

## NATIONAL LOTTERIES COMMISSION

### REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF AN INSURANCE BROKER FOR THE NATIONAL LOTTERIES COMMISSION FOR A PERIOD OF THREE YEARS

BID PROCESS	BID REQUIREMENTS
Tender number	NLC/2025-014
Bid Advertisement Date	05 September 2025
Closing date and time	26 September 2025 @ 11:00 (South African Standard Time)
Tender validity period	120 business working days <i>from the closing date</i>
Briefing meeting	<i>No briefing Session</i>
Submission instruction:	<p>The <b>ORIGINAL</b> bid document must be submitted via USB and must be delivered to below address:</p> <p>Supply Chain Management National Lotteries Commission 333 Grosvenor Street Block D, Hatfield Gardens Hatfield, Pretoria 0083</p> <p>Enquires <b>ONLY</b> can be emailed to <a href="mailto:lucky@nlcsa.org.za">lucky@nlcsa.org.za</a></p> <p><b>NO email or hardcopies will be accepted.</b></p>

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

### 1. INTRODUCTION

- 1.1.** The National Lotteries Commission (NLC) was established in terms of the Lotteries Act No. 57 of 1997, as amended (Lotteries Act) to regulate the National Lottery as well as other lotteries and societies.
- 1.2.** The NLC aims to ensure that funds raised through the National Lottery are distributed equitably and expeditiously across South Africa to advance social upliftment of communities in need with the aim of addressing poverty and reducing inequalities in line with the National Development Plan.
- 1.3.** The NLC is required to apply principles of openness and transparency in the exercise of its functions assigned to it in terms of the Lotteries Act No 57 of 1997.

### 2. BACKGROUND

- 2.1.** The NLC currently operates across nine provinces and has property, plant and equipment in all the provinces and requires insurance to cover all items as listed in the scope of work. The NLC provincial offices are situated in the following areas.

No.	Office	Address	Owned or Rental
1	Head Office	Block D, Hatfield Gardens Corner Hilda and Arcadia Streets Hatfield 0083	Rental
2	Limpopo	No 5 Landros Mare Street Polokwane 0699	Rental
3	Northwest	12 Visser Street, Mafikeng Industrial, Mafikeng 2745	Owned
4	Western Cape	1C Summer Greens Drive Century City, Milnerton 7441	Rental
5	Eastern Cape	7 Rochester Road, Vincent, Eastern London 5200	Owned
6	Mpumalanga	29 Rood Street, Sonheuwel, Nelspruit 1200	Owned

7	Northern Cape	11a Schmidtsdrift Road, Kimberley 8300	Owned
8	Free State	282/284 Stateway, Bedelia Welkom CBD 9459	Owned
9	Kwazulu Natal	20 Kingsmead Boulevard Kingsmead Office Park 2 <sup>nd</sup> Floor Marriot Building Durban, 4001	Rental

Further to above, the NLC owns properties that are currently unoccupied in the following provinces

No.	Office	Address	Owned or Rental
1	Western Cape	41391 Bellville, KWMPENVILLE, Cape Town 8000	Owned
2	Limpopo	17a Vootrekker Street Polokwane Central Polokwane	Owned
	Kwazulu Natal	174/176 Lilian Ngoyi Road Windermere Durban 4001	Owned

### 3. OBJECTIVE

3.1 NLC invites suitably qualified and experienced service providers to submit proposals to provide insurance broking services for the NLC.

### 4. SCOPE OF WORK

The service provider will be responsible for the following:

- Provision of advice and consultation on insurance matters. This will include ensuring that the NLC is not under or over insured;
- Placement of Insurance

Obtain competitive quotes from credible insurers

Negotiate policy terms and premiums

Ensure placement with financially stable underwriters

- Handling of NLC insurance claims with the insurance company.

- Policy administration

Ensure accuracy of policy documents and endorsement

Maintain updated insurance schedule

- Annual risk survey's at Brokers cost;
- Keep NLC up to date with relevant insurance legislations;
- Ensure compliance with all applicable insurance laws and regulation
- Deliver regular risk and coverage reports to management
- Sourcing of the below insurance covers
  - Office content (movable and immovable)
  - Fidelity Cover
  - Public Liability
  - Fire losses/damages to property (moveable and immovable assets)
  - Business all risks
  - SASRIA
  - Directors and Officers liability (including board members)
  - Professional Indemnity Insurance
  - Electronic Equipment
  - Land and Buildings
  - Employer Practice Liability
  - Cybersecurity Risk

- The following are the estimated portfolios to be covered or insured

Portfolio	Cover Amounts
Office equipment	R14 000 0000 ( cost price)
Fidelity Cover	R10 000 000
Public Liability	R10 000 000

Fire losses/damages to property (moveable and immovable assets)	As per all assets risk cover
Business all risks	As per all assets risk cover
SASRIA	As per all assets risk cover
Directors and Officers liability (including board members)	Directors & Officers R 25 000 000  Company Reimbursement R 25 000 000
Professional Indemnity Insurance	R20 000 000
Computer Equipment	R16 000 000 ( cost price)
Land and Buildings	R28 400 000 (Fair value as at 31 March 2025  R59 200 000 ( Replacement value as at 31 March 2025)
Employers Liability	R 10 000 000
Cybersecurity Cover	R 20 000 000
Employer Practice Liability	R 10 000 000

## 5. DELIVERABLES

### 5.1. The successful service provider will be required to:

- 5.1.1. Source competitive insurance quotes for the NLC;
- 5.1.2. Claim administration and maintenance;
- 5.1.3. Perform Ad-hoc adjustments and endorsements on sums insured and declarations to insurers/re-insurers;
- 5.1.4. Attend to day to day correspondence and queries;
- 5.1.5. Monitor premium payments and refunds in accordance with accounts and statements;
- 5.1.6. Prepare reports and claim register as required by the NLC.
- 5.1.7. Confirmation of compliance with all relevant insurance reregulation
- 5.1.8. Provide training sessions or workshops of staff on insurance matters e.g. claims process
- 5.1.9. End of term report  
Final report summarizing services rendered, claims handled, value added and recommendations for the next term
- 5.1.10. Client support services  
A dedicated account manager and support team contact details  
SLA based response times for all queries and claims  
Regular client engagement meetings and feedback report

### 5.2. Reporting Requirements

**5.2.1.** The service provider will report to the NLC Finance Division for any matters relating to the insurance.

## **6. Duration of the Project**

- The expected duration of the successful service provider is for a period of 3 years from the date specified in the SLA and will be subject to quarterly performance assessment

## **SECTION 2: NOTICE TO BIDDERS**

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

- 1.1** This document may contain confidential information that is the property of the NLC.
- 1.2** No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFP without prior written permission from the NLC.
- 1.3** All copyright and intellectual property herein vests with the NLC.
- 1.4** Late and incomplete submissions will not be accepted.
- 1.5** No services must be rendered, or goods delivered before an official NLC Purchase Order form has been received.
- 1.6** This RFP will be evaluated in terms of the 80/20 preference point system
- 1.7** Suppliers are required to register on the Central Supplier Database at [www.csd.gov.za](http://www.csd.gov.za).
- 1.8** Suppliers must provide their CSD registration number (and attach a CSD Registration report) and ensure that their tax matters are compliant.
- 1.9** All questions regarding this RFP must be forwarded to [lucky@nlcsa.org.za](mailto:lucky@nlcsa.org.za).
- 1.10** Any supplier who has reasons to believe that the RFP specification is based on a specific brand must inform the NLC via the email addressed in 1.9.
- 1.11** A compulsory briefing session will be conducted to provide full details on the work already done in each area.

### **2. General rules and instructions**

#### **2.1 News and press releases**

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

#### **2.2 Precedence of documents**

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

It remains the exclusive domain and election of the NLC as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of the commission in this regard is final and binding. The onus to

enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

## **2.3 Preferential procurement reform**

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

## **2.4 National Industrial Participation Programme**

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

## **2.5 Language**

**2.5.1** Bids shall be submitted in English.

## **2.6 Gender**

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

## **2.7 Headings**

**2.7.1** Headings are incorporated into this RFP document and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

## **2.8 Occupational Injuries and Diseases Act 13 of 1993**

**2.8.1** The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act

13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFP and/ or subsequent agreement. the commission reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the commission.

## **2.9 Processing of the Bidder's Personal Information**

**2.9.1** All Personal Information of the Bidder, its employees, representatives, associates and sub- contractors ("Bidder Personal Information") required under this RFP is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the commission is compelled by law to provide such information. For example, where appropriate, the commission is compelled to submit information to National Treasury's Database of Restricted Suppliers.

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

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

**2.9.4** The commission 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:

- i. contract description and bid number.
- ii. names of the successful bidder(s) and preference points claimed.

- iii. the contract price(s) (if possible).
  - iv. contract period.
  - v. names of directors; and
  - vi. date of completion/award.
- 2.9.6** The commission will ensure that the rights of the Bidder and of its employees and representatives (i.e., the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures as specified in the commission PAIA manual.
- 2.9.7** In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in section 2.9.1 above.

### **3. Formal Briefing Session**

There will be No- briefing Session

### **4. Validity Period**

- 4.1** The Commission requires a validity period of 120 Business Days against this RFP.
- 4.2** 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 are not finalised within the validity period.

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

- 5.1** 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.
- 5.2** The Commission may not award business to a bidder who has failed to register on the CSD.
- 5.3** Only foreign suppliers with no local registered entity need not register on the CSD.
- 5.4** The CSD can be accessed at <https://secure.csd.gov.za/>

### **6. Confidentiality**

- 6.1** Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding.
- 6.2** The Commission reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in Bid Proposals.
- 6.3** 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.
- 6.4** The Bidder shall notify the NLC in writing of any unauthorised access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

### **7. Communication**

- 7.1** Specific queries relating to this RFP should be submitted [lucky@nlcsa.org.za](mailto:lucky@nlcsa.org.za).



before the closing date.

- 7.2** In the interest of fairness and transparency the NLC's response to such a query may be made available to other bidders.
- 7.3** 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.
- 7.4** Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

## **8. SUPPLIER PERFORMANCE**

- 8.1** 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.
- 8.2** Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 8.3** 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.
- 8.4** 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**

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

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

#### **1.1 Tender closing details**

The closing date for Tender submission is **26 September 2025 @ 11:00** Standard South African Time. Any late tenders will not be accepted. Tenders are to be submitted to the NLC's tender box at the following physical address:

National Lotteries Commission 333  
Grosvenor Street  
Block D Hatfield Gardens  
Hatfield, Pretoria  
0083

#### **1.2 Bid Formats**

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

Financial/pricing information must be presented in a separate attachment from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in both submissions.

Submissions must be prominently marked with the full details of the tender namely Bidder's Name, Tender No and Tender Title.

Tender submissions received after submission date and time will be declared late and will not be accepted for consideration by the NLC.

The NLC will not be responsible for any failure or delay in the submission or receipt of the bid including but not limited to:

- Traffic.
- Struggling to find parking.
- Courier arriving late.

## **BIDDERS MUST SIGN ON THE BID REGISTER PLACED ON TOP OF THE TENDER BOX WHEN THEY SUBMIT THEIR BID**

### **Stage 2: Administrative Compliance**

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

<b>Evaluation Criteria</b>	<b>Supporting Document</b>
SBD 1: Invitation to tender	Fully Completed Standard Bidding Document
SBD 6.1: Preference points claim form in terms of the preferential procurement regulations 2022	Fully Completed Standard Bidding Document
Bidder's tax compliance confirmation	Valid SARS Tax Pin
Whether Bidders is registered on CSD. Only foreign suppliers with no local registered entity need not register on the CSD-	Proof of Central Supplier Database (CSD) registration report.
Original signed consent form in terms of the Protection of Personal Information Act No.4 of 2013 (POPIA)	POPIA Consent Form
BBBEE Certificate in terms of Codes of Good Practice- Valid	A valid BEE Certificate/Sworn Affidavit

### **Stage 3: Mandatory Compliance**

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

<b>Evaluation Criteria</b>	<b>Supporting Document</b>
1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	JV Agreement
2. Bidders must submit a fully complete declaration of interest form(failure to declare honestly will lead to bidder being disqualified)	SBD 4
3. The service provider (brokerage) must provide proof of a valid licence to transact as a financial services provider issued by the Financial Sector Conduct Authority (FSCA) as per financial advisers and intermediary services act. (FAIS Act)	The bidder must attach a valid Registration Certification from the Financial Services Conduct Authority (FSCA)
<b>All the above registration must remain active throughout the contract Period</b>	
4. Proof of Professional Indemnity Insurance	Valid Insurance Policy Schedule in the name of the company or
The Professional Indemnity insurance cover must remain active throughout the contract period. If the bidder has made a new application for Professional Indemnity insurance Cover – proof from Insurers will be required in writing.	Valid Certificate of Insurance in the name of the company or

	Confirmation Letter from Insurer or Broker
5. The bidder must provide documentary proof (e.g. letters/ certifications or contracts) from insurers/ re-insurers or underwriters confirming the insurer's/underwriter's / re-insurers commitment to provide the required insurance for all classes of NLC's insurance portfolio.  Letters from more than one underwriter/insurer will be Accepted	Letter of confirmation

**Note to Bidders:** *Bidders may be requested, at the behest of the NLC, to submit via courier services to the SCM unit of the NLC, within a minimum of 3 working days from date of request hard copy certified qualifications, memberships certificates, COIDA etc. which may have been requested for mandatory or functionality assessment.*

**Failure to submit the information within the requested period shall render the bidder non- responsive.**

#### Stage 4: Technical Evaluation

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

**Table 1: Rating Scale**

Rating	Definition	Score
<b>Excellent</b>	Exceeds the requirement. Exceptional demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	<b>5</b>
<b>Good</b>	Satisfies the requirement with minor additional benefits. Above average demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	<b>4</b>
<b>Acceptable</b>	Satisfies the requirement. Demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	<b>3</b>
<b>Minor Reservations</b>	Does not Satisfies the requirement with minor reservations. Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	<b>2</b>
<b>Serious Reservations</b>	Does not Satisfies the requirement with major reservations. Considerable reservations of the bidder's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with little or no supporting evidence.	<b>1</b>
<b>Unacceptable</b>	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	<b>0</b>

**3.2** The evaluation for the Technical and Functional threshold will include the following:

**Rating scale of 0 – 5 to be applied.**

Category & Criteria Description	Weightings (%)	Scoring Matrix (0 to 5)
<b>1. Company Experience and Capacity</b>	<b>30%</b>	
<p><b>1.1 Company profile</b></p> <p>The Service Provider must demonstrate a minimum of 5 years' experience in providing similar assignments in the public and private sector. A company profile of not more than 4 pages must be provided. At minimum, the company profile should include the background, nature of business (services), relevant experience of the bidder and organogram of the company.</p> <p>Proof indicating number of years can be in the form of a company profile supported by verifiable appointment letter or written testimonial or signed SLA's.</p> <p>NB: Failure to attach both the company profile and appointment/ testimonial letters/ signed SLA's will result in the bidder not scoring points.</p>	15%	<ul style="list-style-type: none"> <li>- No information provided OR Incomplete information provided = <b>0</b></li> <li>- Less than 5 years' experience = <b>0</b></li> <li>- From 5 years but less than 8 years of experience = <b>1</b></li> <li>- From 8 years but less than 10 years of experience = <b>2</b></li> <li>- From 10 years but less than 12 years of experience = <b>3</b></li> <li>- From 12 years but less than 15 years of experience = <b>4</b></li> <li>More than 15 years of experience = <b>5</b></li> </ul>

<p><b>1.2 Written reference letters</b></p> <p>Provide written reference letters for the insurance services previously performed from contactable existing / recent clients (public / private sector) within the past 5 years. References should be presented in a form of a written letter on an official letterhead from clients where similar services (insurance broker) have been provided, the date on the letters must not be older than two (2) years from the date the tenders closes, and must be signed.</p> <p>Letters must include the company name, contact name, address, phone number, duration of contract, value of the contract, a brief description of the services that was provided.</p> <p><b>No appointment letters from clients will be accepted as reference letters.</b></p>	15%	<ul style="list-style-type: none"> <li>- 2 reference letters for insurance broking services = 0</li> <li>- 3 reference letters for insurance broking services = 1</li> <li>- 4 reference letters for insurance broking services = 3</li> <li>- 5 reference letters and above for insurance broking services = 5</li> </ul>
<p><b>2. Capacity and experience of the proposed team</b></p>	40%	
<p>Capacity and experience of the Project Leader and the proposed team. Abbreviated Curriculum Vitae (CV's) of personnel involved with the implementation of the project, not longer than one page each, shall be included in an Appendix.</p> <p><b>2.1 Project Leader</b></p> <p>The proposed Accounts Manager must demonstrate experience, valid accreditation <b>as registered insurance sales representative by FSCA</b>. The Key Account Manager must have at least seven (7)</p>	25%	<p>The Project Lead must demonstrate at least 7 years' relevant experience in similar work done. Bidder must provide <b>both</b> the following: = 5</p> <ul style="list-style-type: none"> <li>- CV of Project Lead</li> <li>- Valid proof of registration with the FSCA</li> </ul> <p>- Less than 7 years' experience = 0</p> <p>- From 7 years but less than 9 years of relevant experience = 1</p>

<p>years' experience in the short-term insurance industry. Kindly attach certified copies of relevant qualification/s and Abbreviated Curriculum Vitae (CV) of the Key Accounts Manager involved on the implementation of the project, not longer than one page each, shall be included in an Appendix.</p>		<p>2</p> <p>From 9 years but less than 11 years of relevant experience =</p> <p>3</p> <p>From 11 years but less than 13 years of relevant experience =</p> <p>4</p> <p>From 13 years but less than 15 years of relevant experience =</p> <p>5</p> <p>15 years and above relevant experience = 5</p> <p><b>No points will be awarded if proof of registration or accreditation is not provided.</b></p>
<p><b>2.2 Insurance Sales Representative</b></p> <p>Kindly attach certified copies of relevant qualification/s and Abbreviated CV (not longer than one page each) of the Insurance Sales Representative registered as insurance sales representative by FSCA and who will be dealing with claims, detailing the experience and number of years. Team members must demonstrate a minimum of 5 years' relevant experience in similar work done.</p> <p>Service provider must provide a minimum of two team members</p>	15%	<ul style="list-style-type: none"> <li>- Less than 5 years' combined experience = <b>0</b></li> <li>- From 5 years but less than 6 years of combined relevant experience = <b>1</b></li> <li>- From 6 years but less than 7 years of combined relevant experience = <b>2</b></li> <li>- From 7 years but less than 8 years of combined relevant experience = <b>3</b></li> <li>- From 8 years but less than 9 years of combined relevant experience = <b>4</b></li> <li>- 9 years and above combined relevant experience = <b>5</b></li> </ul>
<p><b>3. Project Plan/ Methodology</b></p>	30%	
<p>The bidder must provide a project implementation plan which details</p>		

<p>how the service will be carried out. The project plan must have deliverables and time frames.</p> <p><b>3.1 Service Implementation Plan (Service Execution)</b></p> <p>The plan must include but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Provide details about the resources and processes of the company to handle and settle insurance claims i.e. computer systems.</li> <li>• Turnaround times to handle insurance claims</li> <li>• The bidder must provide a clear support plan for the duration of the term.</li> </ul>	<p>30%</p>	<ul style="list-style-type: none"> <li>- No service implementation plan provided = <b>0</b></li> <li>- Poorly documented service implementation plan which is difficult to understand (as below) = <b>(1)</b> <ul style="list-style-type: none"> <li>i. Documentation is disorganized and lacks structure.</li> <li>ii. Key concepts are unclear or missing.</li> <li>iii. Grammar and language usage impede comprehension.</li> <li>iv. Terminology is inconsistent or undefined.</li> <li>v. No visual aids or examples to illustrate concepts.</li> </ul> </li> <li>- The insurance broker provides one or two of the services with fair/average methodology proposed, whilst the service implementation plan lacks detail (as below) = <b>2</b> <ul style="list-style-type: none"> <li>i. Documentation lacks depth and thoroughness.</li> <li>ii. Key components of the methodology are briefly mentioned or absent.</li> <li>iii. Some sections may be incomplete or overly vague.</li> <li>iv. Minimal use of visual aids or examples</li> </ul> </li> <li>- The insurance broker provides all 3 services with fair/average methodology proposed, whilst the service implementation plan is adequate (as below) = <b>3</b> <ul style="list-style-type: none"> <li>i. Documentation provides a basic understanding of the methodology.</li> <li>ii. Most key components are covered but may lack detail.</li> <li>iii. Structure and organization are reasonable.</li> <li>iv. Language and grammar are generally clear but may need refinement.</li> <li>v. Visual aids and examples are present</li> </ul> </li> <li>- The insurance broker provides with all three of the services with good methodology proposed, whilst</li> </ul>
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		<p>the service implementation plan is well-documented, clear, and concise (as below) = <b>4</b></p> <ul style="list-style-type: none"> <li>i. Documentation is well-structured and logically organized.</li> <li>ii. Key components of the methodology are explained in detail.</li> <li>iii. Language and grammar are clear, with minimal errors.</li> <li>iv. Visual aids and examples enhance understanding.</li> <li>v. Terminology is consistent and well-defined</li> </ul> <p>- The insurance broker provides with all three of the services with excellent methodology proposed, whilst the service implementation plan is exceptionally well-documented, easy to follow (as below) = <b>5</b></p> <ul style="list-style-type: none"> <li>i. Documentation is impeccably organized and easy to navigate.</li> <li>ii. All key components of the methodology are comprehensively explained.</li> <li>iii. Language and grammar are flawless, making it effortless to understand.</li> <li>iv. Visual aids and examples are extensive, enhancing clarity.</li> <li>v. Terminology is consistently and precisely defined.</li> </ul>
<b>Total Weighting:</b>	<b>100</b>	
<b>Minimum qualifying score required:</b>	<b>70</b>	

Only bidders that score above 70% for the functional evaluation criteria will be further considered in the process



## Section 4: Pricing and Special goal

**Pricing Schedule: Please refer to Annexure B**

**The evaluation for Pricing and Special goal will include the following:**

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Tenderer who have 100% black Ownership	8	<b>8</b>	CSD report /B-BBEE Certificate / B-BBEE/ Sworn Affidavit
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are Black women Owned		<b>4</b>	CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 100% women Ownership	4		
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership		<b>4</b>	CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 100% youth ownership	4		
Tenderer who have 30% to 99% youth ownership	2		
Tenderer who have less than 30% youth ownership	0		
4. Procurement from Disabilities		<b>4</b>	Letter from the Doctor confirming disability and CSD Report
Tenderer who have 20% or more owners with disability	4		
Tenderer who have less than 20% but more than 10% owners with disability	2		
Tenderer who have less than 10% owners with disability	0		
Total points for specific goals		<b>20</b>	
Total Points (Price + Specific Goals)		<b>100</b>	

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

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

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

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

## ANNEXURE A: CV TEMPLATE

Proposed role in the project: \_\_\_\_\_ Name: \_\_\_\_\_

First name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Education

Institution (Date from- Date to)	Degree(s) or Diploma(s) obtained

Membership of Professional Bodies: \_\_\_\_\_

Other skills (e.g. computer literacy, etc.): \_\_\_\_\_

\_\_\_\_\_

Present position \_\_\_\_\_

Years within the organisation: \_\_\_\_\_

Key qualifications (relevant to project): \_\_\_\_\_

Professional experience \_\_\_\_\_

\_\_\_\_\_

Date (From -To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

Date (From -To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

Date (From -To) (mm/yy)	
Organisation	
Location	
Description of duties	

## ANNEXURE B: PRICING SCHEDULE TEMPLATE

Please provide rates (VAT Inclusive) for the rendering of services for the National Lotteries Commission. Service providers must indicate the annual totals

Level and Capacity	Year 1	Year 2	Year 3
Office content (movable and immovable)	R	R	R
Fidelity Cover	R	R	R
Public Liability	R	R	R
Fire losses/damages to property (moveable and immovable assets)	R	R	R
Business all risks	R	R	R
SASRIA	R	R	R
Directors and Officers liability (including board members)	R	R	R
o Professional Indemnity Insurance	R	R	R
Electronic Equipment	R	R	R
Land and Buildings	R	R	R
Employer Practice Liability	R	R	R
Cybersecurity Risk	R	R	R
Fixed Annual Brokerage Service Fee	R	R	R

# INVITATION TO BID (SBD 1)

## PART A

### YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS

BID NUMBER:	NLC/2025 - 014	ISSUE DATE:	05 September 2025	CLOSING DATE:	26 September 2025	CLOSING TIME:	11H00
DESCRIPTION	REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF AN INSURANCE BROKER FOR THE NATIONAL LOTTERIES COMMISSION FOR A PERIOD OF THREE (3) YEARS						

### BID RESPONSE MUST BE SUBMITTED TO THE BELOW ADDRESS

**NLC Offices - 333 Grosvenor Street, Block D, Hatfield Gardens, Hatfield, Pretoria**

### BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO

### TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACTPERSON	Supply Chain Management	CONTACT PERSON	SCM
TELEPHONENUMBER	012 432 1300	TELEPHONE NUMBER	012 432 1309
FACSIMILENUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<a href="mailto:bids@nlcsa.org.za">bids@nlcsa.org.za</a>	E-MAIL ADDRESS	<a href="mailto:lucky@nlcsa.org.za">lucky@nlcsa.org.za</a>

### SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELL PHONENUMBER					
FACSIMILENUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANC ESYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA
B-BBEE STATUSLEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUSLEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>

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

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

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? 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? 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 FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.		

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**TAX COMPLIANCE REQUIREMENTS**

- i. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- ii. 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.
- iii. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- iv. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- v. IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- vi. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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

SIGNATURE OF BIDDER: .....

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

(Proof of authority must be submitted e.g. company resolution) DATE:==

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

### 1 PURPOSE OF THE FORM

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

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

### 2 Bidder's Declaration

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

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

Full Name	Identity Number	Name of State institution

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

YES/NO

2.1.3 If so, furnish particulars:

.....

.....

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

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

.....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.2 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

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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.

- 3.3** 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

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

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## 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

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 have 100% black Ownership	8	8	
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are women Owned			
Tenderer who have 100% women Ownership	4	4	
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		

3. Youth Ownership		4	
Tenderer who have 100% youth ownership	4		
Tenderer who have 30% to 99% youth ownership	2		
Tenderer who have less than 30% youth ownership	0		
4. Procurement from Disabilities		4	
Tenderer who have 20% or more owners with disability	4		
Tenderer who have less than 20% but more than 10% owners with disability	2		
Tenderer who have 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 favourable arrangements due to such cancellation.
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audialteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p>	
<p><b>SURNAME AND NAME:</b></p>	<p>.....</p>
<p><b>DATE:</b></p>	<p>.....</p>
<p><b>ADDRESS:</b></p>	<p>.....</p> <p>.....</p> <p>.....</p>

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

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

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

1. In terms of the PROTECTION OF PERSONAL INFORMATION ACT, consent for processing of personal information of a data subject (the person/entity to whom personal information relates) must be obtained for the purpose of processing of application for procurement of goods and services, in line with the NLC's supply chain management policy, and storage of your personal data by means of any form of electronic communication, including automatic calling machines, facsimile machines, SMSs or e-mail, which is prohibited unless written consent to the processing is given by the data subject. You may only be approached once for your consent by us (NLC). After you have indicated your wishes in Part B,  
  
you are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated above.
  2. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
    - 2.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
-

- 2.2 dissemination by means of transmission, distribution or making available in any other form; or
- 2.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.
3. “Personal information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—
- 3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- 3.2 information relating to the education or the medical, financial, criminal or employment history of the person;
- 3.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
- 3.4 the biometric information of the person;
- 3.5 the personal opinions, views or preferences of the person;
- 3.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- 3.7 the views or opinions of another individual about the person; and
- 3.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

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

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Signature of Designation person

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