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National Lotteries  
Commission  
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Pretoria

## **NATIONAL LOTTERIES COMMISSION**

**REQUEST FOR QUOTATION: APPOINTMENT OF SERVICE PROVIDER TO IMPLEMENT A TRAUMA INFORMED LEADERSHIP PROGRAMME FOR THE NLC FOR A SIX-TO EIGHT MONTH PERIOD**

**RFQ-2025/005 009**

BID PROCESS	BID REQUIREMENTS
RFQ number	RFQ-2025/005-009
RFQ Advertisement Date	16 May 2025
Closing date and time	22 May 2025 @11:00
RFP validity period	120 Days from the closing date
Assignment Description	Appointment of a service provider to implement a Trauma Informed Leadership Programme for the NLC for a six-to-eight-month period
Proposals are to be submitted to the following address before the stipulated closing date and time:	<p>Bidders must <b>submit via USB only</b>.</p> <p>The Senior Manager: Supply Chain Management National Lotteries Commission</p> <p>333 Grosvenor Street</p> <p>Block D, Hatfield</p> <p>Gardens Hatfield,</p> <p>Pretoria</p> <p>0083</p> <p><b>One electronic via USB (the USB must be in a clearly marked envelope)</b></p>

## **SECTION 1: INTRODUCTION, OVERVIEW AND RFQ SCOPE OF REQUIREMENTS**

### **1. INTRODUCTION**

- 1.1.** The National Lotteries Commission (NLC) 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.
- 1.2.** The NLC aims to ensure that funds raised through the National Lottery are distributed equitably and expeditiously across South Africa to advance social upliftment of communities in need with the aim of addressing poverty and reducing inequalities in line with the National Development Plan.
- 1.3.** The NLC 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.
- 1.4.** The NLC requires the services of a seasoned facilitator/ coach to provide a Trauma-informed Leadership programme for the NLC Leadership team for a 6-month period. The programme should include group facilitation and coaching, tools and techniques and individual coaching sessions.
- 1.5.** The programme must be customized to address the organization's specific needs with regards to trauma, stress, healing and cohesive leadership.
- 1.6.** The programme must include:
  - Facilitation and coaching that will enable the executive team to work together as a self-regulating, cohesive and collaborate team.
  - Tools and techniques that will enable the executive team to face legacy burdens, enable them to co-create high performing, inter-generational collaborative teams in a co-created, new corporate culture and enable them to give and receive feedback to improve relationships and performance.
  - Stress management through a somatic process of trauma and chronic stress release resulting in awareness-based system changes. The process should enable self-care, improved well-being, improved relationships, resilience in the face of adversity and high-pressure environments, dealing more effectively with conflict and enhancing collaboration.

## **BACKGROUND, OVERVIEW AND RFP SCOPE OF REQUIREMENTS**

### **2. BACKGROUND**

- 2.1.** The NLC has undergone several changes and faced numerous challenges and disruption during the past five years. The entity is often negatively reported on in the media and there has been a concerted drive to address and prevent historic mal administrative practices, fraud and corruption.
- 2.2.** The new administration and executive team have worked tirelessly since 2022 to set a new tone, instill a new vision and organizational culture whilst facing numerous challenges that increase stress, anxiety, etc.
- 2.3.** The organisation still needs to bridge gaps in trust building and healing is still required. The leadership team should be empowered and provided with the tools to enable them to navigate the challenges more cohesively and effectively as a team.
- 2.4.** The NLC needs to support and better equip the leadership team and therefore requires a trauma intervention leadership programme to guide the team through this period, enabling them to implement awareness-based system changes and better self-regulation and stress management.

### **3. OBJECTIVES**

- 3.1.** The NLC requires the services of a certificated, seasoned facilitator and coach to provide a Trauma-informed Leadership programme for the NLC Executive team (10-12 individuals) for a 6-to-8-month period.
- 3.2.** The programme must be customized to address the organizations' specific needs with regards to trauma, stress, healing and cohesive leadership.
- 3.3.** The Programme should enable the leadership team to:
  - 3.3.1.** work together as a self-regulating, cohesive and collaborate team
  - 3.3.2.** face legacy burdens and work together to create high performing, inter-generational collaborative teams.
  - 3.3.3.** access tools and techniques to unlock levers to enable co-creation of high performing, inter-generational collaborative teams in a co-created, new corporate culture, including giving and receiving feedback to improve relationships and performance.
  - 3.3.4.** manage stress through a somatic process of trauma and chronic stress release resulting in awareness-based system changes.
  - 3.3.5.** access to tools and techniques to enable self-care, improved well-being, improved relationships, resilience in the face of adversity and high-pressure environments, dealing more effectively with conflict and enhancing collaboration

## **4. SCOPE OF WORK**

### **4.1. General:**

- 4.1.1.** The service provider will be required to gauge the leadership team and adjust/ customize the Trauma-Informed Leadership Programme to the needs of the NLC.
- 4.1.2.** The service provider will be required to provide and implement an integrated, holistic Trauma-Informed Programme for a six-month period.
- 4.1.3.** The programme must provide for a minimum of three full day, or six half-day group-facilitated sessions and 60 one-on-one or smaller group coaching sessions over the 6-month period.
- 4.1.4.** Group facilitation/ coaching will be held in person at the NLC premises or venues in or around the Pretoria area.
- 4.1.5.** Individual/ smaller group coaching sessions may be held via MS Teams.
- 4.1.6.** Present the programme and timeframe to the Commissioner for approval before commencement.
- 4.1.7.** Presenting a high-level report informed by the various sessions, facilitations and coaching.
- 4.1.8.** Confidentiality of personal coaching sessions will be maintained, and this information need not be shared. A record of scheduled sessions must be kept and presented for audit and invoicing purposes.

### **4.2. Trauma- Informed Leadership Programme**

The programme must include:

- 4.2.1.** Facilitation and coaching that will enable the leadership team to work together as a self-regulating, cohesive and collaborate team.
- 4.2.2.** Tools and techniques that will enable the leadership team to face legacy burdens, enable them to co-create high performing, inter-generational collaborative teams in a co-created, new corporate culture and enable them to give and receive feedback to improve relationships and performance.

- 4.2.3. Stress management through a somatic process of trauma and chronic stress release resulting in awareness-based system changes. The process should enable self-care, improved well-being, improved relationships, resilience in the face of adversity and high-pressure environments, dealing more effectively with conflict and enhancing collaboration.
- 4.2.4. Pre and post measurement through questionnaire.

## **5. DELIVERABLES**

### **5.1. A successful service provider will be required to:**

- 5.1.1. Deliver an integrated customized trauma-informed leadership programme proposal with clear deliverables and timeframes and on approval implement the programme.
- 5.1.2. Provide a basic questionnaire and measure baseline and post implementation impact of the programme.
- 5.1.3. Facilitate and coach the leadership team in terms of the trauma-informed leadership programme that will include somatic trauma and chronic stress release stress management processes.
- 5.1.4. Provision of tools and techniques to enable the team to face legacy burdens, create high performing teams, instill a new organizational culture, etc.
- 5.1.5. Provide individual MS Teams coaching sessions for 10 to 12 individuals for 8 to 10 one-hour sessions per person.

### **5.2. Reporting Requirements**

- 5.2.1. The successful service provider will report directly to the Wellness Specialist in Human Capital Management.
- 5.2.2. The Wellness specialist will coordinate and schedule all engagements.
- 5.2.3. The final Trauma-Informed Leadership Programme must be signed by the Commissioner and implementation and progress provided in line with the approved programme.
- 5.2.4. The approved programme must be carried out in accordance with the timelines agreed upon with Wellness Specialist and the Leadership Team and deliveries must be set out in the signed Service Level Agreement (SLA).

- 5.2.5. Progress reports must be in the agreed format and within the agreed timeframes as per the SLA.

## **6. Duration of the projects**

The expected duration of the successful service provider is for a period of 6 to 8 months from the date specified in the SLA and subject to monthly progress.

## **7. Pricing Schedule**

To enable fair comparison pricing should be all inclusive and include the below specific line items:

- 7.1.1. Costing for initial engagement and customized Trauma-Informed Leadership Programme Proposal.
- 7.1.2. Cost for 3 full days (8 hours) or 6 half days (4 hours) group engagements.
- 7.1.3. Cost for baseline and post evaluation questionnaire and report.
- 7.1.4. Hourly rate for individual coaching sessions.
- 7.1.5. Hourly rates of team members and team leader.
- 7.1.6. Cost for recommendations and close out report.
- 7.1.7. Cost for general administration, invoicing, travel, etc.
- Any other costs

## SECTION 2: NOTICE TO BIDDERS

### 1 General rules and instructions

#### 8.1. Take note of the following:

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

#### 8.2. Costs to be borne by service providers

- All costs and expenses incurred by the service provider in any way associated with the development, preparation and submission of responses and providing any additional information required by the NLC, will be borne entirely and exclusively by the service provider

#### 8.3. Disclaimer

- The NLC reserves the right not to select a service provider. The NLC also reserves the right to:
  - Award the contract or any part thereof to one or more service providers
  - Reject all proposals
  - Decline to consider any proposals that do not conform to any aspect of the RFP requirements
  - Request further information from any service provider after the closing date for clarity purposes
  - Cancel this RFP or any part thereof at any time; and
  - Should any of the above occur, it will be communicated in writing to the service provider.

#### 8.4. Confidentiality

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

#### 8.5. Disqualification

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

#### 8.6. Price adjustments

- Application for price adjustments must be accompanied by documentary evidence in support of any adjustments.

- The project implementation costs are to be quoted during the contract with the successful service providers.

#### 8.7. Payment Terms

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

#### 8.8. Signatories

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

#### 8.9. Session

- No briefing session will be held.

#### 8.10. Validity Period \*

- The Commission requires a validity period of 120 days.
- against this RFQ.
- Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions, if the internal evaluation process are not finalised within the validity period.

## 2 National Treasury's Central Supplier Database

- 9.1. 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.
- 9.2. The Commission may not award business to a bidder who has failed to register on the CSD.
- 9.3. Only foreign suppliers with no local registered entity need not register on the CSD.
- 9.4. The CSD can be accessed at <https://secure.csd.gov.za/>

### **3 Confidentiality**

- 10.1. Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding.
- 10.2. The Commission reserves all the rights afforded to it by POPIA in the processing of any of its information as contained in Bid Proposals.
- 10.3. The Bidder acknowledges that it will obtain and have access to personal information of The Commission and agrees that it shall only process the information disclosed by the Commission in terms of this bid award and only for the purposes as detailed in this RFP and in accordance with any applicable law.
- 10.4. The Bidder shall notify the Commission in writing of any unauthorised access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

### **4 Communication**

- 11.1. Queries relating to this RFQ should be submitted to [penelope@nlcsa.org.za](mailto:penelope@nlcsa.org.za) and [quotation@nlcsa.org.za](mailto:quotation@nlcsa.org.za) before the closing date.
- 11.2. In the interest of fairness and transparency the Commission's response to such a query may be made available to other bidders.
- 11.3. It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the Commission in respect of this RFP between the closing date and the date of the award of the business.
- 11.4. Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

### **5 Supplier Performance**

- 5.1 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.
- 5.2 Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 5.3 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.
- 5.4 Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

## SECTION 3: EVALUATION CRITERIA

### 6 Evaluation Phases

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

### 7 Stage 1: Tender Closing and Opening

#### 7.1 Tender closing details

The deadline for Tender submission is **22 May 2025 @11:00 Standard** South African Time. Late tenders **will not** be accepted. Kindly submit your bid proposals together with supporting documents to the address below:

333 Grosvenor Street  
Block D, Hatfield  
Gardens Hatfield,  
Pretoria

## 8. VALIDITY PERIOD

- 8.1. The Commission requires a validity period of 120 Days [from closing date] against this RFQ.
- 8.2. Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions. A written letter will be sent to every bidder that responded to the bid. In terms of procedural fairness, the bidders will be given an opportunity to respond, in writing, to the terms and conditions of the bid and the bid price. Such acceptance of the terms and conditions of bid and bid price becomes legally binding in the procurement process. Should the bidder not respond in writing to the above mentioned, the NLC will take the original price as a valid price.

## 9. Stage 2: Administrative Compliance

All bid respondents must submit administrative documents that comply with the RFQs requirements. The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Documents
1. Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time Standard Bidding Documents	SBD 1 SBD 6.1

2. Completed and signed returnable document	Completed and signed Consent (POPIA) form
3. Whether the Bid document has been duly signed by the authorized bidder	Official Company resolution as proof of authorized individuals' delegation
4. Whether the Bid contains a price offer	Pricing Proposal
5. Whether the Bidder tax affairs in order	Tax Compliance System Pin
6. Whether Bidders have failed to register on the CSD.  NB only foreign suppliers with no local registered entity need not register on the CSD	Full report of Central Supplier Database (CSD) registration with Tax Compliant Status
7. Valid Certified Copy of BEE Certificate/Sworn Affidavit	BEE Certificate/ Sworn Affidavit

#### 10. Stage 3: Mandatory Compliance

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

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

#### 11. Stage 4.1: Technical evaluation

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

**Table 1: Rating Scale**

Rating	Definition	Score
<b>Excellent</b>	Exceeds the requirement. Exceptional demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	<b>5</b>
<b>Good</b>	Satisfies the requirement with minor additional benefits. Above average demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors	<b>4</b>

	that will offer potential added value, with supporting evidence.	
<b>Acceptable</b>	Satisfies the requirement. Demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	<b>3</b>
<b>Minor Reservations</b>	Satisfies the requirement with minor reservations. Some minor reservations of the The supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	<b>2</b>
<b>Serious Reservations</b>	Satisfies the requirement with major reservations. Considerable reservations of the bidder's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with little or no supporting evidence.	<b>1</b>
<b>Unacceptable</b>	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, experience, skills, resources & quality measures required to provide the goods / services, with little or no supporting evidence.	<b>0</b>

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

<b>Evaluation Criterion</b>	<b>%weight</b>	<b>Scoring matrix</b>
<b>Institution Experience</b>	<b>50%</b>	<b>0-5</b>
<p>The Bidder must provide details of experience as a service provider able to provide the required services by mature, seasoned individual/s, experienced in providing Trauma-informed Leadership programmes for companies and individuals.</p> <p>The profile must demonstrate experience in working with and facilitating/ coaching groups and leadership teams on trauma and stress release through somatic practices, understanding and facilitation leadership teams to face legacy burdens and unlock levers to promote healing, collaboration and high performance within the team and the organisation.</p>	<b>30</b>	<p>The profile demonstrates more than 6 years in facilitation/ coaching of trauma-informed group process facilitation and more than 2 years in leadership group facilitation using somatic tension, stress and trauma release techniques and the methodology, approach and techniques are clearly set out in the proposal = <b>(5)</b></p> <p>The profile demonstrates more than 5 years up to 6 years in facilitation/ coaching of trauma-informed group process facilitation and more than 1 year up to 2 years in leadership group facilitation using somatic tension, stress and trauma release techniques and the methodology, approach and techniques are clearly set out in the proposal = <b>(4)</b></p> <p>The profile demonstrates more than 4 years up to 5 years in facilitation/ coaching of trauma-informed group process facilitation and 1 years in leadership group facilitation using somatic tension, stress and trauma release techniques and the methodology, approach and techniques are clearly set out in the</p>

<p>The profile must clearly articulate the approach, methodology, techniques that will be followed.</p> <p>Please provide an list of clients and type of services provided to demonstrate and support the years of relevant experience.</p>		<p>proposal = (3)</p> <p>The profile demonstrates more than 3 years up to 4 years in facilitation/ coaching of trauma-informed group process facilitation and 1 year in leadership group facilitation using somatic tension, stress and trauma release techniques or the methodology, approach and techniques are partially set out in the proposal = (2)</p> <p>The profile demonstrates more than 2 and up to 3 years' experience in facilitation/ coaching of trauma-informed group process facilitation, 1 year in leadership group facilitation using somatic tension, stress and trauma release techniques or the methodology, approach and techniques are not clearly set out in the proposal = (1)</p> <p>The profile demonstrates less than 2 years' experience in facilitation/ coaching of trauma-informed group process facilitation or less than 1 year in leadership group facilitation using somatic tension, stress and trauma release techniques or the methodology, approach or sets out no approach, methodology. = (0)</p>
<p><b>Written reference letters.</b> Provide reference letters from at least three (3) contactable references, (different organisations) within the past five (5) years from the closing of the bid.</p> <p>The reference letter must indicate services rendered which are aligned with the services required by the NLC:</p> <ol style="list-style-type: none"> <li>1. Implementing a Trauma-Informed Leadership Programme for a company</li> <li>2. Facilitation and coaching of group process facilitation.</li> <li>3. Coaching/ Facilitation using somatic processes of trauma and chronic stress release resulting in awareness-based system changes leadership team to work together as a self-regulating, cohesive and collaborate.</li> </ol> <p>The reference letter must be signed and dated on the company letter head and must have a contactable email address. The reference letter must not be older than 1 year from</p>	<p>20</p>	<p>Five (5) or more relevant reference letters demonstrate satisfactory services for all 3 service areas = (5)</p> <p>Four (4) relevant letters demonstrate satisfactory services for all 3 services areas = (4)</p> <p>Three (3) relevant reference letters demonstrate satisfactory services for all 3 service areas = (3)</p> <p>Two (2) relevant reference letters demonstrate satisfactory services for all or 2 service areas = (2)</p> <p>One (1) relevant reference letter demonstrates satisfactory services for 1 service area = (1)</p> <p>No relevant reference letters/ or no letters demonstrating satisfactory service for any of the 3 service areas = (0)</p>

<p>the date of closing of the RFQ. If the reference letter does not comply with the requirements, it will not be considered.</p> <p><b>No appointment letters from clients will be accepted as reference letters.</b></p>		
<b>EXPERIENCE AND CERTIFICATION OF FACILITATOR/ COACH</b>	<b>50%</b>	<b>0-5</b>
<p>The facilitator/ coach must have at least 8 years' experience in group process facilitation and 4 years' experience working with a leadership team.</p> <p>The facilitator must have at least 4 years' experience with somatic/trauma/ stress release coaching and demonstrate the ability to implement a Trauma- Informed Leadership Programme.</p> <p>CV to be attached demonstrating experience.</p>	<b>35</b>	<p>The Facilitator/ Coach has 12 or more years relevant facilitation experience, more than 6 years leadership facilitation and 4 or more years somatic/ tension/ trauma coaching experience = 5</p> <p>The Facilitator/ Coach has more than 10 years up to 12 years relevant facilitation experience, more than 5 up to 6 years leadership facilitation experience and 4 or more than 4 years somatic/ tension/ trauma coaching experience. = 4</p> <p>The Facilitator/ Coach has more than 8 years up to 10 years relevant facilitation experience, 4 years but less than 5 years leadership experience and 4 or more years somatic/ tension/ trauma coaching experience. = 3</p> <p>The Facilitator/ Coach has more than 6 years up to 8 years relevant facilitation experience, or/ more than 3 but less than 4 years leadership experience and/ or 3 up to 4 years somatic/ tension/ trauma coaching experience. =2</p> <p>The Facilitator/ Coach has more than 4 years up to 6 years relevant experience and/ or has more than 1 year up to 3 years leadership experience and or more than 1 year up to 3 years somatic/ tension/ trauma coaching experience. = 1</p> <p>The Facilitator/ Coach has less than 4 years relevant experience or less than 1 year leadership experience and/ or less than 1 year somatic/ tension/ trauma coaching experience. = 0</p>

<p>The facilitator/ coach must provide certified copies supporting certification in</p> <ol style="list-style-type: none"> <li>1. Group facilitation/ coaching for leadership.</li> <li>2. Trauma Informed/ somatic practices / Tension and Trauma Release Exercises certificate/s.</li> </ol>	<b>15</b>	<p>4 or more certificates confirming certification in group facilitation/ coaching and trauma/ somatic/ tension exercises facilitation/ coaching. = 5</p> <p>3 certificates confirming certification in group facilitation/ coaching and trauma/ somatic/ tension exercises facilitation/ coaching. = 4</p> <p>The two required certificates confirming certification in group facilitation/ coaching and trauma/ somatic/ tension exercises =3</p> <p>Two certificates but only relating to either group leadership facilitation or Trauma/ somatic release exercises. =2</p> <p>Only one certificate provided = 1</p> <p>No certificate provided. = 1</p>
<b>TOTAL (out of 100)</b>		

<b>TOTAL POINTS</b>	<b>100</b>
<b>NB The minimum qualifying score for technical evaluation</b>	<b>70</b>

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

## 12. Stage 5: Financial evaluation (\*Pricing and Specific goals comparatives)

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

## 13. Stage 5.1: Financial evaluation (\*Pricing and Specific goals comparatives)

The evaluation for Pricing and BBBEE will include the following:

<b>Evaluation Criteria</b>	<b>Final Weighted Scores</b>
<p><b>Price</b></p> <p>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> $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ <p>Where:</p> <p><math>P_s</math> = Score for the Bid under consideration <math>P_t</math> = Price of Bid under consideration <math>P_{min}</math> = Price of lowest acceptable Bid</p>	80

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

**TOTAL SCORE:**

#### 14. Stage 6: Contract and 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 negotiation.

## SECTION 4: INVITATION TO BID (SBD 1)

## PART A

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS**

BID NUMBER:	<b>RFQ-</b>	ISSUE DATE:		CLOSING DATE:		CLOSING TIME:	<b>11H00</b>
DESCRIPTION							

**BID RESPONSE USBs MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

333 Grosvenor Street, Block D, Hatfield Gardens, Hatfield, Pretoria, 0001 (USB submission only)

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO****TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

CONTACT PERSON	<b>Supply Chain Management</b>	CONTACT PERSON	<b>End-user</b>
TELEPHONE NUMBER	<b>012 432 1300</b>	TELEPHONE NUMBER	<b>012 432 14</b>
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	penelope@nlcsa.org.za	E-MAIL ADDRESS	quotation@nlcsa.org.za

**SUPPLIER INFORMATION**

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

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

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

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.		

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**TAX COMPLIANCE REQUIREMENTS**

<ul style="list-style-type: none"> <li>i. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</li> <li>ii. 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.</li> <li>iii. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</li> <li>iv. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</li> <li>v. IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</li> <li>vi. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</li> </ul>
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**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: \_\_\_\_\_

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**SECTION 5: BIDDER’S DISCLOSURE (SBD 4)**

**1 PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**Bidder’s declaration**

1.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?  
**YES/NO**

1.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

1.1.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

1.1.3 If so, furnish particulars:

.....

.....

1.2 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

1.2.1 If so, furnish particulars:.....

.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and

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

- 3.5 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

\_\_\_\_\_

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

## SECTION 6: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)

1.2 To be completed by the organ of state

*(Delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the **80/20** preference point system.

b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$P_s = 80 \quad \frac{(1 + P_t - P_{max})}{P_{max}}$$

Where

$P_s$  = Points scored for price under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

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

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

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

## 5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number: .....

5.3 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company

Personal Liability Company

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state;

- iv) may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process.
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable 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 *caudolateral 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.

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

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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