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National Lotteries Commission (NLC)  
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## **NATIONAL LOTTERIES COMMISSION**

### **REQUEST FOR QUOTATION: APPOINTMENT OF SERVICE PROVIDER TO PROVIDE A WEB BASED ONLINE JOB GRADING/ BENCHMARKING SYSTEM**

**RFQ-2025-006-020**

BID PROCESS	BID REQUIREMENTS
RFQ number	RFQ-2025-006-020
RFQ Advertisement Date	25-06-2025
Closing date and time	30-06-2025
RFP validity period	90 Days from the closing date
Assignment Description	Appointment of a service provider supply a web based online job grading/ benchmarking system for a 12-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. Documents</b> be submitted in hand to below address:</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>Email submission will not be accepted</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 an online system that can be customized to address the organization's specific needs with regard to the industry it's in. Aligned to the DTIC requirements.

**1.5.** The online system must include:

**A one stop shop on the Reward Suite which will seamlessly allow the NLC to complete Job profiles/ Job grading/ Market benchmarking.**

An internet-based tool that provides a quick, easy and balanced method to accurately evaluate any position from lower to Top Executive level. It allocates a point score to a job which can be correlated to any other public or in-house grading system. The concept of equal pay for equal work being articulated in the results from the system. The system must align with the job profiles of the job grading.

- Meet requirement of the amended EE Act of 01 August 2014
- Access to National Market Data
- Access to State Owned Entities Data
- Access to NLC own Market Data

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

### **2. BACKGROUND**

- 2.1.** The NLC HCM Reward Department has undergone several changes and face numerous challenges. These services remain vital for the HCM leadership and should the NLC not subscribe to an accredited service provider with a “solid” system, NLC would still have to source an accredited external service provider to provide this vital information.
- 2.2.** The NLC would like to acquire a system through multiple year’s subscription at the discounted and cost-effective rate. External benchmarking has been negatively perceived by employees and the UNIONS, hence a concerted drive to address and prevent historic challenges need to be addressed.
- 2.3.** 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 address employees’ motivation of equal pay etc.
- 2.4.** The system must be an internet-based remuneration system with the results being able to address the complexities of Southern Africa’s remuneration practices. It provides benchmark data for most positions across all job families.
- 2.5.** The organization still needs to bridge the gaps in trust building and hence a credible automated system is still required. The HCM/ Leadership/ Management teams should be empowered and provided with the results to enable them to navigate their team performance with consistency and fairness.

### **3. OBJECTIVES**

- 3.1.** Provide a Web based Job Evaluation and is available 24/7/365.
- 3.2.** Provide Training and or Certification in Job Evaluation
- 3.3.** Provide technical support desk.
- 3.4.** A database of evaluated jobs
- 3.5.** Built in Audit process
- 3.6.** Built in correlation table.
- 3.7.** Meet requirement of the amended EE Act of 01 August 2014
- 3.8.** To subscribe and be able to do job benchmarks and salary surveys online.
- 3.9.** The NLC requires the services of a certificated and seasoned service provider for a 12-month period.

### **4. SCOPE OF WORK**

#### **4.1. General:**

- 4.1.1.** The service provider will be required to have the system available and accessible with relevant National and State-Owned Entities Data
- 4.1.2.** Access to NLC own Market Data
- 4.1.3.** Built in Audit process
- 4.1.4.** Downloadable reports in PDF and Excel
- 4.1.5.** Taylor the reports on the job families/ employees' remuneration data to the needs of the NLC.
- 4.1.6.** The service provider will be required to provide and implement an integrated, holistic system for a 3-month period.
- 4.1.7.** Present the system/ sample size of the market data with a timeframe to the Commissioner for approval before commencement.
- 4.1.8.** Confidentiality of NLC Data will be maintained and this information need not be shared. A record must be kept and presented for audit and invoicing purposes.

## **5. DELIVERABLES**

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

- 5.1.1.** Deliver an integrated customized job profiling/ grading and benchmarking system.
- 5.1.2.** Provide a basic questionnaire and measure baseline and post implementation impact of the systems' results.
- 5.1.3.** A dashboard to be automated with remuneration/ market assumptions that can be made on the system.

### **5.2. Reporting Requirements**

- 5.2.1.** A tailored reporting platform for the NLC to manage in-house. The successful service provider will report directly to the Reward Manager in Human Capital Management.
- 5.2.2.** The Reward Manager will coordinate and schedule all engagements.
- 5.2.3.** The final service provider must be signed off by the Commissioner/ Senior HCM Manager and implementation and progress provided in line with the approved service provider

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

The expected duration of the successful service provider is for a period of 12 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 reviewing the policies and procedures
- 7.1.2.** Cost for training (Should) be inclusive)
- 7.1.3.** Cost for online system for 12 months
- 7.1.4.** Cost for additional services required

## SECTION 2: NOTICE TO BIDDERS

### 8. 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.
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#### 8.6. Price adjustments

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

providers.

#### 8.7. Payment Terms

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

#### 8.9. Briefing Session

- No briefing session will be held.

#### 8.10. Validity Period \*

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

## 9. 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/>



## **10. 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 the 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.

## **11. Communication**

- 11.1. Queries relating to this RFQ should be submitted to [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.

## **12. Supplier Performance**

- 12.1. 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.
- 12.2. Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 12.3. 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.
- 12.4. 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

### 13. 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.

### 14. Stage 1: RFQ Closing and Opening

#### 14.1. Tender closing details

The deadline for Tender submission is **20 June 2025** Standard South African Time. Any late tenders **will not** be accepted. Kindly submit your bid proposals together with supporting documents to the in a **USB** to below address:

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

### 15. 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.	Full report of Central Supplier Database (CSD) registration

## 16. 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

## 17. 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 that will offer potential added value, with supporting evidence.	<b>4</b>
<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 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, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	<b>0</b>

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

Evaluation Criterion	%weight	Scoring matrix
Institution Experience	50%	0-5
<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 system support</p> <p>The profile must clearly articulate the approach, methodology, techniques that will be followed.</p> <p>Please provide an excerpt of clients and type of services provided to demonstrate and support the years of relevant experience.</p>		<p>The profile demonstrates more than 7 years up to 9 years in the SA market with systems aligned to the Reward Platform.</p> <p>JOB ARCHITECTURE</p> <ul style="list-style-type: none"> <li>• Job profiling</li> <li>• Job evaluations</li> </ul> <p>BENCHMARKING</p> <ul style="list-style-type: none"> <li>• Benchmarking of external competitiveness</li> </ul> <p>Remuneration and Benefits end to end with grading/ benchmarking per job family. These are clearly set out in the proposal. The system is aligned to the Paterson Grading Principles. External benchmarking is with sample sizes of organizations of similar size to the NLC = (5)</p> <p>The profile demonstrates more than 5 years up to 6 years in the SA market with systems aligned to the Reward Platform.</p> <p>JOB ARCHITECTURE</p> <ul style="list-style-type: none"> <li>• Job profiling</li> <li>• Job evaluations</li> </ul> <p>BENCHMARKING</p> <ul style="list-style-type: none"> <li>• Benchmarking of external competitiveness</li> </ul> <p>Remuneration and Benefits end to end with grading/ benchmarking per job family. These are clearly set out in the proposal The system is aligned to the Paterson Grading Principles. External benchmarking is with sample sizes of organizations of similar size to the NLC = (4)</p> <p>The profile demonstrates more than 4 years up to 5 years in the SA market with systems aligned to the Reward Platform.</p> <p>JOB ARCHITECTURE</p> <ul style="list-style-type: none"> <li>• Job profiling</li> <li>• Job evaluations</li> </ul> <p>BENCHMARKING</p> <ul style="list-style-type: none"> <li>• Benchmarking of external competitiveness</li> </ul> <p>Remuneration and Benefits end to end with grading/ benchmarking per job family. These are clearly set out in</p>

		<p>the proposal The system is aligned to the Paterson Grading Principles. External benchmarking is with sample sizes of organizations of similar size to the NLC = (3)</p> <p>The profile demonstrates more than 3 years up to 4 years in in the SA market with systems aligned to the Reward Platform.</p> <p><b>JOB ARCHITECTURE</b></p> <ul style="list-style-type: none"> <li>• Job profiling</li> <li>• Job evaluations</li> </ul> <p><b>BENCHMARKING</b></p> <ul style="list-style-type: none"> <li>• Benchmarking of external competitiveness</li> </ul> <p>Remuneration and Benefits end to end with grading/ benchmarking per job family. These are clearly set out in the proposal. The system is aligned to the Paterson Grading Principles. External benchmarking is with sample sizes of organizations of similar size to the NLC = (2)</p> <p>The profile demonstrates more than 2 and up to 3 years' experience in the SA market with systems aligned to the Reward Platform.</p> <p><b>JOB ARCHITECTURE</b></p> <ul style="list-style-type: none"> <li>• Job profiling</li> <li>• Job evaluations</li> </ul> <p><b>BENCHMARKING</b></p> <ul style="list-style-type: none"> <li>• Benchmarking of external competitiveness</li> </ul> <p>Remuneration and Benefits end to end with grading/ benchmarking per job family. These are clearly set out in the proposal The system is aligned to the Paterson Grading Principles. External benchmarking is with sample sizes of organizations of similar size to the NLC (1)</p> <p>The profile demonstrates less than 2 years' experience in the SA market with systems aligned to the Reward Platform. Remuneration and Benefits end to end with grading/ benchmarking per job family. These are clearly set out in the proposal = (0)</p>
<p><b>Written reference letters.</b> The reference letter must indicate services rendered which are aligned with the services required by the NLC:</p> <p><b>KEY FACTS: GOVERNANCE</b></p> <ul style="list-style-type: none"> <li>• NED fee, MSR, Malus and Claw-back policies</li> <li>• Remuneration reports &amp; constant engagement</li> <li>• Advisory services.</li> </ul> <p>The reference letter must be signed and dated, on the company letter head and must have contactable email address. The reference letter must not be older</p>	<b>25</b>	<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 demonstrate 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>than 1 year from 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 SERVICE PROVIDER</b>	<b>25%</b>	<b>0-5</b>
<p>The SERVICE PROVIDER must have at least 7 years' experience.</p> <p>The SERVICE PROVIDER must have at least 5 years' experience.</p> <p>The SERVICE PROVIDER must have at least 4 years' experience.</p> <p>The SERVICE PROVIDER must have at least 3 years' experience.</p> <p>The SERVICE PROVIDER must have at least 2 years' experience.</p> <p>The SERVICE PROVIDER must have less than 2 years' experience.</p> <p>ALL must provide a CV and a certified license for the system. This is to demonstrate credibility and experience.</p>		<p>= 5</p> <p>= 4</p> <p>= 3</p> <p>= 2</p> <p>= 1</p> <p>= 0</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.**

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

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

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

The evaluation for Pricing and BBBEE will include the following:

Evaluation Criteria	Final Weighted Scores
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<b>Price</b> 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
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		
<b>TOTAL SCORE:</b>				100

## **20. 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:	RFQ-2025-006-020	ISSUE DATE:	25 June 2025	CLOSING DATE:	30 June 2025	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO PROVIDE A WEB BASED ONLINE JOB GRADING/ BENCHMARKING SYSTEM						

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

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

#### BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

#### TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Supply Chain Management	CONTACT PERSON	End-user
TELEPHONE NUMBER	012 432 1309	TELEPHONE NUMBER	012 432 1300
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<a href="mailto:quotation@nlcsa.org.za">quotation@nlcsa.org.za</a>	E-MAIL ADDRESS	<a href="mailto:quotation@nlcsa.org.za">quotation@nlcsa.org.za</a>

#### SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <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"/>
<b>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.</b>		

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**TAX COMPLIANCE REQUIREMENTS**

- i. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 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.
- iii. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- iv. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- v. IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- vi. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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

DATE: \_\_\_\_\_

SECTION 5: BIDDER’S DISCLOSURE (SBD 4)

1 PURPOSE OF THE FORM

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

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

Bidder’s declaration

1.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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
Total points for Price and SPECIFIC GOALS	100

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price under consideration

Pt = Price of tender under consideration

Pmin = 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 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.)*

<b>1. Procurement from entities who are Black Owned</b>	<b>Sub - points for specific goals</b>	<b>Maximum points for specific goals</b>	<b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b>
Tenderer who have 100% black Ownership	8	<b>8</b>	
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>		<b>4</b>	
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>		<b>4</b>	
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>		<b>4</b>	
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			
		<b>20</b>	

## **5. DECLARATION WITH REGARD TO COMPANY/FIRM**

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

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct.  
ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

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

iv) may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process.  
(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;  
(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.  
(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audialteram partem* (hear the other side) rule has been applied; and  
(e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....

**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

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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 Consentrequest Form:

☐

Full Name:

Date:

### **WITHDRAWAL OF CONSENT ONCE GIVEN**

You may withdraw your consent at any time.

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