

**SBD 1**

**PART A**  
**INVITATION TO BID**

**REQUEST FOR PROPOSALS TO APPOINT A SERVICE PROVIDER WITH SOLUTION ARCHITECTURE EXPERTISE TO ASSIST NLC INTERNAL AUDIT WITH THE REVIEW OF AS-IS AND TO-BE PROCESS OF MODERNISATION PROJECT**

|                                                                                                  |                                                                                                                                                                                           |                                  |                                                |                               |              |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------------------------------------------|-------------------------------|--------------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b> |                                                                                                                                                                                           |                                  |                                                |                               |              |
| BID NUMBER:                                                                                      | <b>RFQ/2023-299</b>                                                                                                                                                                       | CLOSING DATE: <b>31 Jan 2024</b> |                                                | CLOSING TIME:                 | <b>11:00</b> |
| Description                                                                                      | Request for Proposals to appoint a Service Provider with Solution Architecture expertise to assist NLC Internal Audit with the Review of As-Is and To-Be process of Modernisation Project |                                  |                                                |                               |              |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>       |                                                                                                                                                                                           |                                  |                                                |                               |              |
| <b>Block D,333 Grosvenor Street, Hatfield Gardens (USB Only)</b>                                 |                                                                                                                                                                                           |                                  |                                                |                               |              |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                            |                                                                                                                                                                                           |                                  | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |                               |              |
| CONTACT PERSON                                                                                   |                                                                                                                                                                                           |                                  | CONTACT PERSON                                 |                               |              |
| TELEPHONE NUMBER                                                                                 |                                                                                                                                                                                           |                                  | TELEPHONE NUMBER                               |                               |              |
| FACSIMILE NUMBER                                                                                 |                                                                                                                                                                                           |                                  | FACSIMILE NUMBER                               |                               |              |
| E-MAIL ADDRESS                                                                                   |                                                                                                                                                                                           |                                  | E-MAIL ADDRESS                                 |                               |              |
| <b>SUPPLIER INFORMATION</b>                                                                      |                                                                                                                                                                                           |                                  |                                                |                               |              |
| 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]<br><br>Yes No | B-BBEE STATUS LEVEL SWORNAFFIDAVIT | TICK APPLICABLE BOX]<br><br>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<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | Yes No<br>[IF YES, ANSWER PART B:3] |
|-----------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------------|-------------------------------------|

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

|                                                                                                                                                                                                                                   |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                                   | YES<br>NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                         | YES<br>NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                        | YES<br>NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                             | YES<br>NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                                         | YES<br>NO |
| <p><b>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.</b></p> |           |

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:

.....



| The PROCESS             | REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RFQ number              | RFQ/2023-299                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Advertisement Date      | 22 December 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Closing date and time   | 31 January 2024 at 11:00<br>(South African Standard Time)                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Validity period         | 120 days from the closing date                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Submission instruction: | <p>The original proposal and supporting documents must be submitted <b>ONLY</b> via USB and be delivered to:</p> <p>Acting Manager: Supply Chain<br/>Management National Lotteries<br/>Commission<br/>333 Grosvenor Street<br/>Block D,<br/>Hatfield<br/>Gardens<br/>Hatfield,<br/>Pretoria<br/>0083</p> <p>Enquires <b>ONLY</b> can be emailed to: <a href="mailto:penelope@nlcsa.org.za">penelope@nlcsa.org.za</a></p> <p><b>NO email or hardcopies will be accepted.</b></p> |

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# **REQUEST FOR PROPOSALS TO APPOINT A SERVICE PROVIDER WITH SOLUTION ARCHITECTURE EXPERTISE TO ASSIST NLC INTERNAL AUDIT WITH THE REVIEW OF AS-IS AND TO-BE PROCESS OF MODERNISATION PROJECT**

## **SECTION 1: BACKGROUND, OVERVIEW AND RFQ SCOPE OF REQUIREMENTS**

### **1. INTRODUCTION**

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

The NLC aims to ensure that funds raised through the National Lottery are distributed equitably and expeditiously across South Africa in order to advance social upliftment of communities in need with the aim of addressing poverty and reducing inequalities in line with the National Development Plan.

The Commission is required to apply principles of openness and transparency in the exercise of its functions assigned to it in terms of the Lotteries Act No 57 of 1997(as amended).

### **2. BACKGROUND**

PFMA S(51)(1)(a) requires that “An accounting authority for a public entity must ensure that that public entity has and maintains effective, efficient, and transparent systems of financial and risk management and internal control. In line with the requirements of the Public Finance Management Act No. 1 of 1999 (“PFMA”) and Treasury Regulations, the NLC seeks to request for proposals to appoint a service provider with Solution Architecture expertise to assist NLC Internal Audit with the review of As-Is and To-Be process of Modernisation Project:

NLC is currently running a Modernisation Project that is actively progressing. The project was initially conceived as part of the 2022/23 APP target—“The NLC Digital Transformation Strategy as Formulated,” the project stemmed from insights gained from the OTB report, specifically the NLC Digital Transformation Report v1.4. The strategy evolved into the Modernisation Strategy and considered various inputs: the NLC Organisational Structure Review Work Study Report by RED, AG and Internal Audit reports, Ministerial requests affecting the 2023/24 NLC APP, NLC ICT Board Quarterly reports, among others.

A comprehensive review of the Business Model and supporting technology platforms occurred in May and June 2023, delineating a proposed business modernisation approach. Phase I, initiated in Q1 of 2023/24, culminated in delivering the As-Is Functional Analysis and To-Be Functional and Technical Specification.

### 3. OBJECTIVE

The objective of this review is to assist NLC Internal Audit Division with providing independent assurance on the As-Is and To-Be processes that have already been finalised as part of Modernisation Project deliverables.

### 4. SCOPE OF WORK

The following scope areas will be delivered by the successful service provider:

4.1 NLC business processes (Grant Funding Management, Supply Chain Management, Finance, Human Capital Management, Payroll, Facilities, etc.)

- Completed As-Is process which will include reviewing of the following minimum documentation to confirm the accuracy and completeness of the process:
  - NLC Act.
  - NLC Policies and Standard Operating Procedures around Grant Funding Management, Supply Chain Management, Finance, Human Capital Management, Payroll, Facilities, etc..
  - Relevant Assurance providers issued reports (Internal Audit, Auditor General South Africa, Risk Management, etc.).
  - Existing Organisational Structure.
  - System Information/Data Flow.
  - Review the alignment of system, process, information, and resources and identify gaps.
- Completed To-Be process which will include reviewing of the following minimum documentation to confirm that the newly proposed process will address the existing weaknesses/challenges from process, technology information and resources (people):
  - Proposed To-Be operational process.
  - Proposed Policies and Standard Operating Procedures.
  - Proposed Information System Flow.
  - Proposed Database Architecture.
  - Proposed Organisational Structure.
  - Proposed Organisation Content management.

### 5. DELIVERABLES

- The successful service provider (the service provider representative) to report directly to the Head: IT Audit for the duration of the project.
- The appointed service provider shall produce the following:
  - ✓ An engagement letter detailing the scope, project cost (pricing), timing and proposed resources.
  - ✓ All working papers that will be completed as part of the project one week before draft report is submitted to NLC Internal Audit.
  - ✓ Final draft report detailing findings noted as part of the review.
  - ✓ Confirmation that quality assurance review was performed on the work completed before draft report is issued as “Final”.

**Other requirements:**

- The staff should maintain their objectivity by remaining independent of the activities they audit.
- There must be a professionally qualified project manager present throughout the duration of the audit.
- The NLC will not be billed for any unproductive or duplicated time spent on assignment, for any reason.
- Sufficient time must be spent on assignments to ensure that quality is maintained at the highest standards.

**6. DURATION OF THE PROJECT**

- The duration of the project is expected to be 1 month.

**SECTION 2: NOTICE TO SERVICE PROVIDERS****1. Terms and conditions of Request for Proposals (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 RFQ 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 the tax matters are compliant.
- 1.9 All questions regarding this RFQ must be forwarded to [penelope@nlcsa.org.za](mailto:penelope@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 co-ordination 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.

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

## 2.3 Preferential procurement reform

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

## 2.4 National Industrial Participation Programme

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

## 2.5 **Language**

- 2.5.1 Bids shall be submitted in English.

## 2.6 **Gender**

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

## 2.7 Headings

- 2.7.1 Headings are incorporated into this 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 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 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 PAIA manual.

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

### **3. Formal Briefing Session**

3.1 No briefing session.

### **4. Validity Period**

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

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 RFQ 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 RFQ should be submitted [penelope@nlcsa.org.za](mailto:penelope@nlcsa.org.za), before the closing date.
- 7.2 In the interest of fairness and transparency the NLC's response to such a query may be made available to other bidders.
- 7.3 It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this RFQ 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.

# REQUEST FOR PROPOSALS TO APPOINT A SERVICE PROVIDER WITH SOLUTION ARCHITECTURE EXPERTISE TO ASSIST NLC INTERNAL AUDIT WITH THE REVIEW OF AS-IS AND TO-BE PROCESS OF MODERNISATION PROJECT

## SECTION 3: EVALUATION CRITERIA

The six (6) phases evaluation criteria will be considered in evaluating the proposals, being:

### Stage 1: Tender Closing and Opening

#### 1.1 Tender closing details

The deadline for Tender submission is **31 January 2024** at 11:00am Standard South African Time. Any late tenders will not be accepted. Tenders are to be submitted via USB to the NLC's tender box at the following physical address:

National Lotteries Commission333  
Grosvenor Street  
Block D, Hatfield  
GardensHatfield,  
Pretoria  
0083

#### 1.2 Submission Formats

The proposals 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 Service Provider 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 Service Provider'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 Proposal including but not limited to:

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

## Stage 2: Administrative and Mandatory Compliance

### Administrative Compliance

All Proposal 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>Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time</li> </ul>                     | Proposal                                                                              |
| <ul style="list-style-type: none"> <li>Whether the Proposal document has been duly signed by the authorised Service Provider official</li> </ul>                                                    | Company resolution as proof of authorised individuals' delegation                     |
| <ul style="list-style-type: none"> <li>Whether the Proposal contains a priced offer</li> </ul>                                                                                                      | Pricing and delivery schedule                                                         |
| <ul style="list-style-type: none"> <li>Whether the Service Provider tax affairs in order</li> </ul>                                                                                                 | Tax Compliance System Pin                                                             |
| <ul style="list-style-type: none"> <li>Whether Service Providers have failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD</li> </ul> | Proof of Central Supplier Database (CSD) registration reflecting Tax compliant status |

### Mandatory Compliance

All Proposal respondents must submit mandatory documents that comply with all mandatory requirements. Proposals that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation. The Administrative Compliance Evaluation will include the following:

| Evaluation Criteria                                                                                                                                                                                                                                                                           | Supporting Document                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 1. In the event of the Service Provider being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)                                                                                                                                                             | JV Agreement                                                                                                  |
| 2. Service Providers must submit a fully complete declaration of interest form (failure to declare honestly will lead to Service Provider being disqualified)                                                                                                                                 | SBD 4                                                                                                         |
| 3. Returnable documents (standard Proposal documents) and/or schedules were completed, duly signed by the authorised person.                                                                                                                                                                  | SBD Forms duly completed and signed and pricing schedules.                                                    |
| <p>4. <i>Only Service Providers who are compliant with the requirements of this stage will proceed to stage 3.</i></p> <p>Service Providers must submit proof of that the proposed Engagement Lead has TOGAF 9 or 10 Certification.</p> <p><b><u>(Please submit certified copies)</u></b></p> | Please attach a certified copy not older than 3 months of TOGAF 9 or 10 Certification for the Engagement Lead |

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

### **Stage 3: Technical evaluation**

**3.1** The following rating scale will be used to evaluate proposals:

**Table 1: Rating Scale**

| <b>Rating</b>               | <b>Definition</b>                                                                                                                                                                                                                                                                                                                               | <b>Score</b> |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Excellent</b>            | Exceeds the requirement. Exceptional demonstration by the Service Provider of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.                                    | <b>5</b>     |
| <b>Good</b>                 | Satisfies the requirement with minor additional benefits. Above average demonstration by the Service Provider of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence. | <b>4</b>     |
| <b>Acceptable</b>           | Satisfies the requirement. Demonstration by the Service Provider of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.                                                                                                                 | <b>3</b>     |
| <b>Minor Reservations</b>   | 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.                                                                                | <b>2</b>     |
| <b>Serious Reservations</b> | Satisfies the requirement with major reservations. Considerable reservations of the Service Provider's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with little or no supporting evidence.                                                                     | <b>1</b>     |
| <b>Unacceptable</b>         | Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Service Provider has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.                                               | <b>0</b>     |

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

**Rating scale of 0 – 5 to be applied.**

| CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | POINTS                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <p><b>Project Approach</b></p> <p>The service provider must provide a detailed approach of how the As-Is and To-Be assurance review will be conducted.</p> <p>The approach should include critical steps that the service provider will follow to provide assurance that the As-Is and To-Be process were developed following the best practice methodology of business process review/ re-engineering.</p> | <p><b>Project Approach</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p><b>30</b></p>                  |
|                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Will be evaluated as table 1 on paragraph 3.1.</p> <p><b>Rating scale of 0 – 5 to be applied:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                   |
| <p><b>EXPERIENCE: ENGAGEMENT DIRECTOR/PARTNER</b></p> <p>Provide a comprehensive CV demonstrating experience in managing/ overseeing Enterprise Architecture Review related projects.</p>                                                                                                                                                                                                                   | <p><b>Experience: Engagement Director/ Partner</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                             | <p>The CV must demonstrate experience in experience in managing Enterprise Architecture review related projects, with Solution Architecture being one of the components covered.</p> <p><b>Rating scale of 0 – 5 to be applied:</b></p> <ul style="list-style-type: none"> <li>• Above 10 years' in managing Enterprise Architecture review related projects = <b>(5)</b></li> <li>• Above 5 – up to and inclusive of 10 years' in managing Enterprise Architecture review related projects = <b>(4)</b></li> <li>• Above 3 up to and inclusive of 5 years' in managing Enterprise Architecture review related projects = <b>(3)</b></li> </ul> | <p><b>10</b></p> <p><b>15</b></p> |

| CRITERIA                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | POINTS    |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                                                                                                                                   | <ul style="list-style-type: none"> <li>2 - up to and inclusive of 3 years' in managing Enterprise Architecture review related projects = <b>(2)</b></li> <li>Less than 2 years' in managing Enterprise Architecture review related projects = <b>(1)</b></li> <li>One (1) year in managing Enterprise Architecture review related projects = <b>(0)</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |
|                                                                                                                                   | <b>Qualifications: Engagement Director/ Partner</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |
|                                                                                                                                   | Qualifications: Lead Director / Partner for Internal Audit<br><b>Rating scale of 0 – 5 to be applied:</b> <ul style="list-style-type: none"> <li>Relevant Masters in IT or Computer Science or Software Engineering or equivalent, MBA, MBL, MCOMP and TOGAF 9 or 10 = <b>(5)</b></li> <li>Relevant Honours in IT or Computer Science or Software Engineering or equivalent and TOGAF 9 or 10 = <b>(4)</b></li> <li>Relevant Bachelor's in IT or Computer Science or Software Engineering or equivalent and TOGAF 9 or 10 = <b>(3)</b></li> <li>Relevant Diploma in IT or Computer Science or Software Engineering or equivalent and TOGAF 9 or 10 = <b>(2)</b></li> <li>Relevant Diploma in IT or Computer Science or Software Engineering or equivalent = <b>(1)</b></li> <li>No relevant qualification = <b>0</b></li> </ul> | <b>5</b>  |
| <b>QUALIFICATIONS: Solution Architect X2</b><br><br>Provide a comprehensive CV demonstrating experience in Solution Architecture. | <b>Experience: Solution Architect X2</b><br>The CV must demonstrate experience in performing Solution Architecture related projects.<br><b>Rating scale of 0 – 5 to be applied:</b> <ul style="list-style-type: none"> <li>Above 8 years' Solution Architecture experience = <b>(5)</b></li> <li>Above 7 – up to and inclusive of 8 years' Solution Architecture experience = <b>(4)</b></li> <li>Above 6 – up to and inclusive of 7 years' Solution Architecture experience = <b>(3)</b></li> </ul>                                                                                                                                                                                                                                                                                                                            | <b>10</b> |
|                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>20</b> |

| CRITERIA                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | POINTS           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• 5 – up to and inclusive of 6 years' Solution Architecture experience = <b>(2)</b></li> <li>• Less than 5 years' Solution Architecture experience = <b>(1)</b></li> <li>• 3 – up to and inclusive of 4 years' Solution Architecture experience = <b>(0)</b></li> </ul> <p><b>The total score for two (2) Solution Architectures will be averaged</b></p> <p><b>Qualifications: Solution Architecture X2</b></p> <p><b>Rating scale of 0 – 5 to be applied:</b></p> <ul style="list-style-type: none"> <li>• Relevant Masters in IT or Computer Science or Software Engineering or equivalent, MBA, MBL, MCOMP and TOGAF 9 or 10= <b>(5)</b></li> <li>• Relevant Honours in IT or Computer Science or Software Engineering or equivalent and TOGAF 9 or 10= <b>(4)</b></li> <li>• Relevant Bachelor's in IT or Computer Science or Software Engineering or equivalent = <b>(3)</b></li> <li>• Relevant Diploma in IT or Computer Science or Software Engineering or equivalent = <b>(2)</b></li> <li>• Relevant NQF level 6 certificate in IT or Computer Science or Software Engineering or equivalent = <b>(1)</b></li> <li>• No relevant qualification = <b>0</b></li> </ul> <p><b>The total score for two (2) Solution Architectures will be averaged</b></p> | <p><b>10</b></p> |
| <p><b>Service Provider experience in performing Enterprise Architecture Review related project.</b></p> <p>The service provider must demonstrate that they have the capacity to render the required services and demonstrate experience in performing</p> | <p><b>Rating scale of 0 – 5 to be applied:</b></p> <ul style="list-style-type: none"> <li>• Above 5 years' experience = <b>(5)</b></li> <li>• Above 4– up to and inclusive of 5 years' experience = <b>(4)</b></li> <li>• Above 3 – up to and inclusive of 4 years' experience = <b>(3)</b></li> <li>• Above 2 – up to and inclusive of 3 years' experience = <b>(2)</b></li> <li>• Above 1 – up to and inclusive of 2 years' experience = <b>(1)</b></li> <li>• Less than 1 year experience = <b>(0)</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p><b>15</b></p> |

| CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                   | POINTS           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <p>Enterprise Architecture Review related project which also covered Solution Architecture as part of the scope by submitting a company profile.</p> <p><b><i>The company profile should also list the names of the organisations and applicable year in which Enterprise Architecture Review related services was rendered.</i></b></p>                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |
| <p><b>Written reference letters.</b></p> <p>Service Providers must provide reference letters from at least three (3) contactable references, (different organizations) within the past seven (7) years from the closing of the Proposal. Letters from 1 organization will be considered as 1 reference. The reference letter must indicate in the letter the services you rendered. The reference letter must be signed and dated, on the company letter head and must have contactable email address):</p> <p>if the reference letter</p> | <p><b>Enterprise Architecture experience</b></p> <p>Five (5) relevant reference letters = <b>(5)</b></p> <p>Four (4) relevant reference letters = <b>(4)</b></p> <p>Three (3) relevant reference letters = <b>(3)</b></p> <p>Two (2) relevant reference letters = <b>(2)</b></p> <p>One (1) relevant reference letter = <b>(1)</b></p> <p><b>No</b> relevant reference letter = <b>(0)</b></p> <p><b>Rating scale of 0 – 5 to be applied:</b></p> | <p><b>20</b></p> |

| CRITERIA                                                                                                                                                                                                                                                                                            |  | POINTS     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------|
| <p>does not comply with the requirements, it will be not considered.</p> <p><b>No appointment letters from clients will be accepted as reference letters.</b></p> <p><b><i>Note: List of organisations in which similar service was rendered will not be accepted as reference letters.</i></b></p> |  |            |
| <b>Total:</b>                                                                                                                                                                                                                                                                                       |  | <b>100</b> |
| <b>Minimum score points</b>                                                                                                                                                                                                                                                                         |  | <b>70</b>  |

#### Stage 4: Pricing and Special goals

**NB! Pricing Schedule: Please refer to Annexure A**

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

| 1. Procurement from entities who are at least 51% Owned | Sub - points for specific goals | Maximum points for specific goals |
|---------------------------------------------------------|---------------------------------|-----------------------------------|
| 91% - 100%                                              | 10                              | 10                                |
| 81% - 90%                                               | 9                               |                                   |
| 71% - 80%                                               | 8                               |                                   |
| 61% - 70%                                               | 7                               |                                   |
| 51% - 60%                                               | 6                               |                                   |
| 41% - 50%                                               | 5                               |                                   |
| 0% - 40%                                                | 0                               |                                   |
|                                                         |                                 |                                   |
| 2. B-BBEE Status Level of Contributor                   |                                 | 10                                |
|                                                         |                                 |                                   |
| Level 1 - EME /QSE                                      | 10                              |                                   |
| Level 2 - EME /QSE                                      | 9                               |                                   |
| Level 1 - Generic / Level 3 EME / QSE                   | 8                               |                                   |
| Level 2 - Generic / Level 4 EME / QSE                   | 7                               |                                   |
| Level 3 - Generic / Level 5 EME / QSE                   | 6                               |                                   |
| Level 4 - 5 Generic / Level 6 EME / QSE                 | 5                               |                                   |
| Above Level 4 - 5 Generic / Level 6 EME / QSE           | 0                               |                                   |

**Stage 5: Due Diligence**

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

**Stage 6: Contract and Award**

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

## ANNEXURE A: PRICING SCHEDULE TEMPLATE

Financial/pricing information must be presented in a separate attachment from the Technical/Functional Response information.

### Schedule A Pricing Proposal: Review of As-Is and To-Be process of Modernisation Project

| Resource | Level and Capacity             | Planning Stage hrs | Execution stage hrs | Reporting stage hrs                       | Proposed Project budget |                        |                                  |                 |
|----------|--------------------------------|--------------------|---------------------|-------------------------------------------|-------------------------|------------------------|----------------------------------|-----------------|
|          |                                |                    |                     |                                           | Total hrs               | Hourly rate (VAT incl) | Variable average rate (VAT incl) | Cost (VAT incl) |
|          | Engagement Director/Partner x1 |                    |                     |                                           |                         |                        |                                  |                 |
|          | Solution Architect x2          |                    |                     |                                           |                         |                        |                                  |                 |
|          |                                |                    |                     | Total hrs                                 | 350hrs                  |                        |                                  |                 |
|          |                                |                    |                     |                                           |                         |                        |                                  |                 |
|          |                                |                    |                     | Sub-Total audit fee (Vat Incl)            |                         |                        |                                  |                 |
|          |                                |                    |                     | Discount amount                           |                         |                        |                                  |                 |
|          |                                |                    |                     | <b>[A] Sub-Total audit fee (Vat Incl)</b> |                         |                        |                                  | <b>R</b>        |

### Disbursements

| Description     | Level and Capacity              | Return trip km | Number of days | Proposed Project budget                       |          |                                              |                 |
|-----------------|---------------------------------|----------------|----------------|-----------------------------------------------|----------|----------------------------------------------|-----------------|
|                 |                                 |                |                | Total Kms                                     | Rate /km | Total travel costs for two auditors per trip | Cost (VAT incl) |
| NLC head office | Engagement Director/ Partner x1 | KM             |                | KM                                            |          |                                              | R               |
| NLC head office | Solution Architect x2           | KM             |                | KM                                            |          |                                              | R               |
|                 |                                 |                |                | <b>[B] Sub-total disbursements (Vat Incl)</b> |          |                                              | <b>R</b>        |

| GRAND-TOTAL AUDIT FEE AND DISBURSEMENTS             |          |
|-----------------------------------------------------|----------|
| <b>[A] + [B] Grand-Total project fee (Vat Incl)</b> | <b>R</b> |

NB! Please note that budgeted hours are limited to R300hrs per internal audit service provider.



## SBD 4

## BIDDER'S DISCLOSURE

## 1. PURPOSE OF THE FORM

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

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

## 2. BIDDER'S DECLARATION

- |       |                                                                                                                                                                                                                                                                             |               |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 2.1   | Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest <sup>1</sup> in the enterprise, employed by the state?                                                                                    | <b>YES/NO</b> |
| 2.1.1 | If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below. |               |

[illegible]

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

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

- 2.2.1 If so, furnish particulars:

.....  
 .....

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

- 2.3.1 If so, furnish particulars:

.....  
 .....

### 3. DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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 <sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an

activity for the execution of a contract.

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



## SBD 6.1

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

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

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

#### 1. GENERAL CONDITIONS

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

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

#### 1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the **80/20** preference pointsystem.

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

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

(a) Price; and

(b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

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



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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

**$P_s = 80 (1 - P_t - P_{min})$**

**$P_{min}$**

---



Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND 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:

80/20

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


---



Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

| 1. Procurement from entities who are Black Owned | Sub - points for specific goals | Maximum points for specific goals | To be completed by a bidder |
|--------------------------------------------------|---------------------------------|-----------------------------------|-----------------------------|
| 91% - 100%                                       | 10                              | 10                                |                             |
| 81% - 90%                                        | 9                               |                                   |                             |
| 71% - 80%                                        | 8                               |                                   |                             |
| 61% - 70%                                        | 7                               |                                   |                             |
| 51% - 60%                                        | 6                               |                                   |                             |
| 41% - 50%                                        | 5                               |                                   |                             |
| 0% - 40%                                         | 0                               |                                   |                             |
|                                                  |                                 |                                   |                             |
| 2. SMME's and B-BBEE Status Level of Contributor |                                 | 10                                |                             |
| Level 1 - EME /QSE                               | 10                              |                                   |                             |
| Level 2 - EME /QSE                               | 9                               |                                   |                             |
| Level 1 - Generic / Level 3 EME / QSE            | 8                               |                                   |                             |
| Level 2 - Generic / Level 4 EME / QSE            | 7                               |                                   |                             |
| Level 3 - Generic / Level 5 EME / QSE            | 6                               |                                   |                             |
| Level 4 - 5 Generic / Level 6 EME / QSE          | 5                               |                                   |                             |
| Total points for special goals                   |                                 | 20                                |                             |
| Total points for price and special goals         |                                 | 100                               |                             |

## DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions 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 10 years, after the *audit*.
  - (e) *alteram partem* (hear the other side) rule has been applied; and
  - (f) forward the matter for criminal prosecution, if deemed necessary.

.....

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

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....



**SCM: CONSENT**  
**REQUEST FORM**

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

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Contact number: \_\_\_\_\_ Email

address: \_\_\_\_\_

**PART A**

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

2. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
  - 2.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
  - 2.2 dissemination by means of transmission, distribution or making available in 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 B

I, \_\_\_\_\_ (full names), duly authorized, hereby:  
Consent to the processing of my/our personal information for the application of procurement of goods and services, in line with the NLC supply chain management policy, in terms of section 11(1)(a) of POPIA.

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

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

Method of Communication will be via: Email/Postal

- ☐ Give my consent.

By Ticking the next box, I am aware that I am Digitally Signing this Consentrequest Form:

☐

Full Name:

Date:

### WITHDRAWAL OF CONSENT ONCE GIVEN

You may withdraw your consent at any time.

Write or email us at the address above, advising us of your consent withdrawal.