

NATIONAL LOTTERIES COMMISSION

REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A RECRUITMENT COMPANY TO PROVIDE HEAD HUNTING SERVICES FOR TWO EXECUTIVE MANAGEMENT POSITIONS FOR THE NATIONAL LOTTERIES COMMISSION

BID PROCESS	BID REQUIREMENTS
REQUEST FOR QUOTATION [RFQ]NO	RFQ/2025-010-001
Bid Advertisement Date	09 October 2025
Closing date and time	20 October 2025 @ 11:00am (<i>South African Standard Time</i>)
Tender validity period	120 days <i>from the closing date</i>
Compulsory Briefing meeting	There will be no compulsory briefing session.
Submission instruction:	The bid document must be submitted or delivered via memory stick (USB) USB With password will not be considered to: National Lotteries Commission Block D Hatfield Gardens 333 Grosvenor Street Hatfield
Enquires ONLY can be emailed to	quotation@nlcsa.org.za and maureen@nlcsa.org.za

SECTION 1: BACKGROUND, OVERVIEW AND RFQ SCOPE OF REQUIREMENTS

1. INTRODUCTION

The National Lotteries Commission (NLC) is a public entity established by the Lotteries Act No. 57 of 1997, as amended, to regulate the National Lottery and other lotteries and to administer the National Lottery Distribution Trust Fund ("NLDTF"). In December 2014, the Lotteries Amendment Act 32 of 2013 was promulgated, and the Regulations thereof were published on 14 April 2015.

In line with the requirements of the Public Finance Management Act No. 1 of 1999 ("PFMA") and Treasury Regulations, the NLC intends to appoint a head-hunter to undertake the recruitment process of the Executive Manager: Grant Funding and Executive Manager: Corporate Services Positions for the NLC Head Office.

2. BACKGROUND

The objective of this bid is to secure the services of an experienced Recruitment service provider (head-hunter) to undertake the recruitment process for the Executive Manager: Grant Funding and the Executive Manager: Corporate Services Positions for the Head Office of the NLC.

3. OBJECTIVES

To appoint a recruitment agency to assist with the filling of the Executive Manager: Grant Funding and Executive Manager: Corporate Services positions at the NLC.

4. MANDATE

- Interested service providers will be required to comply with all NLC policies and applicable regulations and maintain strict confidentiality. Appointed service provider(s) will be required to provide a service that is in accordance with the scope as indicated below:
- The Human Capital is looking to appoint two executive management positions
 - Executive Manager: Grant Funding Position and
 - Executive Manager: Corporate Services Position.
- Both positions will be on a 5-year fixed-term contract
- The employees will be on the payroll of NLC.
- Placement fee will be at a maximum of 18% (once-off) on the annual package.

5. REQUIREMENTS FOR THE POSITIONS

Please refer to **Annexure B**

6. REPORTING REQUIREMENTS

The service provider shall work closely with the Human Capital Recruitment Office,

7. ENGAGEMENT MODEL

7.1 The head-hunting firm is expected to:

- Do comprehensive research of the South African markets to locate the most suitable talent for the appointment of Executive Manager: Grant Funding and Executive Manager: Corporate Services for the NLC.

7.2 This will include the following:

- Executive Research – the service provider must ensure that they understand the requirements of the position (job analysis) and the candidate profile the NLC would like to attract.
- Sourcing – attracting and encouraging candidates to apply for the position.
- Screening – it would be important that the service provider assist NLC in increasing the success rate of the selection process by decreasing the number of visibly underqualified job applicants. Furthermore, it would be important for the service provider to assist NLC in meeting its legal and social obligations regarding the composition of the workforce.
- The Service Provider will provide verification and background checks of the recommended candidates (e.g. Reference check, qualification and ID verification, criminal check and others as required by the NLC).
- Standard timelines for headhunting – the following timelines are expected by the NLC:

TASK	MILESTONE/ DELIVERABLE	TIMELINES
Executive/Scarce skill search	As per agreed project timelines and milestones: <ul style="list-style-type: none">• Full search;• Identification and present appropriately experienced candidates who are likely to contribute significantly to meeting the NLC's objectives;	Week 1 – 2
Short-listing of potential candidates	<ul style="list-style-type: none">• Submit CV's of potential candidates who meet the minimum requirement of the position to the NLC	Week 2 - 3

Final selection of candidates	<ul style="list-style-type: none"> Verifications and background checks on the recommended candidate/s after the interviews are conducted by the NLC. 	Week 7 - 8
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- The Service Provider shall provide CVs from their database of a minimum of 4 CVs that meet the minimum qualification and experience requirements.
- NLC, through Human Capital, shall review in conjunction with the Commissioner and panel members, where appropriate, Human Capital will conduct an interview of the final shortlisted candidates. Human Capital shall confirm the selected candidates, schedule the interviews and request the Service Provider to assist in ensuring the availability of the candidates.

7.3 Experience – the service provider must:

- Have a good track record in headhunting services. Proof of evidence must be provided.
- Provide a company profile stipulating industry experience and clients served. The reference list must include the client's name, position, contact person, contact number and email.
- Service provider's performance on past and current projects – Provide reference letters from clients for headhunting services completed, clearly stating the position placed, and the workmanship and ability to complete assignments on time.

8. DURATION OF THE MANDATE

The expected duration of the service is until the NLC makes an appointment for both Positions, which may also be effective on the date of appointment and purchase order, the date of signing of a service level agreement (SLA) where applicable, or as directed and at the discretion of the NLC.

SECTION 2: NOTICE TO BIDDERS

1. Terms and Conditions of Request for Quotations (RFQ)

- 1.1 This document may contain confidential information that is the property of NLC.
- 1.2 No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a quotation in response to this RFQ without prior written permission from NLC.
- 1.3 All copyright and intellectual property herein vests with NLC.
- 1.4 Late and incomplete submissions will not be accepted.

- 1.5 No services must be rendered, or goods delivered, before an official NLC Purchase Order form has been received.
- 1.6 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za, Suppliers must provide their CSD registration number (and attach CSD Registration report) and ensure that the Tax Matters are compliant.
- 1.7 All questions regarding this RFQ must be forwarded to quotation@nlcsa.org.za and maureen@nlcsa.org.za within 2 days after the RFQ has been issued.

2. General rules and instructions

2.1 News and press releases

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

2.2 Precedence of documents

- 2.2.1 This RFQ consists of several sections (see list). 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.
- 2.2.2 Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that NLC may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by NLC.
- 2.2.3 It is, however, remains the exclusive domain and election of NLC as to which of these stipulations are applicable and to what extent. Bidders hereby acknowledging that the decision of NLC in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

2.3 Preferential procurement reform

- 2.3.1 NLC shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No.5 of 2000) to this proposal read together with the Preferential No. 5 of 2000) to this

proposal read together with the Preferential

2.3.2 Procurement Regulations published with effect from 16 January 2023 (“the Preferential Procurement Regulations, 2022”).

2.4 National Industrial Participation Program

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

2.5 Language

2.5.1 Bids shall be submitted in English.

2.6 Gender

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

2.7 Headings

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

2.8 Occupational Injuries and Diseases Act 13 of 1993

2.8.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFQ and/ or subsequent agreement.

2.8.2 NLC 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 NLC.

2.9 Processing of the Bidder’s Personal Information

2.9.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors (“Bidder Personal Information”) required under this RFQ is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation, the Preferential Procurement Regulations, 2022. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom NLC is compelled by law to provide such information. For example, where appropriate,

NLC is compelled to submit information to National Treasury's Database of Restricted Suppliers.

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

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

2.9.4 NLC personnel participating in procurement/award procedures; and

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

2.10. Rejection of all Bids/Quotations and Disclaimer

2.11. The NLC reserves the right to reject all bids when deemed necessary. This is justified when there is lack of effective competition, or bids/quotations are not substantially responsive.

3. **Supplier Performance**

3.1 The National Lotteries Commission conducts regular performance reviews in accordance with the requirements for the classification of the contract and or stakeholder by making use of supplier evaluation forms. The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year and a review at completion of contract for those contracts less than a year.

3.2 Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.

3.3 Non-performance will be addressed with at least a formal letter advising specific non-performing areas and stating remedial action/s required within specific time frames. Non-adherence to remedial actions shall lead to escalating performance management actions.

3.4 Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

SECTION 3: EVALUATION CRITERIA

The NLC 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 stage evaluation criteria will be considered in evaluating the proposals.

Stage 1: Tender Closing and Opening Tender

The deadline for Tender submission is **20 October 2025 @ 11:00am** Standard South African Time. Any late bids will not be accepted. The bid document must be submitted or delivered via memory stick (**USB**) **USB With password will not be considered** to:

National Lotteries Commission

Block D Hatfield Gardens

333 Grosvenor Street

Hatfield

Stage 2: Administrative Compliance

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

EVALUATION CRITERIA	SUPPORTING DOCUMENT
Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorized person.	Standard Bidding Document (SBD1; SBD 6.1) Forms
Signed consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPIA) (Consent Forms Attached to the Bid as part of the SBDs).	Signed POPIA Consent Form
Registered with the central supplier database (CSD) with valid tax clearance compliant status on the closing date of submission of bid.	CSD Report with Tax Compliant Status.
BEE/Sworn affidavit	Certified Copy of BEE/ Sworn Affidavit

Stage 3: Mandatory Compliance

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

Evaluation Criteria	Supporting Document
Fully completed and signed Standard Bidding Document.	SBD 4
Price proposal (see attached pricing schedule) pricing must be separate from technical proposal	Pricing Schedule
Three contactable reference letters, not older than 5 years on client letterhead, for provision of any Executive Manager appointment done. <i>(Appointment letters and orders will not be accepted)</i>	Three contactable reference letters, not older than five (5) years on client letterhead

Stage 4: Evaluation on Price and Specific Goals as per PPR 2022. The 80/20 Principle is based on Price and special goals for the NLC.

The following formula to be used to calculate the 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			
Tenderer who has 100% black Ownership	8	8	Copies of ID's/ CSD Recent Report
Tenderer who has 51% to 99% black ownership	4		
Tenderer who has less than 51% black ownership	0		
2. Procurement from entities who are women Owned			
Tenderer who has 100% women ownership	4	4	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30% women ownership	0		
3. Procurement from Youth Ownership			
Tenderer who has 100% youth ownership	4	4	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 30% to 99% youth ownership	2		
Tenderer who has less than 30% youth ownership	0		
4.Procurement from Disabilities Owned			
Tenderer who has 20% or more owners with disability	4	4	Letter from the Doctor not older than 1 year confirming disability and CSD report
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	

Stage 5: Due Diligence, Contract and Award

The NLC reserves the right to undertake a due diligence exercise on the preferred bidder/s as part of a material risk evaluation aimed at determining to its satisfaction, the validity of the information provided by the Bidder. The contract and award stage is for negotiation after receipt of formal tenders and before the conclusion of contracts with suppliers/contractors submitting the lowest acceptable tender to obtain an improvement in price, delivery or content, in circumstances which do not put other tenderers at a disadvantage or adversely affect their confidence or trust in the competitive system. Bidders may be requested to provide their best and final offers based on contract negotiations.

ANNEXURE A – REQUIREMENTS OF THE POSITIONS

1. EXECUTIVE MANAGER: GRANT FUNDING

PURPOSE OF THE JOB:

To ensure the effective management of the entire grant funding value chain in line with the NLC's overall strategy, including to strategically lead and manage the grant funding portfolio, funding operations, distribution agency administration, provincial office management, monitoring and evaluation of all projects and related functions to ensure optimal organisational performance and fulfilment of the NLC's grant funding mandate

The Executive Manager: Grant Funding will be responsible for developing and implementing grant funding functions through innovative mechanisms, including using new technologies and developments to enable modernised, effective and efficient frameworks, strategies and processes that enable funding for impact within a well governed, effective and efficient grant eco-system.

QUALIFICATIONS:

- MBA or equivalent postgraduate qualification in areas such as monitoring and evaluation, development studies, and grant funding in public entities.
- A financial qualification will be advantageous.

EXPERIENCE:

- Minimum of ten **(10) years'** senior management experience in diversified and complex organizations, and at least **5 years of** executive management experience
- Demonstrated experience in leading and managing various Grant Funding business units (e.g., funding operations, administration, management, monitoring & evaluation, etc.) simultaneously at an organisational level
- Demonstrated experience in leading and executing annual Grant Funding planning (inclusive of annual budget and forecasting processes) and price planning processes, and expenditure controls at an organisational level
- Proficient in grant funding techniques, data analytics, and the use of specialised tools and software within the grant funding value chain
- Experience in systems thinking, implementing service delivery mechanisms, and productivity tool development would be an added advantage
- Experience in diverse stakeholder and relationship management and community engagement.

KEY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Manage and provide strategic leadership to the Grant Funding division and ensure **operational excellence** in grant funding functions, including provincial office management and distribution agency administration.
- Develop strategies, policies, procedures, and implement measures, informed by research, business information and monitoring and evaluation to enable optimal grant distribution, monitoring and evaluation.
- Lead and direct people, financial, governance, compliance and risk key performance areas for the portfolio and oversee the execution and the delivery of the Business Units programmes and projects, including effective risk management and controls, updates in regulatory requirements, and improving the organisation's business end-to-end processes.
- Collaborate with the Commissioner to direct a comprehensive grant funding strategy and revenue growth in the organisation to drive performance, improve profitability and ensure organisational sustainability.
- Develop and lead a Centre of Excellence to balance technical know-how with stakeholder requirements and provide expert Grant Funding Strategy, Reporting and Supply Chain Management advocacy on strategic organisational processes.

COMPETENCIES AND SKILLS

- In-depth knowledge of grant funding legislation, policy, regulatory and other procedural related matters.
- In-depth knowledge and experience with organisational strategic and business planning development, reporting and related policies, standards and procedures.
- Superior business acumen and experience working in, or exposure to a public entity environment.
- Systems thinking and integration
- Excellent interpersonal, verbal and written communications skills, including writing, presentation building, influence, consulting, and negotiation
- Results Orientation

2. EXECUTIVE MANAGER: CORPORATE SERVICES

PURPOSE OF THE JOB:

To champion the establishment and management of the Corporate Services Portfolio, comprising human capital management, strategy and organisational performance, research, monitoring and evaluation, communication, marketing and stakeholder engagement, knowledge management, facilities and security and related portfolios.

The Executive Manager: Corporate Services will be responsible for developing and implementing corporate services functions through innovative mechanisms, including using new technologies and developments to enable modernised, effective and efficient frameworks, strategies and processes that support a skilled and capacitated workforce and provide world class customer interfaces and service delivery.

QUALIFICATIONS:

- MBA or equivalent postgraduate qualification and/or extensive relevant experience as a Corporate Services executive.

EXPERIENCE:

- Minimum of five **(5) years'** senior management experience in diversified and complex organizations and at least five **(5) years** executive management experience.
- Demonstrated experience in operations/ corporate services including strategy and business planning and reporting cycles, human capital management, research, monitoring and evaluation, organizational business information and analysis, facility and security management, communications and marketing and knowledge management.
- Experience in systems thinking, implementing innovative service delivery mechanisms, productivity tool development would be an added advantage.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Manage and provide strategic leadership to the corporate services division and ensure **operational excellence** in human capital management, strategy and business planning and cycle reporting, communication, marketing and stakeholder engagement, knowledge and records management, facilities and security and related business units
- Develop strategies and implement measures, informed by research, business information and monitoring and evaluation that enable optimal organisational strategy achievement, sound governance and legislative and regulatory framework compliance.
- Ensure the development and implementation of **Communication, marketing and stakeholder management** strategies and systems for effective brand and reputation management and development, integration and implementation of effective customer interfaces (including an enquiry resolution system, call center, website and intranet), service delivery standards, media and other stakeholder relations and related functions.
- Ensure the development and implementation of **facility and security** strategies and systems for effective infrastructure management, cleaning services, health and safety, security, reception, fleet

management and manage the development, integration and implementation thereof and related functions.

- Ensure the development and implementation of effective **knowledge management** strategies, systems and processes for effective management of records, file plan compliance, and related matters and ensure the integration and implementation thereof and related functions.
- Ensure the development and implementation of a robust **people-first strategy** and related human capital management functions, including organisational development, human capital administration and management, employee relations, employment equity, Occupational Health and Safety and Learning and Development.
- Lead and direct people, financial, governance, compliance and risk key performance areas for the portfolio and oversee the execution, and the delivery of the Business Units programmes and projects, including effective risk management and controls, updates in regulatory requirements, improving the organisation's business end-to-end processes, driving a continuous improvement and modernization culture, with systems and tools to drive productivity.

COMPETENCIES AND SKILLS

- In-depth knowledge of organisational strategic and business planning development, reporting and related policies, standards, and procedures.
- In-depth knowledge of human capital management and organisational development, human capital management and administration, employee relations, learning and development.
- In-depth knowledge of strategy, governance, communication, facilities management, knowledge management and related legislation, regulations, practices and compliance cycle reporting.
- Superior business acumen and experience working in, or exposure to a public entity environment.
- System thinking and integration
- Excellent interpersonal, verbal and written communications skills, including writing, presentation building, influence, consulting, and negotiation
- Results Orientation

**ANNEXURE B – PRICING SCHEDULE FOR APPOINTMENT OF A RECRUITMENT COMPANY TO APPOINT EXECUTIVE MANAGER:
GRANT FUNDING AND EXECUTIVE MANAGER: CORPORATE SERVICES POSITIONS FOR NATIONAL LOTTERIES COMMISSION**

Position	Deliverable / Item Description	Unit Price Excl. VAT	Price Excl. VAT
Executive Manager: Grant Funding	<ul style="list-style-type: none"> Executive Skill Search Shortlisting of potential Candidates Final Selection of Candidate/s (verification & background checks) 		
Executive Manager: Corporate Services	<ul style="list-style-type: none"> Executive Skill Search Shortlisting of potential Candidates Final Selection of Candidate/s (verification & background checks) 		
<ul style="list-style-type: none"> Placement Fee of 18% for Executive Manager: Corporate Services of the average salary of R 3 047 100 per annum 			
<ul style="list-style-type: none"> Placement Fee of 18% for Executive Manager: Grant Funding of the average salary of R3 047 100 per annum 			
TOTAL COSTS EXCLUDING VAT		R	R
15% VAT		R	R
TOTAL COST INCLUDING VAT		R	R

*** Bidders must price as per the pricing schedule (Annexure A) below. Bidders must price as per the above pricing schedule for evaluation (Based on the average salary of R3 047 100 per annum – per position/ each position)**

Company Name: _____

Bidders Signature

Date

SBD 1: INVITATION TO BID

PART A



YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS							
BID NUMBER:	RFQ/2025-010-001	ISSUE DATE	09 October 2025	CLOSING DATE:	20 October 2025	CLOSING TIME:	11H00
DESCRIPTION	REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A RECRUITMENT COMPANY TO PROVIDE HEAD HUNTING SERVICES FOR TWO EXECUTIVE MANAGEMENT POSITIONS FOR THE NATIONAL LOTTERIES COMMISSION						
BID RESPONSE DOCUMENTS MUST BE SUBMITTED TO THE BELOW ADDRESS							
333 Grosvenor Street, Block D Hatfield Gardens, Hatfield, 0083							
ONLY USBs WILL BE ACCEPTED							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	SCM			CONTACT PERSON	HCM		
TELEPHONENUMBER	012 432 1470			TELEPHONE NUMBER	012 432 1515		
FACSIMILENUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	maureen@nlcsa.org.za			E-MAIL ADDRESS	quotation@nlcsa.org.za		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONENUMBER	CODE		NUMBER				
CELLPHONENUMBER							
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] <input type="checkbox"/> Yes No <input type="checkbox"/>	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>
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[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 No [IF YES ENCLOSE PROOF]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	YES <input type="checkbox"/> NO [IF YES, ANSWER QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT. 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. 1.4 THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS. 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA . 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH

PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.8 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.9 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

2.3.1 If so, furnish particulars:

.....

.....

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

2.4.1 If so, furnish particulars:

.....

.....

3 DECLARATION

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

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

80/20

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

Where

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

4 POINTS AWARDED FOR SPECIFIC GOALS

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

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

(Note to organs of state: Where the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.) Please complete this table for claiming of points.

1. Procurement from entities who are black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 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 has 51% to 99% black ownership	4			
Tenderer who has less than 51% black ownership	0			
2. Procurement from entities who are women Owned		4	B-BBEE Certificate / B-BBEE Sworn Affidavit	
Tenderer who has 100% women ownership	4			
Tenderer who has 30% to 99% women ownership	2			
Tenderer who has less than 30% women ownership	0			
3. Black Youth Ownership		4	B-BBEE Certificate / B-BBEE Sworn Affidavit	
Tenderer who has 100% black youth ownership	4			
Tenderer who has 30% to 99% black youth ownership	2			
Tenderer who has less than 30% black youth ownership	0			
4. Procurement from Disabilities		4	Letter from the Doctor confirming disability 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	20		
Total points for specific goals				

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

5.4.1 The information furnished is true and correct;

5.4.2 The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

5.4.3 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;

5.4.4 If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

5.4.5 disqualify the person from the tendering process;

5.4.6 recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

5.4.7 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;

5.4.8 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 *audit alteram partem* (hear the other side) rule has been applied; and

5.4.9 forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

SCM:
CONSENT
REQUEST FORM

REQUEST FOR THE CONSENT OF A DATA SUBJECT FOR PROCESSING OF
PERSONAL INFORMATION FOR THE PURPOSE OF PROCUREMENT OF GOODS
AND SERVICES APPLICATION, IN LINE WITH THE NLC's SUPPLY CHAIN
MANAGEMENT POLICY, IN TERMS OF SECTION 11(1)(a) OF THE PROTECTION
OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) ("**POPIA**").

TO: _____

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

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).

you are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated

above.

2. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
 - 2.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
 - 2.2 dissemination by means of transmission, distribution or making available in any other form; or
 - 2.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.
3. "Personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—
 - 3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
 - 3.2 information relating to the education or the medical, financial, criminal or employment history of the person;
 - 3.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - 3.4 the biometric information of the person;
 - 3.5 the personal opinions, views or preferences of the person;
 - 3.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

- 3.7 the views or opinions of another individual about the person; and
- 3.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

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

Signature of Designation person

