

## THE REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES OF THE NATIONAL LOTTERIES COMMISSION FOR A PERIOD OF TWELVE (12) MONTHS

### Section 4: INVITATION TO BID (SBD 1)

<b>YOU ARE HEREBY INVITED</b>							
BID NUMBER:	RFQ/2025-006-016	ISSUE DATE:	13/06/2025	CLOSING DATE:	23/06/2025	CLOSING TIME:	11:00
DESCRIPTION	REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES OF THE NATIONAL LOTTERIES COMMISSION FOR A PERIOD OF TWELVE (12) MONTHS						
<b>BID RESPONSE DOCUMENTS</b>							
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>				<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>			
CONTACT PERSON	SCM			CONTACT PERSON		Facilities	
TELEPHONE NUMBER	012 432 1309			TELEPHONE NUMBER		012 432 1300	
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS				E-MAIL ADDRESS			
<b>SUPPLIER INFORMATION</b>							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>						
TELEPHONE NUMBER	CODE				NUMBER		
CELLPHONE							

NUMBER					
FACSIMILE NUMBER	CODE <input type="checkbox"/>	<input type="checkbox"/>	NUMBER	<input type="checkbox"/>	<input type="checkbox"/>
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER	<input type="checkbox"/>				
SUPPLIER COMPLIANCE STATUS <input type="checkbox"/> <input type="checkbox"/>	TAX COMPLIANCE SYSTEM PIN:		O R	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA <input type="checkbox"/>
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  Yes No		B-BBEE STATUS LEVELSWORN AFFIDAVIT		[TICK APPLICABLE BOX]  Yes No

### RFP2023-007 – WORK STUDY

1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No  [IF YES ENCLOSE PROOF]	2 ARE YOU A FOREIGNBASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No  [IF YES, ANSWER QUESTIONAIRE 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 1.3 BELOW.**

## **PART B TERMS AND CONDITIONS FOR BIDDING**

### **1. TAX COMPLIANCE REQUIREMENTS**

- 1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 1.2 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.
- 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 1.6 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: \_\_\_\_\_

## NATIONAL LOTTERIES COMMISSION

### REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF THE SERVICE PROVIDER TO PROVIDE HYGIENE SERVICES OF THE NATIONAL LOTTERIES COMMISSION FOR A PERIOD OF TWELVE (12) MONTHS

<b>REQUEST FOR QUOTATION [RFQ] NO</b>	<b>RFQ/2025-006-016</b>
<b>RFQ DESCRIPTIONS</b>	Request for a quotation for the appointment of a service provider to provide hygiene services for Free State, Eastern Cape, Northern Cape Provincial and Western Cape offices for a period of twelve (12) months
<b>Compulsory Briefing Session</b>	None
<b>FOR DELIVERY TO</b>	All submissions Must be addressed to Supply Chain Management, NLC Submission of Quotation through <b>USB only</b> at the below address:  333 Grosvenor Street, Block D, Hatfield Gardens Hatfield, Pretoria, 0083  Enquiries ONLY can be emailed to: <a href="mailto:quotation@nlcsa.org.za">quotation@nlcsa.org.za</a>
<b>ISSUE DATE</b>	13 June 2025
<b>CLOSING DATE</b>	23 June 2025
<b>CLOSING TIME</b>	11:00
<b>RFQ VALIDITY PERIOD</b>	The validity period of the quotation requested must be 90 days.
<b>NO EMAIL SUBMISSION WILL BE ACCEPTED</b>	

## SECTION 2: TERMS AND CONDITIONS OF THE REQUEST FOR QUOTATIONS

- 1.1 This document may contain confidential information that is the property of NLC.
- 1.2 No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a quotation in response to this RFQ without prior written permission from NLC.
- 1.3 All copyright and intellectual property herein vests with NLC.
- 1.4 Late and incomplete submissions will not be accepted.
- 1.5 No services must be rendered or goods delivered before an official NLC Purchase Order (PO) Form has been received.
- 1.6 Suppliers are required to register on the Central Supplier Database at [www.csd.gov.za](http://www.csd.gov.za),  
**Suppliers must provide their CSD registration number (and attach a CSD Summary report) and ensure that the Tax Matters are compliant.**
- 1.7 All questions regarding this RFQ must be forwarded to **quotation@nlcsa.org.za** within 24 hours after the RFQ has been issued.
- 1.8 Any supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform NLC two (2) days before the closing date of the RFQ.

### 1. General rules and instructions

- 2.1 News and press releases
  - 2.1.1 Bidders or their agents shall not make any news releases concerning this RFQ or the awarding of the same or any resulting agreement (s) without the consent of, and then only in co-ordination with, NLC.
- 2.2 Precedence of documents
  - 2.2.1 This RFQ consists of several sections (see list). Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFQ and the stipulations in any other document attached hereto, or the RFQ submitted hereto, the relevant stipulations in this RFQ shall take precedence,
  - 2.2.2 Where this RFQ is silent on any matter, the relevant stipulations addressing such matter and 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 NLC may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by NLC.
  - 2.2.3 It is 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 NLC as to which of

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

## 2.3 Preferential procurement reform

- 2.3.1 NLC supports B-BBEE as an essential ingredient of its business. In accordance with government policy, 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.
- 2.3.2 NLC shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) to this proposal read together with the Preferential No. 5 of 2000) to this proposal read together with the Preferential Procurement Regulations published with effect from 16 January 2023 ("the Preferential Procurement Regulations, 2022").

## 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 RFQ 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 130 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 130 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFQ and/or subsequent agreement. NLC reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to NLC.

## 2.9 Processing of the Bidder's Personal Information

- 2.9.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-

contractors ("Bidder Personal Information") required under this RFQ is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation including the PPPFA read with the Preferential Procurement Regulations, 2022. 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, NLC is compelled to submit information to National Treasury's Database of Restricted Suppliers.

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

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

2.9.3.1 NLC personnel participating in procurement/award procedures; and

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

## 2.10. Rejection of all Bids/Quotation and Disclaimer

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

2.10.1. The NLC reserves the right not to appoint a bidder.

2.10.2. The NLC reserves the right not to appoint a bidder

2.10.3. The NLC reserves the right not to appoint a bidder;

2.10.4. The NLC may appoint more than one bidder;

2.10.5. Award the contract or any part thereof to one or more bidders;

2.10.6. Request further information from any bidder after the closing date for clarity purpose;

2.10.7 Cancel this tender or any part thereof at any time;

2.10.8 Cancel this tender or any part thereof at any time;

2.10.9 Should any of the above occur, it will be communicated in writing to the bidders;

and

2.10.10 Fraudulent practices shall result in immediate disqualification.

2.10.11 Costs

All costs and expenses incurred by the bidders in any way associated with the development, preparation and submission of responses and providing any additional information required by the NLC, will be borne entirely and exclusively by the bidders

## 2.10.12 Disqualification

a). Any form of canvassing/lobbying/influence regarding the short listing will

- result in disqualification;
- b). Any non-disclosure of any other information pertaining to this bid will result in disqualification.
  - c). Non-compliance with the bid requirements will invalidate the bid; and
  - d). Non-compliance with all the applicable Acts, Regulations and Policies will result in the disqualification of the bid

### SECTION 3: EVALUATION CRITERIA

The NLC will evaluate all quotations in terms of the Preferential Procurement Regulation 2022 (PPR2022) using the price quoted and special goal stated on this specification,

#### Phase 1: Administrative Requirements

Administrative responsiveness check	RFQ Reference
BBBEE Certificate or Sworn Affidavit as per the BEE Code of Good Practice	
Full CSD report	

**Phase 2: The 80/20 Principle based on Price and special goal stated below.**

#### INSTRUCTION TO PROSPECTIVE SUPPLIERS

1. The cost of delivery, labour etc. must be included in this quotation.
2. Suppliers must keep all items listed below in stock.
3. NLC reserves the right to use the prevailing exchange rate as at the time of procurement of goods. The parties agree that, at the time of the order, the Supplier will procure an agreed forward exchange contract for the foreign content of the applicable order. Suppliers are expected to take forward cover to cover the foreign exchange risk upon receipt of the order by NLC.
4. The bidder must use the spot rate of the day for this RFQ on the closing date of this RFQ.
5. The parties agree that the spot rate of the day will be applicable at the time of issuing the purchase order,

## 1. INTRODUCTION

The National Lotteries Commission (The Commission) 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)”.

The Distributing Agencies (DA's) who are appointed by the Minister of Trade & Industry are responsible for the adjudication of the funding applications as per the Lotteries Act and applicable Regulations.



## **2. BACKGROUND**

In accordance with the provision of Occupational Health and Safety Act (NO.: 85 of 1993), all National and Provincial government Departments are obliged to provide a clean, healthy, hygienic, and safe working environment.

The National Lotteries Commission (NLC) intends to appoint a service provider to render hygiene services, fumigation/pest control for Free State, Eastern Cape, Northern Cape and Western Cape provincial offices.

In line with the requirements of the Public Finance Management Act (PFMA) No. 1 of 1999, as amended and Treasury Regulations, the NLC invites suitably qualified and experienced service provider to render cleaning services, hygiene services, fumigation/pest control for Free State, Eastern Cape, Northern Cape and Western Cape provincial offices.

## **3. OBJECTIVE**

The purpose of the Request for Quotation (RFQ) is to appoint an experienced service provider for the provision of hygiene services for the NLC, Free State, Eastern Cape, Northern Cape and Western Cape provincial offices for a period of twelve (12) months. The NLC prides itself in ensuring compliance with various legislations of the country. The appointed professional service provider will provide the NLC with hygiene services and ensure that the building is compliant to regulations governing hygiene and cleaning services sector, enabling the NLC to focus on its core business functions.

## **4. SCOPE OF WORK**

### **4.1. Fumigation/Pest control**

- Fumigate Free State, Eastern Cape, Western Cape and Northern Cape provincial offices with the chemicals that are harmless to humans, and as and when requested by NLC.
- Ad hoc fumigation with relevant paste or pesticides as and when required.

### **4.2. Supply, installation, and maintenance (including re-filling) of dispensers.**

### **4.3 Weekly servicing and safety disposal of all bins (including SHE Bins)**

### **4.4. Supply, installation, and maintenance of equipment (Lease contract)**

### **4.5 Quarterly Deep cleaning services at all four (4) NLC Provincial Offices in line with NLC deep cleaning standards.**

Dispensers should be placed in the bathrooms and kitchens as follows:

## **FREE STATE OFFICE- WELKOM**

- Supply and installation of stainless steel range liquid gel seat wipes dispensers.
- Supply and installation of stainless steel range automated air freshener dispenser.
- Supply of 20 litre stainless steel range pedal operated feminine hygiene disposal bins.
- Supply and installation of stainless steel range feminine hygiene disposal bag dispenser.
- Supply and installation of stainless steel range 3 tier toilet roll dispensers in all toilet cubicles.
- Supply and installation of stainless steel range hand sanitiser dispensers for bathrooms.
- Supply and installation of stainless steel range soap/foam dispensers for bathrooms.
- Supply and installation of stainless steel range hand lotion dispensers for the bathrooms.
- Supply and installation of stainless steel range bathroom hand towel dispensers.
- Supply and installation of stainless steel range wall wastepaper disposal bins for bathrooms.
- Supply and installation of stainless steel range kitchen hand towel dispensers.
- Supply and installation of stainless steel range hand sanitiser dispensers for the kitchens.
- Supply and installation of stainless steel range soap/ foam dispensers for the kitchens.
- Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.

## **EASTERN CAPE - EAST LONDON OFFICE**

- Supply and installation of stainless steel range liquid gel seat wipes dispensers.
- Supply and installation of stainless steel range automated air freshener dispenser.
- Supply and installation of stainless steel range feminine hygiene disposal bag dispenser.
- Supply and installation of stainless steel range 3 tier toilet roll dispensers in all toilet cubicles.
- Supply and installation of stainless steel range hand sanitiser dispensers for bathrooms.
- Supply and installation of stainless steel range soap/foam dispensers for bathrooms.
- Supply and installation of stainless steel range hand lotion dispensers for the bathrooms.
- Supply and installation of stainless steel range bathroom hand towel dispensers.
- Supply and installation of stainless steel range wall wastepaper disposal bins for bathrooms.
- Supply and installation of stainless steel range kitchen hand towel dispensers.
- Supply and installation of stainless steel range hand sanitiser dispensers for the kitchens.
- Supply and installation of stainless steel range soap/ foam dispensers for the kitchens.
- Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.

## **NORTHERN CAPE OFFICE- KIMBERLEY**

- Supply and installation of stainless steel range liquid gel seat wipes dispensers.
- Supply and installation of stainless steel range automated air freshener dispenser.
- Supply of 20 litre stainless steel range pedal operated feminine hygiene disposal bins.
- Supply and installation of stainless steel range feminine hygiene disposal bag dispenser.
- Supply and installation of stainless steel range 3 tier toilet roll dispensers in all toilet cubicles.
- Supply and installation of stainless steel range hand sanitiser dispensers for bathrooms.
- Supply and installation of stainless steel range soap/foam dispensers for bathrooms.
- Supply and installation of stainless steel range hand lotion dispensers for the bathrooms.
- Supply and installation of stainless steel range bathroom hand towel dispensers.
- Supply and installation of stainless steel range wall wastepaper disposal bins for bathrooms.
- Supply and installation of stainless steel range kitchen hand towel dispensers.
- Supply and installation of stainless steel range hand sanitiser dispensers for the kitchens.

- Supply and installation of stainless steel range soap/ foam dispensers for the kitchens.
- Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.

### **WESTERN CAPE OFFICE- CAPE TOWN**

- Supply and installation of stainless steel range liquid gel seat wipes dispensers.
- Supply and installation of stainless steel range automated air freshener dispenser.
- Supply of 20 litre stainless steel range pedal operated feminine hygiene disposal bins.
- Supply and installation of stainless steel range feminine hygiene disposal bag dispenser.
- Supply and installation of stainless steel range 3 tier toilet roll dispensers in all toilet cubicles.
- Supply and installation of stainless steel range hand sanitiser dispensers for bathrooms.
- Supply and installation of stainless steel range hand lotion dispensers for the bathrooms.
- Supply and installation of stainless steel range bathroom hand towel dispensers.
- Supply and installation of stainless steel range wall wastepaper disposal bins for bathrooms.
- Supply and installation of stainless steel range kitchen hand towel dispensers.
- Supply and installation of stainless steel range hand sanitiser dispensers for the kitchens.
- Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.

<b><u>FREE STATE OFFICE – WELKOM</u></b>			
<b><u>AREA</u></b>	<b><u>FEMALE BATHROOMS</u></b>	<b><u>MALE BATHROOMS</u></b>	<b><u>INCAPACITATED BATHROOMS</u></b>
<b><u>PUBLIC BATHROOMS</u></b>	3 toilets 2 basins 3 pedal operated feminine hygiene disposal bins 3 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 3 seat wipes dispensers 3 air freshener dispensers 3 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins	1 toilet 2 basins 2 urinals 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 1 seat wipes dispensers 1 air freshener dispensers 1 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins	1 toilet 1 basin 1 pedal operated feminine hygiene disposal bins 1 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 1 seat wipes dispensers 1 air freshener dispensers 1 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins
<b><u>STAFF BATHROOMS</u></b>	3 toilets 2 basins 3 pedal operated feminine hygiene disposal bins 3 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers	2 toilets 2 basins 1 urinal 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 2 seat wipes dispensers 2 air freshener dispensers	

	3 seat wipes dispensers 3 air freshener dispensers 3 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins	2 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins	
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### EASTERN CAPE - EAST LONDON

	3 toilets 2 basins 1 hand towel dispensers 3 feminine hygiene disposal bag dispensers 3 seat wipes dispensers 3 air freshener dispensers 3 x 3 tier toilet roll dispenser 1 hand foam / soap dispenser 1 hand sanitizer dispenser	3 toilets 3 basins 3 urinals 1 hand towel dispensers 3 seat wipes dispensers 3 x 3 tier toilet roll dispensers 1 hand foam / soap dispenser	1 toilet 1 basin 1 hand towel dispensers 1 feminine hygiene disposal bag 1 seat wipes dispensers 1 x 3 tier toilet roll dispenser 1 air freshener dispensers 1 hand foam / soap dispenser 1 hand sanitizer dispenser
	1 toilet 1 basin 1 feminine hygiene disposal bag dispensers 1 hand towel dispenser 1 seat wipes dispensers 1 air freshener dispensers 1 hand foam / soap dispenser 1 hand sanitizer dispenser		

### NORTHERN CAPE - 11 A SCHMIDTSDRIFT ROAD KIMBERLY

#### **STAFF BATHROOMS**

2 toilets 2 basins 2 pedal operated feminine hygiene disposal bins 2 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 2 seat wipes dispensers 2 air freshener dispensers 2 x 3 tier toilet roll dispenser, 1 wall wastepaper disposal bins	3 toilets 1 basin 1 urinal 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 3 seat wipes dispensers 3 air freshener dispensers 3 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins	1 toilet 1 basin 1 pedal operated feminine hygiene disposal bins 1 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 1 seat wipes dispensers 1 air freshener dispensers 1 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins
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#### **PUBLIC BATHROOMS**

3 toilets 2 basins 3 pedal operated feminine hygiene disposal bins	2 toilets 2 basins 1 urinal 1 hand soap dispensers 1 hand lotion dispensers
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	3 feminine hygiene disposal bag dispensers 1 hand soap dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 3 seat wipes dispensers 3 air freshener dispensers 3 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins	1 hand sanitizer dispensers 1 hand towel dispensers 2 seat wipes dispensers 2 air freshener dispensers 2 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bins	
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WESTERN CAPE			
<u>GROUND FLOOR</u>	4 toilets 2 basins 4 pedal operated feminine hygiene disposal bins. 4 feminine hygiene disposal bag dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 1 seat wipes dispensers 1 air freshener dispensers 4 x 3 tier toilet roll dispenser. 1 wall wastepaper disposal bins	1 toilet 1 basin 2 urinals 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 1 seat wipes dispensers 1 air freshener dispensers 1 x 3 tier toilet roll dispenser. 1 wall wastepaper disposal bins	1 toilet 1 basin 1 sanitary bin 1 hygiene bag dispenser 1 hand lotion dispenser 1 hand sanitizer dispenser 1 hand towel dispenser 1 seat wipes dispenser 1 air freshener dispenser 1 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bin
<u>FIRST FLOOR</u>	4 toilets 2 basins 4 pedal operated feminine hygiene disposal bins. 4 feminine hygiene disposal bag dispensers 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 4 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll dispenser. 1 wall wastepaper disposal bins	1 toilet 1 basin 2 urinals 1 hand lotion dispensers 1 hand sanitizer dispensers 1 hand towel dispensers 1 seat wipes dispensers 1 air freshener dispensers 1 x 3 tier toilet roll dispenser. 1 wall wastepaper disposal bins	

KITCHENS	
EQUIPMENTS	QUANTITY

<b><u>WELKOM OFFICE</u></b>	
Dishwasher soap dispenser	1
Hand foam/soap dispenser	1
Kitchen hand towel dispenser	1
Hand sanitizer dispenser	1
<b><u>EASTERN CAPE OFFICE</u></b>	
Dishwasher soap dispenser	1
Hand foam/soap dispenser	1
Kitchen hand towel dispenser	1
Hand sanitizer dispenser	1
<b><u>NORTHERN CAPE OFFICE</u></b>	
Dishwasher soap dispenser	1
Hand foam/soap dispenser	1
Kitchen hand towel dispenser	1
Hand sanitizer dispenser	1
<b><u>WESTERN CAPE OFFICE</u></b>	
Dishwasher soap dispenser	1
Kitchen hand towel dispenser	1
Hand sanitizer dispenser	1

### 3.3. Supply and delivery of consumables.

The successful service provider will be expected to supply consumables monthly for staff complement as outlined in Annexures.

### 3.4. Monthly Servicing of Hygiene Equipment

- Monthly repair, replacement and replenishing of hygiene equipment's.
- Replacement of batteries in hygiene equipment.
- Repair and/or replace of broken hygiene equipment's.

No	Name of the Office	Address of the office
1.	Free State office (Welkom)	280-282 State way, Bedelia.
2.	Eastern Cape office (East London)	7 Rochester Road, Vincent.
3.	Northern Cape office (Kimberley)	11 A Schmidtsdrft Road.
4.	Western Cape office (Cape Town)	Spaces Bridgeway Precinct, 1 Bridgeway, Century City

### 3.5. Deep cleaning and pest control

Category	Service	Offices	Frequency	Details
Deep Cleaning	Hot steam and harmless chemicals	All NLC Offices	Monthly	Use of hot steam and eco-friendly chemicals to sanitize all areas thoroughly
Fabric Furniture wash	Upholstery cleaning	All offices	Bi-Annually	Deep cleaning of fabric furniture

				including chairs, sofas and other upholstered items
Floor and carpet cleaning	Deep cleaning	All offices	Bi-Annually	Intensive cleaning of all floors and carpeted areas to remove dirt, stains and allergens
Tiled areas cleaning	Deep cleaning	All offices	Quarterly	Thorough cleaning of all tiled areas including restrooms, kitchens and entryways
Window cleaning	Interior and exterior	All offices	Quarterly	Comprehensive cleaning of all interior and exterior windows to ensure clarity and hygiene
Pest Control/ fumigation	Preventative and reactive measures	All offices	Quarterly	Regular pest control treatments to prevent infestations and address any existing pest issue
Installation and servicing of bait station	Preventative and reactive measures	Provincial Offices	Quarterly	Regular servicing of bait stations to control rodents and pests

**NB: Breakdown quantities on Annexure C**

## **5. DELIVERABLES**

- The service provider must ensure that the office is continuously healthy and hygienic to enable a conducive working environment as per the OHS act.
- The service provider must develop and monitor a schedule for fumigation, carpet cleaning and deep cleaning.
- The service provider must ensure that the deployed staff is always representable and identifiable.

## **6. REPORTING REQUIREMENTS**

- The service provider will report to the Facilities Management Unit.
- The service provider will convene quarterly meetings with the Facilities Management Section or his/her delegate.
- Submit a monthly comprehensive report on all activities.

## **7. DURATION OF THE PROJECT**

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

## **8. ROLES AND RESPONSIBILITY**

- NLC will provide support all reasonable requests of the service provider to enable the service provider to perform its duties in terms of the contract.
- NLC will provide a storage facility.
- Upon termination of the contract, the Service Provider shall ensure that all hygiene dispensers are removed from the premises in a manner that does not cause damage to the surrounding areas and restore the premise to its original condition.

## **9. CONFIDENTIALITY OF INFORMATION**

- Any patents or copyright developed from this project will belong to the NLC.
- The service provider will sign a confidentiality agreement regarding the protection of NLC information that is not in the public domain.

## **10. VALIDITY PERIOD**

- The bid documents submitted will be held and considered valid for a period of 120 days after the closing date.
- 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 finalized within the validity period.

## **11. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE**

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

## **12. CONFIDENTIALITY**

- Bids submitted for this Request for proposal will not be revealed to any other bidders and will be treated as contractually binding.
- 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.
- 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 bid and in accordance with any applicable law.
- The Bidder shall notify the NLC in writing of any unauthorized access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

## **13. PRICES**

- All services' pricing should be inclusive of all taxes etc. and payment shall be made in South African Rand.
- Bidders are required to use the pricing schedule available as "Annexure 1" for the prices.

## **14. COMMUNICATION**



- Specific queries relating to this bid should be submitted hand delivered to the NLC Head Office before the closing date.
- In the interest of fairness and transparency the NL C's response to such a query may be made available to other bidders.
- It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this bid between the closing date and the date of the award of the business.
- 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.

## 15. SECTION: EVALUATION CRITERIA

The NLC will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA) and the Preferential Procurement Regulation of 2022 using the four (4) phases outlined below: -

### STAGE 1: ADMINISTRATIVE COMPLIANCE

Bidders are required to submit the required documents for administrative compliance. The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document
Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorized person. Bid must be neatly packed and indexed.	Bid Proposal; Standard Bidding Document (SBD 1, & 6.1) Forms & Pricing Schedule
Signed consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPIA) (Consent Forms Attached to the Bid as part of the SBDs).	Signed POPIA Consent Form
Valid Certified Copy of BEE Certificate/Sworn Affidavit	BEE Certificate/ Sworn Affidavit
Proof of registration with CSD	Full CSD report

### STAGE 2: MANDATORY COMPLIANCE

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

EvaluationCriteria	Supporting Document
Standard Bidding Documents (SBD 4) Declaration of Interest	Fully Completed and signed Standard Bidding Document
Proof of a valid affiliation with the, Cleaning Association of South Africa (CASA) / NCCA for the company.	Valid Copy of the affiliation certificate
Proof of valid membership of South African Pest Control Association (SAPCA) provided.	Valid Copy of the affiliation certificate
Valid Compensation for Occupational Injuries and Diseases Act, No.130 of 1993 (COIDA) letter of Good Standing	Valid Copy of the affiliation certificate

Proof of waste hazard transportation certificate for the company. (Valid proof)

Valid Copy of the affiliation certificate

### STAGE 3: TECHNICAL EVALUATION

Only bidders that have met the mandatory pre-qualification criteria will be evaluated on the functionality of their proposals considering the below aspects of the bid proposal during the evaluation stage. Bidders who score a minimum of 70 points or more will be considered for the next phase 3 of the evaluation process (Price and special goals).

Category & Criteria Description	Weightings (%)	Scoring Matrix(0 to 5)
<b>1. Company Experience</b>	<b>40%</b>	
<b>1.1. Reference Letters</b>  Provide five (5) written reference letters for previously performed from contactable existing / recent clients within the past five (5) years. Reference should be presented in a form of a written letter on an official letterhead from clients where services (hygiene services, pest control/fumigation and supply and maintenance of related equipment and supplies.) have been provided, the date on the letters must not be older than five (5) years and must be signed and be dated. 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 you provided.  <b>Letters from the same client will be regarded as one (1) letter.</b> <b>(Appointment letters and purchase orders will not be considered and no points will be allocated.</b>  <b>The commission reserves the right to validate the information provided with individual client organizations.</b>	<b>20%</b>	<b>Irrelevant or No reference letters = 0 Points</b> <ul style="list-style-type: none"><li>• 1 reference letter for services = <b>1 Point</b></li><li>• 2 reference letters for services = <b>2 Points</b></li><li>• 3 reference letters for services = <b>3 Points</b></li><li>• 4 reference letters for services = <b>4 Points</b></li><li>• 5 reference letters for services = <b>5 Points</b></li></ul>

<p><b>1.2. Company Project Experience</b>  <i>The bidder must submit proof of company registration certificate and company profile indicating number of years in hygiene industry</i></p> <p>Number of completed projects in the last 10 years.</p> <p>Evidence: Reference letter including name of project, Value, Nature Duration Reference and contact number.</p> <p>It is compulsory to complete <b><u>Annexure A</u></b> in response to this section. Failure to complete Annexure A will result in a score of Zero.</p>	<p><b>20%</b></p>	<ul style="list-style-type: none"> <li>• No project Completed = <b>0 Points</b></li> <li>• 1 - 2 Projects Completed = <b>1 Point</b></li> <li>• 2 - 3 Projects Completed = <b>2 Points</b></li> <li>• 3 - 4 Projects Completed = <b>3 Points</b></li> <li>• 4 - 5 Projects Completed = <b>4 Points</b></li> <li>• 5 or more Projects Completed = <b>5 Points</b></li> </ul>
<p><b>2. Capacity and ability of Key Personnel.</b></p>	<p><b>20%</b></p>	
<p><b>2.1 Experience of Project/Contract Manager.</b></p> <p>The Bidder must be able to demonstrate the experience of no less than 3 years' experience for the key Project/Contract Manager.</p> <p>The bidder is required to demonstrate their bidder's suitability with respect to its capacity/ ability to execute and deliver on the project, based on same/similar (previous) work having been undertaken within the scope and scale of this work. The bidder profile must also provide a staff organogram, as well as CVS of core staff, their experience and achievements.</p> <p><b>The commission reserves the right to validate the information provided with individual client organizations.</b></p>		<p>2.1 Experience of the Key Personnel – <b>Weight = 20</b></p> <ul style="list-style-type: none"> <li>• Less than 3 years' experience = <b>0</b></li> <li>• Relevant experience between 3 – 5 years = <b>1</b></li> <li>• Relevant experience between 5 - 7 years = <b>2</b></li> <li>• Relevant experience between 7- 9 years = <b>3</b></li> <li>• Relevant experience between 9 – 11 years = <b>4</b></li> <li>• Relevant experience above 11 years = <b>5</b></li> </ul>
<p><b>3. Project Plan and Methodology</b></p>	<p><b>40%</b></p>	
<p>The project plan and Methodology must have the following five relevant hygiene elements" taking into account Material Safety Data Sheet for all chemicals used, Pest control, Deep Cleaning and Materials replenishment.</p>		<ul style="list-style-type: none"> <li>• No Project Plan or methodology</li> <li>• Re-stating the scope of work and missing elements = <b>1</b></li> <li>• Re-stating the scope of work with all elements = <b>2</b></li> <li>• Demonstrating an understanding of the scope of work based on limited experience (reference to previous clients limited) = <b>3</b></li> </ul>

<ul style="list-style-type: none"> <li>i. Detailed daily duties with time frames with order of preference.</li> <li>ii. Detailed weekly, monthly, quarterly, and six-monthly duties.</li> <li>iii. Detailed replenishment frequency of consumables.</li> <li>iv. The monitoring and assessment of cleaning services check lists.</li> <li>v. The contingency proposals in cases of unusual circumstances.</li> </ul>		<ul style="list-style-type: none"> <li>• Demonstrating an understanding of the scope of work based on substantial experience (extensive reference to previous clients) = 4</li> <li>• Demonstrating an understanding of the scope of work based on substantial experience including value &amp; innovation = 5</li> </ul>
--	--	---

**Total Weighting            =            100**

Bidders who score a minimum of **70%** on functionality will be evaluated further on their price proposal using the price special goals Level Status of Contributor: -

## Stage 4: Evaluation on Price and Specific Goals as Per PPR2022

### The 80/20 Principle based on Price and special goals for the NLC.

The following formula to be used to calculate the points out of 80 for price inclusive of all applicable taxes.

**4.1.** A maximum of 80 points is allocated for price on the following basis:-

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

$P_s$  = Points scored for price of bid under Consideration

$P_t$  = Price of bid under consideration

$P_{min}$  = Price of lowest acceptable bid

**4.2.** A maximum of 20 points to be awarded to a tenderer for the specific goal specified

#### 4.2.1 The evaluation of specific 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 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		
<b>4.Procurement from Disabilities</b>			
Tenderer who have 20% or more owners with disability	4	<b>4</b>	Letter from the Doctor confirming disability and CSDreport
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>	

### Stage 5: Due Diligence

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

### Stage 6: Contract and Award

This 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 negotiations.



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

## **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 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.

---

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

## 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 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

---

<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.

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

**2.2.1** 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<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.
- 3.4 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.

---

<sup>2</sup> 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.

- 3.5 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.
- 3.6 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

## SBD 6.1

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

#### 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
- the 90/10 system for requirements with a Rand value above 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

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**

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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 or 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 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	<b>8</b>	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 women Owned		<b>4</b>	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>	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		<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>	



## 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

☐ 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 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;
- 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 10years, after the *audi*
- (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:** .....

.....

.....

.....

## ANNEXURE A: COMPANY EXPERIENCE (to be completed by the bidder)

Client Name	Scope of services	Contract Value	Start date	End date	Project Duration

## ANNEXURE B: DEEP CLEANING AND PEST CONTROL QUANTITIES PER NLC OFFICE

Provincial Office	Pest Control Schedule	Fabric Furniture Quantities
Free State Office	Quarterly	45 Fabric chairs
Eastern Cape Office	Quarterly	4 single seater chairs and 30 fabric chairs
Northern Cape Office	Quarterly	30 Fabric chairs
Western Cape Office	Quarterly	35 Fabric chairs

## ANNEXURE C: CONSUMABLES QUANTITIES PER NLC OFFICE

Description	Free State (Welkom)	Eastern Cape (East London)	Northern Cape (Kimberley)	Western Cape (Cape Town)
Replenish hand paper roller towel for kitchens and bathrooms (6 packs of 6)	4	4	4	4
Replenish hand liquid / foam soap (5 litres)	2	2	2	2
Replenish dishwasher soap for kitchens (5	2	2	2	2

litres)				
Replenish hand lotion dispensers (5 litres)	1	1	1	1
Replenish liquid antibacterial gel for seat wipes dispenser (5 litres)	2	2	2	2
Replenish air fresheners for dispensers once a month and replacement of batteries as and when required.	Once per month	Once per month	Once per month	One per month
Replenish double ply first grade biodegradable toilet paper (pack of 48)	5	5	5	5
Collection of feminine hygiene disposal bins and replenish waste liners with antimicrobial protection once a week.	Weekly	Weekly	Weekly	Weekly
Replenish feminine hygiene disposal bag	Weekly	Weekly	Weekly	Weekly
Replenish wall wastepaper bin liners.	1 pack per month	1 pack per month	1 pack per month	1 pack per month
Supply anti-urinal mats – gradual fragrance release 30+ days.	2	3	2	4
Supply 5 litre of a minimum 70% alcohol-based sanitizer once a month.	2	2	2	2

## ANNEXURE D: PRICE SCHEDULE PER NLC OFFICE

## Supply, installation and maintenance of hygiene dispensers and bins per province

### FREE STATE

Supply, Installation and Maintenance of Dispensers	Quantity	Unit Price	Total Monthly	Total for 12 Months
Supply and installation of stainless steel range liquid gel seat wipes dispensers.	10			
Supply and installation of stainless steel range automated air freshener dispensers	10			
Supply of 20 litre stainless steel range pedal operated feminine hygiene disposal bins.	7			
Supply and installation of stainless steel range feminine hygiene disposal bag dispenser.	7			
Supply and installation of stainless steel range 3 tier toilet roll dispensers in all toilets' cubicles.	10			
Supply and installation of stainless steel range hand sanitiser dispensers for bathrooms	5			
Supply and installation of stainless steel range soap/foam dispensers for bathrooms	5			
Supply and installation of stainless steel range hand lotion dispensers for the bathrooms.	5			
Supply and installation of stainless steel range bathroom hand	5			

towel dispensers.				
Supply and installation of stainless steel range wall wastepaper disposal bins for bathrooms.	5			
Supply and installation of stainless steel range kitchen hand towel dispensers.	1			
Supply and installation of stainless steel range hand sanitiser dispensers for the kitchens.	1			
Supply and installation of stainless steel range soap/ foam dispensers for the kitchens.	1			
Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.	1			

## **EASTERN CAPE**

<b>Supply, Installation and Maintenance of Dispensers</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Monthly</b>	<b>Total for 12 months</b>
Supply and installation of stainless steel range liquid gel seat wipes dispensers.	8			
Supply and installation of stainless steel range automated air	8			

freshener dispenser				
Supply and installation of stainless steel range 3 tier toilet roll dispensers in all toilets' cubicles.	8			
Supply and installation of stainless steel range feminine hygiene disposal bag dispenser.	5			
Supply and installation of stainless steel range hand sanitiser dispensers for bathrooms	-			
Supply and installation of stainless steel range soap/foam dispensers for bathrooms	5			
Supply and installation of stainless steel range hand lotion dispensers for the bathrooms.	-			
Supply and installation of stainless steel range bathroom hand towel dispensers.	4			
Supply and installation of stainless steel range wall wastepaper disposal bins for bathrooms.	4			
Supply and installation of stainless steel range kitchen hand towel dispensers.	1			
Supply and installation of stainless steel range hand sanitiser dispensers for the kitchens.	1			
Supply and installation of stainless steel range soap/ foam dispensers for the kitchens.	1			
Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.	1			



## **NORTHERN CAPE**

Supply, Installation and Maintenance of Dispensers	Quantity	Unit Price	Total Monthly	Total for 12 Months
Supply and installation of stainless steel range liquid gel seat wipes dispensers.	11			
Supply and installation of stainless steel range automated air freshener dispensers	11			
Supply of 20 litre stainless steel range pedal operated feminine hygiene disposal bins.	6			
Supply and installation of stainless steel range feminine hygiene disposal bag dispenser.	6			
Supply and installation of stainless steel range 3 tier toilet roll dispensers in all toilets cubicles.	11			
Supply and installation of stainless steel range hand sanitiser dispensers for bathrooms	5			
Supply and installation of stainless steel range soap/foam dispensers for bathrooms	5			
Supply and installation of stainless steel range hand lotion dispensers for the bathrooms.	5			
Supply and installation of stainless steel range bathroom hand towel dispensers.	5			
Supply and installation of stainless steel range wall wastepaper	5			

disposal bins for bathrooms.				
Supply and installation of stainless steel range kitchen hand towel dispensers.	1			
Supply and installation of stainless steel range hand sanitiser dispensers for the kitchens.	1			
Supply and installation of stainless steel range soap/ foam dispensers for the kitchens.	1			
Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.	1			

## **WESTERN CAPE**

<b>Supply, Installation and Maintenance of Dispensers</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Monthly</b>	<b>Total for 12 Months</b>
Supply and installation of stainless steel range liquid gel seat wipes dispensers.	11			
Supply and installation of stainless steel range automated air freshener dispensers	11			
Supply of 20 litre stainless steel range pedal operated feminine hygiene disposal bins.	9			
Supply and installation of stainless steel range feminine hygiene disposal bag dispenser.	9			

Supply and installation of stainless steel range 3 tier toilet roll dispensers in all toilets cubicles.	11			
Supply and installation of stainless steel range hand sanitiser dispensers for bathrooms	5			
Supply and installation of stainless steel range hand lotion dispensers for the bathrooms.	5			
Supply and installation of stainless steel range bathroom hand towel dispensers.	5			
Supply and installation of stainless steel range wall wastepaper disposal bins for bathrooms.	5			
Supply and installation of stainless steel range kitchen hand towel dispensers.	1			
Supply and installation of stainless steel range hand sanitiser dispensers for the kitchens.	1			
Supply and installation of stainless steel range dishwasher soap dispensers for the kitchens.	1			

## Service provision: Deep cleaning, fumigation, pest control and equipment servicing per months

### FREE STATE OFFICE

Description	Quantity	Frequency	Unit price	Total Monthly	Total for 12 months
Deep cleaning of kitchen sink	1	Monthly / when			

		necessary			
Deep cleaning of Toilet bowls	10	Monthly / when necessary			
Deep cleaning of hand wash basins	9	Monthly / when necessary			
Deep cleaning of urinal bowls	3	Monthly / when necessary			
Deep of carpet and tile areas	Per square metres	Half-yearly (once every 6 months) over weekends			
Deep cleaning of fabric furniture	45 fabric chairs	Half-yearly (once every 6 months) over weekends			
Fumigation	Per square metres	Half-yearly (once every 6 months) over weekends			
Pest control (treatment of rodents and all crawling insects with relevant paste and environmentally compliant chemicals) including installation of	Per square metres	As and when required			

bait station					
Servicing and repair of hygiene equipment	Number of equipment installed	Monthly			

### **EASTERN CAPE OFFICE**

Description	Quantity	Frequency	Unit price	Total Monthly	Total for 12 months
Deep cleaning of one (1) kitchen sink	1	Monthly/ when necessary			
Deep cleaning of Toilet bowls (8 bowls)	8	Monthly/ when necessary			
Deep cleaning of hand wash basins (7 basins)	7	Monthly/ when necessary			
Deep cleaning of urinal bowls (3 urinals)	3	Monthly/ when necessary			
Deep cleaning of fabric furniture, carpet and tile areas (per square metre)	Per square metre	Half-yearly (once every 6 months) over weekends			
Deep cleaning of fabric furniture	4 single seater	Half-yearly (once			

	30 fabric chairs	every 6 months) over weekends			
Fumigation	Per square metres	Half-yearly (once every 6 months) over weekends			
Pest control (treatment of rodents and all crawling insects with relevant paste and environmentally compliant chemicals) including installation of bait station	Per square metres	As and when required			
Servicing and repair of hygiene equipment (all equipments installed)	Number of equipments installed	Monthly			

### **NORTHERN CAPE OFFICE**

Description	Quantity	Frequency	Unit price	Total Monthly	Total for 12 months
Deep cleaning of kitchen sink	1	Monthly / when necessary			

Deep cleaning of Toilet bowls	11	Monthly / when necessary			
Deep cleaning of hand wash basins	7	Monthly / when necessary			
Deep cleaning of urinal bowls	2	Monthly / when necessary			
Deep cleaning of fabric furniture	30 fabric chairs	Half-yearly (once every 6 months) over weekends			
Deep cleaning of fabric furniture, carpet and tile areas	Per square metre				
Fumigation	Per square metre	Half-yearly (once every 6 months) over weekends			
Pest control (treatment of rodents and all crawling insects with relevant paste and environmentally compliant chemicals) including installation of bait station	Per square metre	As and when required			
Servicing and repair of hygiene	Number of	Monthly			

equipment	equipments installed				
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### **WESTERN CAPE OFFICE**

Description	Quantity	Frequency	Unit price	Total Monthly	Total for 12 months
Deep cleaning of kitchen sink	1	Monthly / when necessary			
Deep cleaning of Toilet bowls	11	Monthly / when necessary			
Deep cleaning of hand wash basins	6	Monthly / when necessary			
Deep cleaning of urinal bowls	4	Monthly / when necessary			
Deep cleaning of fabric furniture	35 fabric chairs	Half-yearly (once every 6 months) over weekends			
Deep cleaning of carpet and tile areas	Per square metre				



Fumigation	Per square metre	Half-yearly (once every 6 months) over weekends			
Pest control (treatment of rodents and all crawling insects with relevant paste and environmentally compliant chemicals) including installation of bait station	Per square metre	As and when required			
Servicing and repair of hygiene equipment	Number of equipments installed	Monthly			