

## NATIONAL LOTTERIES COMMISSION

### REQUEST FOR PRICE QUOTATION FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR NATIONAL LOTTERIES COMMISSION LIMPOPO (POLOKWANE) OFFICE- ONCE OFF

BID PROCESS	BID REQUIREMENTS
RFQ Number	RFQ/2026-003-006
RFQ Issue Date	09 March 2026
Closing Date and Time	13 March 2026 @ 11:00
RFQ Validity Period	120 (Hundred and Twenty Days)
RFQs are to be submitted to the following address on the stipulated closing date and time:	The quotation and supporting documents must be submitted only at the below address:  <a href="mailto:quotation@nlcsa.org.za">quotation@nlcsa.org.za</a> and <a href="mailto:Raesetje.Manala@nlcsa.org.za">Raesetje. Manala@nlcsa.org.za</a>
Delivery Address	No 5 Landros Mare Street Polokwane 0699

## 1. INTRODUCTION AND BACKGROUND

The National Lotteries Commission (The NLC) is a public entity established by Lotteries Act No. 57 of 1997, as amended to regulate the South African lotteries industry. The functions of the NLC can be divided into two categories, namely “regulation of National Lottery and other Lotteries” and “administration of the National Lottery Distribution Trust Fund (NLDTF)”.

The Distributing Agencies (DA’s) who are appointed by the Minister of Trade & Industry are responsible for the adjudication of the funding applications as per the Lotteries Act and applicable Regulations.

## 2. PURPOSE

The NLC requires a suitably qualified service provider for the supply and delivery of stationery for the NLC Limpopo (Polokwane) provincial office.

## 3. SPECIFICATION

The below is a detailed specification for the required stationery.

	ITEM	DESCRIPTION	QUANTITY
1.	Pen	Black – Pilot G2	30 Boxes (12 inside the box)
2.	Pen	Blue – Big Clic	10 Boxes (60 inside the box)
3.	Pen	Multi/rainbow Colors - Croxley	30 packs (pack of 10)
4.	Desk letter tray	Treeline – 2 tiers	30
5.	Masking tape	Color Clear	10
6.	Shorthand Notebook	A5 note pad	60
7.	2 Quire Notebook	Hardcopy 72 pages	60
8.	Message stick on	Sticky notes	60 packs (400 sheets)
9.	Paper clips	33mm pack of 100pcs	30
10.	Staples	Small 26/6	30
11.	Staple Remover	Small - normal size	30

12.	Stapler	Parrot std Stapler a-200 power full strip	30
13.	Highlighters	Multiple colors	30 packs (6 inside the pack)
14.	Scissors	Medium	30
15.	Pritt	43g	30
16.	Pencils	HP	10 Boxes (6 inside the Box)
17.	Rubbers/Eraser	white	30
18.	Rulers	30cm	30
	<b>Special requirements:</b> Delivery of Goods to NLC offices in Limpopo No. Landros Mare Street, Polokwane,0700		

## 6. REPORTING REQUIREMENTS

The service provider will report to the NLC Limpopo Office.

## 7. DURATION OF THE PROJECT

The expected duration of the service is once off which may 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.

## 8. SECTION 2: NOTICE TO BIDDERS

### 8.1. Terms and Conditions of Request for Quotation (RFQ)

- 8.1.1. This document may contain confidential information that is the property of the Commission.
- 8.1.2. No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ without prior written permission from the Commission.
- 8.1.3. All copyright and intellectual property herein vests with the Commission.
- 8.1.4. Late and incomplete submissions will not be accepted.
- 8.1.5. No services must be rendered, or goods delivered before an official Purchase Order form has been received.
- 8.1.6. This RFQ will be evaluated in terms of the 80/20 preference point system

prescribed by the Preferential Procurement Policy Framework Act of 2000 and PPR 2022.

- 8.1.7. Suppliers are required to register on the Central Supplier Database at [www.csd.gov.za](http://www.csd.gov.za).
- 8.1.8. Suppliers must provide their CSD registration number (and attach a CSD Summary report) and ensure that their tax matters are compliant.
- 8.1.9. All questions regarding this RFQ must be forwarded to [Raasetje.Manala@nlcsa.org.za](mailto:Raasetje.Manala@nlcsa.org.za), within two (2) days of the closing date.
- 8.1.10. Any supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the Commission via email.

## 8.2. General rules and instructions

### 8.2.1. News and press releases

- 8.2.1.1. 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, the Commission.

### 8.2.2. Precedence of documents

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

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

- 8.2.2.3. It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFP. It, however, remains the exclusive domain and election of the

Commission as to which of these stipulations are applicable and to what extent.

8.2.2.4. Bidders are 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.

### 8.2.3. Preferential procurement reform

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

### 8.2.4. National Industrial Participation Programme.

8.2.4.1. 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).

### 8.2.5. Language

8.2.5.1. Bids shall be submitted in English.

### 8.2.6. Gender

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

### 8.2.7. Headings

8.2.7.1. 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.

### 8.2.8. Occupational Injuries and Diseases Act 13 of 1993

8.2.8.1. The Bidder warrants that all its employees (including the

employees of any contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFQ and/ or subsequent agreement. The commission reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the commission.

#### 8.2.9. Processing of the Bidder's Personal Information

- 8.2.9.1. 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 assessment and award of the bid shall be conducted in accordance with applicable legislation including the PPPFA and NLC SCM Policy.
- 8.2.9.2. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the commission is compelled by law to provide such information. For example, where appropriate, the commission is compelled to submit information to National Treasury's Database of Restricted Suppliers.
- 8.2.9.3. All Personal Information collected will be processed in accordance with POPIA and with the commission Data Privacy Policy.
- 8.2.9.4. 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.
- 8.2.9.5. 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.

## 9. National Treasury's Central Supplier Database

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

## 10. Confidentiality

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

## 11. Communication

- 11.1. Specific queries relating to this RFQ should be submitted [Raesetje.Manala@nlcsa.org.za](mailto:Raesetje.Manala@nlcsa.org.za) ***by no later than 2 days*** before the closing date.
- 11.2. In the interest of fairness and transparency, the Commission's response to such a query may be made available to other bidders.



- 11.3. It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the Commission in respect of this RFQ between the closing date and the date of the award of the business.
- 11.4. Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

## **12. Supplier Performance**

- 12.1. The National Lotteries Commission conducts regular performance reviews in accordance with the requirements for the classification of the contract and or stakeholder by making use of supplier evaluation forms. The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year and a review at completion of contract for those contracts less than a year.
- 12.2. Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 12.3. Non-performance will be addressed with at least a formal letter advising specific non-performing areas and stating remedial action/s required within specific time frames. Non-adherence to remedial actions shall lead to escalating performance management actions.
- 12.4. Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

## **13. SECTION 3: EVALUATION CRITERIA**

The Commission will evaluate all proposals in terms of the Preferential Procurement Regulation of 2022 and the Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA).

The following phases evaluation criteria will be considered in evaluating the proposals, being:

### **Stage 1: RFQ Closing Date and Submission Instructions, and Format**

#### **13.1. RFQ Closing Details**

The deadline for RFQ submission is **13 March 2026 @ 11:00** Standard South African Time. Any late RFQ will not be accepted. Proposals are to be submitted to the below address: [Quotation@nlcsa.org.za](mailto:Quotation@nlcsa.org.za) and [Raesetje.Manala@nlcsa.org.za](mailto:Raesetje.Manala@nlcsa.org.za)

## Stage 2: Administrative Compliance

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

Evaluation Criteria	Supporting Document
<ul style="list-style-type: none"> <li>Signed standard bidding documents (SBD Forms). It is required that the bidder must provide correct information and declaration in the SBD Forms duly signed by the authorized person</li> </ul>	Fully Completed Standard Bidding Documents SBD 1 SBD 6.1
<ul style="list-style-type: none"> <li>Original signed consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPIA)</li> </ul>	POPIA Consent Form
<ul style="list-style-type: none"> <li>B-BBEE Certificate/ Sworn Affidavit in terms of Codes of Good Practice. In case of Joint Venture (JV), bidders must submit consolidated B-BBEE Certificate/ Sworn Affidavit</li> </ul>	BEE Certificate/Sworn Affidavit
<ul style="list-style-type: none"> <li>Registered with the Central Supplier Database (CSD). Recent Central Supplier Database (CSD)</li> </ul>	Full CSD Report with SARS Tax Compliance Status
<ul style="list-style-type: none"> <li>CIPC Registrations Documents</li> </ul>	CIPC CK Documents

## Stage 3: Mandatory Requirements

Bidders are required to fully comply with the mandatory requirements as specified, and failure to meet the requirements below will result in disqualification.

Evaluation Criteria	Supporting Document
1. Fully completed Standard Bidding Documents (SBD4)	SBD 4
2. Bidders must submit completed price schedule provided by NLC	NLC completed price schedule
3. Joint Venture agreements must be submitted in a case of a bidder being in a joint venture. This will include: <ul style="list-style-type: none"> <li>Signed Joint Venture / Consortium Agreement</li> </ul>	Signed Joint Venture agreements

**Note to Bidders:**

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

**Stage 4: Evaluation on Price and Specific Goals as per PPR2022. The 80/20 Principle is based on Price and special goals for the NLC.**

The following formula to be used to calculate 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><b>Price</b></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><i>P<sub>s</sub></i> = Score for the Bid under consideration  <i>P<sub>t</sub></i> = Price of Bid under consideration  <i>P<sub>min</sub></i> = Price of lowest acceptable Bid</p>	80
<p><b>TOTAL SCORE:</b></p>	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
<b>1. Procurement from entities who are black Owned</b>			
Tenderer who has 100% black Ownership	8	<b>8</b>	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		
<b>2. Procurement from entities who are black women Owned</b>			
Tenderer who has 100% women ownership	4	<b>4</b>	B-BBEE Certificate / Sworn Affidavit
Tenderer who has 30% to 99% women Ownership	2		
Tenderer who has less than 30% women Ownership	0		
<b>3. Procurement from black Youth Ownership</b>			
Tenderer who has 100% youth ownership	4	<b>4</b>	B-BBEE Certificate / Sworn Affidavit
Tenderer who has 30% to 99% youth Ownership	2		
Tenderer who has less than 30% youth Ownership	0		
<b>4. Procurement from Disabilities Owned</b>			
Tenderer who has 20% or more owners with Disability	4	<b>4</b>	Letter from the Doctor 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		
<b>Total points for specific goals</b>		<b>20</b>	

### Stage 5: Due Diligence, Contract and Award

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



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

## INVITATION TO BID (SBD 1)

### PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS							
BID NUMBER:	RFQ/2026-	ISSUE DATE:	07 March 2026	CLOSING DATE:	13 March 2026	CLOSING TIME:	11:00
DESCRIPTION	REQUEST FOR PRICE QUOTATION FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR NLC LIMPOPO (POLOKWANE) OFFICE						
<b>BID RESPONSE MUST BE SUBMITTED VIA THE BELOW EMAIL</b>							
<a href="mailto:Quotation@nlcsa.org.za">Quotation@nlcsa.org.za</a> and <a href="mailto:Raesetje.Manala@nlcsa.org.za">Raesetje.Manala@nlcsa.org.za</a>							
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>				<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>			
CONTACT PERSON	Supply Chain Management			CONTACT PERSON	Raesetje Manala		
TELEPHONE NUMBER	012 432 1300			TELEPHONE NUMBER	012 432 1470		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	<a href="mailto:quotation@nlcsa.org.za">quotation@nlcsa.org.za</a>			E-MAIL ADDRESS	<a href="mailto:Raesetje.Manala@nlcsa.org.za">Raesetje.Manala@nlcsa.org.za</a>		
<b>SUPPLIER INFORMATION</b>							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELL PHONENUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:			<b>OR</b>	CENTRAL SUPPLIER DATA BASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA	
B-BBEE STATUS LEVEL	[TICK APPLICABLE BOX] Yes    No			B-BBEE STATUS LEVEL SWORN		[TICK APPLICABLE]	

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

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

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FORA 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**

**TAX COMPLIANCE REQUIREMENTS**

<p>BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <ol style="list-style-type: none"> <li>i. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</li> <li>ii. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</li> <li>iii. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</li> <li>iv. IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</li> <li>v. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</li> </ol>
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**BIDDING**

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



SIGNATURE OF BIDDER: .....

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

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

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

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

### 1 PURPOSE OF THE FORM

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

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

### 2 Bidder’s Declaration

2.1 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**

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

Full Name	Identity Number	Name of State institution

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



2.1.3 If so, furnish particulars:

.....

.....

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

2.2.1 If so, furnish particulars:.....

.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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 maybe restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

\_\_\_\_\_

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

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

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

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

**1. GENERAL CONDITIONS**

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

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

1.2 To be completed by the organ of state

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in RFQ/2026-003-006 Supply and Delivery of Stationery for Limpopo Office

terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
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.)**

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

## 5. DECLARATION WITH REGARD TO COMPANY/FIRM

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

5.2. Company registration number: .....

5.3 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium

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

[TICK APPLICABLE BOX]

- 5.4 I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct.
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
  - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;  
If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state;
  - iv) may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering process.
    - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation.
    - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audialteram partem* (hear the other side) rule has been applied; and
    - (e) forward the matter for criminal prosecution, if deemed necessary.



.....  
**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.

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

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Signature of Designation person



**ANNEXURE A PRICING SCHEDULE FOR STATIONERY NLC POLOKWANE PROVINCIAL OFFICE**

**NAME OF THE BIDDING COMPANY:** \_\_\_\_\_

	<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
<b>1</b>	Pen	Black – Pilot G2	30 Boxes (12 inside the box)	<b>R</b>	<b>R</b>
<b>2</b>	Pen	Blue – Big Clic	10 Boxes (60 inside the box)	<b>R</b>	<b>R</b>
<b>3</b>	Pen	Multi/rainbow Colors - Croxley	30 packs (pack of 10)	<b>R</b>	<b>R</b>
<b>4</b>	Desk letter tray	Treeline – 2 tiers	30	<b>R</b>	<b>R</b>
<b>5</b>	Masking tape	Color Clear	10	<b>R</b>	<b>R</b>
<b>6</b>	Shorthand Notebook	A5 note pad	60	<b>R</b>	<b>R</b>
<b>7</b>	2 Quire Notebook	Hardcopy 72 pages	60	<b>R</b>	<b>R</b>
<b>8</b>	Message stick on	Sticky notes	60 packs (400 sheets)	<b>R</b>	<b>R</b>
<b>9</b>	Paper clips	33mm pack of 100pcs	30	<b>R</b>	<b>R</b>
<b>10</b>	Staples	Small 26/6	30	<b>R</b>	<b>R</b>
<b>11</b>	Staple Remover	Small - normal size	30	<b>R</b>	<b>R</b>
<b>12</b>	Stapler	Parrot std Stapler a-200 power full strip	30	<b>R</b>	<b>R</b>
<b>13</b>	Highlighters	Multiple colors	30 packs (6 inside the pack)	<b>R</b>	<b>R</b>
<b>14</b>	Scissors	Medium	30	<b>R</b>	<b>R</b>
<b>15</b>	Pritt	43g	30	<b>R</b>	<b>R</b>
<b>16</b>	Pencils	HP	10 Boxes (6 inside the Box)	<b>R</b>	<b>R</b>
<b>17</b>	Rubbers/Eraser	white	30	<b>R</b>	<b>R</b>
<b>18</b>	Rulers	30cm	30	<b>R</b>	<b>R</b>

**Special requirements: Delivery of Goods to NLC offices in Limpopo  
No. Landros Mare Street, Polokwane,0700**

	<b>TOTAL COSTS EXCLUDING VAT</b>	<b>R</b>
	<b>15% VAT</b>	<b>R</b>
	<b>TOTAL COST INCLUDING VAT</b>	<b>R</b>

**Signature of Bidder:** \_\_\_\_\_ **Date:** \_\_\_\_\_