

PART A INVITATION TO BID (SBD 1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ/2025 -004-013	CLOSING DATE:	25 April 2025	CLOSING TIME:	11H00
DESCRIPTION	REQUEST FOR PRICE QUOTATION FOR THE APPOINTMENT OF A PANEL OF CATERERS SERVICE PROVIDERS FOR THE NATIONAL LOTTERIES COMMISSION FOR A PERIOD OF 12 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NATIONAL LOTTERIES COMMISSION OFFICE					
333 GROSVENOR STREET,					
BLOCK D HATFIELD GARDENS,					
HATFIELD,					
PRETORIA					
0083					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SCM	CONTACT PERSON	SCM		
TELEPHONE NUMBER	(012) 432 1309	TELEPHONE NUMBER	(012) 432 1309		
FACSIMILE NUMBER		FACSIMILE NUMBER			
E-MAIL ADDRESS	quotation@nlcsa.org.za	E-MAIL ADDRESS	quotation@nlcsa.org.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATI ONNUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIAN CE SYSTEM PIN:		O R	CENTRAL SUPPLIER DATABAS E No:	MAAA



NATIONAL LOTTERIES COMMISSION

a member of the dtic group

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

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]
	Yes No		Yes No

[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]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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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 FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 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, 2017, 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:

.....

REQUEST FOR PRICE QUOTATION FOR THE APPOINTMENT OF A PANEL OF CATERERS SERVICE PROVIDERS FOR THE NATIONAL LOTTERIES COMMISSION FOR A PERIOD OF TWELVE (12) MONTHS

REQUEST FOR QUOTATION [RFQ]NO	RFQ/2025-004-013
RFQ DESCRIPTIONS	REQUEST FOR PRICE QUOTATION FOR THE APPOINTMENT OF A PANEL OF CATERERS SERVICE PROVIDERS FOR THE NATIONAL LOTTERIES COMMISSION
FOR DELIVERY TO	All submissions Must be addressed to Senior Manager Supply Chain Management, National Lotteries Commission Submission of Quotation: 333 Grosvenor Street Block D Hatfield Gardens Hatfield Pretoria 0183
ISSUE DATE	17 April 2025
CLOSING DATE	25 April 2025
CLOSING TIME	11h00
RFQ VALIDITY PERIOD	The validity period of the quotation requested must be 90 days.
BIDDERS MUST SUBMIT ONE HARD COPY AND ONE USB (no email submission will be accepted)	

REQUEST FOR PRICE QUOTATION FOR THE APPOINTMENT OF A PANEL OF CATERERS FOR THE NATIONAL LOTTERIES COMMISSION.

SECTION 1: BACKGROUND, OVERVIEW AND RFQ SCOPE OF REQUIREMENTS

1. BACKGROUND

- 1.1. The National Lotteries Commission (NLC) is a public entity established by Lotteries Act No. 57 of 1997 as amended to regulate the South African lotteries industry. The functions of the Commission can be divided into two categories, namely the regulation of National Lottery and other Lotteries” and “administration of the National Lottery Distribution Trust Fund (NLDTF).
- 1.2. The National Lotteries Commission (NLC) is a public entity established by Lotteries Act No. 57 of 1997, as amended to regulate the South African lotteries industry. The functions of the Commission can be divided into two categories, namely “regulation of National Lottery and other Lotteries” and “administration of the National Lottery Distribution Trust Fund (NLDTF)”.
- 1.3. The NLC regularly hosts different meetings which require catering services that can accommodate the needs of various religious and ethnic groups.
- 1.4. The NLC invites suitably qualified and experienced bidders to submit proposals for a panel of caterers for the NLC. In line with the requirements of the Public Finance Management Act (PFMA) No. 1 of 1999 and Treasury Regulations, the NLC seeks to engage the services of a duly service provider.

2. PURPOSE

- 2.1. The purpose of the terms of reference (TOR) is to appoint a suitably qualified and experienced panel of qualified caterers for a period of 12 months.

3. OBJECTIVES

- 3.1. The primary objective of this TOR is to appoint a panel of caterers that will provide catering services for all dietary preferences, including but not limited to vegetarian, kosher and halaal with valid certification from respective bodies.

4. SCOPE OF WORK

- 4.1. The scope of work entails the following:
The appointed service providers should expect to render, amongst others, the following scope of services:
 - 4.1.1. Supply and deliver food as per specification;
 - 4.1.2. Prepare nutritional, quality food in a hygienic environment.

4.1.3. Delivery

- 4.1.3.1. Delivery of equipment and setting up of food must be completed at least thirty (30) minutes before food is served at the location that will be specified

4.1.4. Catering equipment

- 4.1.4.1. The caterers shall be responsible for the following:
 - Ensure there is adequate crockery, cutlery, glassware, tablecloths & required catering equipment;
 - Provide and arrange décor when required; and
 - Ensure that waiters and/or waitresses dress appropriately when serving food; i.e. the correct Personal Protective Equipment ("PPE") for catering services whilst on NLC site and/or premises.

4.1.5. Expectations

- 4.1.5.1. An expectation of a wide choice of food that is varied regularly;
- 4.1.5.2. A need for comfort and aesthetically pleasing setup; and
- 4.1.5.3. A high expectation in terms of hygiene and safety of food safety.

5. DELIVERABLES

- 5.1. The following are the expected deliverables for the catering services to be provided when required:
 - 5.1.1. Full catering services for the NLC; and
 - 5.1.2. Provide the service within twenty-four (24) hours of receiving the request

6. REPORTING REQUIREMENTS

- 6.1. The successful service provider will report to the Finance Division.

7. DURATION OF THE PROJECT

- 7.1. The expected duration of the contract is twelve (12) months after the signing of a service level agreement (SLA).

8. PANEL UTILISATION

- 8.1. Work or task orders must be monitored and distributed fairly and equitably among the panel members.
- 8.2. The allocation of work must be based on market-related rates/prices and may be on a rotation basis to ensure that members of the panel are given an opportunity.
- 8.3. Work or task orders are placed against contracts with sufficient funds and time available for the completion of the supply/services.
- 8.4. Work or task orders are supported by a purchase order number confirming the order/commitment.

- 8.5. The program targets and objectives are monitored and tracked which must be supported by a list and proof of rotation and this report must be drawn every quarter to determine adherence.
- 8.6. NLC reserve the rights to negotiate with the enlisted members of the panel the service cost fee/rates at inception and/or anytime during the life of the contract to standardise them across the panel. NLC reserves the right to re-negotiate the prices if the market environment has changed to ensure prices stay on the market-related level.

SECTION 2: NOTICE TO SERVICE PROVIDERS

9. NOTICE TO SERVICE PROVIDERS.

- 9.1. This document may contain confidential information that is the property of the NLC.
- 9.2. No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFP without prior written permission from the NLC.
- 9.3. All copyright and intellectual property herein vests with the NLC.
- 9.4. Late and incomplete submissions will not be accepted.
- 9.5. No services must be rendered, or goods delivered before an official NLC Purchase Order form has been received.
- 9.6. This RFP will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act of 2000 and PPR of 2022.
- 9.7. Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.
- 9.8. Suppliers must provide their CSD registration number (and attach a CSD Summary report) and ensure that their tax matters are compliant.
- 9.9. All questions regarding this RFQ must be forwarded to quotation@nlcsa.org.za five (5) days prior to the closing date.
- 9.10. Any supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the NLC via e-mail.

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 RFQ or the awarding of the same or any resulting agreement (s) without the consent of, and then only in coordination with, the NLC.
- 10.2. Precedence of documents
 - 10.2.1. This RFQ consists of several sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFQ and the stipulations in any other document attached hereto, or the RFQ submitted hereto, the relevant stipulations in this RFQ shall take precedence.
 - 10.2.2. Where this RFQ is silent on any matter, the relevant stipulations addressing such

matter, which appear in the PPPFA, shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that the 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.

10.2.3. It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFQ. 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 its 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.

10.4. National Industrial Participation Program.

10.4.1. The Industrial Participation policy, which was endorsed by Cabinet on 30 April 1999 applies 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).

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 RFQ document and submitted in response thereto 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

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 the cover shall remain in force for the duration of the adjudication of this RFQ and/ or subsequent agreement. The TNLC 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 RFQ is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation including the PPPFA and NLC SCM Policy.
- 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 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 as specified in the NLC PAIA manual.
- 10.9.5. In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in section 2.9.1 above.

11. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

- 11.1. Bidders are required to self-register on the 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.
- 11.2. The NLC may not award business to a bidder who has failed to register on the CSD.
- 11.3. Only foreign suppliers with no local registered entity need not register on the CSD.
- 11.4. The CSD can be accessed at <https://secure.csd.gov.za/>.

12. CONFIDENTIALITY

- 12.1. Bids submitted for this Request for Quotation will not be revealed to any other bidders and will be treated as contractually binding.
- 12.2. 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.
- 12.3. 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 detailed in this RFQ and in accordance with any applicable law.
- 12.4. 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.
- 12.5. 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.

13. COMMUNICATION

- 13.1. Specific queries relating to this RFQ should be submitted to quotation@nlcsa.org.za before the closing date.
- 13.2. In the interest of fairness and transparency, the NLC's response to such a query may be made available to other bidders.
- 13.3. It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this RFQ between the closing date and the date of the award of the business.
- 13.4. 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.

14. SUPPLIER PERFORMANCE

- 6.1. 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.
- 6.2. Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 6.3. 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.
- 6.4. Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

15. FORMAL BRIEFING SESSION

- 15.1 No briefing session.

16. VALIDITY PERIOD

- 16.1. The Commission requires a validity period of 90 [ninety] Days [from closing date] against this RFQ.
- 16.2. 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 through to every bidder that 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 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.

17. TECHNICAL EVALUATION

17.1. Bid Formats

- 17.1.1. Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions.
- 17.1.2. 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 the electronic submission.
- 17.1.3. Submissions must be prominently marked with the full details of the tender, namely Bidder's Name, Tender No and Tender Title.
- 17.1.4. Bidders are advised to **submit One hard copy and one USB (electronic submission)**

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

17.2. Stage 1: Tender Closing and Opening

Tender closing details

The deadline for Tender submission is **25 April 2025** Standard South African Time. Any late bids will not be accepted.

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

17.3. Stage 2: Administrative Compliance

- 17.3.1. The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document
SBD 1: Invitation to tender	Fully Completed Standard Bidding Documents
SBD 6.1: Preference points claim form in terms of the preferential procurement regulations 2022	Fully Completed Standard Bidding Documents
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
Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorized person.	SBD Forms duly completed and signed and pricing schedules.
Joint Venture agreements must be submitted in a case of a bidder being in a joint venture	Signed Joint Venture agreements.

17.4. Stage 3: Mandatory Compliance requirements

17.4.1. 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. Fully completed Standard Bidding Documents (SBD4)	SBD 4
2. A Certificate from the municipality of acceptability for food premises	A Valid Copy of municipality certification
3. Bidders must submit completed and signed pricing schedule	NLC pricing Schedule
4. A valid letter of Good Standing from the Occupational Injuries and Diseases Act (COIDA)	Valid copy of COIDA Registration Certificate
5. Provide 3 written reference letters for catering services work undertaken by the bidder within the previous 2 years. <i>(Multiple letters of reference from one client will be regarded as one reference, despite it being for different appointments for the same services. Signed letters must include the company name, contact name, address, phone number, a brief description of the services that you provided and the value). Appointment letter will not be regarded as reference</i>	Valid reference letters

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.

Stage 4: Technical evaluation (table 4.1)

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

The evaluation for the Technical and Functional aspects will be done during the site visit, and the threshold will include the following:

CRITERIA	SCORING MATRIX - (0-5)	WEIG HT (%)
1. COMPANY EXPERIENCE		
Site inspection to the premises to be conducted to assess the following, <ul style="list-style-type: none"> Food safety, and Food set-up Whether food prepared in a hygienic environment? The chefs, waiters and / or waitresses available. Office with Computer for administration purposes. 	<ul style="list-style-type: none"> Bidder with no experience in food safety, food set up, no office for administration, food not prepared in hygienic environment and Chefs, waiters available for preparation of food = 0 Point Bidder with has experience in food safety, food set up, has office for administration, food is prepared in hygienic environment and Chefs, waiters available for preparation of food = 5 Point 	35%
2. CAPACITY AND ABILITY TO DELIVER CATERING SERVICES		
Site inspection to the premises to be conducted to assess the following, <ul style="list-style-type: none"> Adequate refrigeration facility The ingredients freshly procured and meals freshly prepared 	<ul style="list-style-type: none"> Bidder with has no adequate refrigeration facility and ingredient are not freshly procured and freshly prepared = 0 Point Bidder with has adequate refrigeration facility and ingredient are freshly procured and freshly prepared = 5 Point 	30%
3. Infrastructure and equipment		

CRITERIA	SCORING MATRIX - (0-5)	WEIG HT (%)
<p>Site inspection to the premises to be conducted to assess the infrastructure, equipment and demonstration as follows:</p> <p>Assessment to be made on the availability of resources including and not limited to kitchen equipment. The bidder must ensure necessary equipment for catering service are in good order i.e.</p> <ul style="list-style-type: none"> • kitchen, • pots, plates, side plates, cups, bowls, warmers, cutlery and crockery, tablecloths, etc. • The premises where food is prepared is maintained in a clean and orderly manner, with good housekeeping principles. • Is the operating building secured with the necessary infrastructure to provide the required service. • Vehicle/s available for delivery of food 	To be evaluated as per table 4.1	35%
Total		100%
Minimum qualifying score required:	75%	

The bidder must score a minimum of 75% during phase 3 (functionality/technical) of the evaluation to be able to be listed on the panel.

17.5. Stage 5: Pricing and special goal

17.5.1. The 80/20 Principle based on Price and Special goal as stated below.

17.5.2. Pricing Schedule: Please refer to Annexure A

17.5.3. Points will be awarded to a bidder as follows.

Price

The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

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

Where-

P_s = Points scored for price of tender under consideration. P_t = Price of tender

under consideration; and

P_{min} = Price of lowest acceptable tender

80

17.5.4. 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	8	Copies of ID's/3 months CIPC Report from the closing date of the bid/ CSD Recent Report
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		4	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		4	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 100% black youth ownership	4		
Tenderer who have 30% to 99% black youth Ownership	2		
Tenderer who have less than 30% black youth Ownership	0		
4. Procurement from Disabilities		4	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		20	

18. Stage 6: DUE DILIGENCE

- 18.1. 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.

19. Stage 6: CONTRACT AND AWARD

- 19.1. 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. Service Providers may be requested to provide their best and final offers based on contract negotiation.

BIDDER'S DISCLOSURE

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 interest¹ 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

-
- 2.2 1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

- 2.2.1 If so, furnish particulars:

.....
.....

- 2.3 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

- 2.3.1 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 2 will not be construed as collusive bidding.
3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

-
- 3.5 2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and

knowledge in an activity for the execution of a contract.

- 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 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

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); and

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:

80/20

$$P_s = 80 (1 - P_t - P_{min})$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

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

Page 23

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest 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 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 either 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 either 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 both the 90/10 and 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	Relevant Evidence
Tenderer who have 100% black Ownership	8	8	Copies of ID's/3 months CIPC Report from the closing date of the bid/ CSD Recent Report
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		4	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		4	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 100% black youth ownership	4		
Tenderer who have 30% to 99% black youth Ownership	2		
Tenderer who have less than 30% black youth Ownership	0		
4. Procurement from Disabilities		4	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		20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

.....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company



NATIONAL LOTTERIES COMMISSION

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

a member of the dtic group

- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised 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 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;
- iv) 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 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 *audit*.
 - (e) *alteram partem* (hear the other side) rule has been applied; and
 - (f) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:
.....
.....
.....

SCM:
CONSENT
REQUEST FORM

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

TO: _____

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

PART A

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 another 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.

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

Signature of Designation person

PART B

I, _____ (full names), duly authorized, hereby:

Consent to the processing of my/our personal information for the application of procurement of goods and services, in line with the NLC supply chain management policy, in terms of section 11(1)(a) of POPIA.

SPECIFY GOODS AND SERVICES (Edit/Click on services not required):

- ☐ Product Information
- ☐ Product Updates
- ☐ Industry Newsletters
- ☐ Price Changes

Method of Communication will be via: Email/Postal

- ☐ Give my consent.

By Ticking the next box, I am aware that I am Digitally Signing this Consent request Form:

☐

Full Name:

Date:

WITHDRAWAL OF CONSENT ONCE GIVEN

You may withdraw your consent at any time.

Write or email us at the address above, advising us of your consent withdrawal.

PRICING SCHEDULE: APPOINTMENT OF A PANEL OF CATERERS FOR THE NATIONAL LOTTERIES COMMISSION FOR A PERIOD OF 12 MONTHS.

RFQ2025-004 – 013

Name of bidder:

Email address:

Contact number:

Please provide prices (VAT Inclusive) for the appointment of a caterer. For comparative purposes, prices must be quoted according to the specification provided below: *(all products must be SABS approved)*

BREAKFAST	Description for standard breakfast per person:	
	Full English Breakfast R	
	Muffins and pastries R.....	
	Hot Breakfast (eggs, becon, tomatoe, cucumber, mushrooms and toast) R.....	
	Vegetarian/ Vegan breakfast R	
Price for breakfast per person (VAT Inclusive)	R.....	(A)
LUNCH	Description for standard lunch per person:	



NATIONAL LOTTERIES COMMISSION

a member of **the dtic** group

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 Brooklyn Square 0083, Pretoria

	Full Lunch (1 Starch,1 Salad,1 Vege, 2 meat) Per Person R..... Beverages 200ml soft drink R Beverages 200ml 100% Juice R..... VIP Guests Lunch (as and when request) R.....
Price for snacks	Dry snack platters and savoury snack platters, fruit salad – this will be advised when the team is working late or weekends (as and when required). R.....
Price for Vegetarian and Halaal lunch per person (VAT Inclusive)	One (1) meal for Vegetarian, Vegan and Halaal meal. R.....
Price for lactose intolerant per person	One (1) meal R
Total price for lunch (both standard & one 200ml soft drink/ 200ml 100%) (VAT Inclusive)	R..... (B)
Transportation costs (delivery fee) for catering services for one (1) day	R..... (C)

.....
Name of representative

.....
Signature

.....
Date