrench the relationship with its stakeholders.

The Indaba typically takes place over three (3) days, and it comprises:

- A regulatory conference/roundtable (approx. 200 delegates)
- Staff briefing dinner (approx. 400 delegates)
- Two (2) day Indaba conference and commissions (1500 delegates)
- Gala dinner (1500 delegates)

The theme of the Indaba and key messages will be crafted around the Board's three pillar approach of:

- Returning the NLC to its core mandates of regulation and grant making
- Reinstating its credibility, and
- Restoring governance and integrity with zero tolerance for fraud and corruption

PFMA S(51)(1)(a) requires that "An accounting authority for a public entity must ensure that that public entity has and maintains effective, efficient and transparent systems of financial and risk

management and internal control.

In line with the requirements of the Public Finance Management Act No. 1 of 1999 ("PFMA") and Treasury Regulations, the NLC seeks to appoint a suitably qualified service provider to plan, implement and manage its National Indaba conference.

3. OBJECTIVE

The primary objective of this TOR is to guide the process of appointing a suitably qualified service provider to implement and manage the full range of services that comprise the Indaba as follows:

- Event planning and management
- Procurement of branded collateral
- Provision of media services

4. SCOPE OF WORK

The scope of work entails the following:

Important note: The venue will be sourced by the NLC and will be handed over to the successful bidder for further liaison. The event will be held in the Gauteng Province.

- 4.1. Implement and manage the full range of services that comprise the Indaba including Marketing, media services and event management
- 4.2. Development of a high-level project plan with the proposal, which includes but is not limited to activities/deliverables, milestones, timelines, resources. The proposal must be aligned with the choice of theme against brand personality.
- 4.3. Setting up an appropriately staffed Secretariat support from the time of appointment until the conclusion of the event to render secretariat services during all engagements with stakeholder.
- 4.4. Provision of security management (all safety requirements for local and international guests)
 - Security cluster, joint operations center, grading of the event, certification, accreditation, EMS, RSVP registration systems inclusive of RSVP management system
- 4.5. Provision of a detailed closing report with all creative elements at the conclusion of the project.
- 4.6. The successful bidder will be required render the services and provide items as per the table below:

Category	Service description	Quantities	Sizes/Detail
Event planning and management	Concept development	1	Developing and producing a visual concept based on the NLC brand and theme.
	Provide a full mock-up of the event, including the stage, table décor setting and food tasting to give a full impact of the ambience of the day, as per agreed project plan.	1	
	Design and deployment of invitations reminders	1	Invitations (electronic)
	Design and provision of registration plinths	1	Suitable number of plinths to cater for the anticipated number of delegates
Marketing design and production	Creative design of visual elements applicable to all marketing and PR elements		
	Posters, infographics and GIFs	(30) 6 per platform	Compatible to: - NLC website and intranet - Facebook - Instagram - Twitter - YouTube - LinkedIn
	Exhibition stands	12	4x3 shell scheme with 1 table & 2 chairs
	Telescopic – cluster flagbanners	60 (10 stands with 6 flag points)	4000mm x 650mm
	Flag banners	60	4000mm x 650mm
	Pull up banners	60	(W) 850mm x (H) 2000mm
	Media banners – standard	3	3m x 4m
	Media banners – large	3	3m x 6m
	Gazebos – heavy duty	10	3m x 3m Branded gazebo canvas & steel frame with anchor strings and pins
	Conference Trolley Laptop Backpack	500	NLC Branded Marco Trolley Laptop Backpack (Holds 15.6-inch Laptop) Must be locally Produced /made

	Conference Brief Bag – 600D	1500	Product Size: 37cm x 28.5cm x 7cm Branding Option: Screen Print, HeatPress Must be locally produced/made
	Indaba notepads	2000	A5, wire binding with at least 100 pages

	Indaba pens	2000	Black fine points pens
	Conference pens	2000	Black fine points pens
	NLC information brochures	2000	A5, 18 pages, full colour
	Indaba programme booklets	2000	A4, 20 pages, full colour
	Production of Indaba specific video material	1	Capturing leadership interviews, editing existing footage. Final product to be edited to 4 minutes, with subtitles.
	T-Shirts (staff)	500	Golf shirts. Embroidered logo and slogan Must be locally produced/made
	Indaba Smart Identity tags	2000	Embedded with security features for access/meals/statistical info download
	Stretch table covers	30	Sized to fit standard trestle/conferencetable. Machine washable, trilobal fabric
	Venue set-up, branding and strike down		Main plenary, media room and commissions venues
Public Relations and Marketing	YouTube live streaming	1	Main plenary stage all conference days
	National newspapers for the publishing of Indaba resolutions	1X midweek publication 2 X Sunday publications	Broadsheet – 540h x 380w mm Tabloid – 390h x 261w mm
	Confirmed radio interview schedule	1 per station	9 PBS radio stations with national coverage: • Ukhozi FM • Phalaphala FM, • Lesedi FM, • Ligwalagwala FM, • Munghana Lonene FM, • Thobela FM, • Motswedding FM, • Ikwekwezi FM, • Radio 2000 • SA FM Commercial Stations: • Power FM • Radio 702

Development and deployment of Indaba App	1	To support registration and information sharing
PR plan for pre- and post-Indaba	Media relations schedules and press conferences	As and when required

	Management of APP & social media	5 days	• Content creation • Posting of content • Community management
	Photography (edited photos)	3 days	• Develop and produce social pictures of the delegates • Venue shots of décor before the event • Photos of guests on arrival at dinner events • Speakers at the podium • Social pictures at all interactions, including social excursions • Entertainment on stage • All photos and videos must be supplied to the NLC via downloadable link and on and two (2) external hard drives
	Videography (including editing)	3 days	• Open audio-visual to be produced taking the event theme into consideration • Develop and produce raw footage of the entire conference event • Produce and develop a 30-minute edited video of the event's highlights • Produce and develop a highlight reel of the event's highlights • Include editing of content, script writing for the event, pre-production, production, and post-production • Provide services of a voice-over artist to record voiceovers for the event Including feedback interviews with delegates
	Branded box/magazine cover photobooth	1	Design in line with Indaba theme

5. Deliverables

The appointed bidder shall produce the following deliverables:

- 5.1 Approved project and implementation plan for the Indaba conference and related activities
- 5.2 Co-ordinate requirements for exhibitors and requirements for exhibitors' conference sessions and engage accordingly.
- 5.3 Approval of the infrastructure requirements for the event, including general logistics, rehearsals, dry-run and the digital platform (stress test for capacity), which will permit online viewing.
- 5.4 Secretariat services
- 5.5 An event close-out report for the Indaba

6. Duration of the Project

The expected duration of the project is from the date of signing of the service level agreement (SLA) to the conclusion of the close out report as per terms of reference. The successful Bidder will be expected to commence work from date of appointment until the last item has been delivered, as per the delivery dates to be communicated with the appointed bidder. It should be noted that the event is a delivery-based project.

SECTION 2: NOTICE TO BIDDERS

1. Terms and conditions of Request for Proposals (RFP)

- 1.1 This document may contain confidential information that is the property of the NLC.
- 1.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFP without prior written permission from the NLC.
- 1.3 All copyright and intellectual property herein vests with the NLC.
- 1.4 Late and incomplete submissions will not be accepted.
- 1.5 No services must be rendered, or goods delivered before an official NLC Purchase Order form has been received.
- 1.6 This RFP will be evaluated in terms of the 80/20 preference point system.
- 1.7 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.
- 1.8 Suppliers must provide their CSD registration number (and attach a CSD Registration report) and ensure that their tax matters are compliant.
- 1.9 All questions regarding this RFP must be forwarded to bids@nlcsa.org.za and maureen@nlcsa.org.za.
- 1.10 Any supplier who has reasons to believe that the RFP specification is based on a specific brand must inform the NLC via the email addressed in 1.9.

2. General rules and instructions

2.1 News and press releases

- 2.1.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, the NLC.

2.2 Precedence of documents

- 2.2.1 This RFP consists of several sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.
- 2.2.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter, and which appear in section 217 of the constitution of the republic shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that the NLC may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by the NLC.

It remains the exclusive domain and election of the NLC as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of the commission in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

2.3 Preferential procurement reform

- 2.3.1 The commission supports B-BBEE as an essential ingredient of its business. In accordance with government policy, the NLC insists that the private sector demonstrates its commitment and track record to B-BBEE in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.

2.4 National Industrial Participation Programme

- 2.4.1 The Industrial Participation policy, which was endorsed by Cabinet on 30 April 1997, is applicable to contracts that have an imported content. The NIP is obligatory and therefore must be complied with. Bidders are required to sign and submit the Standard Bidding Document (SBD).

2.5 Language

2.5.1 Bids shall be submitted in English.

2.6 Gender

2.6.1 Any word implying any gender shall be interpreted to imply all other genders.

2.7 Headings

2.7.1 Headings are incorporated into this RFP document and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

2.8 Occupational Injuries and Diseases Act 13 of 1993

2.8.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFP and/ or subsequent agreement. The commission reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the commission.

2.9 Processing of the Bidder's Personal Information

2.9.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFP is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the commission is compelled by law to provide such information. For example, where appropriate, the commission is compelled to submit information to the National Treasury's Database of Restricted Suppliers.

2.9.2 All Personal Information collected will be processed in accordance with POPIA and with the commission Data Privacy Policy.

2.9.3 The following persons will have access to the Personal Information collected:

2.9.3.1 The commission personnel participating in procurement/award procedures; and

2.9.3.2 Members of the public: within seven working days from the time the bid is awarded, the following information will have to be made available on National Treasury's e-Tender portal:

2.9.3.2.1 contract description and bid number.

2.9.3.2.2 names of the successful bidder(s) and preference points claimed.

2.9.3.2.3 the contract price(s) (if possible).

2.9.3.2.4 contract period.

- 2.9.3.2.5 names of directors; and
- 2.9.3.2.6 date of completion/award.

- 2.9.4 The commission will ensure that the rights of the Bidder and of its employees and representatives (i.e., the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures as specified in the commission PAIA manual.
- 2.9.5 In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in section 2.9.1 above.

3. Supplier Performance

- 3.1 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.
- 3.2 Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 3.3 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.
- 3.4 Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

4. Formal Briefing Session

There would be compulsory virtual briefing session on

11 October 2024 @ 10:00

Address: 333 Grosvenor Street. Block D Hatfield Gardens, Hatfield

5. Validity Period

- 5.1 The Commission requires a validity period of 90 Business Days [**21 October 2024 to 22 January 2025**] against this RFP.
- 5.2 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.

6. National Treasury's Central Supplier Database

- 6.1 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.
- 6.2 The Commission may not award business to a bidder who has failed to register on the CSD.
- 6.3 Only foreign suppliers with no local registered entity need not register on the CSD.
- 6.4 The CSD can be accessed at <https://secure.csd.gov.za/>

7. Confidentiality

- 7.1 Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding;
- 7.2 The Commission reserves all the rights afforded to it by POPIA in the processing of any of its information as contained in Bid Proposals.
- 7.3 The Bidder acknowledges that it will obtain and have access to personal information 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 RFP and in accordance with any applicable law.
- 7.4 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.

8. Communication

- 8.1 Specific queries relating to this RFP should be submitted maureen@nlcsa.org.za, before the closing date.
- 8.2 In the interest of fairness and transparency the NLC's response to such a query may be made available to other bidders.
- 8.3 It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this RFP between the closing date and the date of the award of the business.
- 8.4 Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of the state for a specified period.

SECTION 3: EVALUATION CRITERIA

The six (6) phases evaluation criteria will be considered in evaluating the proposals, being:

STAGE 1: TENDER CLOSING AND OPENING

1.1 Tender closing details

The deadline for Tender submission is **24 October 2024 @ 11:00** Standard South African Time. Any late tenders will not be accepted. Tenders (USBs) and one hardcopy are to be submitted to the NLC's tender box at the following physical address:

National Lotteries Commission
333 Grosvenor Street
Block D, Hatfield Gardens
Hatfield, Pretoria
0083

ONE USB AND ONE ORIGINAL HARD COPY MUST BE SUBMITTED

1.2 Bid Formats

- 1.2.1 Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions.
- 1.2.2 Financial/pricing information must be presented in a **separate folder** from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory required documents are included in the USB submission.
- 1.2.3 USB Submissions must be prominently marked with the full details of the tender namely Bidder's Name, Tender No and Tender Title.
- 1.2.4 Tender submissions received after submission date and time will be declared late and will not be accepted for consideration by the NLC.
- 1.2.5 The NLC will not be responsible for any failure or delay in the submission or receipt of the bid including but not limited to:
 - Traffic.
 - Struggling to find parking.
 - Courier arriving late.

STAGE 2: ADMINISTRATIVE COMPLIANCE

All bid respondents must submit the relevant documents that comply with administrative compliance, which will include the following:

Evaluation Criteria	Supporting Document
• Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time	Bid Proposal, SBD 1, SBD 6.1
• Whether the Bid document has been duly signed by the authorized bidder official	Company resolution as proof of authorised individuals' delegation
• Whether the Bid contains a priced offer	Pricing and delivery schedule

Whether Bidders have failed to register on the CSD. Only foreignsuppliers with no local registered entity need not register on the CSD	Proof of Central Supplier Database (CSD) registrationreflecting Tax compliant status
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STAGE 3: MANDATORY COMPLIANCE

All bid respondents must submit mandatory documents that comply with all the requirements of the bid. Bids proposals that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation. The Mandatory Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document
1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	JV Agreement
2. Bidders must submit a fully completed declaration of interest form (failure to declare honestly will lead to bidder being disqualified)	SBD 4
3. A valid letter of Good Standing from the Occupational Injuries and Diseases Act (COIDA)	Valid Certified COIDA Registration Certificate
4. A valid Public Liability Insurance covers for a minimum of R 2 million rand.	Certificate/letter from the insurer of the insurance company
5. SAACI Accreditation	Valid SAACI Accreditation Certificate

Note: Only bidders who comply with this stage's requirements will proceed to stage 4. Failure to comply with the above mandatory requirements will render your submission non-responsive and unacceptable.

STAGE 4: TECHNICAL EVALUATION

4.1 The evaluation for the Technical and Functional threshold will include the following:

Rating scale of 0 – 5 to be applied. Ensure that the proposal clearly designates who the proposed team will be for scoring purposes below.

4.2.1.	COMPANY EXPERIENCE - The bidder must demonstrate the capacity to render the required service by submitting a company profile detailing previous work in conference/event planning where onsite management was done within the past ten (10) years. - The bidder must also submit a portfolio of evidence (video/images) related to their work and secondments (of officials to client) demonstrating onsite management.		
	EVALUATION CRITERIA	SCORE	WEIGHT
	Company Experience:		25
	A• Above 10 years’ relevant experience with supporting portfolio	5	
	B• 3 to 10years’ relevant experience with supporting portfolio	4	
	C• 5 + years’ relevant experience with supporting portfolio	3	
	D• 4+ year relevant experience with supporting portfolio	2	
	E• 3 -0 years’ relevant experience with supporting portfolio	0	
4.2.2.	REFERENCE LETTERS - Bidders must provide five (5) reference letters from at least five (5) contactable referees (different organizations) within the past eight (8) years from the closing of the bid. - The reference letter must indicate the nature of services rendered (eventing with marketing and PR) at a large scale (above 1500 delegates) for all government levels, private sector or corporate entity on a national scale. The reference letters must be signed and dated, on the company letterhead and must have a contactable email address and contact numbers (NB: If the reference letter does not comply with the requirements, it will not be considered) <i>*Guide: National scale speaks to government departments or state entities servicing the country at national level that includes official government protocols/ interaction with high-profile delegates.</i>		
	EVALUATION CRITERIA	SCORE	WEIGHT
	A maximum of 5 points will be awarded as follows:		10
	A• Five (5) or more relevant reference letters indicating large-scale events/conferences organized in the past 8 years	5	
	B• Four (4) relevant reference letters indicating large scale events/conferences organized in the past 8 years	4	
	C• Three (3) relevant reference letters indicating large scale events/conferences organized in the past 8 years	3	

	D• Two (2) or less references (2- 0) relevant reference indicating large scale events/conferences organized in the 8 past years	0	
4.2.3	TEAM LEADER AND MEMBERS EXPERTISE AND EXPERIENCE IN IMPLEMENTING AND MANAGING THE FULL RANGE OF SERVICES THAT COMPRISE THE INDABA INCLUDING MARKETING, MEDIA SERVICES AND EVENT MANAGEMENT		
	EVALUATION CRITERIA	SCORE	WEIGHTING
	EXPERIENCE OF THE TEAM LEADER		
4.2.3 A	EXPERIENCE: Provide a comprehensive CV demonstrating team leader's experience in leading conference/event planning and management	EXPERIENCE: EVENT PLANNING AND MANAGEMENT The CV and profile demonstrating team leader's experience in leading conference/event planning and management. Rating scale of 0 – 5 to be applied: i) Above 10 years of experience in leading conference/event planning and management = (5) ii) Above 5 – up to and inclusive of 8 years' experience in in leading conference/event planning and management = (4) iii) Above 3 up to and inclusive of 5 years' experience in in leading conference/event planning and onsite management = (3) iv) 2 years up to and inclusive of 3 years' experience in in leading conference/event planning and management = (2) v) Less than 2 years' experience in leading conference/event planning and management = (0)	15
	EVALUATION CRITERIA	SCORE	WEIGHTING
	EXPERIENCE OF TEAM MEMBERS SIX (6) COMPREHENSIVE CV'S OF TEAM MEMBERS (3 MEMBERS DEMONSTRATING EXPERIENCE IN EVENTS PLANNING AND 3 MEMBERS DEMONSTRATING EXPERIENCE IN MARKETING AND COMMUNICATION)		
4.2.3 B	EVENT PLANNING AND MANAGEMENT Provide three (3) comprehensive CVs of members demonstrating experience in overseeing / leading stakeholder engagement/ eventing.	EXPERIENCE: EVENT PLANNING AND MANAGEMENT The CVs must demonstrate experience in overseeing / leading stakeholder engagement/ eventing. Rating scale of 0 – 5 to be applied: i) Average of 8 years' and above experience in Event Planning and Management = (5)	10

		ii) Average of 5 up to and inclusive of 8 years' experience in Event Planning and Management = (4) iii) Average of 3 up to and inclusive of 5 years' experience in Event Planning and Management = (3) iv) Average of 2 years up to and inclusive of 3 years' experience in Event Planning and Management = (2) v) Less than 2 years' experience in Event Planning and Management = (0)	
4.2.3 C	MARKETING AND COMMUNICATION Provide three (3) comprehensive CVs of members demonstrating experience in overseeing / leading Marketing and Communication/Public Relations services	Experience: Marketing and Communications services The CVs must demonstrate experience in managing and leading Marketing and Communication/Public Relations (PR) services. Rating scale of 0 – 5 to be applied: i) Average of 8 years and above experience in Marketing and Communication/(PR) services = (5) ii) Average of 5 – up to and inclusive of 8 years' experience Marketing and Communication/(PR) services = (4) iii) Average of 3 up to and inclusive of 5 years' experience in Marketing and Communication/(PR) services = (3) iv) Average of 2 years up to and inclusive of 3 years' experience in leading Marketing and Communication/(PR) services = (2) v) Less than 2 years' experience in leading Marketing and Communication/(PR) services = (0)	10

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4.2.4 PART A	ABILITIES AND CAPABILITIES - PROJECT PLAN The ability to deliver the project requirements and scope of work as per section 4 of the TOR) with clear deliverables, activities, timeframes and responsibilities, dependencies of the project and proper project costing, Including risk identification and mitigation		
	EVALUATION CRITERIA Rating Scale in 4.1 will guide the scoring of this section.	SCORE	WEIGHT
	A• Excellent project plan proposal that addresses the scope (section 4 of thisTOR) and expectation of the TOR with clear deliverables, activities, timeframes and responsibilities, dependencies of the project and proper project costing, Including risk identification and mitigation	5	20
	B• Good project plan proposal addressing requirements on point A	4	
	C• Acceptable project plan proposal addressing requirements on point A	3	
	D• The project proposal addresses requirements on point A with serious reservations.	1	
	E• No Project plan proposal submitted	0	
4.2.4 PART B	ABILITIES AND CAPABILITIES – METHODOLOGY - The ability to deliver the project requirements and scope of work. - The methodology approach provided are comprehensive and logical, and activities, milestones, and timeframes are well presented. The methodology is responsive to the terms of reference and the scope ofwork.		
	EVALUATION CRITERIA Rating Scale in 4.1 will guide the scoring of this section.		
	A• Excellent project methodology, which outlines how the project will be approached, deliverable milestones/timelines, project management measurements to be used, understanding of the scope, Organogram/structure of the team to be working on the project.	5	10
	B• Good project methodology addressing requirements on point A	4	
	C• Acceptable project methodology which addresses requirements on point A	3	
	D• Project methodology addressing requirements on point A with minor reservations.	1	
	E• No project methodology submitted	0	
Total Weighting:		100	
		75	

NB The minimum qualifying score for technical evaluation is 75 points.

STAGE 5: PRICING AND SPECIFIC GOALS

Pricing Schedule: Please refer to Annexure A: The evaluation for Pricing and Specific Goals will include the following:

Evaluation Criteria	Final Weighted Scores
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	80
SPECIFIC GOALS 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.	20
TOTAL SCORE:	100

A maximum of 20 points to be awarded to a tenderer for the specific goals specified for this bid is as follows: -

The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places. Final appointment to be awarded to the bidder scoring the highest points.

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

STAGE 6: DUE DILIGENCE, CONTRACT AND AWARD

The NLC reserves the right to conduct supplier due diligence before final award or at any time during the contract period. This may include site visits and requests for additional information.

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 negotiation.

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS							
BID NUMBER:	NLC 2024 - 015	ISSUE DATE	01 October 2024	CLOSING DATE:	24 October 2024	CLOSING TIME:	11H00
DESCRIPTION	PROVISION OF EVENT MANAGEMENT AND MEDIA SERVICES FOR THE NATIONAL LOTTERIES COMMISSION'S (NLC) CONSULTATIVE INDABA CONFERENCE 2024						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
Bid proposals MUST be submitted the below address:							
333 GROSVENOR STREET, BLOCK D HATFIELD GARDENS, HATFIELD, 0075							
<u>ONE USB AND ONE ORIGINAL HARDCOPYLY WILL BE ACCEPTED</u>							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Maureen Senyatsi			CONTACT PERSON	Maureen Senyatsi		
TELEPHONE NUMBER	012 432 1470			TELEPHONE NUMBER	012 432 1470		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	maureen@nlcsa.org.za			E-MAIL ADDRESS	bids@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:			O R	CENTRAL SUPPLIER DATABASE 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 THEGOODS / SERVICES / WORKS OFFERED?	Yes No [IF YES ENCLOSE PROOF]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No BD1 [IF YES, ANSWER 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 FORA 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

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, 2017, 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 (SBD7).
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 PIN 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**
- 2.2 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.

SBD4

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

2.3.1 If so, furnish particulars:

.....

.....

2.4 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**

2.4.1 If so, furnish particulars:

.....

.....

3 DECLARATION

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

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

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.

SBD4

- 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

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINT S
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 or 90 points is allocated for price on the following basis:

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

1. Procurement from entities who are black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who have 100% black Ownership	8	8	Copies of ID's/3 months CIPC Report from the closing date of the bid/ 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 / B-BBEE Sworn	
Tenderer who has 100% women ownership	4			
Tenderer who has 30% to 99% women ownership	2			
Tenderer who has less than 30% women ownership	0		Affidavit	
3. Black Youth Ownership		4	B-BBEE Certificate / B-BBEE/ Sworn Affidavit	
Tenderer who has 100% black youth ownership	4			
Tenderer who has 30% to 99% black youth ownership	2			
Tenderer who has less than 30% black youth ownership	0			
4. Procurement from Disabilities		4	Letter from the Doctor confirming disability and CSD report	
Tenderer who has 20% or more owners with disability	4			
Tenderer who has less than 20% but more than 10% owners with disability	2			
Tenderer who has 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
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

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

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

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 (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 Consent
request 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 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

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, 2022, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2022 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 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.
- 1.4. 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.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand 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 of advertisement of the bid as indicated in paragraph 4.1 below.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods

Stipulated minimum threshold

Clothing	100%
----------	------

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	✓
-----	--	----	---

- 3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement 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 (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

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

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

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

- 1 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.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),

do hereby declare, in my capacity asof

.....(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) 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 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content(x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (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 1286:2011.
- (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 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2022 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____



**PRICING SCHEDULE: NLC 2024-015 - APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF
EVENT MANAGEMENT MARKETING AND MEDIA SERVICES FOR THE NLC WITH CONSULTATIVE INDABA
2024**

Category	Service Description	Quantity	Size/Detail	Unit Price (ZAR)	Total Amount (ZAR)
A	Concept Development and Indaba Implementation	1	Developing and producing a visual concept based on the NLC brand and theme.		
B	Marketing and Promotional Items	1	Procurement of conference marketing material and collaterals		
C	Media Buying and Production of Indaba specific video material	1	Media bookings and Management of APP & social media		
TOTAL OF A, B & C (TOTAL BID PRICE TO BE USED FOR FINAL PRICE AND SPECIFIC GOALS CALCULATION)					

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Name of representative

.....

Signature

.....

Date

Category A: Event Planning and Management

Service Description	Quantity	Size/Detail	Unit Price (ZAR)	Total Amount (ZAR)
Concept Development	1	Developing and producing a visual concept based on the NLC brand and theme.		
Provide a Full Mock-up of the Event	1	Includes stage, table décor setting, and food tasting to give a full impact of the ambiance of the day, as per the agreed project plan.		
Design and Deployment of Invitations & Reminders	1	Invitations (electronic).		
Design and Provision of Registration Plinths	1	Suitable number of plinths to cater for the anticipated number of delegates.		
Total				

Category B: Design and Production- Creative Design of Visual Elements

Service Description	Quantity	Size/Detail	Unit Price (ZAR)	Total Amount (ZAR)
Posters, Infographics, and GIFs	30 (6 per platform)	Compatible with NLC website, intranet, Facebook, Instagram, Twitter, YouTube, and LinkedIn.		
Exhibition Stands	12	4x3 shell scheme with 1 table & 2 chairs.		
Telescopic – Cluster Flag Banners	60 (10 stands with 6 flags each)	4000mm x 650mm.		
Flag Banners	60	4000mm x 650mm.		
Pull Up Banners	60	(W) 850mm x (H) 2000mm.		
Media Banners – Standard	3	3m x 4m.		
Media Banners – Large	3	3m x 6m.		
Gazebos – Heavy Duty	10	3m x 3m branded gazebo canvas & steel frame with anchor strings and pins.		
Conference Trolley Laptop Backpack	500	NLC Branded Marco Trolley Laptop Backpack (Holds 15.6-inch Laptop). Must be locally produced/made.		
Conference Brief Bag – 600D	1500	Product Size: 37cm x 28.5cm x 7cm. Branding Option: Screen Print, Heat Press. Must be locally produced/made.		
Indaba Notepads	2000	A5, wire binding with at least 100 pages.		

Indaba Pens	2000	Black fine point pens.		
Conference Pens	2000	Black fine point pens.		
NLC information brochures	2000	A5, 18 pages, full colour		
Indaba programme booklets	2000	A4, 20 pages, full colour		
Production of Indaba specific video material	1	Capturing leadership interviews, editing existing footage. Final product to be edited to 4 minutes, with subtitles.		
T-Shirts (staff)	500	Golf shirts. Embroidered logo and slogan. Must be locally produced/made		
Indaba Smart Identity tags	2000	Embedded with security features for access/meals/statistical info download		
Stretch table covers	30	Sized to fit standard trestle/conference table. Machine washable, trilobal fabric		
Venue set-up, branding and strike down		Main plenary, media room and commissions venues		
			Total	

Category C: Marketing and Communications

Service Description	Quantity	Size/Detail	Unit Price (ZAR)	Total Amount (ZAR)
YouTube live streaming	1	Main plenary stage all conference days		
National newspapers for the publishing of Indaba resolutions	1 midweek publication 2 Sunday publications	Broadsheet – 540h x 380w mm Tabloid – 390h x 261w mm		
Confirmed radio interview schedule	1 per station	9 PBS radio stations with national coverage: • Ukhozi FM • Phalaphala FM, • Lesedi FM, • Ligwalagwala FM, • Munghana Lonene FM, • Thobela FM,		

		• Motsweding FM, • Ikwekwezi FM, • Radio 2000 • SA FM Commercial Stations: • Power FM • Radio 702		
Development and deployment of Indaba App	1	To support registration and informationsharing		
PR plan for pre- and post-indaba	Media relations schedules and press conferences	As and when required		
Management of APP & social media	5 days	• Content creation • Posting of content • Community management		
Photography (edited photos)	3 days	• Develop and produce social pictures of the delegates • Venue shots of décor beforethe event • Photos of guests on arrival atdinner events • Speakers at the podium • Social pictures at all interactions, including socialexcursions • Entertainment on stage • All photos and videos must besupplied to the NLC via downloadable link and on and two (2) external hard drives		
Videography (including editing)	3 days	• Open audio-visual to be produced taking the eventtheme into consideration • Develop and produce raw footage of the entire conference event • Produce and develop		

		a 30- minute edited video of the event's highlights • Produce and develop a highlight reel of the event's highlights • Include editing of content, script writing for the event, pre-production, production, and post-production • Provide services of a voice- over artist to record voiceovers for the event Including feedback interviews with delegates		
Branded box/magazine cover photobooth	1	Design in line with Indaba theme		
Total				

Total Amount of A, B, C Including VAT	
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