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**REQUEST FOR PROPOSAL FOR THE SUPPLY AND INSTALLATION OF CCTV CAMERAS AND ACCESS CONTROL INCLUDING MAINTENANCE FOR THE PERIOD OF FIVE YEARS AS AND WHEN REQUIRED FOR THE NATIONAL LOTTERIES COMMISSION IN THE HEAD OFFICE AND PROVINCIAL OFFICES**

BID PROCESS	BID REQUIREMENTS
Tender number	NLC/2025-027
Bid Advertisement Date	31 March 2026
Closing date and time	28 April 2026 @ 11:00
Place where bid is advertised	e-Tender portal and NLC website (ONLY)
Tender validity period	120 Days
Compulsory Briefing Session	<p>Compulsory (Non-Attendance will result in Disqualification)</p> <p><b>Date and Time: 16 April 2026 @ 10:00</b></p> <p><b>Venue: National Lotteries Commission Offices</b></p> <p><b>333 Grosvenor Street</b></p> <p><b>Block D, Hatfield Gardens Hatfield,</b></p> <p><b>Pretoria</b></p> <p><b>0083</b></p>
Submission instruction:	<p>The bid document must be submitted via <b>E-TENDER SUBMISSION</b> - <a href="https://www.etenders.gov.za/">https://www.etenders.gov.za/</a></p> <p>Enquiries ONLY can be emailed to: <a href="mailto:maureen@nlcsa.org.za">maureen@nlcsa.org.za</a> and <a href="mailto:bids@nlcsa.org.za">bids@nlcsa.org.za</a></p> <p><b>NO email or hard copies will be accepted</b></p>

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## SECTION 1: BACKGROUND, OVERVIEW AND RFP SCOPE OF REQUIREMENTS

### 1. INTRODUCTION

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

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

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

### 2. BACKGROUND

PFMA S(51)(1)(a) requires that "An accounting authority for a public entity must ensure that that public entity has and maintains effective, efficient and transparent systems of financial and risk management and internal control. In line with the requirements of the Public Finance Management Act No. 1 of 1999 ("PFMA") and Treasury Regulations, the NLC seeks to appoint a service provider to supply, install CCTV cameras and Access Control in 6 months across all provinces with maintenance for the period of five (5) years as and when the need arises.

### 3. OBJECTIVE

The primary objective of the service required is to Install, maintain CCTV and Access control for the NLC.

### 4. SCOPE OF WORK

The scope of work includes supply and installation of new CCTV and Access Control systems including Maintenance for the period of 5 years as and when required at the following offices:

- Head Office (TBC)  
**Cape Town, Western Cape**
- Physical address: Century Gate Office Block A, 1C Summer Greens Drive, Milneron Cape Town.  
**Durban, Kwa Zulu Natal Province**
- Physical address: 20 Kingsmead Boulevard, Kingsmead Office Park, 2nd Floor Marriot Building, Durban.  
**East London – Eastern Cape Province**
- Physical address: No 7 Rochester Road, Vincent the, East London.  
**Kimberly – Northern Cape Province**
- Physical address: 11A Schmidt's Drift Road, Kimberly.  
**Mahikeng, North-West Province**
- Physical address 12 Visser Street, Mahikeng.  
**Nelspruit, Mpumalanga Province**
- Physical address: 29 Roodt Street, Sonheuwel Dorp, Nelspruit.  
**Polokwane, Limpopo Province**
- Physical address: (TBC)  
**Welkom, Free State Province**
- Physical address: 280/282 Stateway, Bedelia, Welkom.

The required tasks include, but are not limited to, the following:

### **CCTV CAMERAS:**

- Installation of Indoor, Outdoor, Basement CCTV cameras and Recording system.
- Capture high quality, undistorted clear imagery of the overall activities, occurring around the office parameter, corridors, parking, passages, building entrances etc.
- An uninterruptible power supply that will provide emergency power to the system for up to 8 hours during power failures.
- 1080p IP cameras support the latest technology
- Advanced video search
- Setup of all devices and commissioning of control room viewing console
- Setup of multiple profiles on the system for different roles, e.g., viewing only, viewing and playback, Admin right etc.
- Replace with systems that are scalable and adaptable.
- Install a new and bigger rack in the control-room and do cables according to the recommended standards.
- Install CCTV and access control in the combined control and security systems server room.
- High-Definition video output
- Ability to store footage for a minimum of 120 days or more on hardware and/or cloud. All cameras' recordings must be recorded and kept safe as NLC may require retrieval of the recording as and when deem so.
- Back-up and archived recordings beyond the 120 days must be available for storage on the NLC designated servers or cloud as directed.
- Additional hardware or cloud storage must be available to be added.
- Third-party system integration
- Ensure centralized storage (e.g., NVRs, Cloud based or servers) is accessible and secure.
- A centralized system at Head Office enables remote monitoring of CCTV footage from all provincial offices with admin rights for head office.
- Recording CCTV must be set on motion only, in order to maximize storage capacity.

### **ACCESS CONTROL SYSTEM**

- Implement biometric (facial recognition) access control at defined entry points.
- Latest software for access control
- Setup of multiple profiles on the system for different roles
- Link access control monitoring station to control room.
- User enrolment setup in a location other than control room
- Provide a time and attendance system linked to access control and HR system.
- Visitor management system
- System that can register 1000 users and can be extendable.
- Enable **real-time central monitoring**, reporting and audit trails.
- Integrate all provincial offices into a **single central control point** (Head Office).
- **Head office specifications are yet to be determined once office space is procured.**

## ACCESS CONTROL FOR HEAD OFFICE AND PROVINCIAL OFFICE SEVER ROOM

- The proposed system must produce audit trail logs and reports of who accessed the server room with date and time.
- The proposed system must allow for export of the audit trail logs to an external medium.
- The proposed system must have the capability to send an SMS to designated recipients to alert a power outage condition inside the server room.
- The proposed system must enable designated NLC officials to configure new users on the system in terms of granting and revoking permission to access the server room.
- Central with access to all provincial feeds, with admin rights at Head Office.

## CONTROL ROOM

- Design the control room layout for optimal operator visibility and workflow.
- Provide multi-monitor setups for efficient surveillance coverage.
- Maintain proper sightlines between monitors and operators.
- Ensure centralized storage (e.g., NVRs, Cloud based or servers) is accessible and secure.
- Restrict access to the control room using secure access control systems.
- Implement logging and monitoring of personnel entry and exit.

## 5. Duration of the Project

Installation duration is 6 months from award and maintenance and support as and when required for five (5) years, the signing of a service level agreement (SLA) The service provider is expected to maintain the CCTV and Access Control systems at NLC head office and Provincial Offices as and when required.

## SECTION 2: NOTICE TO BIDDERS

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

- 1.1 This document may contain confidential information that is the property of the NLC.
- 1.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFP without prior written permission from the NLC.
- 1.3 All copyright and intellectual property herein vests with the NLC.
- 1.4 Late and incomplete submissions will not be accepted.
- 1.5 No services must be rendered, or goods delivered before an official NLC Purchase Orderform has been received.
- 1.6 This RFP will be evaluated in terms of the 80/20 preference point system.
- 1.7 Suppliers are required to register on the Central Supplier Database at [www.csd.gov.za](http://www.csd.gov.za).
- 1.8 Suppliers must provide their CSD registration number (and attach a CSD Registration report)and ensure that their tax matters are compliant.
- 1.9 All questions regarding this RFP must be forwarded to [bids@nlcsa.org.za](mailto:bids@nlcsa.org.za) or before 20 March 2026.
- 1.10 **NB: Please note that bidders will be subjected to State Security Agency screening.**

## 2. General rules and instructions

### 2.1 News and press releases

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

### 2.2 Precedence of documents

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

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

### 2.3 Preferential procurement reform

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

### 2.4 National Industrial Participation Programme

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

### 2.5 Language

- 2.5.1 Bids shall be submitted in English.

### 2.6 Gender

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

### 2.7 Headings

- 2.7.1 Headings are incorporated into this RFP document and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.
- 2.8 Occupational Injuries and Diseases Act 13 of 1993
- 2.8.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFP and/ or subsequent agreement. The commission reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the commission.
- 2.9 Processing of the Bidder's Personal Information
- 2.9.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFP is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the commission is compelled by law to provide such information. For example, where appropriate, the commission is compelled to submit information to National Treasury's Database of Restricted Suppliers.
- 2.9.2 All Personal Information collected will be processed in accordance with POPIA and with the commission Data Privacy Policy.
- 2.9.3 The following persons will have access to the Personal Information collected:
- 2.9.3.1 The commission personnel participating in procurement/award procedures; and
- 2.9.3.2 Members of the public: within seven working days from the time the bid is awarded, the following information will have to be made available on National Treasury's e-Tender portal:
- 2.9.3.3 contract description and bid number.
- 2.9.3.4 names of the successful bidder(s) and preference points claimed.
- 2.9.3.5 the contract price(s) (if possible).
- 2.9.3.6 contract period.
- 2.9.3.7 names of directors; and
- 2.9.3.8 date of completion/award.
- 2.9.4 The commission will ensure that the rights of the Bidder and of its employees and representatives (i.e., the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures as specified in the commission PAIA manual.
- 2.9.5 In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in section 2.9.1 above.

### **3. Validity Period**

- 3.1 The Commission requires a validity period of **120 Days** [from closing date] against this RFP.
- 3.2 Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions, if the internal evaluation process is not finalized within the validity

period.

#### **4. National Treasury's Central Supplier Database**

- 4.1 Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.
- 4.2 The Commission may not award business to a bidder who has failed to register on the CSD.
- 4.3 Only foreign suppliers with no local registered entity need not register on the CSD.
- 4.4 The CSD can be accessed at <https://secure.csd.gov.za/>

#### **5. Confidentiality**

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

#### **6. Communication**

- 6.1 In the interest of fairness and transparency the NLC's response to such a query may be made available to other bidders.
- 6.2 It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this RFP between the closing date and the date of the award of the business.
- 6.3 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.

#### **7. Supplier Performance**

- 7.1 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.
- 7.2 Ad-hoc performance reviews shall be conducted where non-performance is identified outside the

review period.

- 7.3 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.
- 7.4 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

#### 1. Stage 1: Tender Closing and Opening

##### 1.1 Tender closing details

The deadline for Tender submission is **28 April 2026 @ 11:00** Standard South African Time. The bid document must be submitted via **E-TENDER SUBMISSION** - <https://www.etenders.gov.za/>. **The onus remains with the bidder to ensure successful submission of their bids on the e-tender portal. Any discrepancies must be resolved with the National Treasury as the custodians of the E-Tenders portal.**

##### 1.2 Bid Formats

Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions.

The onus is on the Bidder to ensure that all mandatory and required documents are included in the submission.

#### 2. Stage 2: Administrative Compliance

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

Evaluation Criteria	Supporting Document/Content
SCM - SBD 1 - Invitation to Bid	<b>Fully Completed</b> Standard and duly signed
SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	<b>Fully Completed</b> Standard and duly signed
Whether Service Providers have failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD	Proof of Central Supplier Database (CSD) registration reflecting Tax compliant status

Evaluation Criteria	Supporting Document/Content
Whether the Service Provider tax affairs in order	Valid SARS Tax Pin
Original Signed consent form in terms of the Protection of Personal Information Act No.4 2013 (POPIA)	Fully Completed POPIA Consent Form
B-BBEE Certificate in terms of Codes of Good Practice-Valid. In case of Joint Venture (JV), a consolidated B-BBEE Certificate is required.	A valid B-BBEE Certificate/Sworn affidavit or Consolidated B-BBEE Certificate/ Sworn Affidavit

### 3. 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/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
1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	JV Agreement with all consolidate required documentation i.e. MOA; BEE Certificate, etc.
2. Bidders must submit a fully complete declaration of interest form (failure to declare honestly will lead to bidder being disqualified)	<b>Fully Completed</b> Standard and duly signed SBD 4 Form
3. Whether the Bid contains a priced offer	Pricing Schedule
4. Company must be registered with PSIRA.	Valid Certified Certificate
5. Installers must be PSIRA registered.	Valid Certified Certificate
6. Company must provide OEM authorization certificate	Valid Certified Certificate
7. Bidders must attend Compulsory Briefing Session (Failure to attend would result in immediate disqualification).	Completed Briefing Session Certificate

### 4. Stage 4: Technical Evaluation

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

**Table 1: Rating Scale**

Rating	Definition	Score
<b>Excellent</b>	Exceeds the requirement. Exceptional demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality	<b>5</b>

	measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	
<b>Good</b>	Satisfies the requirement with minor additional benefits. Above average demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	<b>4</b>
<b>Acceptable</b>	Satisfies the requirement. Demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	<b>3</b>
<b>Minor Reservations</b>	Does not satisfies the requirement with minor reservations. Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	<b>2</b>
<b>Serious Reservations</b>	Does not satisfies the requirement with major reservations. Considerable reservations of the bidder's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with little or no supporting evidence.	<b>1</b>
<b>Unacceptable</b>	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	<b>0</b>

4.2 The evaluation for the Technical and Functional threshold will be based on a Rating Scale of 0 – 5 as specified in the above Table.

4.3 Applicants are requested to ensure that the proposal clearly designates who the proposed project/contract manager will be for scoring purposes below.

Category & Criteria Description	Weightings (%)	Scoring Matrix(0 to 5)
<b>1. Company Experience</b>	<b>50%</b>	
<b>1.1. Reference Letters</b> Provide three (3) written reference letters for work previously performed from contactable existing and previous clients where Supply, Installation, Maintenance of CCTV cameras	<b>30%</b>	<ul style="list-style-type: none"> <li>• Irrelevant or No reference letters = 0</li> <li>• 1 x reference letter for services = 1 Point</li> <li>• 2 x reference letters for services = 2 Points</li> <li>• 3 x reference letters for services = 3 Points</li> </ul>

<p>and Access Control services were rendered. The letter must not be older than 5 years from the closing date of the bid.</p> <p>The reference letters must be on an official letterhead, it must be signed and dated, and must include the company name, contact name, address, phone number, duration of contract, value of the contract, a brief description of the services rendered.</p> <p><b>Letters from the same client will be regarded as one (1) letter. Appointment letters and purchase orders will not be considered, and no points will be allocated.</b></p> <p><b>The NLC reserves the right to validate the information provided with individual client organizations.</b></p>		<ul style="list-style-type: none"> <li>● 4x reference letters for services = <b>4 Points</b></li> <li>● 5x reference letters for services = <b>5 Points</b></li> </ul>
<p><b>1.2. Company Project Experience</b></p> <p>The bidder must show the number of completed projects in the last 10 years of similar size and complexity.</p> <p>Bidders must complete verifiable evidence on completed Projects on the attached relevant form available as “Annexure 1”</p>	<p><b>20%</b></p>	<ul style="list-style-type: none"> <li>● No project Completed = <b>0 Points</b></li> <li>● 1 Project Completed = <b>1 Point</b></li> <li>● 2 Projects Completed = <b>2 Point</b></li> <li>● 3 - 4 Projects Completed = <b>3 Points</b></li> <li>● 5 - 6 Projects Completed = <b>4 Points</b></li> <li>● More than 6 Projects Completed = <b>5 Points</b></li> </ul>
<p><b>2. Capacity and ability of Key Personnel.</b></p>	<p><b>30%</b></p>	
<p><b>2.1 Experience of Project/Contract Manager.</b></p> <p>The Bidder must be able to demonstrate the experience of no less than 5 years for the key Project/Contract Manager in Supply, Installation, Maintenance of CCTV cameras and Access Control.</p> <p>The bidder is required to demonstrate their bidder’s capacity/ability to execute and deliver on the project involving Supply, Installation, Maintenance of CCTV cameras and Access Control.</p> <p>The bidder must provide CVs of the project/contract manager, which includes their experience and achievements. The submitted CV must not be more than 5 pages.</p> <p>Certified valid PSIRA certificate</p>		<ul style="list-style-type: none"> <li>● Less than 3 years’ experience and no specified qualification = <b>0</b></li> <li>● NQF Level 6 or 7, with relevant experience between 1 – 3 years = <b>1</b></li> <li>● NQF Level 6 or 7, relevant experience more than 3 but below 5 years = <b>2</b></li> <li>● NQF Level 6 or 7, relevant experience more than 5 but below 7 years = <b>3</b></li> <li>● NQF Level 6 or 7, relevant experience more than 7 but below 9 years = <b>4</b></li> <li>● NQF Level 6 or 7, relevant experience above 9 years = <b>5</b></li> </ul>

<p><b>Qualification of Project Manager</b> must be NQF Level 6 or 7 in IT related field of the project leader.</p> <p>Copies of the certificate must be submitted.</p> <p><b>The commission reserves the right to validate the information provided with individual client organizations.</b></p>		
<b>3. Project Plan and Methodology</b>	<b>20%</b>	
<p>The project plan and methodology must clearly articulate how the following elements will be implemented.</p> <ol style="list-style-type: none"> <li>i. Detailed breakdown of proposed solution and applicability to scope of work.</li> <li>ii. Detailed installation plan for CCTV and access control system.</li> <li>iii. Control room design and set-up</li> <li>iv. Integration with HR/ERP systems for time and attendance.</li> <li>v. Maintenance and repair program.</li> </ol> <p><b>NB: Restating the elements without unpacking how they will be implemented will result in Zero score being assigned.</b></p>		<ul style="list-style-type: none"> <li>• Implementation of all five elements clearly articulated plus evidence of implementation nationally and at a public sector organization = <b>5 points</b></li> <li>• Implementation of all five elements clearly articulated plus evidence of implementation nationally = <b>4 points</b></li> <li>• Implementation of all five elements clearly articulated = <b>3 points</b></li> <li>• Implementation of four elements clearly articulated = <b>2 points</b></li> <li>• Implementation of two elements clearly articulated = <b>1 Point</b></li> <li>• Restating the elements without unpacking, no elements at all or no project plan and methodology = <b>0 point</b></li> </ul>
<b>Total Points</b>	<b>100</b>	
<b>Minimum Qualifying Scoring</b>	<b>75</b>	

## Stage 4: Pricing and Specific Goal

### Pricing Schedule: Please refer to Annexure B

Note that only bidders who obtain the minimum qualifying score of **75** will be evaluated further on 80/20 and specific goals. The bidders will be awarded highest scoring bidders on price and specific goal.

The evaluation of Pricing and Specific goals will include the following:

Specific Goals	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
<b>1. Procurement from entities who are black Owned</b>			Copies of ID's/ CIPC Report CSD Recent Report
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		
<b>2. Procurement from entities who are women Owned</b>			B-BBEE Certificate / B-BBEE Sworn Affidavit
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		
<b>3 Youth Ownership</b>			B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 100% youth ownership	4	4	
Tenderer who has 30% to 99% youth ownership	2		
Tenderer who has less than 30% youth ownership	0		
<b>4. Procurement from Disabilities</b>			Letter from the Doctor confirming disability not older than 1 year from the closing date of the RFQ and CSD report
Tenderer who has 20% or more owners with disability	4	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	

### **Stage 5: Due Diligence**

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

### **Stage 6: Contract and Award**

The stage is for negotiation after receipt of formal tenders and before the conclusion of contracts with suppliers/contractors submitting the lowest acceptable tender with a view to obtaining an improvement in price, delivery or content, in circumstances which do not put other tenderers at a disadvantage or affect adversely their confidence or trust in the competitive system. Bidders may be requested to provide their best and final offers based on contract negotiation.

## INVITATION TO BID (SBD1)

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL LOTTERIES COMMISSION</b>					
BID NUMBER:	NLC 2025-027	CLOSING DATE:	28 April 2026	CLOSING TIME:	11:00
DESCRIPTION	SUPPLY AND INSTALLATION OF CCTV CAMERAS AND ACCESS CONTROL INCLUDING MAINTENANCE FOR THE PERIOD OF FIVE YEARS AS AND WHEN REQUIRED FOR THE NATIONAL LOTTERIES COMMISSION IN THE HEAD OFFICE AND PROVINCIAL OFFICES				
<b>BID RESPONSE DOCUMENTS MUST BE SUBMITTED VIA BELOW LINK</b>					
The bid document must be submitted via <b>E-TENDER SUBMISSION</b> - <a href="https://www.etenders.gov.za/">https://www.etenders.gov.za/</a>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Maureen Senyatsi		CONTACT PERSON	Supply Chain Management	
TELEPHONE NUMBER	(012) 432 1470		TELEPHONE NUMBER	(012) 432 1300	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	maureen@nlcsa.org.za		E-MAIL ADDRESS	<a href="mailto:quotation@nlcsa.org.za">quotation@nlcsa.org.za</a>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	YES <input type="checkbox"/> NO <input type="checkbox"/>  [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	YES <input type="checkbox"/> NO <input type="checkbox"/>  [IF YES, ANSWER QUESTIONNAIRE BELOW]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					

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

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
<b>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.</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

**SIGNATURE OF BIDDER:** .....

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .....  
(Proof of authority must be submitted e.g. company resolution)

**DATE:** .....

## BIDDER'S DISCLOSURE (SBD 4)

### 1 PURPOSE OF THE FORM

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

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

#### Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

<sup>1</sup> 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.

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

**YES/NO**

1.1.3 If so, furnish particulars:

.....  
.....

1.2 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

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

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However,

communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and

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

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

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<sup>2</sup> 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.

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

## SBD 6.1

### 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
<b>PRICE</b>	<b>80</b>
<b>Specific Goals</b>	<b>20</b>
<b>Total points for Price and Specific Goals</b>	<b>100</b>

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

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

$P_t$  = Price of tender under consideration

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

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

5.2. Company registration number: .....

5.3 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;  
If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state;
- iv) may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process.
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation.
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a



fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *caudolateral partem* (hear the other side) rule

has been applied; and

- (e) forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

**SCM:**  
**CONSENT REQUEST**  
**FORM**

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

TO: NATIONAL LOTTERIES COMMISSION

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