



NATIONAL LOTTERIES COMMISSION:

**APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, DEVELOP AND PUBLISH AN ANNUAL
REPORT FOR A PERIOD OF FOUR (4) MONTHS FOR THE NLC**

REQUEST FOR QUOTATION (RFQ) NO	RFQ/2025-004-014
RFQ DESCRIPTIONS	APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, DEVELOP AND PUBLISH AN ANNUAL REPORT FOR A PERIOD OF FOUR (4) MONTHS FOR THE NLC
FOR DELIVERY TO	<p>All submissions Must be addressed to:</p> <p>Senior Manager: Supply Chain Management National Lotteries Commission</p> <p>Submission of Quotation:</p> <p>333 Grosvenor Street Block D Hatfield Gardens 0001</p>
ISSUE DATE	29 April 2025
CLOSING DATE	06 May 2025 Extended to 09 May 2025 @11:00
CLOSING TIME	11:00
RFQ VALIDITY PERIOD	The validity period of the quotation requested must be. 120 days.
E-MAIL ADDRESS	USB SUBMISSION ONLY (NO HARD COPIES)

SECTION 1: BACKGROUND, OVERVIEW AND RFP SCOPE OF REQUIREMENTS

1. INTRODUCTION

- 1.1. 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 to advance social upliftment of communities in need, to address poverty and reduce inequalities in line with the National Development Plan. The Commission is required to apply principles of openness and transparency in the exercise of its functions assigned to it in terms of the Lotteries Act No 57 of 1997.

2. BACKGROUND

- 2.1 NLC Board** - The Board of the NLC will oversee those reports, such as annual financial statements, sustainability reports, social and ethics committee reports, or other online or printed reports that are issued, as is necessary and in compliance with legal requirements, and/or to meet the legitimate and reasonable information needs of material stakeholders. The Board will also oversee that the NLC issues an Annual Report at least annually, which is either:

- A standalone report that connects the more detailed information in other reports and addresses, at a high level and in a complete, concise way, the matters that could significantly affect the organisation's ability to create value; or
- A distinguishable, prominent, and accessible part of another report, which also includes the annual financial statements and other reports that must be issued in compliance with legal provisions.

The Board will also oversee that the following information is published on the NLC's website, or on other platforms or through other media as is appropriate for access by stakeholders:

- Corporate governance disclosures required in terms of King IV; Integrated reports; and Annual Financial Statements and other external report.

- 2.2 Annual Report** - The King IV Code of Good Governance South Africa 2016 (King IV) advocates for integrated thinking which takes account of the connectivity and interdependence between the range of factors that affect an organisation's ability to create value over time. Integrated thinking underpins all the following:

- Seeing the organisation as an integral part of society and thus as a corporate citizen.
- The stakeholder-inclusive approach.
- Sustainable development, and

- Integrated reporting.

To clarify the standing of the annual report in relation to other reports, King IV deals with integrated reporting as one of many reports that may be developed and issued by an organisation, as is necessary, to comply with legal requirements, and/or to meet particular information needs of material stakeholders. Principle five of King IV also states that the governing body should ensure that reports issued by the organisation enable stakeholders to make informed assessments of the organisation's performance, and its short, medium and long-term prospects.

Annual reporting (AR) in corporate communication is a process that results in communication, most visibly a periodic "annual report", about value creation over time. An annual report is concise about how an organization's strategy, governance, performance and prospects lead to the creation of value over the short, medium and long term.

It means the integrated representation of a company's performance in terms of both financial and other value-relevant information. Annual Reporting provides greater context for performance data, clarifies how valuable relevant information fits into operations or a business, and may help make company decision-making more long-term. While the communications that result from AR will be of benefit to a range of stakeholders, they are principally aimed at providers of financial capital allocation decisions. AR helps to complete financial and sustainability reports. A framework has been published, but some questions remain to know how to apply it.

3. THE OBJECTIVE OF THIS PROJECT

- 3.1. The objective of this TOR is to appoint a suitable service provider that will assist the NLC with the development and publishing of its Annual Report for the 2024/2025 Financial Year. The service provider will be expected to provide its services through a dedicated and creative team of adequately qualified and experienced project team to be able to carry out the requirements of the nature of the mandate herein.

4. METHODOLOGY

- 4.1. The Service Provider must clearly outline and explain the methodology that will be used to design, develop and publish the NLC's Annual Report for the 2024/25 financial years by outlining the approach and providing a step-by-step explanation of the proposed process.

Possible Themes:

- **Organisational Change Management and Culture**
- **Modernisation within the Organisation encompasses Business processes and digital transformation.**
- **Social cohesion and nation-building**

- **Collaboration.**

5. SCOPE OF WORK

5.1. The scope of work entails the following:

Design, development and publication of the NLC Annual Report in the form of hard copy and digital IRs.

- Estimated pages 260-300.
- Glossy paper and inner pages design (different divider pages)
- Cover page: Hard Cover - Gloss Finish and Spot UV Vanish
- Copy Layout
- Colour Proofs (Sign-off Purposes)
- Produce a total of 10 versions for sign-off purposes (if required)
- Copy editing and proofreading all versions if required
- Sourcing and purchasing stock imagery (Getty Images)
- Electronic version of the final product

6. DELIVERABLES

6.1. As a minimum, the NLC expects the following deliverables, amongst other things:

- Advisory on strategic direction for integrated reporting and related connected external report;
- Advisory on annual report best practice reporting trends and gap analysis;
- Development of the annual report strategy as well as the annual report and other related external reports enhancing corporate governance reporting of the NLC in line with applicable legal requirements, standards, regulations and reporting frameworks.
- Creative design and publishing of an online annual report and printing of **100 annual reports** in hard copy format and structural editing and content development pursuant to the annual report
- Sourcing of the ISBN

**NB: Advanced Design Skills are crucial for the cover of the Annual Report*

7. Duration of the Project

7.1. The expected duration of the project is four (4) months from the date of signing of the service level agreement (SLA).

SECTION 2: TERMS AND CONDITIONS OF THE REQUEST FOR QUOTATIONS

- 1.1 This document may contain confidential information that is the property of 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 quotation in response to this RFQ without prior written permission from NLC.
- 1.3 All copyright and intellectual property herein vests with 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 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za, **Suppliers must provide their CSD registration number (and attach a CSD Summary report) and ensure that the Tax Matters are compliant.**
- 1.7 All questions regarding this RFQ must be forwarded to quotation@nlcsa.org.za, cc **penelope@nlcsa.org.za**

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, NLC.

2.2 Precedence of documents

- 2.2.1 This RFQ consists of several sections (see list). Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFQ and the stipulations in any other document attached hereto, or the RFQ submitted hereto, the relevant stipulations in this RFQ shall take precedence.
- 2.2.2 Where this RFQ is silent on any matter, the relevant stipulations addressing such matter and which appear in the PPPFA 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 NLC may in its sole discretion, elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by NLC.
- 2.2.3 It is acknowledged that all stipulations in the PPPFA are equally applicable to all matters addressed in this RFQ. It, however, remains the exclusive domain and election of NLC as to which of these stipulations are applicable and to what extent. Bidders hereby acknowledge that the decision of NLC in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

2.3 Preferential procurement reform

- 2.3.1 NLC supports B-BBEE as an essential ingredient of its business. In accordance with government policy, 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.
- 2.3.2 NLC shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) to this proposal read together with the Preferential No. 5 of 2000) to this proposal read together with the Preferential Procurement Regulations published with effect from 16 January 2023 ("the Preferential Procurement Regulations, 2022").

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. NLC reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to NLC.

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 assessment and award of the bid shall be conducted in accordance with applicable legislation including the PPPFA read with the Preferential Procurement Regulations, 2022. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom NLC is compelled by law to provide such information. For example, where appropriate, NLC is compelled to submit information to National Treasury's Database of Restricted Suppliers.
- 2.9.2 All Personal Information collected will be processed in accordance with POPIA and with the NLC Data Privacy Policy.
- 2.9.3 The following persons will have access to the Personal Information collected:
- 2.9.3.1 NLC 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.

2.10. Rejection of all Bids/Quotation and Disclaimer

The NLC reserves the right to reject all bids when deemed necessary. This is justified when there is lack of effective competition, or bids/quotation are not substantially responsive.

- 2.10.1. The NLC reserves the right not to appoint a bidder.
- 2.10.2. The NLC may appoint more than one bidder.
- 2.10.3. Award the contract or any part thereof to one or more bidders.
- 2.10.4. Request further information from any bidder after the closing date for clarity.
- 2.10.5. Cancel this tender or any part thereof at any time.
- 2.10.6. Should any of the above occur, it will be communicated in writing to the bidders; and
- 2.10.7. Fraudulent practices shall result in immediate disqualification.
- 2.10.8. Costs - All costs and expenses incurred by the bidders in any way associated with the development, preparation and submission of responses and providing any additional information required by the NLC will be borne entirely and exclusively by the bidders
- 2.10.9. Disqualification
 - a). Any form of canvassing/lobbying/influence regarding the shortlisting will result in disqualification.
 - b). Any non-disclosure of any other information pertaining to this bid will result in disqualification.
 - c). Non-compliance with the bid requirements will invalidate the bid, and
 - d). Non-compliance with all the applicable Acts, Regulations and Policies will result in the disqualification of the bid.

3. Supplier performance

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

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

SECTION 3: EVALUATION CRITERIA

The NLC will evaluate all quotations in terms of the Preferential Procurement Regulation 2022 (PPR2022) using the price quoted and special goal stated on this specification,

Stage 1: Administrative Compliance

All bid respondents must submit the relevant documents that comply with administrative compliance, which will include the following:

Evaluation Criteria	Supporting Document
<ul style="list-style-type: none"> Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time 	SBD Forms
<ul style="list-style-type: none"> Whether the Bid document has been duly signed by the authorised bidder official 	Company resolution as proof of authorized individuals' delegation
<ul style="list-style-type: none"> Whether Bidders have failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD 	Proof of Central Supplier Database (CSD)
<ul style="list-style-type: none"> Sworn Affidavit /BBBEE Certificate 	Copy of sworn affidavit /BBBEE

Stage 2: Mandatory Compliance

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

Evaluation Criteria	Supporting Document
1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	JV Agreement
2. Bidders must submit a fully complete declaration of interest form (failure to declare honestly will lead to bidder being disqualified)	SBD 4
3. Whether the Bid contains a priced offer	Pricing and delivery Schedule

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 bid proposals:

Table 1: Rating Scale

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods /services. Response identifies factors that will offer potential added value, with supporting evidence.	5
Good	Satisfies the requirement with minor additional benefits. Above average demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	4
Acceptable	Satisfies the requirement. Demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3
Minor Reservations	Satisfies the requirement with minor reservations. Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	2

Rating	Definition	Score
Serious Reservations	Satisfies the requirement with major reservations. Considerable reservations of the bidder's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with little or no supporting evidence.	1
Unacceptable	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	0

Category	Criteria Description	Weightings (%)	Scoring matrix (0 to 5)
Company Experience	Provide a company profile clearly demonstrating the number of years' experience you possess in the development and publishing of hard copy and online Annual Report (AR) / Integrated Reports (IRs). Specific details must be given to indicate the extent to which these previous experiences relate to the work described in the RFP.	25%	5 and more years' experience = 5 points
			4 and less than 5 years' experience = 4 points
			3 and less than 4 years' experience = 3 points
			2 and less than 3 years' experience = 2 points
			1 year and less than 2 years' experience = 1
			Less than 1 year experience or no experience = 0
Key Personnel Experience/Capabilities	Provide key personnel's (1 Leader / Manager responsible for managing the whole process of development & publication of the Annual Report) proof of project management and expertise with regards to the	25%	8 years and more years' experience = 5 points
			5 years and less than 8 years' experience = 4 points
			3 years and less than 5 years' experience = 3 points
			1 and less than 3 years' experience = 2 points

Category	Criteria Description	Weightings (%)	Scoring matrix (0 to 5)
	requirements of the services required as per the RFP. Abbreviated Curriculum Vitae (CVs) of key personnel to be involved on the implementation of the project not longer than one page each and second page on the previous experience for the similar work, shall be included in your proposal. Refer to the Templates attached as part of the RFP document.		<div>One month less than 1 year experience = 1 point</div> <div>Less than one month or no experience = 0 point</div>
Project Management & Methodology	<p>The bidder must provide the detailed project plan to clarify implementation approach, including the following:</p> <ul style="list-style-type: none"> Proposal on Strategy and publishing formats for the 2024/2025. Work breakdown structure. Milestones. Duration; and Resource allocation. <p>The bidder must provide a project implementation plan which details how the service will be carried out. The project plan must have deliverables and time frames & project monitoring and reporting as per the scope of work.</p>	30%	<div>Project Plan with methodology, AR strategy and publishing formats & timeframes, monitoring and reporting = 5 points</div> <div>Project Plan with methodology, AR strategy and publishing formats & timeframes only = 4 points</div> <div>Project Plan with methodology, AR strategy and publishing formats only = 3 points</div> <div>Project Plan with methodology, AR strategy only = 2 points</div> <div>Project Plan only = 1 point</div> <div>No Information has been submitted = 0 points</div>

Category	Criteria Description	Weightings (%)	Scoring matrix (0 to 5)
Contactable References	Provide five (5) written reference letters from contactable existing/recent clients where similar service (development and publishing of hard copy ARs and online ARs) as per the RFP were successfully rendered. Letters must include the company name, contact name, address, phone number, duration of contract, value of the contract, a brief description of the services that you provide, and the reference letter should not be older than two (2) years from the date of closing of the RFP. The reference letters must be on the client's letterhead and must be dated and signed. 2 or more reference letters from the same client will be treated as one (1) reference letter. NLC will conduct reference check for due diligence for all the written reference letters submitted for this RFP. No appointment letters from clients will be accepted.	20%	5 or more reference letters = 5
			4 reference letters = 4
			3 reference letters = 3
			2 reference letters = 2
			1 reference letter = 1
			No reference letter = 0
Total Weighting:		100	
Minimum qualifying score required:		70	

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

Rating scale of 0 – 5 to be applied.

Stage 4: Evaluation on Price and Specific Goals as Per PPR2022

The 80/20 Principle based on Price and special goals for theNLC.

The following formula to be used to calculate the points out of 80 for price inclusive of all applicable taxes.

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

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

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\max} = Price of lowest acceptable bid

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

4.2.1 The evaluation of specific goal will include the following:

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Tenderer who has 100% black Ownership	8	8	CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 51% to 99% black Ownership	4		
Tenderer who has less than 51% black Ownership	0		
2. Procurement from entities who are Black women Owned			
Tenderer who has 100% women Ownership	4	4	CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 30% to 99% women Ownership	2		
Tenderer who has less than 30% women Ownership	0		

3. Black Youth Ownership			
Tenderer who has 100% black youth ownership	4	4	CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 30% to 99% black youth ownership	2		
Tenderer who has less than 30% black youth ownership	0		
4. Procurement from Disabilities			
Tenderer who has 20% or more owners with disability	4	4	Letter from the Doctor confirming disability and CSD report
Tenderer who has less than 20% but more than 10% owners with disability	2		
Tenderer who has less than 10% owners with disability	0		
Total points for specific goals		20	
Total Points (Price + Specific Goals)		100	

Stage 5: Due Diligence

The NLC reserves the right to undertake a due diligence exercise on the preferred bidder/s as part of a material risk evaluation aimed at determining to its satisfaction, the validity of the information provided by the Bidder.



SCM:
CONSENT
REQUEST FORM

REQUEST FOR THE CONSENT OF A DATA SUBJECT FOR PROCESSING OF
PERSONAL INFORMATION FOR THE PURPOSE OF PROCUREMENT OF GOODS AND
SERVICES

APPLICATION, IN LINE WITH THE NLC'S SUPPLY CHAIN MANAGEMENT POLICY, IN
TERMS OF SECTION 11(1)(a) OF THE PROTECTION OF PERSONAL INFORMATION
ACT, 2013 (ACT NO. 4 OF 2013) ("POPIA").

TO: _____

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

PART A

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

you are kindly requested to submit this Form either by post, facsimile or e-mail to

the address, facsimile number or e-mail address as stated above.

2. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
 - 2.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use.
 - 2.2 dissemination by means of transmission, distribution or making available in any other form; or
 - 2.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.
3. "Personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—
 - 3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person.
 - 3.2 information relating to the education or the medical, financial, criminal or employment history of the person.
 - 3.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person.
 - 3.4 the biometric information of the person.
 - 3.5 the personal opinions, views or preferences of the person.
 - 3.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.
 - 3.7 the views or opinions of another individual about the person; and
 - 3.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

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

Signature of Designation person

PART A INVITATION TO BID (SBD1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL LOTTERIES							
BID NUMBER:	RFQ/2025-004-014	CLOSING DATE	05 May 2025		CLOSING TIME:	11:00	
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, DEVELOP AND PUBLISH AN ANNUAL REPORT FOR A PERIOD OF FOUR (4) MONTHS FOR THE NLC						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
3333 Grosvenor Street, Hatfield Gardens, Hatfield. 0001							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	SCM			CONTACT PERSON	SCM		
TELEPHONE NUMBER	012 432 1414			TELEPHONE NUMBER	012 432 1414		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS				E-MAIL ADDRESS			
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:			O R	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>			B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/>		[TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]			ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS							
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

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

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

SIGNATURE OF BIDDER:

BIDDER'S DISCLOSURE

SBD 4

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

2.1.2 If so, furnish particulars:

.....
...
.....
...

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

2.2.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

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

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

.....
.....
Signature

Date

.....
Position

.....
Name of bidder

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 000000 (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** preferencepoint system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in

terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to references, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \text{80/20} & \text{or} & \text{90/10} \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

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

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOMEGENERATINGPROCUREMENT

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 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 tenderers: The tenderer must indicate how they claim points for each preference point system.*

1. Procurement from entities who are Black Owned	Sub - points	Maximum points for specific goals	To be completed by supplier
Tenderer who has 100% black Ownership	8	8	
Tenderer who has 51% to 99% black Ownership	4		
Tenderer who has less than 51% black ownership	0		
2. Procurement from entities who are Black women Owned		4	
Tenderer who has 100% women Ownership	4		
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30% women ownership	0		
3. Black Youth Ownership		4	
Tenderer who has 100% black youth ownership	4		
Tenderer who has 30% to 99% black youth ownership	2		
Tenderer who has less than 30% black youth ownership	0		
4. Procurement from Disabilities			
Tenderer who has 20% or more owners with disability	4	4	
Tenderer who has less than 20% but more than 10% owners with disability	2		
Tenderer who has less than 10% owners with disability	0		

Total points for specific goals		20	
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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, qualify 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 paragraph 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 the 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:
.....
.....
.....