

NATIONAL LOTTERIES COMMISSION

APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH ASSET MANAGEMENT FOR A PERIOD OF THREE YEARS

BID PROCESS	BID REQUIREMENTS
Tender number	RFQ/2025 – 010 - 005
RFQ DESCRIPTIONS	APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH ASSET MANAGEMENT FOR A PERIOD OF THREE YEARS
Bid Advert Date	14 October 2025
Closing date and time	17 October 2025 at 11:00am
RFQ validity period	90 days from the closing date
Submission instruction:	The bid document must be submitted or delivered via memory stick (USB) to below address: National Lotteries Commission Block D Hatfield Gardens 333 Grosvenor Street Hatfield
Enquires ONLY can be emailed to	Email: quotations@nlsca.org.za

SECTION 1: BACKGROUND, OVERVIEW AND RFP SCOPE OF REQUIREMENTS

1. INTRODUCTION

The National Lotteries Commission (NLC) was established in terms of the Lotteries Act No. 57 of 1997, as amended (Lotteries Act) to regulate the National Lottery as well as other lotteries and societies.

The NLC is mandated to ensure that funds raised through the National Lottery are distributed equitably and expeditiously across South Africa to advance social upliftment of communities with the aim of addressing poverty and reducing inequalities in line with the National Development Plan 2030 and Economic Reconstruction and Recovery Plan (ERRP).

In exercising its functions in terms of the Lotteries Act No 57 of 1997, the NLC is required to apply principles of openness and transparency.

2. BACKGROUND

Section 51 of the PFMA assigns responsibility to the accounting authorities for the management, including the safeguarding and maintenance of the assets and maintenance of an effective, efficient and transparent system of financial and risk management and internal control. One of the major requirements of good internal control is to safeguard assets. Best practice requires that assets be appropriately secured and maintained, used for the purposes intended, periodically accounted for, and properly disposed.

The NLC has a footprint in all 9 provinces, and the assets are spread throughout the provinces

The addresses for the provinces are listed below.

No	Office	Address
1	Head Office	Block D, Hatfield Gardens. Corner Hilda and Arcadia Streets. Hatfield 0083
2	Limpopo	No 5 Landros Mare Street Polokwane 0699
3	Northwest	12 Visser Street, Mafikeng Industrial, Mafikeng 2745
4	Western Cape	1C Summer Greens Drive Century City, Milnerton 7441

No	Office	Address
5	Eastern Cape	7 Rochester Road, Vincent. Eastern London 5200
6	Mpumalanga	29 Rood Street, Sonheuwel, Nelspruit 1200
7	Northern Cape	11a Schmidtsdrift Road. Kimberley 8300
8	Free State	282/284 Stateway, Bedelia Welkom CBD 9459
9	Kwa-Zulu Natal	20 Kingsmead Boulevard. Kingsmead Office Park 2 nd Floor Marriot Building. Durban, 4001

3. OBJECTIVE

The objective is to appoint a suitable service provider who is competent and skilled, who can provide assistance with asset management services as and when required.

4. SCOPE OF WORK

The bidder will be expected to undertake the following.

- To conduct physical verification and inspection of the asset's portfolio regularly to:
 - Assess the condition of the assets.
 - Identify and report on assets that need to be disposed.
 - Review and determine the useful lives and residual values of the assets.
 - Identification and recording of possible impairment losses, including intangible assets.
 - Perform detailed asset verification, condition assessment classification, componentization of all movable assets and impairment exercise.
 - Preparation of reconciliation between the asset register and the general ledger.
 - Prepare appendixes for the work done.
 - Update and maintain the asset register of the NLC with additions, disposals, de-recognitions and impairment.
 - Calculate depreciation, provisions, and impairments for all existing and new assets in line with GRAP standards.
 - The successful service provider will be required to transfer skills to the project. The skills transfer plan should be compiled and a progress report thereon monthly basis.
 - Provide improvements on the current asset register.
 - Provide a report of all procedures followed for each assignment allocated.

- Review the classification of assets and make recommendations on the most suitable classification.

5. DELIVERABLES

A report after each assignment.

6. REPORTING REQUIREMENTS

The successful bidder will report to Finance.

7. DURATION OF THE PROJECT

- The bidder will be appointed for a period of three years up to a value of R1 million, whichever comes first. The expected duration of the contract is effective on the date of appointment, the date of signing of a service level agreement (SLA), or directed and at the discretion of the NLC

SECTION 2: NOTICE TO BIDDERS

1. Terms and Conditions of Request for Quotation (RFQ)

- 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 RFQ without prior written permission from the NLC.
- 1.3 All copyright and intellectual property herein vests with the NLC.
- 1.4 Late and incomplete submissions will not be accepted.
- 1.5 No services must be rendered, or goods delivered, before an official NLC Purchase Order form has been received.
- 1.6 This 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 their tax matters are compliant.
- 1.9 All questions regarding this RFQ must be forwarded to quotation@nlcsa.org.za
- 1.10 Any supplier who has reasons to believe that the RFQ 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 RFQ or the awarding of the same or any resulting agreement(s) without the consent of, and then only in coordination with, the NLC.

2.2 Precedence of documents

- 2.2.1 This RFQ consists of several sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFQ and the stipulations in any other document attached hereto, or the RFQ submitted hereto, the relevant stipulations in this RFQ shall take precedence.
- 2.2.2 Where this RFQ 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.

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 RFQ document and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

2.8 Occupational Injuries and Diseases Act 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 RFQ and/ or subsequent agreement. the NLC reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the 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 RFQ 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 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's 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. VALIDITY PERIOD

- 3.1 The Commission requires a validity period of 90 [Ninety Days] from the closing date against this RFQ.
- 3.2 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.

4. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

- 4.1 Bidders are required to self-register on the National Treasury's Central Supplier Database (CSD), which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.
- 4.2 The Commission may not award business to a bidder who has failed to register on the CSD.
- 4.3 Only foreign suppliers with no local registered entity need not register on the CSD.
- 4.4 The CSD can be accessed at <https://secure.csd.gov.za/>

5. CONFIDENTIALITY

- 5.1 Bids submitted for this Request for Quotation will not be revealed to any other bidders and will be treated as contractually binding.
- 5.2 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.
- 5.3 The Bidder acknowledges that it will obtain and have access to personal information of The NLC and agrees that it shall only process the information disclosed by the NLC in terms of this bid award and only for the purposes as detailed in this RFQ and in accordance with any applicable law.
- 5.4 The Bidder shall notify the NLC in writing of any unauthorized access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

6. COMMUNICATION

- 6.1 Specific queries relating to this RFQ should be submitted to quotation@nlcsa.org.za before the closing date
- 6.2 In the interest of fairness and transparency, the NL C's response to such a query may be

made available to other bidders.

- 6.3 It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this RFQ between the closing date and the date of the award of the business.
- 6.4 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.

SECTION 3: EVALUATION CRITERIA

The NLC will evaluate all proposals in terms of the Preferential Procurement Regulation of 2022 and the Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The six (6) stages of evaluation criteria will be considered in evaluating the proposals. The NLC will evaluate all quotations in terms of the Preferential Procurement Regulation 2022 (PPR2022) using the price quotation and the special goal stated on this specification.

Stage 1: Tender Closing and Opening

1.1 Tender closing details

The Closing date for Tender submission is **17 October 2025 @11:00am** Standard South African Time. **No Late bids will be accepted.**

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

1.2 Bid Formats

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

Financial/pricing information must be presented in a separate attachment from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.

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
SBD 1: Invitation to tender	Fully Completed Standard Bidding Documents
SBD 6.1: Preference points claim form in terms of the preferential procurement regulations 2022	Fully Completed Standard Bidding Documents
Bidder's tax compliance confirmation	Valid SARS Tax Pin
Whether Bidders is registered on CSD. Only foreign suppliers with no local registered entity need not register on the CSD-	Proof of Central Supplier Database (CSD) registration report.
Original signed consent form in terms of the Protection of Personal Information Act No.4 of 2013 (POPIA)	POPIA Consent Form
Valid Certified Copy of BEE Certificate/Affidavit	Valid BEE Certificate/ Valid Sworn Affidavit

Stage 3: Mandatory Compliance

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

Evaluation Criteria	Supporting Document
Fully completed and signed Standard Bidding Document.	SBD 4
Joint Venture agreements must be submitted in a case of a bidder being in a joint venture. (where applicable)	Signed Joint Venture agreements
Price proposal (see attached pricing schedule) pricing must be separate from technical proposal	Pricing Schedule

Stage 4: Technical evaluation

4.1 The following rating scale will be used to evaluate bid proposals:

Table 1: Rating Scale

Rating	Definition	Score
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Excellent	Exceeds the requirement. Exceptional demonstration by the bidder 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 bidder 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 bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3
Minor Reservations	Does not 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	Does not Satisfies the requirement with major reservations. Considerable reservations of the bidder'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 bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	0

Category & Criteria Description	Weightings(%)	Scoring Matrix (0 to 5)
1. Company Experience and Capacity	30%	
1.1 Company profile The Service Provider must demonstrate a minimum of 5 years' experience in providing similar assignments in the public and private sector. A company profile of not more than 4 pages must be provided. At minimum, the company profile should include the	15%	- No information provided OR Incomplete information provided = 0 - Less than 5 years' experience = 0 - From 5 years but less than 6 years of

Category & Criteria Description	Weightings(%)	Scoring Matrix (0 to 5)
background, nature of business (services), relevant experience of the bidder and organogram of the company. Proof indicating number of years can be in the form of a company profile supported by verifiable appointment letter or written testimonial or signed SLA's. <i>NB: Failure to attach both the company profile and appointment/ testimonial letters/ signed SLA's will result in the bidder not scoring points.</i>		experience = 1 - From 6 years but less than 7 years of experience = 2 - From 7 years but less than 8 years of experience = 3 - From 8 years but less than 9 years of experience = 4 - From 9 years and above of experience = 5
1.2 Witten reference letters Provide written relevant reference letters for services previously performed from contactable existing / recent clients (public / private sector) within the past 5 years. References should be presented in a form of a written letter on an official letterhead from clients where similar services (asset management) have been provided, the date on the letters must not be older than two (2) years—and must be signed. The letter must detail the scope of work, and it must be aligned to the scope of work as detailed in the document. Letters must also include the company name, contact name, address, phone number, duration of contract, value of the contract. <i>No appointment letters from clients will be accepted as reference letters.</i>	15%	- 1 or less reference letters = 0 - 2 Reference letters = 1 - 3 Reference letters = 2 - 4 Reference letters = 3 - 5 Reference letters = 4 - 6 or more reference letters = 5
2. Capacity and experience of the proposed team	55%	

Category & Criteria Description	Weightings(%)	Scoring Matrix (0 to 5)
Capacity and experience of the Project Leader and the proposed team. Abbreviated Curriculum Vitae (CV's) of personnel involved with the implementation of the project, not longer than one page each, shall be included in an Appendix. The CV must clearly indicate the number of years and work done on each client or employer. 2.1 Project Leader The proposed Accounts Manager must demonstrate relevant experience and must be a registered Chartered Accountant. The Key Account Manager must demonstrate the following At least five (5) years' post article experience in financial management, accounting, or auditing Strong working knowledge of Generally Recognized Accounting Practice (GRAP) standards, especially those relating to property, plant, and equipment, intangible assets, and investment property. Hands-on experience in preparing and maintaining a GRAP-compliant fixed asset register. Proven experience in ensuring compliance with PFMA/MFMA, Treasury Regulations, and other public sector frameworks. Experience in preparing for and responding to audits (internal and AGSA) regarding asset management.	25%	The Project Lead must demonstrate at least 7 years' relevant experience in similar work done. Bidder must provide both the following: CV of Project Lead and Letter of Membership or Letter of Good Standing from SAICA - Less than 5 years' experience = 0 - From 5 years but less than 6 years of relevant experience = 1 - From 6 years but less than 7 years of relevant experience = 2 - From 7 years but less than 8 years of relevant experience = 3 - From 8 years but less than 9 years of relevant experience = 4 - 9 years and above relevant experience = 5 No points will be awarded if proof of registration or accreditation is not provided.
2.2 Accountants or support staff Kindly attach certified copies of relevant qualification/s and Abbreviated CV (not	30%	<u>Experience - total of (15%)</u> - Less than 3 years' combined experience = 0 - From 3 years but less than 4

Category & Criteria Description	Weightings(%)	Scoring Matrix (0 to 5)
longer than one page each) of the accountants. Team members must demonstrate a minimum of 3 years' relevant experience in similar work done. <u>Qualifications</u> Minimum of a relevant tertiary qualification in Accounting, Finance, Auditing, or Asset Management (e.g., BCom Accounting, Finance, or equivalent). <i>Service provider must provide a minimum of two team members</i>		years of combined relevant experience = 1 - From 4 years but less than 5 years of combined relevant experience = 2 - From 5 years but less than 6 years of combined relevant experience = 3 - From 6 years but less than 7 years of combined relevant experience = 4 - 7 years and above combined relevant experience = 5 <u>Qualification – total of 15%</u> - Team members do not have minimum qualification = 0 - Both team members only have minimum requirements = 1 - 1 or the other team member meets the minimum requirements and the other has completed articles = 2 - Both team members meet the minimum requirements have completed articles = 3 - 1 team member completed articles and other is a CA = 4 - Both team members are CA's =5 <i>Documents to be submitted</i> - <i>Certified Copy of the degree</i> - <i>Letter of Membership or Letter of Good Standing from SAICA</i> - <i>Letter confirming</i>

Category & Criteria Description	Weightings(%)	Scoring Matrix (0 to 5)
		completion of articles (sign off letter) in the case where articles have been completed. <u>No points will be awarded if no proof of qualification is provided.</u>
3. Project Plan/ Methodology	15%	
The bidder must provide a project implementation plan which details how the service will be carried out. The project plan must have deliverables and time frames. 3.1 Service Implementation Plan (Service Execution) The plan must include but not limited to the following: - Details on how physical verification and inspection of the asset's portfolio will be undertaken. Consideration must be given to the fact that the NLC maintains its asset register on excel (manual) - Provide details about the resource's allocation - Turnaround times required to complete a verification circle.	15%	<u>Understanding of the Scope (total of 5)</u> - No understanding demonstrated = 0 - Limited/generic understanding = 1 - Good understanding, methodology covers most requirements = 3 - Excellent, methodology tailored to NLC's context (Excel-based register, GRAP compliance, physical verification challenges) = 5 <u>Approach to Physical Verification & Inspection (total of 5)</u> - No verification process described = 0 - Basic steps with limited practicality = 1 - Clear methodology (planning, site visits, reconciliation) = 3 - Comprehensive and robust (templates, photographic

Category & Criteria Description	Weightings(%)	Scoring Matrix (0 to 5)
		evidence, exception reporting, QA process) = 5 <u>Updating & Maintaining the Asset Register (total of 5)</u> - No explanation = 0 - Basic approach, limited to Excel updates = 1 - Detailed explanation on reconciliation and corrections = 3 - Comprehensive: Excel updates, classification, sustainability, long-term improvement recommendations = 5
Total Weighting:	100	
Minimum qualifying score required:	70	

Stage 5: Pricing and special goals comparatives

Evaluation Criteria	Final Weighted Scores
Price The following formula will be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes: $P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$... Where: <i>P_s</i> = <i>Score for the Bid under consideration</i> <i>P_t</i> = <i>Price of Bid under consideration</i> <i>P_{min}</i> = <i>Price of lowest acceptable Bid</i>	80
	80

The evaluation for special goals will include the following:

1. Procurement from entities who are Black Owned	Sub - points	Maximum points for specific goals	To be completed by supplier
Tenderer who have 100% black Ownership	8	8	CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are Black women Owned		4	CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 100% women Ownership	4		
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership		4	CSD report Letter from the Doctor confirming disability OR CSD report
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	
Total points for price and special goals		100	

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.

CV TEMPLATE

Proposed role in the project:

Name:

First name:

Date of birth:

Nationality:

Education

Institution (Date from- Date to)	Degree(s) or Diploma(s) obtained

Membership of Professional Bodies:

Other skills (e.g. computer literacy, etc.):

.....

Present position

Years within the organisation:.....

Key qualifications (relevant to project):.....

Professional experience

.....

Date (From -To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

Date (From -To) (mm/yy)	
Organisation	
Location	
Position	
Description of duties	

Date (From -To) (mm/yy)	
Organisation	
Location	
Description of duties	

ANNEXURE A - Pricing Schedule

Please provide rates (VAT Inclusive) for the rendering of services for the National Lotteries Commission. Service providers must indicate the annual totals

Position/Role	Hourly rate (Year 1)	Hourly rate(Year 2)	Hourly rate (Year 3)
Accountant 1 -1			
Accountant 2 - 2			
Project leader - 3			
Total (1 +2 + 3)			
Total excluding VAT			
VAT @ 15%			
Total amount			

.....
Bidder Name

.....
Signature

SBD1

PART A INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/
PUBLIC ENTITY)**

Bid number:	RFQ/2025-010-005	Closing date:	17 October 2025	Closing time:	11:00
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DESCRIPTION	Appointment of a service provider to assist with Asset Management for a period of three years
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Block D,333 Grosvenor Street, Hatfield Gardens

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	SCM	CONTACT PERSON	SCM
TELEPHONE NUMBER	012 432 1309	TELEPHONE NUMBER	012 432 1414
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	quotation@nlcsa.org.za	E-MAIL ADDRESS	

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 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?	Yes No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES, ANSWER PART B:3]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE PERMANENT ESTABLISHMENT IN THE RSA? YES NO ☐ ☐

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO ☐ ☐

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

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

.....

1. PURPOSE OF THE FORM

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

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

2. Bidder’s declaration

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

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

Full Name	Identity Number	Name of State institution

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

direct the course and decisions of the enterprise Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:
.....
...
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or

not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINT S
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

$$P_s = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

$$P_s = 80 \left(1 - \frac{80/20 \cdot (P_t - P_{min})}{P_{min}} \right) \qquad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = 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 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 either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point sys

1. Procurement from entities who are Black Owned	Sub - points	Maximum points for specific goals	To be completed by supplier
Tenderer who have 100% black Ownership	8	8	CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are Black women Owned		4	CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 100% women Ownership	4		
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership		4	CSD report Letter from the Doctor confirming disability and CSD report
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	

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

from obtaining business from any organ of state for a period not exceeding 10years, after the *audi*

- (e) *alteram partem* (hear the other side) rule has been applied; and
- (f) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

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