

## NATIONAL LOTTERIES COMMISSION

### TERMS OF REFERENCE (TOR) APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL, CONFIGURE, INTEGRATE AND SUPPORT A LAN INFRASTRUCTURE SOLUTION FOR A PERIOD OF FIVE (5) YEARS.

BID PROCESS	BID REQUIREMENTS
Tender number	NLC2025-002
Bid Advertisement Date	23 APRIL 2025
Closing date and time	23 MAY 2025 at 11:00 <i>(South African Standard Time)</i>
Tender validity period	120 business working days
Compulsory Briefing meeting	<i>Date &amp; Time: 09 MAY 2025 @ 11:00</i> <i>Venue: 333 Grosvenor Street, Block D Hatfield Gardens, Hatfield, 0028</i>
<b>Tenders are to be delivered to the following address on the stipulated closing date and time:</b>	The original bid document via USB <b>ONLY</b> must be submitted and hand in / delivered to:  SUPPLY CHAIN MANAGEMENT National Lotteries Commission 333 Grosvenor Street Block D, Hatfield Gardens Hatfield, Pretoria 0083  Enquires <b>ONLY</b> can be emailed to: <a href="mailto:Bids@nlcsa.org.za">Bids@nlcsa.org.za</a>

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## 1. BACKGROUND

The National Lotteries Commission (NLC) is a public entity established by Lotteries Act No. 57 of 1997, as amended to regulate the South African lotteries industry. The functions of the Commission can be divided into two categories, namely “regulation of National Lottery and other Lotteries” and “administration of the National Lottery Distribution Trust Fund (NLDTF)”.

The NLC has a dual mandate, namely “regulation of National Lottery and other Lotteries” and “administration of the NLDTF”. The Distributing Agencies (DAs), appointed by the Minister of Trade & Industry are responsible for the adjudication of the funding applications as per the Lotteries Act and applicable Regulations.

The NLC operates in nine provinces with the head office located at Hatfield in the Gauteng province. A private Multi-Protocol Label Switching (MPLS) WAN network interconnects each of the NLC provincial offices to the Head Office in Hatfield. A central server room is situated at the Hatfield office and houses all the core ICT network infrastructure. The central server room also houses all other on-premise ICT infrastructure required for NLC business operations. This MPLS network caters for both Session Initiation Protocol (SIP) telephony services as well as data network services.

The NLC seeks to upgrade its local area network (LAN) infrastructure based on modern high availability and secure network switch technology. The envisaged LAN solution seeks to achieve a combination of the following features and functionality:

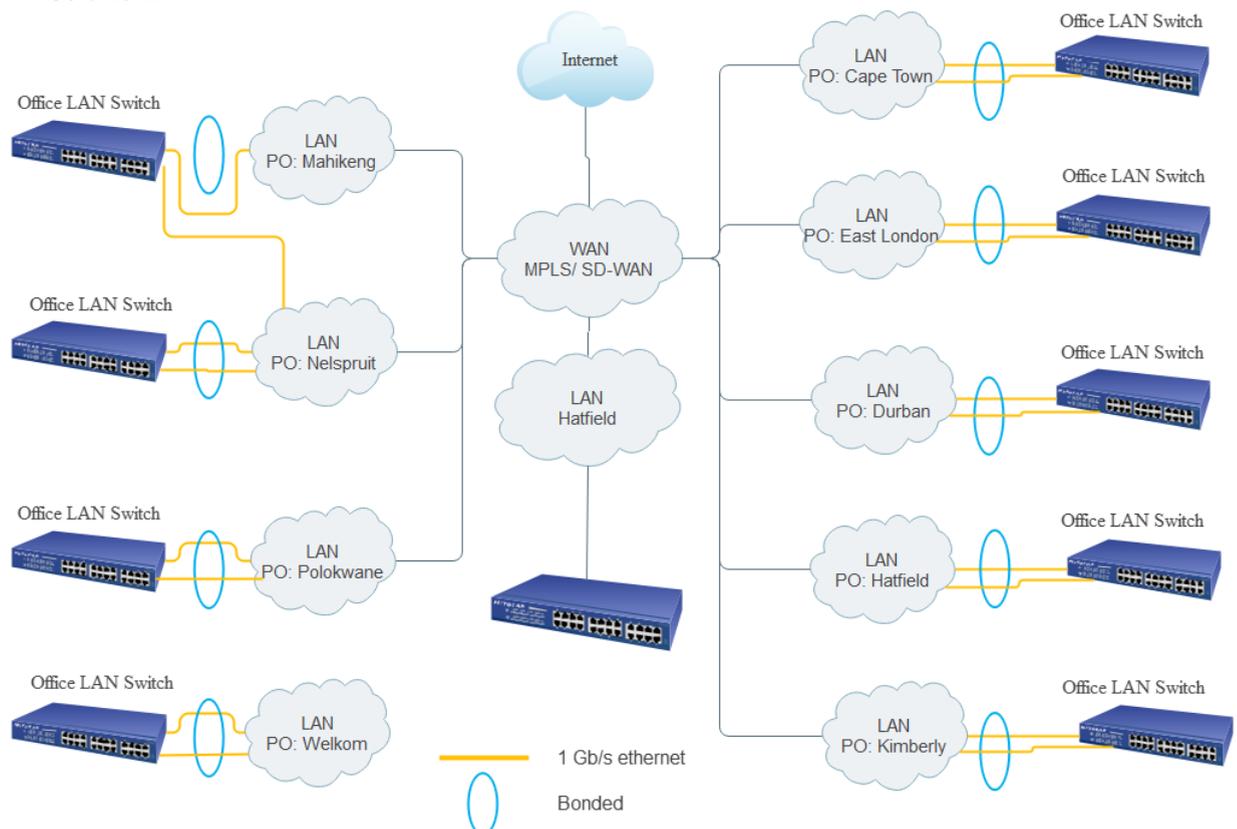
- i. Network port performance:
  - a. 1 Gb/s to end device
  - b. 10 Gb/s connectivity of the LAN backbone at Hatfield.
  - c. 40 Gb/s connectivity from core switches to the aggregation switch
- ii. Network switch configuration capabilities:
  - a. VLAN segmentation of LAN traffic.
  - b. 1 Gb/s ethernet ports with PoE.
  - c. 40Gb/s uplink ports
  - d. Virtual stacking.
  - e. QoS (quality of service):
    - i. Email traffic.
    - ii. Http/https traffic.
    - iii. VoIP traffic.
    - iv. CCTV traffic.
    - v. Other traffic.

- iii. Wifi access connectivity
  - a. Wifi 6 connectivity.
  - b. Corporate access profile.
  - c. Guest access profile.
  - d. BYOD access profile
- iv. Cybersecurity:
  - a. Unified Threat Management (UTM)
  - b. Intrusion prevention
  - c. Radius authentication for network devices
- v. Firewall and DMZ
- vi. Dashboard and Reporting:
  - a. Analytics

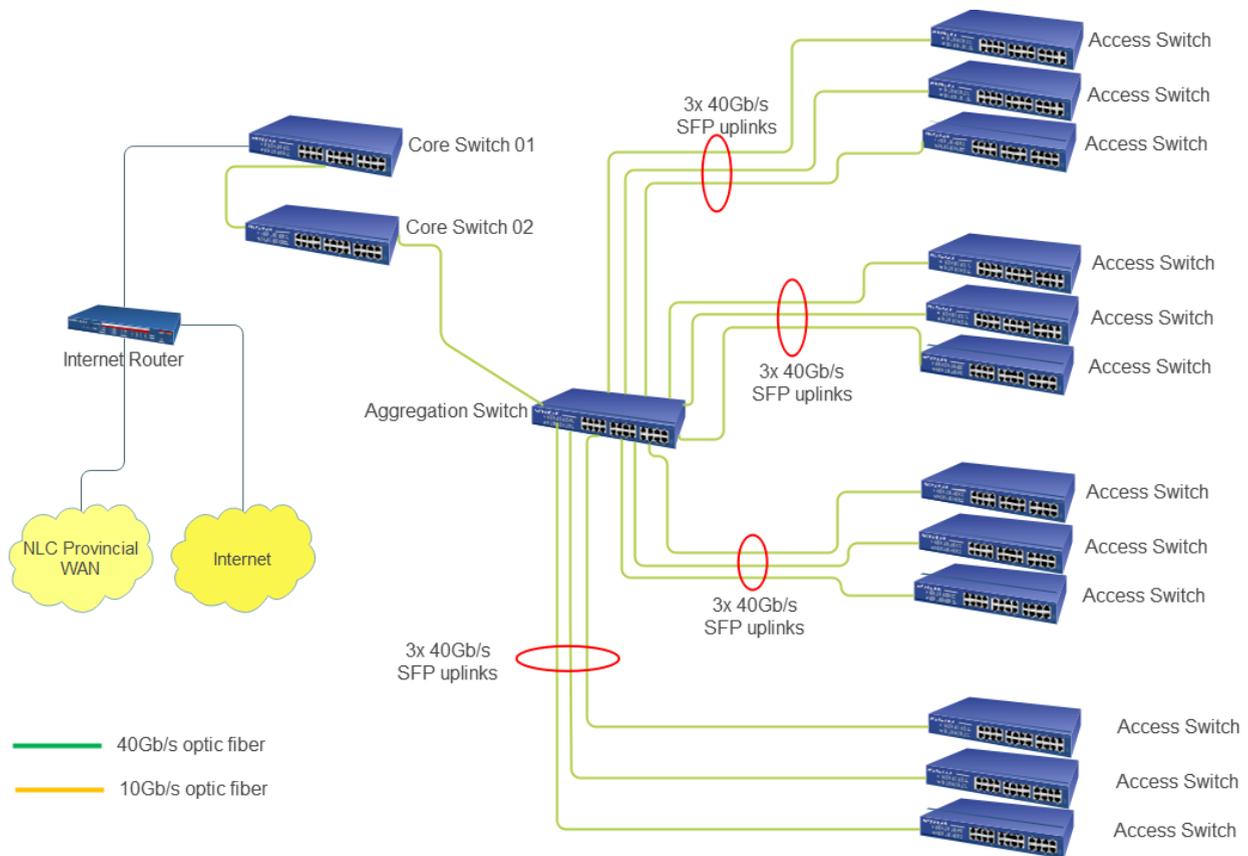
In line with the requirements of the Public Finance Management Act (PFMA) No. 1 of 1999, as amended and Treasury Regulations, the NLC invites suitably qualified and experienced service providers to supply, install, configure and integrate a LAN network for the NLC.

## 2. CONTEXT OF THE ENVISAGED SOLUTION

2.1. The schematic below represents a high-level provincial LAN topology of the envisaged solution:



**2.2. The schematic below represents a high-level Hatfield office LAN topology of the envisaged solution:**



### 3. PURPOSE OF THE TERMS OF REFERENCE

The purpose of the terms of reference (TOR) is to appoint a qualified and experienced service provider to supply, install, configure and integrate a LAN network for the NLC for a period of five (5) years.

### 4. OBJECTIVES

Deliver, install and configure a LAN solution, the associated services and requisite infrastructure at each of the nine (9) provincial offices.

### 5. SCOPE OF WORK

The solution entails the provision of the following services or capabilities:

1. Supply and install new cabling infrastructure at the Hatfield premises:
  - 1.1. Optic fibre cables between server room and patch rooms at Head Office
2. Supply, install, configure, and integrate the components of the proposed LAN solution:
  - 2.1. Network switches at all NLC offices

- 2.2. Wi-Fi access points at all NLC offices
- 2.3. Integrate proposed LAN infrastructure to the WAN network
- 2.4. License all the equipment comprising the proposed LAN solution
3. Implement a LAN dashboard platform for ICT personnel to monitor each of the core LAN components i.e.:
  - 3.1. LAN uptime.
  - 3.2. LAN performance metrics
  - 3.3. LAN Cybersecurity threat metrics
  - 3.4. Reporting capabilities
4. Render support to and maintenance of the LAN infrastructure
  - 4.1. Technical support and troubleshooting
  - 4.2. Maintain and update all requisite hardware and firmware licences
  - 4.3. Firmware updates
  - 4.4. Replacement of faulty equipment
5. Locations of NLC Head office:

a) The Primary LAN infrastructure is to be deployed at the office location stipulated below:

Province	Town/City	Physical Address
Gauteng	Hatfield	333 Grosvenor Street Block D, Hatfield Gardens, Hatfield, Pretoria

6. Locations of NLC provincial offices:

**b) Office 1: Hatfield, Pretoria, Gauteng, collocated at the NLC head office**

Physical address: 333 Grosvenor Street, Hatfield Gardens, Block D, Hatfield, Pretoria.

**c) Office 2: Cape Town, Western Cape**

The current physical address: Century Gate Office Block A, 1C Summer Greens Drive, Milnerton Cape Town.

**d) Office 3: Durban, Kwa Zulu Natal Province**

The current physical address: 20 Kingsmead Boulevard, Kingsmead Office Park, 2<sup>nd</sup> Floor Marriot Building, Durban.

**e) Office 4: East London – Eastern Cape Province**

Physical address: No 7 Rochester Road, Vincent, East London.

**f) Office 5: Kimberly – Northern Cape Province**

Physical address: 11A Schmidt's Drift Road, Kimberly.

**g) Office 6: Mahikeng, North-West Province**

Physical address: 12 Visser Street, Mahikeng.

**h) Office 7: Nelspruit, Mpumalanga Province**

Physical address: 29 Roodt Street, Sonheuwel Dorp, Nelspruit.

**i) Office 8: Polokwane, Limpopo Province**

Physical address: 5 Landros Mare Street, Polokwane.

**j) Office 9: Welkom, Free State Province**

Physical address: 280/282 Stateway, Bedelia, Welkom.

## 6. DELIVERABLES

The following deliverables identified as project outputs:

- 6.1 A functional LAN solution.
- 6.2 Project plan for the rollout of the envisaged solution.
- 6.3 Maintenance and Support Service Level Agreement that:
  - 6.3.1 Clearly stipulates the roles and responsibilities between the NLC and the service provider in terms of the administration and management of key LAN network components.
    - 6.3.1.1 Switches.
    - 6.3.1.2 Access points.
    - 6.3.1.3 Firewall.
    - 6.3.1.4 Optic fibre cable infrastructure.
- 6.4 Configuration documentation of the LAN solution.
- 6.5 Sign off project close-out reports.

## 7. FUNCTIONAL REQUIREMENTS

The bidder is to establish and provide a LAN solution with the following minimum capabilities and/or features:

**Production Environment:**

#	ITEM DESCRIPTION	SPECIFICATION	QTY	COMPLY/ NOT COMPLY
1.	Network switch (Core) <ul style="list-style-type: none"> <li>• 48x 1Gb ethernet POE</li> <li>• 4x 40G SFP</li> </ul>	<b>Capabilities</b> <ul style="list-style-type: none"> <li>• Network stacking</li> <li>• VLANs</li> <li>• Spanning Tree Protocol</li> <li>• Redundant power supply units, hot swappable</li> </ul>	2	
2.	Network switch (Aggregation) <ul style="list-style-type: none"> <li>• 48x 10G SFP</li> <li>• 4x 40G SFP</li> </ul>	<b>Capabilities</b> <ul style="list-style-type: none"> <li>• Network stacking</li> <li>• VLANs</li> <li>• Spanning Tree Protocol</li> </ul>	1	

		<ul style="list-style-type: none"> <li>Redundant power supply units, hot swappable</li> </ul>		
3.	<b>Network switch (Access)</b> <ul style="list-style-type: none"> <li>48x 1G, ethernet</li> <li>4x 10G SFP</li> </ul>	<b>Capabilities</b> <ul style="list-style-type: none"> <li>Network stacking</li> <li>VLANs</li> <li>Spanning Tree Protocol</li> <li>Redundant power supply units, hot swappable</li> </ul>	20	

### DR Environment

#	ITEM DESCRIPTION	SPECIFICATION	QTY	COMPLY/ NOT COMPLY
1.	<b>Network switch (Core)</b> <ul style="list-style-type: none"> <li>48x 1Gb ethernet POE</li> <li>4x 40G SFP</li> </ul>	<b>Capabilities</b> <ul style="list-style-type: none"> <li>Network stacking</li> <li>VLANs</li> <li>Spanning Tree Protocol</li> <li>Redundant power supply units, hot swappable</li> </ul>	1	

### Additional - Production Environment:

#	ITEM DESCRIPTION	SPECIFICATION	QTY	COMPLY/ NOT COMPLY
1	Wi-Fi Access Points	<ul style="list-style-type: none"> <li>Wi-Fi 6</li> <li>Guest access profile</li> <li>BYOD access profile</li> </ul>	34	
2.	Cybersecurity	<b>Capabilities</b> <ol style="list-style-type: none"> <li>Unified Threat Management (UTM)</li> <li>Intrusion prevention</li> <li>Radius authentication for network devices</li> </ol>	1	
3.	Firewall and DMZ	Enable self-hosting of public facing services	1	

#	ITEM DESCRIPTION	SPECIFICATION	QTY	COMPLY/ NOT COMPLY
4.	Reporting Dashboard	<p><b>At minimum, the platform must be able to provide:</b></p> <p><b>a) Dashboard cybersecurity monitoring:</b></p> <ul style="list-style-type: none"> <li>• Ability to draw reports for daily, weekly, monthly and custom date ranges.</li> </ul> <p><b>b) Cybersecurity report:</b></p> <ul style="list-style-type: none"> <li>• By detected high security events and threats</li> <li>• By application type</li> <li>• By protocol type</li> <li>• By site visited</li> <li>• By Microsoft Active Directory login name</li> <li>• Firewall reports.</li> </ul> <p><b>c) Extract Lan utilisation metrics reports for each provincial office:</b></p> <p><b>d) Manual and scheduled (automated) generation of reports on the above categories:</b></p> <ul style="list-style-type: none"> <li>• By email (pdf and csv versions)</li> <li>• Manual: by login to the dashboard/reporting platform</li> </ul>	1	

## 8. REPORTING REQUIREMENTS

The service provider will report to the Information and Communications Technology (ICT) Division.

## 9. DURATION OF THE PROJECT

The required duration of the project is five (5) years after the signing of a Service Level Agreement (SLA).

## SECTION 2: NOTICE TO BIDDERS

### 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](http://www.csd.gov.za).
- 1.8 Suppliers must provide their CSD registration number (and attach a CSD Registration report) and ensure that tax matters are compliant.
- 1.9 All questions regarding this RFP must be forwarded to [bids@nlcsa.org.za](mailto:bids@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.

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 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.

2.9.3 Data Privacy Policy.

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

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

2.9.4.2 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:

2.9.4.2.1 contract description and bid number.

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

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

2.9.4.2.4 contract period.

2.9.4.2.5 names of directors; and

2.9.4.2.6 date of completion/award.

2.9.5 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.

2.9.6 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. Compulsory Briefing Session

**Date & Time: 09 May 2025 @ 11:00**

**Venue: 333 Grosvenor Street, Block D Hatfield Gardens,  
Hatfield, 0028**

## 4. Validity Period

4.1 The Commission requires a validity period of 120 Business Days 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 are 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 [bids@nlcsa.org.za](mailto:bids@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. Supplier Performance

- 8.1 The National Lotteries Commission conducts regular performance reviews in accordance with the requirements for the classification of the contract and or stakeholder by making use of supplier evaluation forms. The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year

and a review at completion of contract for those contracts less than a year.

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

## SECTION 3 EVALUATION CRITERIA

The below phases evaluation criteria will be considered in evaluating the proposals, being:

### Phase 1: Tender Closing and Opening

#### 1.1 Tender closing details

The deadline for Tender submission is on **23 May 2025 at 11:00am** Standard South African Time. Any late tenders will not be accepted. Tenders (USB) 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**

#### 1.2 Bid Formats

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

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.

Submissions must be prominently marked with the full details of the tender namely Bidder's Name, Tender No and Tender Title.

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

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; and Courier arriving late.

## Phase 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
<ul style="list-style-type: none"> <li>All Returnable Documents and/or schedules [where applicable] must be completed and returned by the closing date and time</li> </ul>	SBD Form 1 SBD Form 6.1
<ul style="list-style-type: none"> <li>The Bid document has been duly signed by the authorised bidder official</li> </ul>	Company resolution as proof of authorised individuals' delegation
<ul style="list-style-type: none"> <li>Whether Bid contains a priced/financial offer</li> </ul>	Pricing and delivery schedule
<ul style="list-style-type: none"> <li>Whether the Bidder tax affairs in order</li> </ul>	Valid Tax Compliance System Pin
<ul style="list-style-type: none"> <li>Bidders must register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD</li> </ul>	Proof of Full Central Supplier Database (CSD) registration
<ul style="list-style-type: none"> <li>Valid ISO 27001 certification</li> </ul>	Proof of current valid certification

## Phase 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. Declaration of Interest (SBD 4)	Fully Completed SBD 4
3. Original Equipment Manufacturer (OEM) Certificate	The bidder must provide proof of accredited certification from Original Equipment Manufacturer (OEM). <b>Please note that NLC reserves the right to confirm your registration/accreditation with the OEM.</b>

### Note to Bidders:

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

## Phase 4: Technical Evaluation

The evaluation for the Technical and Functional threshold will include the following:

EVALUATION CRITERIA	Scoring Matrix	% Weight
<b>1. Company Experience</b>		
<b>1.1 Company Experience &amp; Capability</b>		<b>10%</b>
<p>Bidders are required to submit their company profile demonstrating that they have the capacity to render the required service.</p> <p>The profile must explicitly detail the entity's years of experience in LAN solutions. The profile must also include an organisational structure required to implement implementation and support of the proposed LAN solution.</p>	<ul style="list-style-type: none"> <li>• No information provided = <b>0 Points</b></li> <li>• Company profile with company experience in implementing LAN solutions for 1 - 2 years = <b>1 point.</b></li> <li>• Company profile with company experience in LAN solutions more than 2 years but less than 4 years = <b>2 points.</b></li> <li>• Company profile with company experience in LAN solutions more than 4 years but less than 6 years = <b>3 points.</b></li> <li>• Company profile with company experience in LAN solutions more than 6 years but less than 8 years = <b>4 points.</b></li> <li>• Company profile with company experience in LAN solutions more than 8 years = <b>5 points.</b></li> </ul>	
<b>1.2 Written Reference Letters</b>		<b>15%</b>
<p>Provide five (5) written reference letters from contactable existing/recent clients (public/private sector) within the past 5 years relating to implementation of LAN network switch solutions.</p> <p>Letters must include the company name, contact name, address, phone number, duration of contract and a brief description of the services provided.</p> <p>The date on the reference letter must not be older than 5 years (Various letters from one client will be regarded as one reference). The reference letters must be on the client's letterhead and must be dated and signed.</p> <p>Appointment letters are not considered.</p>	<ul style="list-style-type: none"> <li>• No reference letters = <b>0 Points.</b></li> <li>• One reference letter = <b>1 Point.</b></li> <li>• Two reference letters = <b>2 Points.</b></li> <li>• Three reference letters = <b>3 Points.</b></li> <li>• Four Reference letters = <b>4 Points.</b></li> <li>• Five reference letters = <b>5 Points.</b></li> </ul>	
<b>2. Capacity and Ability to Implement</b>		
<b>2.1 Experience – Lead Project Manager</b>		<b>10%</b>

EVALUATION CRITERIA	Scoring Matrix	% Weight
<p>An abridged CV (not longer than two pages) that clearly stipulates:</p> <ul style="list-style-type: none"> <li>• The name and surname of the lead project manager is.</li> <li>• Number of years in the position as a project manager with relevant experience in the implementation and/or design of LAN solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• No experience indicated = <b>0 points.</b></li> <li>• Experience of between 1 and 2 years (inclusive) = <b>1 point.</b></li> <li>• Experience of between 2 and 3 years (inclusive) = <b>2 points.</b></li> <li>• Experience of between 3 and 4 years (inclusive) = <b>3 points.</b></li> <li>• Experience of between 4 and 5 years (inclusive) = <b>4 points.</b></li> <li>• Experience of 5 and more years (inclusive) = <b>5 points.</b></li> </ul>	
<b>3. Cabling Infrastructure</b>		<b>15%</b>
<p>The bidder is to propose a solution design for implementation of the Hatfield office optic network cabling infrastructure.</p>	<ul style="list-style-type: none"> <li>• Absence of required solution design = <b>0 points.</b></li> <li>• Solution design of the intra server room optic fiber cabling infrastructure = <b>3 points.</b></li> <li>• Solution design of the optic fiber cabling infrastructure between the server room and the four patch rooms = <b>2 points.</b></li> </ul>	
<b>4. Technical Proposal</b>		<b>30%</b>
<p>The bidder must demonstrate an understanding of the project scope by submitting a detailed technical proposal of the of the envisaged solution highlighting the seven following components:</p> <ol style="list-style-type: none"> <li>i. Network diagram of the Hatfield office environment</li> <li>ii. Network diagram of a provincial office environment</li> <li>iii. Network diagram of the DR environment</li> <li>iv. Network diagram of the Wi-Fi AP environment</li> <li>v. LAN network client dashboard platform to manage and monitor: <ul style="list-style-type: none"> <li>○ Network switches</li> <li>○ Access points</li> <li>○ Cybersecurity metrics</li> </ul> </li> <li>vi. Remote VPN solution</li> <li>vii. Intrusion Detection/Prevention (IDS/IPS) systems</li> </ol>	<ul style="list-style-type: none"> <li>• 6 or less components provided = <b>0 points.</b></li> <li>• 7 of the 7 components provided = <b>5 points.</b></li> </ul>	

EVALUATION CRITERIA	Scoring Matrix	% Weight
<b>5. Project Management Framework</b>		<b>10%</b>
<p>The bidder describes the project plan framework that outlines an implementation methodology to roll out the LAN network solution aligned to the scope of work.</p>	<ul style="list-style-type: none"> <li>• No project plan framework provided = <b>0 points.</b></li> <li>• Project plan framework elements including all the elements below = <b>5 points:</b> <ol style="list-style-type: none"> <li>i. Project definition</li> <li>ii. Project planning</li> <li>iii. Project monitoring</li> <li>iv. Project risk overview</li> <li>v. Project sign-off and handover</li> </ol> </li> </ul>	
<b>6. Service Level Agreement</b>		<b>10%</b>
<p>The bidder must outline the SLA management framework required to regulate the contractual outputs of the relationship pertaining to:</p> <ol style="list-style-type: none"> <li>1. Define roles and responsibilities on the administration and management of LAN network components accessible equipment:</li> <li>2. Procedures to follow for logging support requests.</li> <li>3. Response times based on applicable log request prioritisation guidelines.</li> <li>4. Procedures to follow for firmware or related patch updates.</li> <li>5. Training methodology on dashboard/reporting platforms.</li> <li>6. Monthly or more frequent account management reviews with minutes of records.</li> </ol>	<ul style="list-style-type: none"> <li>• No SLA management framework provided = <b>0 points.</b></li> <li>• SLA framework including all the elements below = <b>5 points:</b> <ol style="list-style-type: none"> <li>vi. Roles and responsibilities</li> <li>vii. Fault logging procedure</li> <li>viii. Incident log response time</li> <li>ix. Handling of firmware and related patch updates</li> <li>x. Training methodology on dashboard/reporting platforms</li> <li>xi. Monthly account management reviews with minutes of records</li> </ol> </li> </ul>	
<b>Total:</b>		<b>100</b>

**Total Weighting:**

**100**

**Minimum qualifying score required:**

**80**

**Phase 5: Pricing and Specific Goals**

5.1 The evaluation for Pricing and Specific Goals will include the following:

**Pricing Schedule: Please refer to Annexure A: The evaluation for Pricing and Specific Goals will include the following:**

Evaluation Criteria	Final Weighted Scores
<p><b>PRICE</b></p> <p>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> $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ <p>Where:</p> <p><i>P<sub>s</sub></i> = Score for the Bid under consideration <i>P<sub>t</sub></i>  = Price of Bid under consideration <i>P<sub>min</sub></i>  = Price of lowest acceptable Bid</p>	<p>80</p>
<p><b>SPECIFIC GOALS</b></p> <p>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.</p>	<p>20</p>
<p><b>TOTAL SCORE:</b></p>	<p><b>100</b></p>

A maximum of 20 points to be awarded to a tenderer for the specific goals specified for this bid is as follows: -

<b>1. Procurement from entities who are black Owned</b>	<b>Sub – points for specific goals</b>	<b>Maximum points for specific goals</b>	<b>Relevant Evidence</b>
Tenderer who has 100% black Ownership	8	<b>8</b>	Copies of ID's/ CIPC Report Recent Full CSD Report
Tenderer who has 51% to 99% black ownership	4		
Tenderer who has less than 51% Black ownership	0		
<b>2. Procurement from entities who are women owned</b>			
Tenderer who has 100% women ownership	4	<b>4</b>	B-BBEE Certificate / B-BBEE/ Sworn Affidavit
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30% women ownership	0		
<b>3. Black Youth Ownership</b>			
Tenderer who has 100% youth ownership	4	<b>4</b>	B-BBEE Certificate / B-BBEE/ Sworn Affidavit
Tenderer who has 30% to 99% youth ownership	2		
Tenderer who has less than 30% youth ownership	0		
<b>4. Procurement from Disabilities</b>			
Tenderer who has 20% or more owners with disability	4	<b>4</b>	Letter from the Doctor confirming disability
Tenderer who has less than 20% but more than 10% owners with disability	2		
Tenderer who have less than 10% owners with disability	0		
Total points for specific goals		<b>20</b>	

The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places. Final appointment to be awarded to the bidder scoring the highest points.

#### **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. Bidders may be requested to provide their best and final offers based on contract negotiation.

## ANNEXURE A: 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 .....

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

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

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

## 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.

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

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Signature of Designation person

**PART A**

**INVITATION TO BID**

**SBD1**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL LOTTERIES					
BID NUMBER:	NLC2025-002	CLOSING DATE	23 MAY 2025	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL, CONFIGURE, INTEGRATE AND SUPPORT A LAN INFRASTRUCTURE SOLUTION FOR A PERIOD OF FIVE (5) YEARS				
<b>Bids Proposals Submission: ONLY USBs WILL BE ACCEPTED</b>					
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	Supply Chain Management		CONTACT PERSON	Supply Chain Management	
TELEPHONE NUMBER	432 1470		TELEPHONE NUMBER	012 432 1470	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<a href="mailto:maureen@nlcsa.org.za">maureen@nlcsa.org.za</a>		E-MAIL ADDRESS	<a href="mailto:bids@nlcsa.org.za">bids@nlcsa.org.za</a>	
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	<input type="checkbox"/> [TICK APPLICABLE BOX] Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> [TICK APPLICABLE BOX] Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					

- IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO
- DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO
- DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO
- DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO
- IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

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

## **BIDDER'S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

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

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

### **2. Bidder's declaration**

**2.1** Is the bidder, or any of its directors / trustees / shareholders / members/ partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?  
**YES/NO**

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

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

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

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

2.1.2 If so, furnish particulars:

.....  
.....

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

2.2.1 If so, furnish particulars:

.....  
.....

### **3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the

bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

---

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.

## 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 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{80/20} \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{90/10}$$

Where

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

**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.) Please complete this table for claiming of points.**

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

#### 4. DECLARATION WITH REGARD TO COMPANY/FIRM

4.1 Name of Company/firm.....

4.2 Company registration number: .....

4.3 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

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

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

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....  
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