

NATIONAL LOTTERIES COMMISSION

REQUEST FOR PROPOSALS FOR ETHICS MANAGEMENT PROGRAMME

BID PROCESS	BID REQUIREMENTS
RFQ Number	RFQ 2025-008-001
RFQ Issue Date	07 August 2025
Closing Date and Time	27 August 2025 @ 11:00
RFQ Validity Period	120 (Hundred and Twenty Days) from the closing date
RFQs are to be submitted to the following address on the stipulated closing date and time:	<p>The original proposal and supporting documents must be submitted ONLY via USB and be delivered to:</p> <p>Supply Chain Management National Lotteries Commission 333 Grosvenor Street Block D, Hatfield Gardens Hatfield, Pretoria 0083</p> <p>Enquires ONLY can be emailed to: maureen@nlcsa.org.za</p> <p>NO email or hardcopies will be accepted.</p>

1. INTRODUCTION AND BACKGROUND

- 1.1. The National Lotteries Commission (The NLC) is a public entity established by Lotteries Act No. 57 of 1997, as amended, to regulate the South African lotteries industry. The functions of the NLC can be divided into two categories, namely “regulation of National Lottery and other Lotteries” and “administration of the National Lottery Distribution Trust Fund (NLDTF)”.
- 1.2. The Distributing Agencies (DAs), who are appointed by the Minister of Trade & Industry, are responsible for the adjudication of the funding applications as per the Lotteries Act and applicable Regulations.

2. PURPOSE

- 2.1. The National Lotteries Commission (NLC) invites qualified service providers to develop and implement a comprehensive Ethics Management Programme. The objective of this project is to promote ethical culture, prevent unethical behavior, and ensure compliance with relevant laws and regulations.

3. SCOPE OF WORK

The appointed service provider shall conduct the following:

3.1. Ethics Risk Assessment:

- Review of Policies and Procedures: Evaluate existing ethics-related policies, codes of conduct, and standard operating procedures.
- Stakeholder Interviews: Engage with key stakeholders, including board members, management, employees, and external partners.
- Risk Identification: Identify and assess potential ethics-related risks across various departments and functions.
- Risk Evaluation: Analyse identified risks based on potential impact and likelihood of occurrence.
- Risk Mitigation: Provide actionable recommendations and strategies to mitigate identified ethics risks.

3.2. Ethics Survey:

- Conduct an ethics survey to gauge employee awareness and perceptions of ethics and integrity within the organisation.
- Analyse survey results and provide recommendations for improvement.

3.3. Training and Awareness:

- Develop and deliver training programs to promote ethics and integrity awareness among employees.
- Provide recommendations for ongoing ethics and integrity training and awareness initiatives.

3.4. ESG (Environmental, Social, and Governance) Strategy Development:

- Develop a comprehensive ESG strategy that aligns with the NLC's mission, vision, and values.
- Conduct a gap analysis to identify areas for improvement in ESG practices.
- Provide recommendations for ESG metrics and reporting.

4. DELIVERABLES

The service provider is expected to deliver:

- 4.1. **Ethics Risk Assessment Report:** A comprehensive report detailing findings, analysis, and recommendations.
- 4.2. **Ethics Survey Report:** A report detailing survey results, analysis, and recommendations.
- 4.3. **Training and Awareness Materials:** Training materials and awareness programs.
- 4.4. **ESG Strategy Document:** A comprehensive ESG strategy document that outlines goals, objectives, and metrics.

5. REPORTING REQUIREMENTS

- 5.1. The service provider will report to the NLC Chief Risk Officer.

6. DURATION OF THE PROJECT

- 6.1. The expected duration of the project is three (3) Months after the receipt of the appointment letter and the purchase order.

7. SECTION 2: NOTICE TO BIDDERS

7.1. Terms and Conditions of Request for Quotation (RFQ)

- 7.1.1. This document may contain confidential information that is the property of the Commission.
- 7.1.2. No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ without prior written permission from the Commission.
- 7.1.3. All copyright and intellectual property herein vests with the Commission.
- 7.1.4. Late and incomplete submissions will not be accepted.
- 7.1.5. No services must be rendered, or goods delivered, before an official Commission Purchase Order form has been received.
- 7.1.6. This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act of 2000 and PPR 2022.
- 7.1.7. Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.
- 7.1.8. Suppliers must provide their CSD registration number (and attach a CSD Summary report) and ensure that their tax matters are compliant.
- 7.1.9. All questions regarding this RFQ must be forwarded to maureen@nlcsa.org.za within two (2) days of the closing date.
- 7.1.10. Any supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the Commission via email.

7.2. General rules and instructions

7.2.1. News and press releases

7.2.1.1. Bidders or their agents shall not make any news releases concerning this RFQ or the awarding of the same or any resulting agreement(s) without the consent of, and then only in coordination with, the Commission.

7.2.2. Precedence of documents

7.2.2.1. This RFQ consists of several sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFQ and the stipulations in any other document attached hereto, or the RFQ submitted hereto, the relevant stipulations in this RFQ shall take precedence.

7.2.2.2. Where this RFQ is silent on any matter, the relevant stipulations addressing such matter, and which appear in the PPPFA, shall take precedence. Bidders shall refrain from incorporating any additional stipulations in their proposal submitted in terms hereof other than in the form of a marked recommendation that the Commission may, in its sole discretion, elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by the Commission.

7.2.2.3. It is acknowledged that not all stipulations in the PPPFA are equally applicable to all matters addressed in this RFP. It, however, remains the exclusive domain and election of the Commission as to which of these stipulations are applicable and to what extent.

7.2.2.4. Bidders hereby acknowledge that the decision of the commission in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict their enquiries in this regard to the most reasonable interpretations are required to ensure the necessary consensus.

7.2.3. Preferential procurement reform

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

7.2.4. National Industrial Participation Programme.

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

7.2.5. Language

7.2.5.1. Bids shall be submitted in English.

7.2.6. Gender

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

7.2.7. Headings

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

7.2.8. Occupational Injuries and Diseases Act 13 of 1993

7.2.8.1. The Bidder warrants that all its employees (including the employees of any contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFQ and/ or subsequent agreement. The commission reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and

“good standing” with the Compensation Fund, or similar proof acceptable to the commission.

7.2.9. Processing of the Bidder’s Personal Information

- 7.2.9.1. All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors (“Bidder Personal Information”) required under this RFP is collected and processed to assess the content of its tender proposal and award the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation, including the PPPFA and NLC SCM Policy.
- 7.2.9.2. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the commission is compelled by law to provide such information. For example, where appropriate, the commission is compelled to submit information to the National Treasury’s Database of Restricted Suppliers.
- 7.2.9.3. All Personal Information collected will be processed in accordance with POPIA and with the Commission's Data Privacy Policy.
- 7.2.9.4. The commission will ensure that the rights of the Bidder and of its employees and representatives (i.e., the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures as specified in the commission’s PAIA manual.
- 7.2.9.5. In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in section 2.9.1 above.

8. NATIONAL TREASURY’S CENTRAL SUPPLIER DATABASE

- 8.1. Bidders are required to self-register on the 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.
- 8.2. The Commission may not award business to a bidder who has failed to register on the CSD.

8.3. Only foreign suppliers with no local registered entity need not register on the CSD.

8.4. The CSD can be accessed at <https://secure.csd.gov.za/>

9. CONFIDENTIALITY

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

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

9.3. 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 RFQ and accordance with any applicable law.

9.4. 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, it is knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

10. COMMUNICATION

10.1. Specific queries relating to this RFQ should be submitted to maureen@nlcsa.org.za.
by no later than 2 days before the closing date.

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

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

10.4. 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.

11. SUPPLIER PERFORMANCE

- 11.1. 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 the contract for those contracts less than a year.
- 11.2. Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 11.3. 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.
- 11.4. Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

12. SECTION 3: EVALUATION CRITERIA

The Commission will evaluate all proposals in terms of the Preferential Procurement Regulation of 2022 and the Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The below phases evaluation criteria will be considered in evaluating the proposals, being:

12.1. Stage 1: RFQ Closing Date and Submission Instructions, and Format

The deadline for RFQ submission is **27 August 2025 @ 11:00** Standard South African Time. Any late RFQ will not be accepted. Proposals are to be submitted to the below address:

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

ONLY USBs WILL BE ACCEPTED. PLEASE COMPLETE YOUR DETAILS ON THE REGISTER BOOK ON TOP OF THE TENDER BOX.

12.2. Stage 2: Administrative Compliance

All bid respondents must submit the required documents that comply with all these requests for quotation. The Administrative Compliance Evaluation will include the following:

EVALUATION CRITERIA	SUPPORTING DOCUMENT
<ul style="list-style-type: none"> Signed standard bidding documents (SBD Forms). It is required that the bidder must provide correct information and declaration in the SBD Forms duly signed by the authorized person 	Fully Completed Standard Bidding Documents SBD 1 SBD 6.1
<ul style="list-style-type: none"> Original signed consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPIA) 	POPIA Consent Form
<ul style="list-style-type: none"> BBBEE Certificate/ Sworn Affidavit in terms of Codes of Good Practice 	BEE Certificate/Sworn Affidavit
<ul style="list-style-type: none"> Registered with the Central Supplier Database (CSD). Recent Central Supplier Database (CSD) 	Full CSD Report with SARS Tax Compliance Status
<ul style="list-style-type: none"> CIPC Registrations Documents 	CIPC CK Documents

12.3. Stage 3: Mandatory Requirements

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

EVALUATION CRITERIA	SUPPORTING DOCUMENT
In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted	JV Agreement

EVALUATION CRITERIA	SUPPORTING DOCUMENT
(where applicable)	
Bidders must submit a fully complete declaration of interest form (failure to declare honestly will lead to bidder being disqualified)	SBD 4
Project Leaders affiliation to the Ethics Institute South Africa	Membership/accreditation certified/ letter of good standing with the professional body for the Leader.

12.4. Stage 4: Technical Evaluation

Bidders are required to fully comply with the mandatory requirements as specified, and failure to meet the requirements below will result in disqualification and will not be assessed at this stage. The bidder must score a minimum of **70%** during the stage (functionality/technical) of the evaluation to qualify for the next stage.

CATEGORY & CRITERIA DESCRIPTION			POINTS
Company experience	Bidders must provide company profile that demonstrate experience in overseeing and implementing ethics programs in an organization. E.g. Ethics risk assessment, surveys, training and awareness, ESG development strategy etc.		
	Bidders are required to submit their company profile that they have the required years of experience. Demonstrate capacity to render required service by submitting company profile detailing relevant experience in implementations of ethics programs.		
	Company profile clearly indicating the number of years in overseeing and implementing ethics programs in an organization		
	Experience	Weight	Score
	5 years' and above relevant experience	5	20
	Above 4 years and up to and inclusive of 5 years' relevant experience	4	
	Above 3 years and up to and inclusive of 4 years' relevant experience	3	

CATEGORY & CRITERIA DESCRIPTION			POINTS
	Above 2 years and up to and inclusive of 3 years' relevant experience	2	
	Above 1 year and up to and inclusive of 2 years relevant experience	1	
	Less than 1 year relevant experience or no experience	0	
Contactable Reference Letters	Bidder (s) are required to demonstrate relevant experience and competency of the company for all successfully completed projects.		
	Bidder must submit full details of reliable contactable dully signed reference letters from existing/recent clients of successfully completed project in ethics management and ESG Strategy development.		
	The bidder is required to provide contactable client references where their services can be verified. References should be presented in the form of a written letter on an official letterhead from clients where similar services have been provided, with the start and end date of the assignment. The letter may not be longer than five (5) years old from the date of the closing date. The letters must be dated and signed by the clients.		
	Reference letter from one company is deemed as one reference		
	No appointment letters from clients will be accepted as reference letters.		
	Reference Letters	Weight	Score
	Five relevant reference letters	5	20
	Four relevant reference letters	4	
	Three relevant reference letters	3	
	Two relevant reference letters	2	
	One relevant reference letter	1	

CATEGORY & CRITERIA DESCRIPTION			POINTS
	No relevant reference letters provider or no letters attached	0	
Experience of the Team Leader	Provide brief CVs of team/project leader covering experience in overseeing and implementing ethics programs in an organization. E.g. Ethics risk assessment, surveys, training and awareness, ESG development strategy.		
	Experience of the Team Leader	Weight	Score
	Certified Ethics Officer with 5 years' and more years' experience of overseeing and implementing ethics programs in an organization	5	20
	Certified Ethics Officer with 4 years' and up to and inclusive of 5 years' experience of overseeing and implementing ethics programs in an organization	4	
	Certified Ethics Officer with 3 years' and up to and inclusive of 4 years' experience of overseeing and implementing ethics programs in an organization	3	
	Certified Ethics Officer with 2 years' and up to and inclusive of 3 years' experience of overseeing and implementing ethics programs in an organization	2	
	Certified Ethics Officer with 1 year and up to and inclusive of 2 years' experience of overseeing and implementing ethics programs in an organization	1	
	Certified Ethics Officer with less than 1 year experience of overseeing and implementing ethics programs in an organization	0	
Experience of the Two (2) Officials	Provide comprehensive CVs demonstrating experience of two (2) proposed officials in Ethics Management and ESG Development Strategy.		
	Formula = (Rating for each proposed expert) / 2 (Two) = Average score out of 5.		

CATEGORY & CRITERIA DESCRIPTION			POINTS
	Experience of the Two (2) Officials	Weight	Score
	5 years' and more years' experience.	5	10
	4 years' and up to and inclusive of 5 years' experience.	4	
	3 years' and up to and inclusive of 4 years' experience.	3	
	2 years' and up to and inclusive of 3 years' experience.	2	
	1 year and up to and inclusive of 2 years' experience.	1	
	Less than 1 year experience or no experience.	0	
Qualification (s) of the Two (2) Officials	Provide certified copies of qualifications of the two officials in a related field (e.g., security management, risk management) and Relevant certifications (e.g. CSP (Certified Security Professional), CPP (Certified Protection Professional), NEBOSH (National Examination Board in Occupational Safety and Health))		
	Formula = (Rating for each proposed expert) / 2 (Two) = Average score out of 5.		
	Qualification (s) of the Two (2) Officials	Weight	Score
	Relevant post-graduate qualification (NQF 9) and ethics officer certification.	5	10
	Relevant post-graduate qualification (NQF 8) and ethics officer certification.	4	
	Relevant post-graduate Qualification (NQF 8)	3	
	Relevant Degree Qualification (NQF 7).	2	
	Relevant Qualification (NQF 6).	1	
Less than NQF 6 or no relevant qualification (s).	0		

CATEGORY & CRITERIA DESCRIPTION			POINTS
Methodology, approach, and plan	The bidder must demonstrate knowledge of the key requirements and expectations mentioned in this document.		
	The bidder must provide a project implementation plan which details how the service will be carried out. The project plan must have deliverables and time frames and systems/tools to be used.		
	Methodology, Approach and implementation to include the following activities.		
	<i>A schedule of resources to be committed to the project</i>		
	<i>Anticipated timelines and project duration</i>		
	<i>Budget breakdown for each stage as per specifications</i>		
	<i>Key activities as listed in section 3</i>		
	<i>Milestones for each stage as per section 4</i>		
	Methodology Approach and Execution Plan	Weight	Score
	<p>Methodology Approach with 4 activities clearly covered in detail, innovative, and supported by the Execution Plan.</p> <ul style="list-style-type: none"> Documentation is impeccably organized and easy to navigate. All key components of the methodology are comprehensively explained. Language and grammar are flawless, making it effortless to understand. Visual aids and examples are extensive, enhancing clarity. Terminology is consistently and precisely defined. 	5	20
	<p>Methodology Approach with 4 activities clearly covered in detail supported by the Execution Plan.</p> <ul style="list-style-type: none"> Documentation is well-structured and logically organized. Key components of the methodology are explained in detail. 	4	

CATEGORY & CRITERIA DESCRIPTION			POINTS
	<ul style="list-style-type: none"> Language and grammar are clear, with minimal errors. Visual aids and examples enhance understanding. Terminology is consistent and well-defined. 		
	<p>Methodology Approach with 3 activities clearly covered in detail supported by the Execution Plan.</p> <ul style="list-style-type: none"> Documentation provides a basic understanding of the methodology. Most key components are covered but may lack detail. Structure and organization are reasonable. Language and grammar are generally clear but may need refinement. Visual aids and examples are present but could be more comprehensive. 	3	
	<p>Methodology Approach with 2 activities clearly covered in detail supported by the Execution Plan.</p> <ul style="list-style-type: none"> Documentation lacks depth and thoroughness. Key components of the methodology are briefly mentioned or absent. Some sections may be incomplete or overly vague. Minimal use of visual aids or examples. Language and grammar are somewhat problematic 	2	
	<p>Methodology Approach with 1 activities clearly covered in detail supported by the Execution Plan.</p> <ul style="list-style-type: none"> Documentation is disorganized and lacks structure. Key concepts are unclear or missing. Grammar and language usage impede comprehension. Terminology is inconsistent or undefined. No visual aids or examples to illustrate concepts 	1	

CATEGORY & CRITERIA DESCRIPTION			POINTS
	No Methodology Approach and Execution Plan provided or activities not covered in detail	0	
TOTAL WEIGHTING:			100

Note to Bidders:

Bidders may be requested, at the behest of the NLC, to submit via courier services to the SCM unit of the NLC, within a minimum of 3 working days from the date of request, hard copies of certified qualifications, memberships certificates, COIDA etc. which may have been requested for assessment. Failure to submit the information within the requested period shall render the bidder non-responsive.

12.5. Stage 5: Evaluation on Price and Specific Goals as per PPR2022. The 80/20 Principle is based on Price and special goals for the NLC.

The following formula to be used to calculate points out of 80 for price, inclusive of all applicable taxes. A maximum of 80 points is allocated for price on the following basis:

<p>Price</p> <p>The following formula will be used to calculate the points out of 80 for price in respect of a bid 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>P_s = Score for the Bid under consideration P_t</p> <p>= Price of Bid under consideration P_{min}</p> <p>= Price of lowest acceptable Bid</p>	80
TOTAL SCORE:	80

A maximum of 20 points will be awarded to a bidder for the specific goals specified for the RFQ.

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

12.6. Stage 6: Due Diligence, Contract and Award

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

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 bidders at a disadvantage or affect adversely their confidence or trust in the competitive system. Bidders may be requested to provide their best and final offers based on contract negotiations.

INVITATION TO BID (SBD 1)

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS							
BID NUMBER:	RFQ/2025-008-001	ISSUE DATE:	07 August 2025	CLOSING DATE:	27 August 2025	CLOSING TIME:	11:00
DESCRIPTION	REQUEST FOR PROPOSALS FOR ETHICS MANAGEMENT PROGRAMME						
BID RESPONSE MUST BE SUBMITTED TO THE BELOW ADDRESS							
National Lotteries Commission 333 Grosvenor Street Block D, Hatfield Gardens Hatfield, Pretoria 0083							
ONLY USBs WILL BE ACCEPTED							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Supply Chain Management			CONTACT PERSON	Maureen Senyatsi		
TELEPHONE NUMBER	012 432 1300			TELEPHONE NUMBER	012 432 1470		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	quotation@nlcsa.org.za			E-MAIL ADDRESS	maureen@nlcsa.org.za		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE		NUMBER				
CELL PHONENUMBER							
FACSIMILENUMBER	CODE		NUMBER				
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] YES <input type="checkbox"/> NO <input type="checkbox"/>		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 PINCODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.		

PART B TERMS AND CONDITIONS FOR BIDDING

TAX COMPLIANCE REQUIREMENTS

BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

- i. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN)
- ii. 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.
- v. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- iv, vi. 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 PARTICULAR'S 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.

2 Bidder’s Declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members /partners or any person having a controlling interest¹ in the enterprise, employed by the state?
YES/NO

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

Full Name	Identity Number	Name of State institution

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

2.1.3 If so, furnish particulars:
.....
.....

2.2 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**

2.2.1 If so, furnish particulars.....

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and there have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.5 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for



criminal investigation and or maybe 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

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 has 100% black Ownership	8	8	
Tenderer who has 51% to 99% black ownership	4		
Tenderer who has less than 51% black ownership	0		

2. Procurement from entities who are women Owned			
Tenderer who has 100% women Ownership	4	4	
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30 % women ownership	0		
3. Youth Ownership		4	
Tenderer who has 100% youth ownership	4		
Tenderer who has 30% to 99% youth ownership	2		
Tenderer who has less than 30% youth ownership	0		
4.Procurement from Disabilities		4	
Tenderer who has 20% or more owners with disability	4		
Tenderer who has less than 20% but more than 10% owners with disability	2		
Tenderer who has less than 10% owners with disability	0		
Total points for specific goals		20	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

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

5.2. Company registration number:

5.3 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

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 *audialteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>	
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: _____

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).

2. 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.

3. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—

3.1 the collection, receipt, recording, organisation, collation, storage, updating

or modification, retrieval, alteration, consultation or use;

3.2 dissemination by means of transmission, distribution or making available in any other form;
or

3.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.

4. "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—

4.1 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.

4.2 information relating to the education or the medical, financial, criminal or employment history of the person.

4.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person.

4.4 the biometric information of the person.

4.5 the personal opinions, views or preferences of the person.

4.6 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.

4.7 the views or opinions of another individual about the person; and

4.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

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

Signature of Designation person

ANNEXURE A: PRICE SCHEDULE TO BE FULLY COMPLETED BY THE BIDDER

WORKSTREAM	QUANTITY	UNIT/RATE (EXCLUDING VAT)	TOTAL COST (EXCLUDING VAT)
Inception Plan	1	R	R
Ethics Risk Assessment Report	1	R	R
Ethics Survey Report:	1	R	R
Training and Awareness Materials:	1	R	R
ESG Strategy Document	1	R	R
Close out or Handover Report	1	R	R
TOTAL COSTS EXCLUDING VAT			R
15% VAT			R
TOTAL COST INCLUDING VAT			R

NAME OF BIDDER:.....

DATE:.....

SIGNATURE:.....

