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NATIONAL LOTTERIES COMMISSION

ADVERTISEMENT

APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CONDUCT ERGONOMICS-RISK ASSESSMENT FOR THE NATIONAL LOTTERIES COMMISSION

BID PROCESS	BID REQUIREMENTS
RFQ Number	RFQ/2026-005-025
Bid Advertisement Date	25 May 2026
Closing date and time	05 June 2026 @11:00
Tender validity period	120 days from the closing date
RFQs must be submitted online	<p>The bid document must be submitted via E-TENDER SUBMISSION - https://www.etenders.gov.za/</p> <p>Enquiries ONLY can be emailed to: Maureen@nlcsa.org.za and quotation@nlcsa.org.za</p>

SECTION 1: BACKGROUND, OVERVIEW AND RFP SCOPE OF REQUIREMENTS

1. INTRODUCTION

- 1.1. The National Lotteries Commission (NLC) is a public entity established by the Lotteries Act No. 57 of 1997 as amended, to regulate the National Lottery and other lotteries and to administer the National Lottery Distribution Trust Fund ("NLDTF"). In December 2014, the Lotteries Amendment Act 32 of 2013 was promulgated, and the Regulations thereof were published on 14 April 2015.
- 1.2. The National Lotteries Commission (NLC) seeks to appoint a qualified and competent service provider to conduct a comprehensive Ergonomics Risk Assessment across its operations.

2. BACKGROUND

- 2.1. The NLC has identified concerns relating to workstation ergonomics, office furniture suitability, employee comfort, and possible musculoskeletal risks within its offices. These concerns include, but are not limited to, unsuitable office chairs, desk configuration, workstation layout, prolonged sitting, inadequate posture support, repetitive work tasks, and general workstation-related discomfort reported by employees.

To proactively identify ergonomic hazards, assess associated risks, and recommend practical corrective measures, the NLC seeks to appoint a qualified and competent service provider to conduct a comprehensive Ergonomics Risk Assessment across its operations.

3. OBJECTIVES

The objectives of the assignment are to:

- 3.1. Identify ergonomic hazards present in office-based and administrative work environments;

- 3.2. Assess employee exposure to ergonomic risk factors, including awkward postures, repetitive movements, prolonged sitting, poor workstation design, and inadequate furniture;
- 3.3. Evaluate the ergonomic suitability of:
 - Office chairs;
 - Desks and work surfaces;
 - Computer equipment and accessories;
 - Screen positioning;
 - Keyboard and mouse placement;
 - Foot support and legroom;
 - Storage and filing arrangements;
 - Meeting room and shared workspaces, where applicable;
- 3.4. Determine the extent to which current workstations comply with ergonomic principles and best practice;
- 3.5. Recommend short-term, medium-term, and long-term interventions to eliminate or reduce ergonomic risks;
- 3.6. Support NLC in complying with relevant occupational health and safety regulations and requirements.

4. MANDATE

- 4.1. The National Lotteries Commission (NLC) seeks to appoint a qualified and competent service provider to conduct a comprehensive Ergonomics Risk Assessment across its operations.

4.1 SCOPE OF WORK

The appointed service provider will be required to undertake, at a minimum, the following:

4.2. Workplace Ergonomics Assessment

Conduct a physical ergonomics assessment of relevant NLC work areas and

workstations, including but not limited to:

- Office workstations;
- Shared offices/open-plan workspaces;
- Reception areas;
- Meeting and boardroom seating arrangements, where applicable;
- Filing/storage areas that may require repetitive reaching, lifting, or awkward posture.
- Cleaning and maintenance work.

4.3. Workstation Evaluation

Assess individual and/or representative workstations to determine ergonomic suitability in relation to:

- Chair design and adjustability;
- Lumbar support and seating condition;
- Desk height and leg clearance;
- Monitor height, viewing distance, and screen arrangement;
- Keyboard and mouse positioning;
- Arm, wrist, neck, shoulder, and back posture;
- Foot support and use of footrests;
- Lighting and glare;
- Space constraints and workstation congestion;
- General housekeeping and maintenance work that may affect posture or movement.

4.4. Employee Consultation

Where required, engage with employees and/or designated NLC representatives to:

- Obtain feedback on discomfort, pain, and workstation usability;
- Understand the nature of work tasks performed;
- Identify common ergonomic challenges experienced by employees.

4.5. Risk Analysis

- Evaluate identified ergonomic hazards and assign risk ratings based on likelihood and severity;
- Determine priority areas requiring urgent intervention;
- Identify systemic issues versus isolated workstation-specific issues.

4.6. Recommendations

Provide clear, practical, and prioritized recommendations, including but not limited to:

- Furniture replacement or reallocation requirements;
- Workstation redesign or adjustment needs;
- Administrative controls and work practice improvements;
- Employee awareness and ergonomics training needs;
- Recommended ergonomic accessories, where justified;
- Follow-up monitoring and review measures.

Note: The ergonomics assessment should also take disability accessibility into account.

5. DELIVERABLES

The appointed service provider shall be required to submit the following deliverables:

5.1 Inception Report / Work Plan

A brief inception report or work plan outlining:

- Proposed methodology;
- Assessment approach;
- Project timelines;
- Key milestones.

5.2 Draft Ergonomics Risk Assessment Report

A draft report containing:

- Executive summary;
- Assessment methodology;
- Areas/workstations assessed;
- Findings and observations;

- Identified ergonomic hazards and risks;
- Risk ratings and prioritisation;
- Preliminary recommendations.

5.3 Final Ergonomics Risk Assessment Report

A final report incorporating NLC comments, including:

- Detailed ergonomic findings;
- Photographic evidence where appropriate and approved;
- Prioritised corrective action recommendations;
- Immediate, short-term, and long-term interventions;
- A practical implementation roadmap;
- Conclusion and professional opinion.

5.4 Presentation of Findings

The service provider may be required to present the findings and recommendations to NLC management and/or the Occupational Health and Safety Committee.

6. DURATION OF THE ASSIGNMENT

The assignment is expected to be completed within **3 months (approximately 13 weeks), which** will be effective either on the date of appointment or the date of signing of a service level agreement (SLA), at the discretion and direction of the NLC, and subject to monthly progress.

7. LOCATION OF SERVICE

#	Provincial office	Location	Own / Lease
1	Head Office and Gauteng office	Pretoria	N/A
2	Eastern Cape	East London	Own
3	Free State	Welkom	Own
4	KwaZulu - Natal	Durban	Lease

5	Mpumalanga	Nelspruit	Own
6	Northern Cape	Kimberely	Own
7	Western Cape	Cape Town	Lease
8	SABS Campus office block	Pretoria	N/A

For the physical assessments / surveys / data collection, the appointed service provider shall sample the offices are follows:

- It is **compulsory** for the appointed bidder to conduct a physical inspection of the **head office** and the **SABS Campus office block**.
- Bidders are further required to select one NLC owned and one leased office.
- The travelling costs should be included in the bidder's quote.

8. REPORTING REQUIREMENTS

- 8.1. Support and maintenance will continue post-deployment. The service provider must submit a detailed work plan with clear timelines for each phase of the project.

SECTION 2: NOTICE TO BIDDERS

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

- 9.1 This document may contain confidential information that is the property of the NLC.
- 9.2 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.
- 9.3 All copyright and intellectual property herein vests with the NLC.
- 9.4 Late and incomplete submissions will not be accepted.
- 9.5 No services must be rendered or goods delivered before an official NLC Purchase Order

form has been received.

9.6 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.

9.7 Suppliers must provide their CSD registration number (and attach a CSD Summary report) and ensure that their tax matters are compliant.

10. General rules and instructions

10.1 News and press releases

10.1.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement without the consent of, and then only in coordination with, the NLC.

10.2 Precedence of documents

10.2.1 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.

10.2.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter, and which appearing in the PPPFA, shall take precedence. Bidders shall refrain from incorporating any additional stipulations in their proposal submitted in terms hereof other than in the form of a marked recommendation that the NLC may, in its sole discretion, elect to

10.2.3 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.

10.2.4 It is acknowledged that all stipulations in the PPPFA are equally applicable to all matters addressed in this RFP. It, however, remains the exclusive domain and election of the NLC as to which of these stipulations are applicable and to what

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

10.3 Preferential procurement reform

10.3.1 The NLC 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.

10.3.2 Bidders must be registered with the central supplier database (CSD) and submit a CSD report reflecting tax compliance.

10.4 The National Industrial Participation Programme

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

10.5 Language

10.5.1 Bids shall be submitted in English.

10.6 Gender

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

10.7 Headings

10.7.1 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 any other purpose.

10.8 Occupational Injuries and Diseases Act 13 of 1993

10.8.1 The Bidder warrants that all its employees (including the employees of any subcontractor 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 NLC reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the NLC.

10.9 Processing of the Bidder's Personal Information

10.9.1 All Personal Information of the Bidder, its employees, representatives, associates, and sub-contractors ("Bidder Personal Information") required under this RFP is collected and processed to assess the content of its tender proposal and award the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation, including the PPPFA read with the Preferential Procurement Regulations, 2023.

10.9.2 The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the NLC is compelled by law to provide such information. For example, where appropriate, the NLC is compelled to submit information to the National Treasury's Database of Restricted Suppliers.

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

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

10.9.4.1 The NLC personnel are participating in procurement/award procedures.

10.9.4.2 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 the National Treasury's e-Tender portal.

10.9.4.2.1 Contract description and bid number.

10.9.4.2.2 Names of the successful bidder(s) and preference points claimed.

10.9.4.2.3 the contract price(s) (if possible).

10.9.4.2.4 contract period.

10.9.4.2.5 Names of directors and

10.9.4.2.6 date of completion/award.

10.9.5 The NLC 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 specified in the NLC PAIA manual.

10.9.6 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.

11. Formal Briefing Session

11.1. There will be no compulsory briefing session.

12. Validity Period

12.1. The NLC requires a validity period of 120 Days against this RFP. Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions. A written letter will be sent to every bidder who responded to the bid. In terms of procedural fairness, the bidders will be given an opportunity to respond, in writing, to the terms and conditions of the bid and the bid price. Such acceptance of the terms and conditions of the bid and bid price becomes legally binding in the procurement process. Any bidder that did not respond to the extension of the bid validity period, in writing, **WILL NOT** be considered further for the bid upon expiry of the initial validity period.

12.2. 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 finalised within the validity period.

13. National Treasury's Central Supplier Database

13.1. 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.

- 13.2. The NLC may not award business to a bidder who has failed to register on the CSD.
- 13.3. Only foreign suppliers with no local registered entity need not register on the CSD.
- 13.4. The CSD can be accessed at <https://secure.csd.gov.za/>

14. Confidentiality

- 14.1. Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding.
- 14.2. The NLC reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in Bid Proposals.
- 14.3. 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.
- 14.4. The Bidder shall notify the NLC 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.

15. Communication

- 15.1. Specific queries relating to this RFP should be submitted maureen@nlcsa.org.za and quotation@nlcsa.org.za, before the closing date.
- 15.2. In the interest of fairness and transparency the NLC's response to such a query may be made available to other bidders.
- 15.3. 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.

- 15.4. Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of the state for a specified period.

16. Supplier Performance

- 16.1. 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.
- 16.2. Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 16.3. 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.
- 16.4. 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

17. The NLC will evaluate all proposals in terms of the Preferential Procurement Regulation of 2023 and the Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The below stages will be considered in evaluating the proposals.

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

17.1. RFQ closing details

The deadline for RFQ submission is **05 June 2026 @ 11:00** Standard South African Time. **The bid document must be submitted via E-TENDER SUBMISSION - <https://www.etenders.gov.za/>**

[Home Page - eTenders Portal](#)

- Search by Organ of State
- Type the National Lotteries Commission on the window
- All Tenders advertised by NLC will pop up
- Click on the one you want to bid for
- Click on the +sign
- And start your e-submission process

17.2. Stage 2: Administrative Compliance

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

Evaluation Criteria	Supporting Document/Content
SCM - SBD 1 - Invitation to Bid	Fully Completed Standard and duly signed
SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Fully Completed Standard and duly signed
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	BEE Certificate/Sworn Affidavit
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)	POPIA Consent Form
Registered with the Central Supplier Database (CSD). Submit the recent CSD Report.	Full CSD Report with SARS Tax Compliance Status

17.3. 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 requirements will be disqualified and will not be considered for further evaluation

EVALUATION CRITERIA	SUPPORTING DOCUMENT
1. Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorized person.	Fully Completed and duly signed Standard Bidding Document (SBD 4) Forms
2. Joint Venture agreements must be submitted if the where applicable	Signed and Valid JV Agreement with supporting documents
3. Pricing proposal (to be submitted on a separate folder from technical proposal	Pricing Proposal
4. A valid letter of Good Standing from the Occupational Injuries and Diseases Act (COIDA)	Valid Certified COIDA Registration Certificate
5. Team Leader or company must be registered with The Ergonomics Society of South Africa (ESSA) (affiliation via Professional Affairs Board (PAB) will also be accepted) - as a Professional Ergonomist (CPE)	Valid Membership certificate

17.4. Stage 4: Technical evaluation

17.4.1. The table below indicates the criteria which the service provider is expected to demonstrate, and which will form the evaluation criteria during the evaluation of the prospective service providers' proposals. The following rating scale will be used to evaluate bid proposals:

RATING	DEFINITION	SCORE
Excellent	Exceeds the requirement. Exceptional demonstration by the bidder of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	5
Good	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.	4
Acceptable	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.	3
Minor Reservations	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.	2
Serious Reservations	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.	1
Unacceptable	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.	0

17.4.2. The following weighting system will apply and only bidders scoring a minimum of **70 points** or more will be eligible to migrate to the next evaluation phase of this bid.

CATEGORY & CRITERIA DESCRIPTION			POINTS
COMPANY EXPERIENCE	Bidder experience in conducting ergonomics risk assessments.		
	Bidders are required to submit their company profile to say that they have the required years of experience in conducting ergonomics risk assessments.		
	Company profile clearly indicating the number of years in business in conducting ergonomics risk assessments.		
	Experience	Weight	Score
	> 10 years' experience in conducting ergonomics risk assessments.	5	20
	> 7 years and ≤ 10 years' experience in conducting ergonomics risk assessments.	4	
	> 5 years and ≤ 7 years' experience in conducting ergonomics risk assessments.	3	
	> 3 years and ≤ 5 years' experience in conducting ergonomics risk assessments.	2	
	> 2 years and ≤ 3 years' experience in conducting ergonomics risk assessments.	1	
≤ 2 years' experience in rendering and developing ergonomics risk assessments or no experience	0		
Bidder (s) are required to demonstrate relevant experience and competency of the company for all successfully completed projects.			

**CONTACTABLE
REFERENCE**

Bidder must submit full details of reliable contactable dully signed reference letters where successfully completed projects where the business provided services in conducting ergonomics risk assessments.

LETTER (S)

The bidder is required to provide contactable client references where their services can be verified. References should be presented in the form of a written letter on an official letterhead from clients where similar services have been provided and may not be longer than five (5) years. The letters must be dated and signed by the clients.

Reference letters from one company is deemed as one reference. No appointment letters from clients will be accepted as reference letters.

Reference Letters	Weight	Score
Five relevant reference letters	5	30
Four relevant reference letters	4	
Three relevant reference letters	3	
Two relevant reference letters	2	
One relevant reference letter	1	
No relevant reference letters provider or no letters attached	0	

**METHODOLOGY,
APPROACH, AND
PLAN**

The bidder must demonstrate knowledge of the key requirements and expectations mentioned in this document.

The bidder must provide a project implementation plan which details how the service will be carried out. The project plan must have deliverables and time frames and systems/tools to be used.

Methodology to include the following 5 activities:

Planning and Administration

Employee Consultation

Workstation Evaluation

Workplace Ergonomics Assessment

Reporting and Analysis

		Weight	Score
	Excellent defined project plan addressing the scope of work and 5 or more activities clearly covered in detail supported by the Execution Plan	5	20
	Good defined project plan addressing the scope of work and 4 activities clearly covered in detail supported by the Execution Plan	4	
	Well defined project plan addressing the scope of work and methodology approach with 3 activities clearly covered in detail supported by the Execution Plan	3	
	Fair / Moderate defined project plan addressing the scope of work and methodology approach with 2 activities clearly covered in detail supported by the Execution Plan	2	
	Poorly defined project plan addressing the scope of work methodology approach with 1 activity clearly covered in detail supported by the Execution Plan	1	
	No Methodology Approach and Execution Plan provided, or activities not covered in detail	0	

CATEGORY & CRITERIA DESCRIPTION		Weight	Score
Team Leader Qualifications and Experience (0 score will be allocated where copies of qualifications and/or CV	The proposed personnel must have demonstrable experience in conducting ergonomics risk assessments, particularly in office, administrative, or similar workplace environments.		
	Team Leader must have appropriate NQF 6 qualification (National Diploma) or above in ergonomics, occupational hygiene, physiotherapy, biokinetics, human factors, safety management or related fields. In addition, the proposed personnel must have proven experience in conducting workplace ergonomics assessments, particularly within office or administrative environments, and in developing practical recommendations to address ergonomic risks and improve workstation suitability.		
		Weight	Score
	Team Leader has ≥ 10 years relevant experience and holds appropriate qualification(s) in the relevant field.	5	
Team Leader has ≥ 7 years and < 10 years' relevant experience and holds appropriate qualification(s) in the relevant field.	4		

are not attached)	Team Leader has ≥ 5 years and < 7 years' relevant experience and holds appropriate qualification(s) in the relevant field.	3	30
	Team Leader ≥ 3 years and < 5 years' relevant experience and holds appropriate qualification(s) in the relevant field.	2	
	Team Leader has < 3 years' relevant experience and holds appropriate qualification(s) in the relevant field.	1	
	Team Leader doesn't hold the relevant experience and doesn't hold the necessary qualifications / no cv and/or qualifications were attached.	0	
TOTAL WEIGHTING:			100
			70

17.5. Stage 5: The 80/20 Principle based on Price and Special goal as stated below.

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:

Evaluation Criteria	Final Weighted Scores
<p>Price</p> <p>The following formula will be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:</p> $P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$ <p>Where:</p> <p>P_s = Score for the Bid under consideration P_t</p> <p>= Price of Bid under consideration</p> <p>P_{min} = Price of lowest acceptable Bid</p>	80

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

Specific Goals	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
1. Procurement from entities who are black Owned			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		

2. Procurement from entities who are women Owned			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		
3 Youth Ownership			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		
4. Procurement from Disabilities			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	

17.6. Stage 6: Due Diligence, Contract and Award

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

The contract and award stage are 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 negotiations.

INVITATION TO BID (SBD1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL LOTTERIES COMMISSION					
BID NUMBER:	RFQ/2026-005 -025	CLOSING DATE:	05 June 2026	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CONDUCT AN ERGONOMICS-RISK ASSESSMENT FOR THE NATIONAL LOTTERIES COMMISSION (NLC) ON A ONCE-OFF BASIS.				
<i>BID RESPONSE MUST BE SUBMITTED VIA THE BELOW E-SUBMISSION</i>					
<p>The bid proposals must be submitted via E-TENDER SUBMISSION - https://www.etenders.gov.za/</p>					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
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	quotation@nlcsa.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		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]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

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

PART B TERMS AND CONDITIONS FOR BIDDING

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

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 interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

¹ 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or

services to which this bid invitation relates.

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

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

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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

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
PRICE	80
Specific Goals	20
Total points for Price and Specific Goals	100

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

- 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.)

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 100% black Ownership	8	8	
Tenderer who has 51% to 99% black ownership	4		
Tenderer who has less than 51% black ownership	0		
2. Procurement from entities who are women Owned			
Tenderer who has 100% women Ownership	4	4	
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30 % w o m e n ownership	0		
3. Youth Ownership			
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		
4. Procurement from Disabilities			
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	

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

ANNEXURE A

PRICING SCHEDULE: APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CONDUCT AN ERGONOMICS-RISK ASSESSMENT FOR THE NATIONAL LOTTERIES COMMISSION (NLC).

RFQ 2026-005-014

Name of bidder

Please provide the fees by using the table below:

Description	Price (Vat Inclusive)
1. Project initiation and planning	
2. Ergonomics physical assessments / surveys / data collection per office/site (Max. 4 offices / sites as per the RFQ document)	
3. Ergonomics Risk-Assessment	
4. Final report with recommendations	
5. Presentation of findings	
TOTAL AMOUNT (VAT INCLUSIVE)	

Travel and Accommodation costs will be according to the National Treasury Travel and Accommodation Cost Containment Guidelines and the KM rate as per SARS rate and/or DPSA Rate.

Name of representative

.....

.....

Signature

Date: