

NATIONAL LOTTERIES COMMISSION

REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO TRANSLATE THE NLC PAIA AND POPIA MANUAL AND THE GRANT AGREEMENT FOR THE NATIONAL LOTTERIES COMMISSION (NLC)

BID PROCESS	BID REQUIREMENTS
RFQ Number	RFQ/2025-006-008
RFQ Description	Appointment of a service provider to translate the PAIA and POPIA Manual and Grant Agreement for the NLC.
RFQ Issue Date	05/06/2025
Submissions	<p>All submissions Must be addressed to Supply Chain Management, NLC Submission of Quotation through USB only at the below address:</p> <p>333 Grosvenor Street, Block D, Hatfield Gardens Hatfield, Pretoria, 0083</p> <p>Enquiries ONLY can be emailed to: quotation@nlcsa.org.za</p>
Closing date and time	10/06/2025 @ 11:00 (SAST)
RFQ validity period	90 calendar days from closing date
Compulsory Briefing Meeting	No briefing session



TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO TRANSLATE THE NLC PAIA AND POPIA MANUAL AND GRANT AGREEMENT FOR THE NATIONAL LOTTERIES COMMISSION

SECTION 1: INTRODUCTION, BACKGROUND AND SCOPE OF REQUIREMENTS.

1. INTRODUCTION

The National Lotteries Commission (“NLC”) is a Schedule 3A public entity established under the Lotteries Act 57 of 1997, as amended to regulate the South African lotteries and societies. The functions of the Commission can be divided into two categories, namely “regulation of Lotteries and societies” and “administration of the National Lottery Distribution Trust Fund (‘NLDTF’). The Distributing Agencies (“DAs”) 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.

To comply with the Promotion of Access to Information Act 2 of 2000 (“PAIA”), the NLC must make its PAIA and POPIA Manual accessible to the public in all eleven (11) official languages. We therefore invite competent, suitably qualified translation service providers to submit a quotation for translating the existing English manual.

The NLC has issued the 2024/25 Call for Grant Funding Applications and will conclude Grant Agreements with the approved Grantees. In this contracting process, the NLC aims to accommodate the linguistic needs of all approved Grantees across all Provinces. Accordingly, the Grant Agreement must be made clearly accessible in all official languages to ensure clarity, inclusivity, and legal certainty.

2. BACKGROUND

In terms of PAIA, all public and private bodies are required to develop and make available a PAIA and POPIA Manual (“Manual”) that sets out the procedures for accessing information held by the organisation. The purpose of this Manual is to promote transparency, accountability, and effective governance by enabling members of the public to request information lawfully.

To ensure that this Manual is accessible to all South Africans, regardless of their home language, NLC seeks to translate its current PAIA and POPIA Manual, which is presently available only in English, into the other ten official languages of the Republic of South Africa. This initiative is part of our broader commitment to inclusivity and linguistic diversity, and to align with the spirit and requirements of PAIA and the Constitution.

In previous years, the Grant Agreement was only accessible in English. However, as the NLC serves the entire nation, it is essential that all stakeholders are able to engage with the Grant Agreement in a language they understand. The Grant Agreement is a binding legal document, and Grantees should be able to comprehend its contents without needing to seek further clarification. Ensuring accessibility in all official languages will promote transparency, inclusivity, and informed consent.

3. SCOPE OF WORK AND DELIVERABLES

The appointed service provider must –

- a) Translate the current PAIA and POPIA Manual (\pm 7,042 words) and the Grant Agreement (\pm 10,800 words) from English into:
Afrikaans, isiZulu, isiXhosa, isiNdebele, Sesotho, Setswana, Sepedi, Tshivenda, Xitsonga, siSwati and Brail, if possible.
- b) Ensure legal and linguistic fidelity; any ambiguity must be clarified with NLC Legal Services Division.
- c) Apply independent quality assurance (review by a second sworn translator per language).
- d) Deliver, within 60 work-days for translating each document of the purchase-order date:
 - Editable MS Word (.docx) files per language, laid out identically to the source;
 - Print-ready PDFs per language;
 - A consolidated translation memory (TMX or SDL) for NLC future use.
- d) Provide a weekly progress report (template supplied after award).

4. REPORTING REQUIREMENTS

The service provider will report to the NLC's Legal Services Division

5. DURATION OF THE PROJECT

The project must be completed within 120 work-days after receipt of the purchase-order by the NLC.

6. VALIDITY PERIOD

- 6.1 The NLC requires a validity period of 120 days from the closing date of 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 responsive bidder 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.

7. FORMAL BRIEFING SESSION

No briefing session.

SECTION 2: NOTICE TO BIDDERS

8. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- 8.1 This document may contain confidential information that is the property of the NLC.
- 8.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ without prior written permission from the NLC.
- 8.3 All copyright and intellectual property herein vests with the NLC.
- 8.4 Late and incomplete submissions will not be accepted.
- 8.5 No services must be rendered, or goods delivered before an official Commission Purchase Order form has been received.
- 8.6 This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act No. 5 of 2000 and Preferential Procurement Regulations (PPR) of 2022.
- 8.7 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.

- 8.8 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za, suppliers must provide their CSD registration number (and attach CSD Registration report) and ensure that the tax matters are compliant.
- 8.9 All questions regarding this RFQ must be forwarded to quotation@nlcsa.org.za within two (2) days of the closing date.

9. GENERAL TERMS AND CONDITIONS

- 9.1 A bid submitted in response to this RFQ will constitute a binding offer which will remain binding and irrevocable for a period of 90 days from the closing date of this RFQ.
- 9.2 Unless or until a binding contract is concluded between the NLC and the successful Bidder, the offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder. No services must be rendered, or goods delivered before an official NLC Purchase Order form has been issued.
- 9.3 The NLC reserves the right to amend, modify, withdraw or terminate this RFQ or any of the requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any Bidder or person.
- 9.4 Should this RFQ be amended, the NLC undertakes to publicize or send each Bidder in writing the amended RFQ. No oral amendments by the Bidder or the NLC shall be considered.
- 9.5 Any attempt to alter the terms and conditions or the scope of work may result in the bid being considered non responsive.
- 9.5 Precedence of documents
- 9.5.1 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.
- 9.5.2 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.

- 9.5.3 It, however, remains the exclusive domain and election of NLC as to which of these stipulations are applicable and to what extent. Bidders hereby acknowledge 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.

9.6 News and press releases

- 9.6.1 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.

9.7 Preferential procurement reform

- 9.7.1. NLC shall apply the principles of the PPPFA to this proposal read together with the PPR.

9.8 National Industrial Participation Program

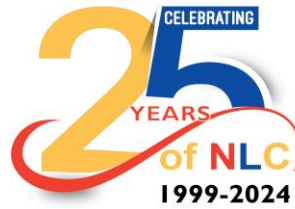
- 9.8.1 The Industrial Participation policy, which was endorsed by Cabinet on 30 April 1997, is applicable to contracts that have an imported content. The NIP is obligatory and therefore must be complied with. Bidders are required to sign and submit the Standard Bidding Document ("SBD").

- 9.9 It is compulsory for a Bidder submitting a bid to be registered on the National Treasury's Central Supplier Database ("CSD") and ensure that it remains registered for the duration of the services and/or contract, if successful. The Bidder must provide their CSD registration number and attach their CSD Summary report.

- 9.10 The Bidder needs to ensure that it is tax compliant at the time of submitting its Bid and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation issued by the South African Revenue Services ("SARS") confirming it is tax compliant upon request by the NLC.

- 9.11 The NLC reserves the right to conduct site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its response to this Bid.
- 9.12 This RFQ is not intended to form the basis of a decision to enter into any transaction with the NLC and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 9.13 Neither the NLC or any of its respective directors, officers, employees, agents, representatives or advisors will assume any responsibility for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to this RFQ.
- 9.14 No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFQ. Failure to comply with this requirement may, within the sole discretion of the NLC, result in disqualification of the relevant entity.
- 9.15 Any material change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall be brought to the attention of the NLC Supply Chain Management ("SCM") section in writing. The NLC shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may in its sole discretion disqualify the Bidder from any further participation in the bid process.
- 9.16 Any requirement set out in this RFQ which stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NLC, and unless the contrary is expressed, may be waived by the NLC in its sole discretion at any stage in the bid process.
- 9.17 The NLC and its advisors shall rely on a bid as being accurate and complete in relation to the information and proposals provided therein by the bidders.
- 9.18 All Bids submitted to NLC shall become the property of the NLC and will not be returned to the Bidders. The NLC will make all reasonable efforts to maintain information contained in proposals in confidence.
- 9.19 A Bid submitted by the Bidder shall be considered irregular if it shows any omissions, or irregularities of any kind. However, the NLC reserves the right to waive any irregularities and to make an award in the best interest of the organisation.
- 9.20 The NLC reserves the right to accept or reject in part or whole any Bid submitted and to waive any technicalities if this is in the best interest of the organization.

- 9.21 The NLC reserves the right to require a Bidder to provide a formal presentation of its RFQ at a date and time to be determined by the NLC. The NLC shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. The Bidder shall bear all expenses.
- 9.22 All costs associated with the preparation and submission of the Bid remain the responsibility of the Bidder. The costs shall not be chargeable to the NLC by the successful or unsuccessful Bidder.
- 9.23 All Bids must be formulated and submitted in accordance with the requirements of this RFQ.
- 9.24 Bids received after the closing date and time as specified in this RFQ shall be rejected.
- 9.25 The NLC is not obliged to appoint a bidder with the lowest price, if, based on its sole discretion and assessment, the said bidder does not exhibit or demonstrate adequate capacity or full comprehension of the scope of work to be undertaken. In this regard, the NLC may appoint the lower-ranked bidder provided that the reasons for such deviation are properly justified and accurately recorded.
- 9.26 A Bidder or any party acting on behalf of a Bidder shall not make any announcement or press releases concerning this RFQ or the awarding of any resulting agreement without the prior written consent of, and then only in co-ordination with, the NLC.
- 9.27 The assessment and award of the bid shall be conducted in accordance with applicable legislation.
- 9.28 Processing of Bidder's Personal Information
- 9.28.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFQ/RFP is collected and processed to assess the content of its tender proposal and award the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation, the Preferential Procurement Regulations, 2022. The Bidder is advised that Bidder's Personal Information may be passed on to third parties to whom NLC is compelled by law to provide such information. For example, where appropriate, NLC is compelled to submit information to the National Treasury's Database of Restricted Suppliers.
- 9.28.2 All Personal Information collected will be processed in accordance with POPIA and with the NLC Data Privacy Policy.
- 9.28.3 The following persons will have access to the Personal Information collected:



- 9.28.3.1 NLC personnel participating in procurement/award procedures; and
 - 9.28.3.2 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.
- 9.29 Occupational Injuries and Diseases Act 13 of 1993
- 9.29.1 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. 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.
- 9.30 All Personal Information of the Bidder, including its employees, representatives, associates, and sub-contractors required under this RFQ is collected and processed for the purpose of assessing the content of its bid proposal and awarding the bid. By submitting a bid, the Bidder consents to the use of its Personal Information as stipulated in this RFQ.
- 9.31 A Bidder's 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.
- 9.32 All Personal Information collected will be processed in accordance with the Protection of Personal Information Act, 2013 (POPIA) and with the NLC Data Privacy Policy.
- 9.33 It is prohibited for Bidders to attempt, either directly or indirectly, to canvass or engage in any manner with any officer or employee of the NLC in respect of this RFQ between the closing date and the date of award of this bid
- 9.34 Any word implying any gender shall be interpreted to imply all other genders.
- 9.35 Bids shall be submitted in English.
- 9.36 In this RFQ, the words "service provider" "supplier" will be used interchangeably to refer to the Bidder.
- 9.37 Rejection of all Bids/Quotations and Disclaimer

- 9.37.1 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.

10. CONFIDENTIALITY

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

11. COMMUNICATION

- 11.1 Specific queries relating to this RFQ should be submitted quotation@nlcsa.org.za before the closing date.
- 11.2 In the interest of fairness and transparency the Commission's response to such a query may be made available to other bidders.
- 11.3 It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the Commission in respect of this RFQ between the closing date and the date of the award of the business.
- 11.4 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.

12. SUPPLIER PERFORMANCE

- 12.1 The NLC conducts regular performance reviews in accordance with the requirements for the classification of the contract and or stakeholder by making use of supplier

evaluation forms. The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year and a review at completion of contract for those contracts less than a year.

- 12.2 Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 12.3 Non-performance will be addressed with at least a formal letter advising specific non-performing areas and stating remedial action/s required within specific time frames. Non-adherence to remedial actions shall lead to escalating performance management actions.
- 12.4 Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

SECTION 3: EVALUATION CRITERIA

The Commission will evaluate all proposals in terms of the Preferential Procurement Regulation of 2022 and Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The below phases evaluation criteria will be considered in evaluating the proposals, being:

13. STAGE 1: RFQ CLOSING DATE AND SUBMISSION INSTRUCTIONS AND FORMAT

RFQ Closing Details

- 13.1 The deadline for RFQ submission is **10/06/2025** at 11:00 Standard South African Time.
- 13.2 Any late RFQ will not be accepted. Proposals are to be submitted to the below address: above mentioned address in page 1
- 13.3 The onus is on the Bidder to ensure that all administrative and mandatory required documents are included in their submission.
- 13.4 Submissions must be prominently marked with the full details of the tender namely Bidder's Name, RFQ No and Title.

14. BID FORMAT

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

- 14.2 Financial/pricing information must be presented in a separate attachment from the Technical/Functional Response information.
- 14.3 The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.
- 14.4 Submissions must be prominently marked with the full details of the tender namely Bidder's Name, Tender No and Tender Title.
- 14.5 Tender submissions received after submission date and time will be declared late and will not be accepted for consideration by the NLC.
- 14.6 The NLC will not be responsible for any failure or delay in the submission or receipt of the bid including but not limited to:
- Network
 - Loadshedding
 - Traffic
 - Struggling to find parking
 - Courier arriving late

15. STAGE 2: ADMINISTRATIVE COMPLIANCE

- 15.1 All bid respondents must submit required documents that comply with all this RFQ.
- 15.2 The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document/Content
SCM - SBD 1 - Invitation to Bid	Fully Completed Standard and duly signed
SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Fully Completed Standard and duly signed
Technical Response (PDF, max 20 MB, <i>no prices</i>)	<ul style="list-style-type: none"> • Company profile & CIPC docs • Proof of sworn translators / SATI membership • Methodology & QA plan <p>Five comparable projects in the last five years (with three contactable references)</p>
CSD Registration	Proof of CSD registration

Bidder's tax compliance confirmation	Valid SARS Tax Pin
Pricing Schedule	<ul style="list-style-type: none"> • Fixed all-inclusive price per language and total • Fully completed and duly signed
Original Signed consent form in terms of the Protection of Personal Information Act No.4 2013 (POPIA)	POPIA Consent Form
BBBEE Certificate in terms of Codes of Good Practice-Valid	A valid BEE Certificate/Sworn affidavit

16. 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. The Mandatory Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document
1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	JV Agreement
2. Bidders must submit a fully completed declaration of interest form (failure to declare honestly will lead to bidder being disqualified)	SBD 4

17. STAGE 4 TECHNICAL PROPOSAL EVALUATION

Table 1: Rating Scale

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the Service Provider of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	5

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

- 17.1 The following weighting system will apply and only bidders scoring a minimum of **70 points** or more will be eligible to be evaluated on stage 5 and bidders that fail to meet a minimum of **70 points** will not be evaluated further on stage 5.
- 17.2 Points awarded will be allocated to the weighting. For example, if the weighting is 40, 4 points equates to 40. Only bidders that scored the minimum technical qualifying score of 70 and above will be evaluated further on Price and Special Goal.

Category	Criteria	Weightings (%)	Scoring Matrix (0 to 5)
Company Experience	<ul style="list-style-type: none"> The bidder must provide details of work done previously of a similar nature (translation of legal documents into various languages, and particularly the eleven (11) official South African languages) undertaken by the bidder within the previous ten (10) years. Specific details must be given to indicate the extent to which these previous experiences relate to the work described in the TOR. Bidders are required to submit their company profile that contains the organisational structure, its size, staff complement, experience, and certifications/ sworn translators evidence. 	25%	<ul style="list-style-type: none"> No Experience indicated = 0 Points Less than 1 year to less than 2 years of experience in translating legal documents into various languages and/ or related experience = 1 Point 2 years to less than 4 years' of experience in translating legal documents into various languages and/ or related experience = 2 Points 4 years to less than 6 years of experience in translating legal documents into various languages and/ or related experience = 3 Points 6 years to less than 8 years of experience in translating legal documents into various languages and/ or related experience = 4 Points

Category	Criteria	Weightings (%)	Scoring Matrix (0 to 5)
			<ul style="list-style-type: none"> 8 years to 10 years and above of experience in translating legal documents into various languages and/ or related experience = 5 Points
Key Personnel Experience and Capabilities	<ul style="list-style-type: none"> Bidder needs to provide key personnel's proof of expertise with regards to the requirements of the services required as per the RFQ. The Key Personnel needs to have at least 5 years of experience in the field. Abbreviated Curriculum Vitae (CV's) of Key Personnel/ Project Leader and two (2) experienced resources who are going to be involved in the implementation of the Project, shall be included in your proposal. <p>NB: The Key Personnel should be clearly marked with all their experience and qualifications including the 2 resources separately.</p>	25%	<p>Experience of the Team/Project Leader (Key Personnel):</p> <ul style="list-style-type: none"> No CVs submitted = 0 Points Less than 1 year to less than 2 years of experience in translating legal documents into various languages and/ or related experience and provide 2 resources and the Project Leader = 1 Point 2 years to less than 4 years' of experience in translating legal documents into various languages and/ or related experience and provide 2 resources and the Project Leader = 2 Points 4 years to less than 6 years of experience in translating legal documents into various

Category	Criteria	Weightings (%)	Scoring Matrix (0 to 5)
			<p>languages and/ or related experience and provide 2 resources and the Project Leader = 3 Points</p> <ul style="list-style-type: none"> • 6 years to less than 8 years of experience in translating legal documents into various languages and/ or related experience and provide 2 resources and the Project Leader = 4 Points • 8 years and more of experience in translating legal documents into various languages and/ or related experience and provide 2 resources and the Project Leader = 5 Points
Project Plan and Methodology for translating the PAIA/POPIA Manual (≈ 7 042 words) and the Grant Agreement	<p>The bidder's written plan must show:</p> <ul style="list-style-type: none"> • End-to-end workflow (receipt → translation → independent 2-person QA → desktop-publishing/layout) that can be finished within 60 work-days. • How legal and linguistic fidelity will be ensured (second sworn translator per language, 	25%	<ul style="list-style-type: none"> • No coherent plan or methodology provided, or does not align with the TOR = 0 Points • Major gaps (e.g., incomplete language coverage, no second-translator QA, unrealistic duration) = 1 Point • Plan covers the tasks but lacks detail in

Category	Criteria	Weightings (%)	Scoring Matrix (0 to 5)
(≈ 10 800 words) into all 11 official languages	<p>terminology checks, liaison with NLC Legal Services).</p> <ul style="list-style-type: none"> • Generation and hand-over of print-ready PDFs, editable Word files and a consolidated translation memory (TMX/SDL). • A realistic activity schedule with milestones, responsible resources and a weekly progress-reporting rhythm (as required in the TOR). • Risk identification and mitigation measures (e.g., load-shedding, parallel language streams, back-up translators). • The plan is judged against the TOR, the scope-of-work and the “Methodology & QA plan” that must be included in the Technical Response. 		<p>timeline, QA or resourcing; feasibility or compliance not fully convincing = 2 Points</p> <ul style="list-style-type: none"> • Meets the basic requirements; feasible timeline and QA described, but limited evidence of risk management or value-add = 3 Points • Fully meets requirements; minor additional benefits; timeline and QA sound but a few areas could use more detail = 4 Points • Plan is detailed, completely meets the TOR, clearly achievable in ≤ 60 days, shows robust QA with second sworn translators for every language, solid risk controls and adds demonstrable value (e.g., advanced CAT-tool TMX hand-over, multilingual style-guide) = 5 Points
Contactable References	<ul style="list-style-type: none"> • Bidders must provide relevant contactable client references where their services can be 	25%	<ul style="list-style-type: none"> • No relevant reference letters = 0 Points • 1 relevant reference letters = 1 Points

Category	Criteria	Weightings (%)	Scoring Matrix (0 to 5)
	<p>verified.</p> <ul style="list-style-type: none"> References should be presented in a form of a written letter on an official letterhead from clients where similar services have been provided and may not be older than three (3) years from the closing date of this request. The reference letters will be assessed based on experience of similar work done as required by the TOR. Reference letters must indicate the year in which the related service was rendered. <p>Note to bidders: Valid multiple reference letters obtained from the same organization will count as 1 reference letter. Appointment letters will not be considered.</p>		<ul style="list-style-type: none"> 2 relevant reference letters = 2 Points 3 relevant reference letters = 3 Points 4 relevant reference letters = 4 Points 5 and more relevant reference letters = 5 Points
Total Weighting		100	



Category	Criteria	Weightings (%)	Scoring Matrix (0 to 5)
	Minimum qualifying score required	70	

Stage 5: 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.

18. STAGE 5: EVALUATION OF PRICE AND SPECIFIC GOALS

Evaluation of Price and Specific Goals as Per PPR2022 The 80/20 Principle is 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.

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

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

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest responsive bid

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

DESCRIPTION	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
1. Procurement from entities who are black Owned			
Tenderer who has 100% black Ownership	8	8	Copies of ID's/3 Report from closing date of the bid/ CSD Recent Report
Tenderer who has 51% to 99% black	4		
Tenderer who has less than 51% black ownership	0		
2. Procurement from entities who are Owned			
Tenderer who has 100% women ownership	4	4	B-BBEE Certificate / B-BBEE Sworn
Tenderer who has 30% to 99% women	2		

ownership			Affidavit
Tenderer who has less than 30% ownership	0		
3. Procurement from Black Youth Ownership		4	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 100% youth ownership	4		
Tenderer who has 30% to 99% ownership	2		
Tenderer who has less than 30% youth	0		
4. Procurement from Disabilities Owned		4	Letter from the Doctor disability and CSD report
Tenderer who has 20% or more owners with disability	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		

NOTE TO BIDDERS:

Bidders may be requested, at the behest of the NLC, to submit via courier services to the SCM unit of the NLC, within a minimum of 3 working days from date of request hard copy certified qualifications, memberships certificates, COIDA etc. which may have been requested for mandatory or functionality assessment. Failure to submit the information within the requested period shall render the bidder non-responsive.

SECTION 4: INVITATION TO BID (SBD 1)

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS

BID NUMBER:	RFQ-2025-006-008	ISSUE DATE:	5 June 2025	CLOSING DATE:	10 June 2025	CLOSING TIME:	11H00
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO TRANSLATE THE NLC PAIA AND POPIA MANUAL AND THE GRANT AGREEMENT FOR THE NATIONAL LOTTERIES COMMISSION (NLC)						

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

333 Grosvenor Street, Block D, Hatfield Gardens, Hatfield, Pretoria, 0001

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Supply Chain Management	CONTACT PERSON	End-user
TELEPHONE NUMBER	012 432 1309	TELEPHONE NUMBER	012 432 1300
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	quotation@nlcsa.org.za	E-MAIL ADDRESS	quotation@nlcsa.org.za

SUPPLIER INFORMATION

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

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

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

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.		

**PART B
TERMS AND CONDITIONS FOR BIDDING**

TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE: _____

SECTION 5: BIDDER’S DISCLOSURE (SBD 4)

1 PURPOSE OF THE FORM

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

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

Bidder’s declaration

1.1 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

1.1.1 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

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

YES/NO

1.1.3 If so, furnish particulars:

.....

.....

1.2 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

1.2.1 If so, furnish particulars:.....

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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, 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

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.

- 3.5 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

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.

SECTION 6: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)
- 1.2 To be completed by the organ of state
(Delete whichever is not applicable for this tender).
- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
- (a) Price; and
- (b) Specific Goals.
- 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \quad \frac{(1 + Pt - P_{max})}{P_{max}}$$

Where

Ps = Points scored for price under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

(a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.
(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who have 100% black Ownership	8	8	
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are women Owned		4	
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	
Tenderer who have 100% black youth ownership	4		
Tenderer who have 30% to 99% black youth Ownership	2		
Tenderer who have less than 30% black youth Ownership	0		
4. Procurement from Disabilities		4	
Tenderer who have 20% or more owners with disability	4		
Tenderer who have less than 20% but more than 10% owners with disability	2		
Tenderer who have less than 10% owners with disability	0		
Total points for specific goals		20	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

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

5.2. Company registration number:

5.3 TYPE OF COMPANY/ FIRM

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

- Y (Pty) Limited
 Y Non-Profit Company
 Y State Owned Company

[TICK APPLICABLE BOX]

5.4 I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state;
- iv) may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audialteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

SCM:
CONSENT
REQUEST FORM

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

TO: _____

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

PART A

1. In terms of the PROTECTION OF PERSONAL INFORMATION ACT, consent for processing of personal information of a data subject (the person/entity to whom personal information relates) must be obtained for the purpose of processing of application for procurement of goods and services, in line with the NLC's supply chain management policy, and storage of your personal data by means of any form of electronic communication, including automatic calling machines, facsimile machines, SMSs or e-mail, which is prohibited unless written consent to the processing is given by the data subject. You may only be approached once for your consent by us (NLC). After you have indicated your wishes in Part B,

you are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated above.
2. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
 - 2.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

- 2.2 dissemination by means of transmission, distribution or making available in 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 Consentrequest 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