

**PART A INVITATION
TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ/2024-035	CLOSING DATE:	22 February 2024	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SUITABLY QUALIFIED SUPPLY CHAIN MANAGEMENT RESOURCES SERVICES FOR A PERIOD OF 12 MONTHS ON AN AS AND WHEN REQUIRED BASIS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
NATIONAL LOTTERIES COMMISSION OFFICE					
333 GROSVENOR STREET,					
BLOCK D HATFIELD GARDENS,					
HATFIELD,					
PRETORIA					
0083					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Penelope Soyingwa		CONTACT PERSON	Penelope Soyingwa	
TELEPHONE NUMBER	(012) 432 1414		TELEPHONE NUMBER	(012) 432 1414	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	penelope@nlcsa.org.za		E-MAIL ADDRESS	penelope@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 REGISTR ATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIA NCE SYSTEM PIN:		O R	CENTRAL SUPPLIER DATABASE No:	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]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> <input type="checkbox"/> Yes No [IF YES ENCLOSE PROOF] <input type="checkbox"/> <input type="checkbox"/>	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> <input type="checkbox"/> Yes No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO			

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SUITABLY QUALIFIED SUPPLY CHAIN MANAGEMENT RESOURCES SERVICES FOR A PERIOD OF 12 MONTHS ON AN AS AND WHEN REQUIRED BASIS.

REQUEST FOR QUOTATION [RFQ]NO	
RFQ DESCRIPTIONS	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SUITABLY QUALIFIED SUPPLY CHAIN MANAGEMENT RESOURCES SERVICES FOR A PERIOD OF 12 MONTHS ON AN AS AND WHEN REQUIRED BASIS.
FOR DELIVERY TO	All submissions Must be addressed to Senior Manager Supply Chain Management, National Lotteries Commission Submission of Quotation: 333 Grosvenor Street Block D Hatfield Gardens Hatfield Pretoria 0183
ISSUE DATE	16 February 2024
CLOSING DATE	22 February 2024
CLOSING TIME	11h00
RFQ VALIDITY PERIOD	The validity period of the quotation requested must be 120 days.
E-MAIL ADDRESS	Enquiries: penelope@nlcsa.org.za
FINANCIAL PROPOSAL SHOULD BE SUBMITTED IN A SEPARATE FOLDER	
ONLY USB SUBMISSIONS WILL BE ACCEPTED	

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SUITABLY QUALIFIED SUPPLY CHAIN MANAGEMENT RESOURCES SERVICES FOR A PERIOD OF 12 MONTHS ON AN AS AND WHEN REQUIRED BASIS.

SECTION 1: BACKGROUND, OVERVIEW AND RFP SCOPE OF REQUIREMENTS

1. INTRODUCTION

The National Lotteries Commission 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.

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.

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. BACKGROUND

PFMA S(51)(1)(a) requires that “An accounting authority for a public entity must ensure that that public entity has and maintains effective, efficient, and transparent systems of financial and risk management and internal control. In line with the requirements of the Public Finance Management Act No. 1 of 1999 (“PFMA”) and Treasury Regulations, the NLC seeks to request a proposal from a suitable qualified internal audit service provider to assist the NLC’s Internal audit unit with two audits: (a) Human Resources and Development Audit and (b) Facilities Management Audit.

NLC is on a path to revitalize its operations and reputation ensuring that it can meet its mandate efficiently and effectively. Procurement of goods and services is a core enabler in achieving this by securing value-for-money contracts with reputable suppliers.

The increased focus on strengthening operations has placed increased demand on the supply chain Management process, which has led to NLC seeking an alternative interim model to augment the internal Procurement team to ensure that the demands are adequately met. It is on this basis that NLC is embarking on this process to call for proposals from qualified service providers to provide Supply chain management support services as defined in this request for proposal.

Challenge	Comments
i. Procurement Process inefficient	<ul style="list-style-type: none"> – The cycle times of procurement events are not optimal, often leading to missed project timelines. – Increased volumes of transactions in some areas in response to the revitalization of operations have resulted in a backlog of procurement events against the committed Annual Procurement Plan. – Procurement processes are not fully aligned with the business strategic imperatives. – Value for money - Legacy challenges have led to NLC paying a premium in the marketplace for key goods and services.
ii. Level of Procurement Resources not geared to meet business demand	<ul style="list-style-type: none"> – SCM processes remain largely manual, hence resource intensive limiting the responsiveness of the current resources. – The attrition of procurement staff is high, heightened by the increased scrutiny. – Lack of internal skills and expertise for specialized categories – resources not given adequate onboarding training and support to enable seamless integration into the business of NLC.
iii. Continuously evolving Legislative and Regulatory environment	<ul style="list-style-type: none"> – Efforts to comply sometimes limit the Procurement's agility. – Cost of compliance - The solicitation process for goods, services, and works must always follow prudent governance protocols while balancing value for money and speed of execution.
iv. Inadequate Contracts Management	<ul style="list-style-type: none"> – SLA not adequate with key metrics such as performance management lacking. – Lack of SLA to track and hold respective suppliers accountable post contract awards.
iv. Inadequate bid committee processes	<ul style="list-style-type: none"> – Bid Committee processes are not aligned to best practice and legislation. – Inadequate support for bid committees to enable efficient and effective function of bid committees.

3. OBJECTIVE

To appoint a service provider for the provision of suitably qualified supply chain management resources services for a period of 12 months on an as and when required basis.

4. SCOPE OF WORK

1. SCOPE OF REQUIREMENTS

- 1.1. NLC is calling for proposals from experienced service providers with a proven track record for the provision of suitably qualified Supply chain management support services resources for a period of 12 months on an as and when required basis.
- 1.2. The successful supplier will be required to work collaboratively with the current SCM team to
 -
- 3.2.3. Facilitate the procurement process by providing comprehensive procurement and contracting services.
- 3.2.4. Provide expertise to augment the current level of resourcing and bring about increased strategic focus.

- 3.2.5. Manage the procurement demand plan to proactively meet business demands.
- 3.2.6. All work must be carried out within the confines of the NLC SCM Policy and Procedures, observing all Public Sector Governance Protocols.
- 3.2.7. For specific strategic procurement such as setting up of panels and term contracts, provide expert advice on appropriateness of panels and panel utilization strategy.
 - a. Demand Management
 - b. Procurement Strategy Formulation
 - c. Procurement Project Management
 - d. Tender Process – Bid Specification, Method, Evaluation Criteria, Evaluation, Negotiations, Contracting and Implementation
 - e. Supplier Performance and Quality Monitoring
 - f. Governance, Risk and Compliance Bid Committee Support
- 3.2.8. Provide oversight to ensure the efficiency of Procurement, provide guidance, and lead practices to streamline processes such as RFQ/Ps with compliance to Governance policies and procedures.
- 3.2.9. Closely work with NLC SCM Staff to conclude complex projects and impart skills to develop and strengthen the procurement expertise of NLC's internal NLC staff.
- 3.2.10. Provide value-adding technical assistance that includes, but is not limited to, the generation of performance reports, market analysis, coaching and mentorship, innovative ideas, and problem resolution.
- 3.2.11. Assist in the development and implementation of the NLC Enterprise Development and Supplier Development Strategy.
- 3.2.12. Provide resources to NLC SCM at Head Office (Hatfield Gardens) and be available to be deployed on a short-term basis to NLC locations country wide.

5. DELIVERABLES

The envisaged Supply chain management support services Providers are expected to provide expertise, capacity, and resources to enable NLC SCM to expand its capacity, and responsiveness to meet rising expectations, and committed targets.

- i. Improved operational efficiency/ Reduced Turn Around Times
- ii. Reduced cost of goods and services
- iii. Strong process expertise, best practices
- iv. Access to highly skilled procurement experts
- v. Flexible and scalable capacity
- vi. Well-defined KPIs to measure process productivity and quality.
- vii. Compliance to Legislative and Governance Process

Required resource	Job profile and Qualification (The roles are not limited to the below indicated)	Number of resources required (as and when basis)
Project Lead	<ul style="list-style-type: none"> Leads sourcing of strategic commodities with the goal of achieving significant cost savings Responsible for conducting bid reviews on RFQ's, RFP's, procurement by other means and variation/ expansion of contracts. Provide day to day support to OD's, SCM Governance Community, Bid Committees, and any other governance structures on SCM matters. Update all SCM related Policies, procedures, checklist as and when required. Monitor the SCM compliance and provide reports to management. Support the implementation of self-control framework and identify areas that hinder the implementation. Attend to all SCM disputes between Operating division and NLC Internal Audit and providing appropriate guidance. Attend to all SCM Governance, Risk and Compliance related matters as per the mandate and function of the unit. <p>Qualifications – SCM related degree or equivalent (Law, Finance, Public Management) MCIPS, SAPICS or equivalent membership Experience - Minimum 5 years relevant strategic sourcing and 2 years management experience</p>	1

Required resource	Job profile and Qualification (The roles are not limited to the below indicated)	Number of resources required (as and when basis)
Project Manager	<ul style="list-style-type: none"> Responsible for putting in place term contracts and panels. Oversee research/collation of inputs used as inputs into the purchasing strategy. Accountable for the execution of all business change strategies used to transform current operations, applying procurement best practices. Oversee the implementation of all strategic plans for sourcing, collaborating with the Procurement teams and other ODs as required to deliver best practices. Manage risks across the strategic sourcing process and apply mitigation as required. Research and analyse the supply market and supplier capabilities to remain informed of all sourcing strategy / execution relevant insights. Provide analytical support for new targets and expectations. End to end contract management support <p>Qualifications – SCM related degree or equivalent (Law, Finance or Public Management) MCIPS/CIPS, SAPICS or equivalent membership. Experience - Minimum 4 years sourcing experience and 1 year management experience</p>	1
Senior Buyer	<ul style="list-style-type: none"> Run an end-to-end tender process. Responsible for Category management and strategic sourcing of allocated project. Establish long-term strategic contracts. Support supplier negotiations. Update and maintain a sourcing file in accordance with policy and procedures of the NLC. <p>Qualifications – SCM related degree or equivalent MCIPS/CIPS, SAPICS or equivalent membership will be an added advantage. Experience - Minimum 3 years sourcing experience</p>	2

Required resource	Job profile and Qualification (The roles are not limited to the below indicated)	Number of resources required (as and when basis)
Buyer	<ul style="list-style-type: none"> • Run the RFQ process below R1 000 000 but above R2 000. • Establish short-term supplier contracts. • Support supplier negotiations. • Communicate with internal customers to ensure clear understanding of their needs and technical specifications within a short turnaround time. • Support tender processes with SCM compliance work. • Update and maintain a sourcing file in accordance with policy and procedures of the NLC. <p>Qualifications – SCM related National Diploma, CIPS diploma or equivalent. Experience - Minimum 2 years sourcing experience.</p>	As and when required
Administrators	<ul style="list-style-type: none"> • Provide support to the supply chain management team by carrying out general administrative duties which includes: <ul style="list-style-type: none"> • Update records • Respond to ad hoc administrative requests. • Reporting. • SCM Bid Committee support (Bid Committee administration and minute taking) • Ensure that the required key functional controls are adhered to. • Work closely with the supply chain management team to align with auditors and resolve audit findings with regards to the process. • Maintain the auditors file list on SAP CLM <p>Qualification and experience. + 2 years of administrative experience in a procurement environment Certificate / Diploma in Supply Chain or relevant field advantageous</p>	As and when required
<p>Independent Bid Committee Members</p> <ul style="list-style-type: none"> • Database of SCM bid committee specialists with expertise in relevant procurement procured by NLC. 		

Required resource	Job profile and Qualification (The roles are not limited to the below indicated)	Number of resources required (as and when basis)
	<ul style="list-style-type: none"> • These will be remunerated independently per National Treasury rates for committee members. • NLC will select based on the CV's submitted and may interview committee members if considered necessary. • NLC will attempt to rotate the bid committee members as far as practical relating to the availability of specialists. 	

6. DURATION OF THE PROJECT

- The project is expected to be 12 months on an as and when required basis.

SECTION 2: NOTICE TO SERVICE PROVIDERS

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

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

2. General rules and instructions

- 2.1 News and press releases
 - 2.1.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, the NLC.
- 2.2 Precedence of documents
 - 2.2.1 This RFP consists of several sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.
 - 2.2.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter, and which appear in section 217 of the constitution of the republic shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that the NLC may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has

been so imported or acknowledged by the NLC.

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

2.3 Preferential procurement reform

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

2.4 National Industrial Participation Programme

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

2.5 Language

- 2.5.1 Bids shall be submitted in English.

2.6 Gender

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

2.7 Headings

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

2.8 Occupational Injuries and Diseases Act 13 of 1993

- 2.8.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFP and/ or subsequent agreement. the commission reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the commission.

2.9 Processing of the Bidder's Personal Information

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

2.9.3.1 The commission personnel participating in procurement/award procedures; and

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

- 2.9.3.2.1 contract description and bid number.
- 2.9.3.2.2 names of the successful bidder(s) and preference points claimed.
- 2.9.3.2.3 the contract price(s) (if possible).
- 2.9.3.2.4 contract period.
- 2.9.3.2.5 names of directors; and
- 2.9.3.2.6 date of completion/award.

2.9.4 The commission will ensure that the rights of the Bidder and of its employees and representatives (i.e., the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures as specified in the commission PAIA manual.

2.9.5 In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in section 2.9.1 above.

3. Formal Briefing Session

3.1 No briefing session.

4. Validity Period

4.1 The Commission requires a validity period of 120 [one hundred and twenty] Business Days [from closing date] against this RFP.

4.2 Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions, if the internal evaluation process is not finalised within the validity period.

5. National Treasury's Central Supplier Database

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

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

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

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

6. Confidentiality

6.1 Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding.

6.2 The Commission reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in Bid Proposals.

6.3 The Bidder acknowledges that it will obtain and have access to personal information of The NLC and agrees that it shall only process the information disclosed by the NLC in terms of this bid award and only for the purposes as detailed in this RFP and in accordance with any applicable law.

6.4 The Bidder shall notify the NLC in writing of any unauthorised access to personal information and the information of a third party, through cybercrimes or suspected

cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

7. Communication

- 7.1 Specific queries relating to this RFP should be submitted penelope@nlcsa.org.za before the closing date.
- 7.2 In the interest of fairness and transparency the NLC's response to such a query may be made available to other bidders.
- 7.3 It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this RFP between the closing date and the date of the award of the business.
- 7.4 Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

8. TECHNICAL EVALUATION

8.1 The following rating scale will be used to evaluate proposals:

8.2

STAGE 1: TENDER CLOSING AND OPENING

1.1 Tender closing details

The deadline for Tender submission is **22 February 2024 @ 11:00** Standard South African Time. Any late tenders will not be accepted. Tenders (USBs) are to be submitted to the NLC's tender box at the following physical address:

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

ONLY USBs WILL BE ACCEPTED NO HARDCOPIES

1.2 Bid Formats

- 1.2.1 Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions.
- 1.2.2 Financial/pricing information must be presented in a **separate folder** from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory required documents are included in the USB submission.
- 1.2.3 USB Submissions must be prominently marked with the full details

of the tender namely Bidder's Name, Tender No and Tender Title.

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

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

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

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
• Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time	Bid Proposal, SBD 1, SBD 6.1
• Whether the Bid document has been duly signed by the authorised bidder official	Company resolution as proof of authorised individuals' delegation
• Whether the Bid contains a priced offer	Pricing and delivery schedule
• Whether the Bidder tax affairs in order	Tax Compliance System Pin/ CSD report

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
3. A valid letter of Good Standing from the Occupational Injuries and Diseases Act (COIDA)	Valid Certified COIDA Registration Certificate
4. Certified proof of qualifications for Project Lead and Project Manager	Certified copy of Certificate

Evaluation Criteria	Supporting Document
5. Certified proof of membership for Project Lead and Project Manager	Certified copy of Certificate

Note: Only bidders who comply with this stage's requirements will proceed to stage 4.

(Please submit certified true copies not older than 6 months of the bid closing date.)

Failure to comply with the above mandatory requirements will render your submission non-responsive and unacceptable.

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.	0
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.	0

Rating	Definition	Score
Unacceptable	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Service Provider has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	0

8.3 The evaluation for the technical and functional threshold will include the following:

Rating scale of 0 – 5 to be applied.

The table below indicates the criteria which the service provider is expected to demonstrate, and which will form the evaluation criteria during the evaluation of the prospective service providers' proposals. The following weighting system will apply and only bidders scoring a minimum of 80 points or more will be eligible to migrate to the evaluation phase of this bid.

CRITERIA		DISCRIPTION	CRITERIA
Bidder to demonstrate relevant expertise and capacity of providing suitably qualified and experienced sourcing resources within the required Scope of work	Proven bidder's experience and technical capabilities in providing SCM Support Services Bidder's proposal must clearly indicate the years of experience	<p>Rating scale of 0 – 5 to be applied:</p> <ul style="list-style-type: none"> • Above 10 years' experience in providing sourcing resources = (5) • Above 6 – up to and inclusive of 9 years' experience in providing sourcing resources = (4) • Above 4 – up to and inclusive of 6 years' experience in providing sourcing resources = (3) • Less than 4 years or irrelevant experience (0) 	20,00

<p>Bidder to demonstrate relevant expertise and capacity of providing suitably qualified and experienced sourcing resources within the required Scope of work.</p>	<p>Provide qualifications and experience of a Project Lead</p> <p>Detailed CV detailing Qualifications and Experience as per the SOW</p> <p>Note: Replacement resources must be of the same or similar experience and qualifications</p>	<p>The CV must demonstrate experience in managing internal audit engagements.</p> <p>Rating scale of 0 – 5 to be applied:</p> <ul style="list-style-type: none"> • Above 8 years and above as well as above 4 4 years in management level = (5) • Above 5 – up to 7 years and 2-up to 4 years at management level = (4) • Above 3 – up to 5 years and 1 or more years at management level = (3) • Below 3 years, irrelevant experience, and management experience (0) 	<p>10,00</p>
<p>A minimum score will be used for bidders who have less experience for Management e.g. (8 years' experience with 1 year at management level = 3 points)</p>	<p>Provide qualifications and experience of a Project Manager</p> <p>Detailed CV detailing Qualifications and Experience as per the SOW</p> <p>Note: Replacement resources must be of the same or similar experience and qualifications</p>	<ul style="list-style-type: none"> • Above 5 years and above and 2 years and above management experience, experience = (5) • 4 up to 5 years as well as 1 up to 2 year and above management experience, experience= (3) • 2 up to 4 years as well as 1 up to 2 year and above management experience, = (3) • Below 2 years, irrelevant experience, and management experience (0) 	<p>15,00</p>

	<p>Provide qualifications and experience of a Senior Buyer</p> <p>Detailed CV detailing relevant Qualifications and Experience as per the SOW,</p> <p>Note: Replacement resources must be of the same or similar experience and qualifications</p>	<ul style="list-style-type: none"> • Above 4 years' experience in Supply Chain Management and qualification =5 • 3 up to 4 years, experience in Supply Chain Management and qualification = 4 • 2 up to 3 years, experience in Supply Chain Management and qualification = 3 • Less than 2 years, no relevant qualification or no relevant experience = 0 	15,00
	<p>Provide qualifications and experience of a Buyer</p> <p>Detailed CV detailing Qualifications and Experience as per the SOW</p> <p>Note: Replacement resources must be of the same or similar experience and qualifications</p>	<ul style="list-style-type: none"> • Above 3 years, experience and qualification = 5 • 2 up to 3 years, experience and qualification = 4 • 1 up to 2 years' experience and qualification =3 <p>Less than 1 years, no relevant qualification or no relevant experience= 0</p>	10,00

	<p>Provide qualifications and experience of an Administrator</p> <p>Detailed CV detailing Qualifications and Experience as per the SOW</p> <p>Note: Replacement resources must be of the same or similar experience and qualifications</p>	<ul style="list-style-type: none"> • 2 years and above, experience = 5 <p>Less than 2 years, no relevant qualification or no relevant experience= 0</p>	10,00
<p>Bidders are to provide references of three (3) clients to whom similar services have been rendered in the last five (5) years. The letterhead must include: company name, name of contact person, address and phone number</p>	<p>Provide a minimum of three (3) clients references to whom similar services have been rendered in the last five (5) years. The reference letters must be in a company letterhead and include the following minimum information: company name, name of contact person, address, phone number, brief description of the services rendered, and the letter must indicate/state overall customer</p>	<p>Bidder has provided four reference checks that are relevant on company letterhead, Description of services has been provided in all letters, satisfactory level of performance has been provided in all letters, contact details in all letters provided = 5</p> <p>Bidder has provided three reference checks that are relevant on company letterhead, Description of services has been provided in all letters, satisfactory level of performance has been provided in all letters, contact details in all letters provided = 4</p> <p>Bidder has provided two reference letters that are relevant on company letter head, Description of services has been provided in the letters, satisfactory level of performance has been provided in letters, contact details in the 2 letters provided = 3</p> <p>Bidder has provided one reference letter, Description of services has been provided in the letter, satisfactory level of performance has been provided in letter, contact details in the 1 letter provided = 2</p> <p>Bidder has not provided relevant references and or insufficient information is provided that doesn't</p>	20,00

	<p>satisfaction/performance level.</p> <p>NLC reserves the right to contact the clients for reference check. It is the responsibility of the bidder to ensure that the clients are contactable.</p>	<p>meet any of the above requirements) = 0</p> <p>Bidders who submit fraudulent letters will be disqualified</p>	
TOTAL			100,00
TECHNICAL THRESHOLD			80,00

Stage 4: Pricing and Special goal

Pricing Schedule: Please refer to Annexure A

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

Stage 5: Due Diligence

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

Stage 6: Contract and Award

The stage is for negotiation after receipt of formal tenders and before the conclusion of contracts with suppliers/contractors submitting the lowest acceptable tender with a view to obtaining an improvement in price, delivery or content, in circumstances which do not put other tenderers at a disadvantage or

affect adversely their confidence or trust in the competitive system. Service Providers may be requested to provide their best and final offers based on contract negotiation.

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
91% - 100%	10	10	Copies of ID's/ 3 months CIPC Report from the closing date of the bid / CSD Recent Report
81% - 90%	5		
71% - 80%	4		
61% - 70%	3		
51% - 60%	2		
41% - 50%	1		
0% - 40%	0		
2. Procurement from entities who are Black women Owned		8	B-BBEE Certificate / B-BBEE Sworn Affidavit
91% - 100%	8		
81% - 90%	6		
71% - 80%	5		
61% - 70%	4		
51% - 60%	3		
0%-50%	0		
3. Procurement from Disabilities		2	Letter from the Doctor confirming disability and CSD report
Procurement from entities who are at least 51% owned by persons with disabilities.	2		
Less than 51% ownership from people with disabilities	0		
Total points for specific goals		20	

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

[illegible]

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

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

- 2.2.1 If so, furnish particulars:

.....

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

YES/NO

- 2.3.1 If so, furnish particulars:

.....

3. DECLARATION

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

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

-
- 3.5 ² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.6 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



SBD 6.1

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or
 - (b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the and 80/20 preference point system.

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

(Note to organs of state: Where 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.)

Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	To be completed by bidder
91% - 100%	10	10	
81% - 90%	5		
71% - 80%	4		
61% - 70%	3		
51% - 60%	2		
41% - 50%	1		
0% - 40%	0		
Procurement from entities who are Black women Owned			
91% - 100%	8	8	
81% - 90%	6		
71% - 80%	5		
61% - 70%	4		
51% - 60%	3		
0%-50%	0		
Procurement from Disabilities		2	
Procurement from entities who are at least 51% owned by persons with disabilities.	2		
Less than 51% ownership from people with disabilities	0		
Total points for special goals		20	
Total points for price and special goals		100	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

.....

4.5. TYPE OF COMPANY/ FIRM

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

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

acknowledge that:

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

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

.....

DATE:

.....

ADDRESS:

.....

.....

.....

.....



SCM:
CONSENT
REQUEST FORM

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

TO: _____

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

PART A

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

2. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
 - 2.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
 - 2.2 dissemination by means of transmission, distribution or making available in another form; or
 - 2.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.

3. "Personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—
 - 3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
 - 3.2 information relating to the education or the medical, financial, criminal or employment history of the person;
 - 3.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;
 - 3.4 the biometric information of the person;
 - 3.5 the personal opinions, views or preferences of the person;

- 3.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- 3.7 the views or opinions of another individual about the person; and
- 3.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

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

Signature of Designation person

PART B

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

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

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

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

Method of Communication will be via: Email/Postal

- ☐ Give my consent.

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

☐

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.