

NATIONAL LOTTERIES COMMISSION

REQUEST FOR QUOTATIONS TO SUPPLY AND DELIVER LICENSES TO MANAGE ENGINE SOFTWARE COMPONENTS

BID PROCESS	BID REQUIREMENTS
Tender number	RFQ/2025 – 009 -025
RFQ DESCRIPTIONS	REQUEST FOR QUOTATIONS TO SUPPLY AND DELIVER LICENSES TO MANAGE ENGINE SOFTWARE COMPONENTS
Bid Advert Date	23 September 2025
Closing date and time	30 September 2025 at 11:00am
RFQ validity period	60 days from the closing date
Submission instruction:	The bid document must be submitted or delivered via memory stick (USB) to: National Lotteries Commission Block D Hatfield Gardens 333 Grosvenor Street Hatfield

SECTION 1: BACKGROUND, OVERVIEW AND RFQ SCOPE OF REQUIREMENTS

1. INTRODUCTION AND BACKGROUND

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

2. OBJECTIVE

- 2.1. The objective is to appoint a suitable service provider for the renewal of the Manage Engine AD Audit Plus License and new ServiceDesk, AD360, including Self-service and network analyzer software.

3. SCOPE OF WORK

- 3.1. The NLC seeks to appoint a service provider for the supply and delivery of the following:

#	ITEM DESCRIPTION	SPECIFICATION	QTY
1.	ManageEngine AD360 AD Auditing Professional Edition- Subscription Model ManageEngine AD360 Password Self	Annual subscription fee for 2 Domain Controllers - Annual subscription fee for 2 Domain Controllers - Annual Subscription Fee for 500 Workstations - Annual subscription fee for 1 Azure AD tenant - Annual subscription fee for 20 Windows Servers - (Adding onto License) - Annual subscription fee for 2 File Servers - (Adding onto License)	1

#	ITEM DESCRIPTION	SPECIFICATION	QTY
	Service Professional Edition - Subscription Model	Annual Subscription Fee For 500 Domain Users - (Adding ADSS onto License to create an AD360 License) ---AD Audit Plus License expired: 03 Oct 2024--- ***12 Month License Renewal Upgrade*** Remote Consultation - Remote Scoping and Implementation for AD360 Professional Edition 16hrs (2 day) - Remote Training for AD 360 Professional Edition 12hrs	
2.	ManageEngine ServiceDesk Plus, Professional Edition - Cloud Annual	Annual Subscription fee for 30 Technicians (500 IT Assets) - Annual subscription fee for Project Management - ***New License*** - Live chat x30 Techs Remote Consultation - Remote Scoping and Implementation for ServiceDesk Plus Professional Cloud Edition 24hrs. - Remote Training for ServiceDesk Plus cloud Professional Edition 12hrs.	1
3	NetFlow Analyzer	Professional Edition for 10 Interfaces	1

4. DURATION OF THE PROJECT

4.1 The project is expected to be a once-off service after the issuing of an Official Purchase Order by NLC.

5. FORMAL BRIEFING SESSION

5.1. There is no briefing session.

6. VALIDITY PERIOD

- 6.1. The Commission requires a validity period of 60 Days from closing date against this RFQ.
- 6.2. 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.

SECTION 2: NOTICE TO BIDDERS

1. TERMS AND CONDITIONS OF TERMS OF REFERENCE

- 1.1 This document may contain confidential information that is the property of the NLC.
- 1.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to these RFQ(RFQ) without prior written permission from the NLC.
- 1.3 All copyright and intellectual property herein vests with the NLC.
- 1.4 Late and incomplete submissions will not be accepted.
- 1.5 No services must be rendered, or goods delivered before an official NLC Purchase Order form has been received.
- 1.6 This TOR will be evaluated in terms of the 80/20 preference point system, where 80 is price and 20 is special goal.
- 1.7 Suppliers are required to register on the Central Supplier Database (CSD) at www.csd.gov.za.
- 1.8 Suppliers must provide their CSD registration number (and attach a CSD Registration report) and ensure that their tax matters are compliant.

1.9 All questions regarding this TOR must be forwarded to quotation@nlcsa.org.za

2. General rules and instructions

2.1 News and press releases

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

2.2 Precedence of documents

2.2.1 This RFQ consists of a number of sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this 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 the NLC may in its sole discretion elect to

2.2.3 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.

2.2.4 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.

2.3 Preferential procurement reform

2.4 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.

- 2.5 Bidders must be registered with the CSD and submit CSD report reflecting tax complaints.
- 2.6 National Industrial Participation Programme
- 2.7 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).
- 2.8 Language
 - 2.8.1 Bids shall be submitted in English.
- 2.9 Gender
 - 2.9.1 Any word implying any gender shall be interpreted to imply all other genders.
- 2.10 Headings
 - 2.10.1 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.
- 2.11 Occupational Injuries and Diseases Act 13 of 1993
 - 2.11.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFQ and/ or subsequent agreement. the NLC reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the NLC.
- 2.12 Processing of the Bidder's Personal Information
 - 2.12.1 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,

the NLC is compelled to submit information to the National Treasury's Database of Restricted Suppliers.

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

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

2.12.3.1 The NLC personnel participating in procurement/award procedures.

2.12.3.2 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 the National Treasury's e-Tender portal:

2.12.3.2.1 contract description and bid number.

2.12.3.2.2 names of the successful bidder(s) and preference points claimed.

2.12.3.2.3 the contract price(s) (if possible).

2.12.3.2.4 contract period.

2.12.3.2.5 names of directors; and

2.12.3.2.6 date of completion/award.

2.12.4 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 specified in the NLC PAIA manual.

2.12.5 In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in relevant section above.

3. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

3.1. Bidders are required to self-register on National Treasury's Central Supplier Database (CSD), which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.

3.2. The Commission may not award business to a bidder who has failed to register on the CSD.

3.3. Only foreign suppliers with no local registered entity need not register on the CSD.

3.4. The CSD can be accessed at <https://secure.csd.gov.za>

4. CONFIDENTIALITY

- 4.1. Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding.
- 4.2. The Commission reserves all the rights afforded to it by POPIA in the processing of any of its information as contained in Bid Proposals.
- 4.3. The Bidder acknowledges that it will obtain and have access to personal information of The NLC and agrees that it shall only process the information disclosed by the NLC in terms of this bid award and only for the purposes as detailed in this RFQ and in accordance with any applicable law.
- 4.4. The Bidder shall notify the NLC in writing of any unauthorized access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

5. COMMUNICATION

- 5.1. Specific queries relating to this TOR should be submitted quotation@nlcsa.org.za
- 5.2. In the interest of fairness and transparency the NLC's response to such a query may be made available to other bidders.
- 5.3. 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.
- 5.4. Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

6. INSTRUCTIONS TO PROSPECTIVE SUPPLIERS

- 6.1. The cost of delivery, labour etc. must be included in this quotation.
- 6.2. Suppliers must keep all items listed below in stock.
- 6.3. 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.

6.4. The bidder must use the spot rate of the day for this RFQ on the closing date of this RFQ.

6.5. The parties agree that the spot rate of the day will be applicable at the time of issuing the purchase order.

SECTION 3: EVALUATION CRITERIA

The NLC will evaluate all proposals in terms of the Preferential Procurement Regulation of 2022 and the Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The eight (8) phase evaluation criteria will be considered in evaluating the proposals. The NLC will evaluate all quotations in terms of the Preferential Procurement Regulation 2022 (PPR2022) using the price quotation and the special goal stated on this specification.

STAGE 1: TENDER CLOSING AND OPENING

1.1 Tender closing details

The deadline for Tender submission is **30 September 2025 @11:00am** Standard South African Time. **No Late bids will be accepted.**

1.2 Bid Formats

Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions. Submissions (USB) must be prominently marked with the full details of the tender, namely Bidder's Name, Tender No and Tender Title. Tender submissions received after the submission/closing date and time will be declared late bid submissions and will not be accepted for consideration by the NLC.

STAGE 2: ADMINISTRATIVE COMPLIANCE

All bid respondents must submit the relevant documents that comply with administrative compliance which 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
Valid Certified Copy of BEE Certificate/Affidavit	Valid BEE Certificate/ Valid 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.

STAGE 3: MANDATORY COMPLIANCE

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

Evaluation Criteria	Supporting Document
Fully completed and signed Standard Bidding Document.	SBD 4
Joint Venture agreements must be submitted in a case of a bidder being in a joint venture.	Signed Joint Venture agreements
Bidder must provide proof of registration with ManageEngine South Africa distributor.	Registration certificate/ Confirmation letter

ITEM DESCRIPTION	SPECIFICATIONS	QTY	COMPLY	
			YES	NO
ManageEngine AD360 AD Auditing Professional Edition- Subscription Model	Annual subscription fee for 2 Domain Controllers - Annual subscription fee for 2 Domain Controllers - Annual Subscription Fee for 500 Workstations - Annual subscription fee for 1 Azure AD tenant - Annual subscription fee for 20 Windows Servers - (Adding onto License) - Annual subscription fee for 2 File Servers - (Adding onto License)	1		
ManageEngine AD360 Password Self Service Professional Edition - Subscription Model	Annual Subscription Fee For 500 Domain Users - (Adding ADSS onto License to create an AD360 License) ---AD Audit Plus License expired: 03 Oct 2024--- ***12 Month License Renewal Upgrade*** Remote Consultation - Remote Scoping and			

ITEM DESCRIPTION	SPECIFICATIONS	QTY	COMPLY	
			YES	NO
	Implementation for AD360 Professional Edition 16hrs (2 day) - Remote Training for AD 360 Professional Edition 12hrs			
ManageEngine ServiceDesk Plus, Professional Edition - Cloud Annual	Annual Subscription fee for 30 Technicians (500 IT Assets) - Annual subscription fee for Project Management - ***New License*** - Live chat x30 Techs Remote Consultation - Remote Scoping and Implementation for ServiceDesk Plus Professional Cloud Edition 24hrs. - Remote Training for ServiceDesk Plus cloud Professional Edition 12hrs.	1		
NetFlow Analyzer	Professional Edition for 10 Interfaces	1		

STAGE 5: PRICING AND SPECIAL GOAL

Pricing Schedule: Please refer to Annexure A

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

Specific Goals	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
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1. Procurement from entities who are black Owned			Copies of ID's/ CIPC Report CSD Recent Report
Tenderer who have 100% black Ownership	8	8	
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are women Owned			B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 100% women ownership	4	4	
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership			B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 100% black youth ownership	4	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			Letter from the Doctor confirming disability not older than 1 year from the closing date and CSD report
Tenderer who have 20% or more owners with disability	4	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	

STAGE 7: DUE DILIGENCE

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

STAGE 8: CONTRACT AND AWARD

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

SBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS FOR THE NATIONAL LOTTERIES COMMISSION

BID NUMBER:	RFQ-2025-009-025	ISSUE DATE	23 September 2025	CLOSING DATE:	30 September 2025	CLOSING TIME:	11H00
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DESCRIPTION REQUEST FOR QUOTATIONS TO SUPPLY AND DELIVERY OF LICENSES FOR MANAGE ENGINE SOFTWARE COMPONENTS

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Bid proposals OR Quotation MUST be submitted the below address:

Block D Hatfield Gardens
333 Grosvenor Street
Hatfield

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	SCM	CONTACT PERSON	SCM
TELEPHONENUMBER	012 432 1309	TELEPHONE NUMBER	012 432 1309
FACSIMILENUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	quotation@nlcsa.org.za	E-MAIL ADDRESS	quotation@nlcsa.org.za

SUPPLIER INFORMATION

SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONENUMBER		CODE		NUMBER		
CELLPHONENUMBER						
FACSIMILENUMBER		CODE		NUMBER		
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	MAAA.....

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

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 FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes ☐ No ☐ [IF YES, ANSWER QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	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. 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 BIDDER IS REGISTERED WITH 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."



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

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:

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offer 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 is listed in the Register for Tender Defaulters and/ or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. 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**
- 2.2** If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietors/directors/trustees/shareholders/members/ partners or any person having a controlling interest in the enterprise, in the table below.

Full Name	Identity Number	Name of State institution

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

- 2.3.1** If so, furnish particulars:

.....

.....

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.

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

2.4.1 If so, 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 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 consortium² 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, or 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 the awarding of the contract.
- 3.5** There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution about 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.

- 2 A joint venture or Consortium means an association of persons to combine their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD4

- 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, suspicious bids 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 points systems apply 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 **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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 a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding 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 or 90 points is allocated for price on the following basis:

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

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3. POINTS AWARDED FOR SPECIFIC GOALS

Specific Goals	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. Procurement from entities who are black Owned			Copies of ID's/ CIPC Report CSD Recent Report	
Tenderer who has 100% black Ownership	8	8		
Tenderer who has 51% to 99% black ownership	4			
Tenderer who has less than 51% black ownership	0			
2. Procurement from entities who are women Owned			B-BBEE Certificate / B-BBEE Sworn Affidavit	
Tenderer who has 100% women ownership	4	4		
Tenderer who has 30% to 99% women ownership	2			
Tenderer who has less than 30% women ownership	0			
3. Black Youth Ownership			B-BBEE Certificate / B-BBEE Sworn Affidavit	
Tenderer who has 100% black youth ownership	4	4		
Tenderer who has 30% to 99% black youth ownership	2			
Tenderer who has less than 30% black youth ownership	0			
4.Procurement from Disabilities			Letter from the Doctor confirming disability and CSD report	
Tenderer who has 20% or more owners with disability	4	4		
Tenderer who has less than 20% but more than 10% owners with disability	2			
Tenderer who has less than 10% owners with disability	0			

Specific Goals	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
Total points for specific goals		20		

3.1 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 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:

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

- an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
- any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of the state: Where the 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.) Please complete this table for claiming points.

4. DECLARATION ABOUT COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number:

5.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK

APPLICABLE BOX]

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

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

SECTION 6: CONSENT REQUEST FORM

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 linewith 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

ANNEXURE A - Pricing Schedule Bidder Name.....

DESCRIPTION	SPECIFICATIONS	QUANTITY	UNIT/RATE (EXCLUDING VAT)	TOTAL COST (EXCLUDING VAT)
ManageEngine AD360 AD Auditing Professional Edition- Subscription Model ManageEngine AD360 Password Self Service Professional Edition Subscription Model	Annual subscription fee for 2 Domain Controllers - Annual subscription fee for 2 Domain Controllers - Annual Subscription Fee for 500 Workstations - Annual subscription fee for 1 Azure AD tenant - Annual subscription fee for 20 Windows Servers - (Adding onto License) - Annual subscription fee for 2 File Servers - (Adding onto License) Annual Subscription Fee For 500 Domain Users - (Adding ADSS onto License to create an AD360 License) - AD Audit Plus License expired: 03 Oct 2024--- ***12 Month License Renewal Upgrade*** Remote Consultation - Remote Scoping and Implementation for AD360 Professional Edition 16hrs (2 day) - Remote Training for AD 360 Professional Edition 12hrs	1	R	R
ManageEngine ServiceDesk Plus, Professional Edition - Cloud Annual	Annual Subscription fee for 30 Technicians (500 IT Assets) - Annual subscription fee for Project Management - ***New License*** - Live chat x30 Techs Remote Consultation - Remote Scoping and Implementation for ServiceDesk Plus Professional Cloud Edition 24hrs. - Remote Training for ServiceDesk Plus cloud Professional Edition 12hrs.	1	R	R
NetFlow Analyzer	Professional Edition for 10 Interfaces	1	R	R
Total Price Excluding VAT			R	
VAT at 15%			R	
Total Price including of VAT			R	