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

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NATIONAL LOTTERIES COMMISSION

PROCUREMENT AND SUPPLY OF OCCUPATIONAL HEALTH AND SAFETY EQUIPMENT FOR THE NATIONAL LOTTERIES COMMISSION ONCE OFF

BID PROCESS	BID REQUIREMENTS
RFQ Number	**RFQ/2026-010-027**
Bid Advertisement Date	**02 November 2026**
Closing date and time	**06 November 2026 @11:00**
Tender validity period	**90 days *from the closing date***
RFQs are to be submitted to the following address on the stipulated closing date and time:	The quotation and supporting documents must be submitted only to the address below: quotation@nlcsa.org.za and maureen@nlcsa.org.za
Delivery Address	**Physical Address: National Lotteries Offices** **Block D, Hatfield Gardens** **333 Grosvenor Street** **Hatfield** **Pretoria, 0083, South Africa**

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 purpose of this RFQ is to appoint a suitably qualified and experienced service provider to supply and deliver occupational health and safety equipment to the National Lotteries Commission in accordance with the specifications and requirements contained in these Terms of Reference.

2. BACKGROUND

2.1. The National Lotteries Commission (NLC) is committed to providing and maintaining a safe and healthy working environment for its employees, contractors, visitors and other persons who may be affected by its activities.

2.2. As part of the implementation and continuous improvement of the NLC's Occupational Health and Safety (OHS) management system, there is a need to procure appropriate OHS equipment to support workplace inspections, emergency preparedness, hazard identification, risk assessment, monitoring and the effective execution of OHS representative, fire marshal and first aider responsibilities.

2.3. The equipment will be utilised across the NLC's Head Office and Provincial Offices to strengthen the organisation's capacity to identify and manage workplace hazards and respond effectively to emergencies.

3. OBJECTIVES

The objectives of the procurement are to:

3.1. Provide OHS Representatives, Fire Marshals and First Aiders with appropriate identification and safety equipment.

3.2. Improve the preparedness of designated emergency response personnel.

3.3. Support routine workplace inspections and hazard identification.

3.4. Provide suitable equipment for basic workplace environmental monitoring.

3.5. Improve the NLC's ability to identify potential occupational health and safety risks.

3.6. Ensure that equipment supplied is fit for purpose, of acceptable quality and compliant with applicable South African standards and/or internationally recognized standards where applicable.

4. MANDATE

4.1. To appoint a suitably qualified and experienced service provider for the procurement and supply of Occupational Health and Safety (OHS) equipment required to support the National Lotteries Commission's OHS programmes and workplace safety requirements.

4.2. The equipment will be utilised by designated OHS representatives, First Aiders, Fire Marshals and other relevant employees to support hazard identification, emergency preparedness, incident response and the effective implementation of OHS measures across NLC workplaces.

4.3. All equipment supplied must comply with the specifications and applicable OHS requirements stipulated in this RFQ.

5. SCOPE OF WORK

The appointed service provider will be required to:

5.1. Supply the specified OHS equipment.

5.2. Ensure that all equipment is new, unused and fit for purpose.

5.3. Ensure that equipment meets the minimum technical specifications stipulated by the NLC.

5.4. Deliver the equipment to the NLC at the designated delivery location(s).

5.5. Provide product manuals/instructions where applicable.

5.6. Provide calibration certificates for measuring instruments where applicable.

5.7. Provide warranties and proof of manufacturer warranty where applicable.

5.8. Replace defective, damaged or non-conforming equipment at no additional cost to the NLC.

5.9. Provide training or basic user orientation for specialised measuring equipment where required.

5.10. Ensure that all equipment is suitably packaged to prevent damage during transportation.

6. DURATION OF THE ASSIGNMENT

6.1. The appointed service provider shall be required to deliver all OHS equipment in accordance with the approved specifications and quantities **within fourteen to thirty (14 - 30) calendar**

days (two to four weeks) from the date of issue of the Purchase Order (PO).

6.2. The service provider shall ensure that all equipment is delivered to the NLC at the designated delivery location(s), properly packaged and in good working condition.

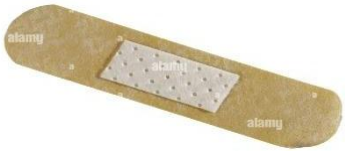
6.3. Delivery shall be subject to inspection and acceptance by the NLC to confirm compliance with the approved specifications, quantities and quality requirements.

6.4. Any anticipated delay in delivery shall be communicated to the NLC in writing, with reasons for the delay and a proposed recovery plan, prior to the expiry of the stipulated delivery period. Such notification shall not constitute automatic approval of an extension by the NLC.

7. EQUIPMENT REQUIREMENTS AND MINIMUM SPECIFICATIONS

#	Item	Item description	Size	Branding	Quantity
1.		Red reflective vest with pockets (high visibility)	Large	NLC logo on the front left side. Must be branded "Fire and Evacuation Marshal" at the back	28
2		Green reflective vest with pockets (high visibility)	Large	1. NLC logo on the front left side. 2. Must be branded "First Aider" at the back	28

3		Blue reflective vest with pockets (high visibility)	Large	1. NLC logo on the front left side. 2. Must be branded “Health and Safety Rep” at the back	28
4		Plastic Clipboards with Low Profile Clip - Clear Clipboards Colour: Assorted Material: Acrylic Plastic	31.8L x 22.9W centimetres	NLC logo on the back centre of the board.	28
5		Megaphone / loudhailer with built-in siren. **Must come equipped with its battery.** Colour: Not restricted	Power Output: 25W RMS / 50W Max for loud, clear sound. Range: Up to 600–700 meters in ideal conditions.	N/A	9
6		Red/white Barrier Tape	75mm Wide X 50mic X 500m Per Roll	N/A	13
7		Grip Tape Measure. Colour: Not restricted	Measuring Tape 8000mm / 8m	N/A	2
8		Noise detector, digital decibel meter, noise meter Gas Detector. Colour: Not restricted	Handheld	N/A	1
9		Air Quality Monitor Should accurately	Handheld	N/A	1

		detect compatible with maldehyde (HCHO), volatile organic compounds (TVOC), carbon dioxide (CO2), temperature (℃/℉) and humidity (%). Colour: Not restricted			
10		Hard Hat SABS Approved. Colour: White	One size fit all	NLC logo on the front centre.	28
11		Firstaider Regulation 7 Office Grab Bag First Aid Kit (Workplace). Container Material: Polyester Colour: Not restricted	Handheld / portable	N/A	10 bags
12		All-Purpose Water-resistant Plasters	A pack of 10 Strips	N/A	20 packs

NOTE 1: The appointed service provider will be provided with the National Lotteries Commission's approved Corporate Identity Guidelines, which shall be adhered to. Where the NLC logo and/or any other approved logo is required, such **logo(s) must be printed and shall not be embroidered.** All logos, branding, colours, placement, dimensions and other corporate identity requirements must be implemented in accordance with the approved standards and as directed by the NLC.

NOTE 2: The pictures/images of the devices (Megaphone / loudhailer, Air Quality Monitor, Noise detector) displayed above are provided for illustrative purposes only and serve as examples of the contemplated type of equipment. **The images do not represent the actual devices required** by the National Lotteries Commission (NLC).

Bid Responders **must base their responses strictly on the specifications and requirements provided** in this RFQ when proposing and pricing the required devices. Compliance with the stated specifications will take precedence over the appearance or model depicted in the illustrative images.

8. REPORTING REQUIREMENTS

8.1. The bidder will report to Human Capital Management Office. The resource support and maintenance will continue post-deployment. The service provider shall 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 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. Where this RFP is silent on any matter, the relevant stipulations addressing such matter, and which appearing 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 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.

10.2.2 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 are 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 90 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, **2 days** before the closing date.

15.2. In the interest of fairness and transparency the NL C'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 phase evaluation criteria below 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 **06 November 2026 @ 11:00** Standard South African Time. Any late RFQ will not be accepted. Proposals are to be submitted via **E-TENDER SUBMISSION** **https://www.etenders.gov.za/**home Page e-Tenders Portal

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** Standard and duly signed Standard Bid Document (SBD 4) Forms

2. Pricing proposal - all-inclusive costs i.e. warranty costs, guarantee etc.	**Fully Completed and signed** NLC Pricing Proposal
1. The Bidder must provide at least two (2) reference letter confirming experience in the supply and delivery of branded corporate items of a similar nature. The reference letter must: • Be dated and on the client's official letterhead; • Be signed by the client; • Clearly indicate the nature of the goods supplied; and • Relate to a contract/project undertaken within the past five (5) years from the closing date of this RFQ. Reference letters for contracts/projects older than five (5) years will not be considered.	2 Valid Reference letters
2. The Bidder must provide a formal written guarantee /commitment on their company's letterhead, signed by the Director, confirming that all devices supplied will be covered by a minimum one (1) year warranty from the date of delivery. The Bidder must, at no additional cost to the NLC, repair or replace any device that malfunctions or develops a defect during the warranty period, provided that the malfunction or defect is not caused by negligence, misuse, abuse or improper handling by the user.	Signed and dated warranty guarantee

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

Financial evaluation (*Pricing and Specific goals comparatives)

Price proposals (VAT inclusive) must be presented as per Annexure A Pricing Schedule. The evaluation for Pricing and Specific Goals will include the following:

Evaluation Criteria	Final Weighted Scores

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

20 Points will be awarded to a bidder as follows:

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
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	Affidavit
4.Procurement from Disabilities			
Tenderer who has 20% or more owners with disability	4	4	Letter from the Doctor confirming disability not older than 1 year from the closing date of the RFQ and CSD report
Tenderer who has less than 20% but more than 10% owners with disability	2		
Tenderer who has less than 10% owners with disability	0		
Total points for specific goals		**20**	

Stage 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. Such exercise shall be fully documented and may include but need not be limited to.

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/2026-010-027**	CLOSING DATE:	**06 November 2026**	CLOSING TIME:	**11:00**
DESCRIPTI ON	**SUPPLY OF OCCUPATIONAL HEALTH AND SAFETY EQUIPMENT FOR THE NATIONAL LOTTERIES COMMISSION ONCE OFF**				

BID RESPONSE MUST BE SUBMITTED VIA E-TENDER PORTAL

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

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	**Supply Chain Management**	CONTACT PERSON	**Maureen Senyatsi**
TELEPHONE NUMBER	**(012) 432 1470**	TELEPHONE NUMBER	**(012) 432 1470**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**quotation@nlcsa.org.za**	E-MAIL ADDRESS	**maureen@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 /SERVICES 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 ☐
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

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:

……
……
……

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 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

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**

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:

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

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.)

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		4	
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. Youth Ownership		4	
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			
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 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