Tel: +27(12)432 1300
Info Centre: 086 00 65383
Web: www.nlcsa.org.za
National Lotteries Commission (NLC)
P.O Box 1556
Brooklyn Square 0083, Pretoria

NATIONAL LOTTERIES COMMISSION

a member of the dtic group

NATIONAL LOTTERIES COMMISSION

REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER THAT IS ACCREDITED BY QCTO OR SETA TO FACILITATE THE TEAM BUILDING TRAINING SESSION AND CONDUCT PRE DIAGNOSTIC AND POST IMPACT ASSESSMENTS FOR THE NATIONAL LOTTERIES COMMISSION EMPLOYEES

BID PROCESS	BID REQUIREMENTS
RFQ Number	RFQ2026-010-018
Bid Advertisement Date	20 October 2026
Closing date and time	27 October 2026 @ 11:00am (South African Standard Time)
RFQ Validity Period	120 (Hundred and Twenty Days)
Submission instruction:	The bid document must be submitted via E-TENDER SUBMISSION – https://www.etenders.gov.za/ No emails submissions will be accepted
Enquiries ONLY can be emailed to	quotation@nlcsa.org.za and maureen@nlcsa.org.za

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SECTION 1: BACKGROUND, OVERVIEW AND RFP SCOPE OF REQUIREMENTS

1. INTRODUCTION

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

The NLC seeks to appoint a suitably qualified and experienced service provider with an intimate understanding of the research environment in conducting Team Building training session.

2. BACKGROUND OF TRAINING REQUIREMENTS

The NLC has undergone a transition that was underpinned by changes that brought a new dawn of rebuilding and restoring the integrity of the organisation. The appointment of the new Commissioner and new Board members to steer the NLC in a new direction resulted in the restructuring and digitilisation of the NLC systems.The Department of Trade, Industry and Competition (DTIC) as the shareholder also introduced the ministerial impact targets, which have a huge direct and indirect impact on the NLC Strategic Plan.

The Team Building training session is highly recommended as a critical and urgent training intervention to be implemented.

The NLC seeks to appoint legally registered (QCTO Accredited or SETA) Training Service Provider (TSP) to implement the identified and prioritized Learning & Development intervention (Team Building) that are aimed at developing and strengthening the capacity of the NLC employees to enable them to manage and deliver their programs in an effective, accountable and sustainable manner.

The request for quotations seeks to appoint a service provider accredited by QCTO or a SETA to facilitate a team-building training session for NLC employees.

3. PURPOSE

The purpose of the request for quotations is to appoint a competent and experienced QCTO or SETA -accredited Training Service Provider with a proven track record in facilitating the team building training session.

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4. OBJECTIVE

The primary objective is to procure the services of the QCTO or SETA Accredited Training Service Provider with proven expertise in team-building training sessions to design and facilitate a strategic team building intervention that promotes a healthy, collaborative, and sustainable relationship between management, employees and the labour unions at NLC. The appointed service provider will be expected to deliver a comprehensive, **high-quality intervention programme** that addresses the current dynamics between management and the recognised labour union within NLC and aligns with the broader strategic objectives.

5. SCOPE OF WORK

The scope of work includes, but is not limited to the following key activities:

a) Diagnostic Assessment

Conduct a **thorough assessment** of the current dynamic relationship between management and union representatives. This should include:

- Reviewing historical and current challenges.
- Conducting structured interviews and surveys with key stakeholders.
- Analysing the existing Recognition Agreement and related policies.
- Identifying root causes of conflict or misalignment.

Purpose: To establish a factual baseline and inform the intervention design with evidence-based insights.

b) Development of a Tailored Intervention Programme

Design a **customized strategic intervention plan** that reflects the findings of the assessment and is aligned with NLC's operational context and strategic goals. The programme must:

- Be structured, practical, and time bound.
- Include clear objectives, phases, and deliverables.
- Address specific challenges and areas of concern identified during the assessment.

Purpose: To ensure the intervention is relevant, actionable, and fit-for-purpose.

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c) Facilitation of Dialogue and Mediation Sessions

Lead and manage a series of facilitated sessions between management and union representatives, which may include:

- Dialogue circles promote open communication.
- Mediation sessions to resolve specific disputes.
- Trust-building exercises to improve mutual understanding.

Purpose: To improve communication, rebuild trust, and encourage collaborative problem-solving.

d) Identification of Workplace Challenges and Solution Development

Work collaboratively with participants to identify **system and operational challenges** affecting the labour relationship. Assist stakeholders in:

- Prioritizing issues.
- Co-developing practical, sustainable solutions.
- Creating action plans for implementation.

Purpose: To empower all parties to take ownership of improvements and move forward constructively.

e) Structured Review and Amendment of the Recognition Agreement

Facilitate **structured discussions** on proposed changes to the current **Recognition Agreement**, including:

- Reviewing clauses that are outdated, ambiguous, or ineffective.
- Ensuring alignment with current labour laws and NLC policies.
- Supporting joint decision-making and consensus-building.

Purpose: To modernize the agreement and ensure it serves as an effective tool for governance and engagement.

f) Post-Intervention Reporting and Recommendations

Compile and submit a **comprehensive report** that includes:

- An overview of the intervention process.
- Key findings and observations.
- Recommendations for long-term relationship management and sustainability.
- Suggested follow-up or monitoring mechanisms.

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g) Timelines

The following are key phases:

Phase 1: Inception and Planning

o Initial briefing with NLC stakeholders.

o Finalization of project plan and timelines.

o Submission of inception report.

Phase 2: Diagnostic Assessment and Stakeholder Engagement Project Timeline

o Conduct interviews, surveys, and document reviews.

o Analyze relationship dynamics and current agreement.

o Submit assessment report with key findings.

Phase 3: Intervention Design and Facilitation

o Facilitate dialogue, mediation, and trust-building sessions.

o Guide discussions on Recognition Agreement amendments.

o Draft revised Recognition Agreement.

Phase 4: Finalization and Reporting

o Finalize Recognition Agreement in consultation with all parties.

o Submit final report with recommendations and action plans.

o Close-out meeting and project handover.

N.B. As indicated in the above paragraph, the service provider must provide a detailed project schedule aligned with these phases as part of their proposal submission, ensuring all deliverables are achieved within the three (3) months' timeframes.

Purpose: To provide NLC with a roadmap for maintaining progress and institutionalizing effective labour relations practices. The intervention should be guided by best practices creating psychological safety, fostering open communication, and aligning shared goals through consistent, ongoing efforts, such as setting clear roles and expectations, building trust through vulnerability, offering regular recognition, and embracing, as detailed in this guide to effective team-building strategies.

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6. DELIVERABLES

The aim is to achieve the following specific objectives:

6.1 Facilitation of a Strategic Team Building Session

Conduct a professionally facilitated workshop or intervention session that brings together employees and management. The focus of the session should be to:

a) Foster mutual understanding and trust.
b) Strengthen communication and engagement channels.
c) Promote a shared vision for workplace collaboration.

6.2 Promote Constructive Engagement and Conflict Resolution

Encourage and support constructive dialogue and conflict resolution mechanisms that reduce adversarial interactions and foster a cooperative problem-solving culture. The intervention should include:

a) Guided discussions on past or current challenges.
b) Strategies for reducing workplace tensions.

6.3 Long-term Relationship Sustainability

Provide expert recommendations and practical tools for ensuring ongoing positive relations between management and labour post-intervention. This should include:

a) Roadmaps for regular engagement sessions.
b) Guidelines for effective communication and dispute resolution.
c) Suggestions for continuous monitoring and improvement of employees and management dynamics.

6.4 Activity and outcomes-based development methodology

The service provider will use an **approach** for synergy across the material ranges to achieve the following outcomes.

a) A detailed intervention methodology.
b) Training materials and facilitation tools.
c) Assessment of the current recognition agreement, identifying gaps and areas for revision.
d) Progress reports throughout the intervention.
e) A final evaluation report with measurable outcomes.
f) The **Pre- and Post Assessment measurement process** is required from the facilitator in order to measure the learning process, highlighting gaps, and validating skill gains.

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7. DURATION OF THE SERVICE

The expected duration of the service shall not exceed **three (3)** months, 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 and excluding the date of appointment of the service provider to the finalization and signing of the amended Recognition Agreement.

8. REPORTING REQUIREMENTS

The service provider will report to Human Capital Management Department.

SECTION 2: NOTICE TO BIDDERS

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

1.1 This document may contain confidential information that is the property of NLC.

1.2 No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a quotation in response to this RFQ without prior written permission from NLC.

1.3 All copyright and intellectual property herein vests with NLC.

1.4 Late and incomplete submissions will not be accepted.

1.5 No services must be rendered, or goods delivered, before an official NLC Purchase Order form has been received.

1.6 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za, Suppliers must provide their CSD registration number (and attach CSD Registration report) and ensure that the Tax Matters are compliant.

1.7 All questions regarding this RFQ must be forwarded to quotation@nlcsa.org.za and *maureen@nlcsa.org.za* 2 days prior to closing of this RFQ.

2. General rules and instructions

2.1 News and press releases

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

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2.2 Precedence of documents

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

2.2.2 Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that NLC may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by NLC.

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

2.3 Preferential procurement reform

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

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

2.4 National Industrial Participation Program

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

2.5 Language

2.5.1 Bids shall be submitted in English.

2.6 Gender

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

2.7 Headings

2.7.1 Headings are incorporated into this RFQ document and submitted in response thereto, for ease of

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reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

2.8 Occupational Injuries and Diseases Act 13 of 1993

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

2.8.2 NLC reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to NLC.

2.9 Processing of the Bidder's Personal Information

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

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

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

2.9.4 NLC personnel participating in procurement/award procedures; and

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

2.10. Rejection of all Bids/Quotations and Disclaimer

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

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3. Supplier Performance

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

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

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

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

SECTION 3: EVALUATION CRITERIA

Stage 1: Tender Closing and Opening

The deadline for RFQ submission is **27 October 2026 @ 11:00** Standard South African Time. Any late RFQ will not be accepted. Proposals must be submitted online as below:

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

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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
Whether Service Providers have failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD	Proof of Central Supplier Database (CSD) registration reflecting Tax compliant status
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
BBBEE Certificate in terms of Codes of Good Practice-Valid/ Sworn Affidavits	A valid BEE Certificate/Sworn affidavit

Stage 3: Mandatory Compliance

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

Evaluation Criteria	Supporting Document/Content
SCM - SBD 4 - Invitation to Bid	Fully Completed Standard and duly signed
In the event of the bidder being in a joint venture (JV),	Valid JV Agreement with supporting documents
Bidder must submit price proposal according to the NLC Pricing Schedule	Fully completed Pricing Schedule See Annexure 1
Bidder must be registered with QCTO or/and SETA	Valid copy of the QCTO or SETA Accredited certificate
The bidder must also demonstrate relevant experience in	Three (3) reference letters

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facilitating team-building interventions, workplace collaboration, communication, team effectiveness and pre- and post-training assessments. Bidder must provide Three reference letters where similar services were rendered. The date on the letter must not be older than 5 years from the closing date of this RFQ. Letters from one client will be regarded as one reference, despite it being for different appointments for the same services. Letters must include the company name, contact name address, phone number, a brief description of the services that you provided and must be signed and dated	

Stage 4: Evaluation on Price and Specific Goals as per PPR 2022. The 80/20 Principle is based on Price and specific 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:

Price 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: $Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$ *Where:* *Ps = Score for the Bid under consideration Pt* *= Price of Bid under consideration Pmin* *= Price of lowest acceptable Bid*	80
TOTAL SCORE:	**80**

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

DESCRIPTION	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Procurement from entities who are black Owned			
Tenderer who has 100% black Ownership	8		Copies of ID's/

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DESCRIPTION	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Tenderer who has 51% to 99% black ownership	4	8	CIPC / CSD Recent Report
Tenderer who has less than 51% black ownership	0		
2. Procurement from entities who are women Owned		4	B-BBEE Certificate / Sworn Affidavit
Tenderer who has 100% women ownership	4		
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30% women ownership	0		
3. Procurement from Youth Ownership		4	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 100% youth ownership	4		
Tenderer who has 30% to 99% youth ownership	2		
Tenderer who has less than 30% youth ownership	0		
4.Procurement from Disabilities Owned			
Tenderer who has 20% or more owners with disability	4	4	Doctor Letter not older than 1 year confirming disability
Tenderer who has less than 20% but more than 10% owners with disability	2		
Tenderer who has less than 10% of owners with disability	0		
Total points for specific goals		**20**	

Stage 5: Due Diligence, Contract and Award.

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

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

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INVITATION TO BID (SBD1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS					
BID NUMBER:	**RFQ/2026-010-018**	CLOSING DATE:	**27 October 2026**	CLOSING TIME:	**11:00**
DESCRIPTION	**REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER THAT IS ACCREDITED BY QCTO OR SETA TO FACILITATE THE TEAM BUILDING TRAINING SESSION AND CONDUCT PRE DIAGNOSTIC AND POST IMPACT ASSESSMENTS FOR THE NATIONAL LOTTERIES COMMISSION EMPLOYEES**				

BID RESPONSE MUST BE SUBMITTED VIA E-TENDER SUBMISSION

https://www.etenders.gov.za/

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 1470**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	Maureen@nlcsa.org.za	E-MAIL ADDRESS	Raesetje.Manala@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:		CENTRALSUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICE OFFERED?	YES ☐ NO ☐ [IF YES ENCLOSE PROOF]		*ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?*	YES ☐ NO ☐ [IF YES, ANSWER QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES ☐	NO ☐
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES ☐	NO ☐
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES ☐	NO ☐
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES ☐	NO ☐
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION	YES ☐	NO ☐

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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 THEMANNER 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: .....

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BIDDER'S DISCLOSURE (SBD 4)

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution?

YES/NO

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

2.3.1 If so, furnish particulars:

……
……
……

Bidder's initials

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

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I, ..., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the

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bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 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.

3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

…… ……
Signature Date

…… ……..
Designation Name of bidder

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SBD 6.1

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

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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**

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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:

$$Ps = 80\left(1 - \frac{Pt - P\ min}{P\ min}\right)$$

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Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below. *(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)

DESCRIPTION	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
1. Procurement from entities who are black Owned			Copies of ID's/3

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

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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: ……
……

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SCM:

CONSENT REQUEST FORM

REQUEST FOR THE CONSENT OF A DATA SUBJECT FOR PROCESSING OF PERSONALINFORMATION 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 PERSONALINFORMATION 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

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ANNEXURE A

REQUEST FOR APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE THE TEAM BUILDING TRAINING SESSION FOR THE NATIONAL LOTTERIES COMMISSION EMPLOYEES- (RFQ 2026-010-018)

NAME OF THE BIDDING COMPANY:_____

Item	Description	Quantity	PRICE	TOTAL
1	Planning and preparation for the Team Building Training Session inclusive of Training materials, assessment instruments and facilitation tools		R	R
2	Team Building Training Session for 40 NLC Officials – NLC Venue		R	R
3	Provide the full report for the Team Building Training Session		R	R
4	Diagnostic Assessment Pre and Post Assessment for 40 NLC Officials		R	R
			TOTAL COSTS EXCLUDING VAT	R
			15% VAT	R
			TOTAL COST INCLUDING VAT	R

Signature of Bidder:_____**Date:**_____