

## NATIONAL LOTTERIES COMMISSION

### TERMS OF REFERENCE FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE CAPACITY BUILDING FOR THE NATIONAL LOTTERIES COMMISSION GRANTEES FOR A PERIOD OF THREE YEARS

BID PROCESS	BID REQUIREMENTS
Tender number	NLC/2025-003
Bid Advertisement Date	12 May 2025
Closing date and time	4 June 2025 at 11:00 ( <i>South African Standard Time</i> )
Tender validity period	120 days <i>from the closing date</i>
Compulsory Briefing meeting	<p><i>Non – compulsory to be held on the <b>22 May 2024 @ 11:00</b></i></p> <p>Venue: 333 Grosvenor Street Block D, Hatfield Gardens, Pretoria 0083</p>
Submission instruction:	<p>The bid document must be submitted via 1 x (USB) Only and must be delivered to:</p> <p><b>Supply Chain Management</b> <b>National Lotteries Commission</b> <b>333 Grosvenor Street Block D,</b> <b>Hatfield Gardens,Hatfield,</b> <b>Pretoria 0083</b></p> <p>Enquiries <b>ONLY</b> can be emailed to: <a href="mailto:bids@nlcsa.org.za">bids@nlcsa.org.za</a></p> <p><b>NO email bid submissions will be accepted.</b></p>

## SECTION 1: INTRODUCTION, OVERVIEW AND RFP SCOPE OF REQUIREMENTS

### 1 Introduction and Background

- 1.1. The National Lotteries Commission (the Commission / NLC) is a public entity established by Lotteries Act No. 57 of 1997, as amended to regulate the South African lotteries industry. The functions of the Commission can be divided into two categories, namely “regulation of National Lottery and other Lotteries” and “administration of the National Lottery Distribution Trust Fund (NLDTF)”.
- 1.2. The Board of the NLC has a mandate to: (i) regulate all lotteries and sport pools with integrity; (ii) ensure the protection of all participants; (iii) maximise revenue for good causes in a responsible manner; and (iv) distribute funds equitably and expeditiously.
- 1.3. The Board of the NLC is committed to ensuring that the NLC is an integral member of society and ensuring sustainable development through sound corporate governance practices, ethical leadership and performance excellence. The NLC has applied the principles of openness and transparency in fulfilling its statutory responsibilities.
- 1.4. The Legislative mandate of the Commission includes inviting applications from registered organisations to apply for grants in support of worthy good causes. The NLC currently has three main sectors, each of which receives a pre-determined percentage of the NLDTF namely Charities (47%), Sport and Recreation (28%) and Arts, Culture, National Heritage and Environment (23%), as well as a fourth fund for Miscellaneous purposes (2%).
- 1.5. Further, regulations require the NLC to “provide(e) financial management or capacity building training to applicants for grants, if the (NLC) is of the view that the said skills are necessary for the successful execution of projects...funded by the (NLC)”<sup>1</sup>
- 1.6. The Capacity Building programme aim to provide grantees with opportunities to enhance their skills and capabilities in areas identified as requiring improvement so that they can effectively and efficiently plan, implement and report on their funded programmes and / or projects.

### 2 Objectives

- 2.1. NLC seek to appoint a panel of capacity building service providers who are suitably qualified and experienced, to conduct organisational capacity assessments **and / or** implement capacity building programmes for NLC grantees, for a period of 3 years.
- 2.2. Service providers should have a deep understanding of the NPO sector, and the unique challenges faced by different types of NPOs within a specific context, allowing them to tailor capacity building interventions effectively.

### 3 RFP Scope of Requirements

- 3.1. To conduct holistic and participatory organisational capacity assessments of the identified

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<sup>1</sup> R644 II 2 (b) (ii)

grantees.

3.2. To design and implement comprehensive capacity building interventions for NLC grantees based on the recommendations.

3.3. Implement bespoke training programme(s) which include but not limited to the following:

- Financial Management
- Project Management
- NPO Governance & Compliance
- Project Planning, Monitoring & Evaluation
- Reporting
- General Administration
- Record Keeping and Filing

3.4. **NB** Bidders are advised to read the Technical Evaluation Criteria (page. 14 -17) carefully and align their proposal accordingly.

## 4 SPECIAL TERMS AND CONDITIONS

4.1. The following are the special terms and conditions applicable to this bid:

- 4.1.1. The appointment of a successful bidders to the NLC panel of Capacity Building Service Providers will be for a fixed period of 3 years, which shall be subject to performance review by the NLC as set out in the Service Level Agreement (SLA) concluded between the NLC and the successful bidders.
  - 4.1.2. Each successful bidders shall be required to sign an SLA after being appointed.
  - 4.1.3. If the NLC and the successful bidder do not reach consensus on the SLA, the said bidder will cease to be on the Panel of Capacity Building Service Providers with immediate effect ("Suspensive Condition").
  - 4.1.4. The successful bidders will be instructed to provide services as and when required. While the NLC will use reasonable endeavours to achieve a fair allocation of work to the capacity building training providers, the successful bidder acknowledges that their appointment to the Panel does not guarantee allocation of work. Bids / RFPs will be sent to all panellists that have indicated they have skills and expertise related to the nature of the Bid / RFP (refer section 3 above) and the Bid / RFP will be awarded to the proposal that achieves the highest points after evaluation.
  - 4.1.5. The NLC will as and when it requires the services, in its sole discretion, issue an instruction
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letter to any capacity building service providers on the panel.

- 4.1.6. The NLC may, in its sole discretion, instruct a matter or any part thereof to more than one capacity building service providers.
- 4.1.7. A Capacity Building Service Provider assigned any work may not cede, assign or sub-contract any part thereof to any third party unless with the prior consent of the NLC.
- 4.1.8. Service levels and quality of work will be a critical factor for further and / or continuation of allocation of work to the capacity building service provider.
- 4.1.9. The successful Capacity Building Service Providers shall report directly to the Senior Manager: Business Development or any person delegated by the NLC in writing regarding project scope, documents needed, further instructions, status update reports, and all administration pertaining to any instruction and any matters arising from this RFP.
- 4.1.10. The NLC shall be entitled in its sole discretion, to remove a successful Capacity Building Service Providers from the panel before the expiry of the 3 year's period by written notice for non-compliance with any obligation contained in this RFP, applicable laws and/or breach of the SLA and recall all the files in the entity's possession.
- 4.1.11. Notwithstanding the establishment of a Panel of Capacity Building Service Providers, the NLC reserves the right to procure the provision of capacity building interventions from any Capacity Building Service Provider outside the Panel in accordance with applicable laws.

#### 4.2. Training, development and skills transfer to the NLC

- 4.2.1. The successful Capacity Building Service Providers undertakes to provide the NLC officials with continuous knowledge and skills, on reasonable notice from the NLC, which shall include but not be limited to facilitation of organisational capacity assessments, workshops and other relevant capacity building interventions. The Capacity Building Service Provider shall provide such continuous education and training at no additional cost to the NLC.
- 4.2.2. The successful Capacity Building Service Providers undertakes to contribute towards skills development and skills transfer at no additional cost to the Commission. Such skills development and transfer programme may take the form of, but is not limited to:
- 4.2.3. Upskilling of NLC team on identified training methodologies and techniques, enabling them towards qualifying as organisational development officers.
- 4.2.4. Involving or working with NLC capacity building staff to enable them to gain exposure, skills and experience in certain fields of capacity building.

## 5 Duration of the Project

- 5.1. The expected duration of the project is for a period of 3 years from the date of signing the SLA.
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## SECTION 2: NOTICE TO BIDDERS

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

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

### **2. General rules and instructions**

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

It remains the exclusive domain and election of the NLC as to which of these stipulations are

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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 interpretation 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 (SMMEDevelopment) etc.

## 2.4 Language

2.4.1 Bids shall be submitted in English.

## 2.5 Gender

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

## 2.6 Headings

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

## 2.7 Occupational Injuries and Diseases Act 13 of 1993

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

## 2.8 Processing of the Bidder's Personal Information

2.8.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFP is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the Commission is compelled by law to provide such information. For example, where appropriate, the Commission is compelled to submit information to National Treasury's Database of Restricted Suppliers.

2.8.2 All Personal Information collected will be processed in accordance with Protection of Personal Information Act, 2013 (POPIA) and with the commission's Data Privacy Policy.

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

2.8.3.1 The Commission personnel participating in procurement/award procedures; and

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2.8.3.2 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:

- 2.8.3.2.1 contract description and bid number.
- 2.8.3.2.2 names of the successful bidder(s) and preference points claimed.
- 2.8.3.2.3 the contract price(s) (if possible).
- 2.8.3.2.4 contract period.
- 2.8.3.2.5 names of directors; and
- 2.8.3.2.6 date of completion/award.

2.8.4 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.

2.8.5 In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in section 2.8.1 above.

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

3.1 There will be a Non-Compulsory briefing session conducted.

### **4. Validity Period**

4.1 The Commission requires a validity period of 120 Days against this RFP.

4.2 Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions, if the internal evaluation process are not finalized 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 RFP will not be revealed to any other bidders and will be treated as contractually binding.

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- 6.2 The Commission reserves all the rights afforded to it by the POPIA in the processing of any of its personal information as contained in Bid Proposals.
- 6.3 The Bidder acknowledges that it will obtain and have access to personal information of the NLC and agrees that it shall only process the information disclosed by the NLC in terms of this bid award and only for the purposes as detailed in this RFP and in accordance with any applicable law.
- 6.4 The bidder shall notify the NLC in writing of any unauthorised access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

## **7. Communication**

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

## **8. Supplier Performance**

- 8.1 The National Lotteries Commission conducts regular performance reviews in accordance with the requirements for the classification of the contract and / or stakeholder by making use of supplier evaluation forms. The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year and a review at completion of contract for those contracts less than a year.
- 8.2 Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 8.3 Non-performance will be addressed with at least a formal letter advising specific non-performing areas and stating remedial action/s required within specific time frames. Non-adherence to remedial actions shall lead to escalating performance management actions.
- 8.4 Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.



The evaluation criteria will be considered in evaluating the proposals as per phases below:

## 1. Stage 1: Bid Opening and Closing

### 1.1 Bid closing details

The deadline for bid submission is **04 June 2025 at 11:00am** Standard South African Time. Any late tenders will not be accepted. Tenders are to be submitted to the NLC's tenderbox at the following physical address:

**National Lotteries Commission**

**333 Grosvenor Street**

**Block D Hatfield Gardens**

**Hatfield Pretoria, 0083**

### 1.2 Bid Formats

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

1.2.2. Only submission in a form of Universal Serial bus 1 x (USB) will be accepted.

#### 1.2.3 Bid submission guidelines:

Bidders are required to ensure that the bid submission is saved properly and accessible in the USB as **blank/empty USB will be disqualified**. The USB must be clearly marked with the name of the bidder and arranged properly as follows:

- Mandatory Bid Compliance Documents, Standard Bidding Documents (SBD) Forms, Technical and Financial Proposals must be submitted in one (1) electronic (USB) submission.
- Bidders are requested that folders in the electronic submission be separated, properly named, and indexed as follows:
  - Folder 1: Mandatory Bid Compliance Documents and SBD Forms;
  - Folder 2: Technical Proposal; and
  - Folder 3: Financial (Price) Proposal.

**Links to external references (websites, etc. will not be accepted for evaluation).**

- Financial/pricing information must be attached separately from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.
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- Submissions (USBs) must be clearly and securely labelled with the full details of the tender namely Bidder's Name, Tender No and Tender Title.
- Bid submissions received after the submission date and time will be declared late and will not be accepted for consideration by the NLC.
- The NLC will not be responsible for any failure or delay in the submission or receipt of the bid including but not limited to the following:
  - Traffic.
  - Struggling to find parking.
  - Courier arriving late.

## 2. Stage 2: Administrative Compliance

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

Evaluation Criteria	Supporting Document
1. Whether all returnable documents and/or schedules [where applicable] were completed and returned by the closing date and time	Bid Proposal & standard bidding documents (SBD) forms: <b>SBD 1 AND SBD 6.1</b>
2. Whether the bid document has been duly signed by the authorised bidder's official	Company resolution as proof of authorised individuals' delegation
3. Whether the bid contains a priced offer	Pricing Schedule available as 'Annexure 1' of the bid document
4. Whether the bidder's tax affairs are in order	Tax Compliance System Pin
5. Whether Bidders have failed to register on the Central Supplier Database(CSD). Only foreign suppliers with no local registered entity need not register on the CSD	Proof of CSD registration reflecting Tax compliant status at the closing date of the bid

## 3. Stage 3: Mandatory Compliance

Evaluation Criteria	Supporting Document
1. Whether all returnable documents and/or schedules [where applicable] were completed and returned by the closing date and time	Bid Proposal & standard bidding documents ( <b>SBD</b> ) 4 forms
2. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	JV Agreement and supporting documents

**Note to Bidders:**

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

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

2.2. Locality: The Capacity Building Service Provider must indicate their place of business within a province including other regional offices within the Republic of South Africa as follows:

Annexure 2: Place of business

Bidders are required to submit the above details about the place of business as 'Annexure 2' of the bid document.

Item no.	Province	Place of business (physical address)	Contact Person	Office no. / Mobile no.	Email address
1.	Eastern Cape				
2.	Free State				
3.	Gauteng				
4.	KwaZulu - Natal				
5.	Limpopo				
6.	Mpumalanga				
7.	Northern Cape				
8.	North West				
9.	Western Cape				

## 4. Stage 4: Evaluation

### Stage 4.1: Technical evaluation

Service Providers (SP) must structure their proposals according to the evaluation criteria below and must cover all areas specified below. Any additional information, other than what is outlined below, should be annexed.

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Evaluation of the Proposals will be based on the service provider's responses in respect of the Bid according to the following criteria:

	EVALUATION CRITERIA	SCORE	WEIGHTING
1	<b>Institution / Company Experience</b>		<b>15%</b>
	<p>The SP must provide details of recent (i.e., within the past three years from the date of bid closure) and relevant previous work within the scope outlined in the Bid. Specific details must be given to indicate the extent to which these previous experiences relate to the work described in the Bid. NB The bidder should indicate in which of the capacity building areas listed in Section 3, 3.1 to 3.3 above it has expertise. The bidder should structure this section of the proposal as follows: Client, description of work done, project duration (e.g., weeks / months / years - this will be used to determine how many years of experience the bidder has), start and end dates, value of contract, how work done relates to NLC scope (relevance), outcomes of work done (reference letters).</p>	<p>Experience will be rated using the following sub-weighting.</p> <ul style="list-style-type: none"> <li>• Less than 1 year relevant experience = 0 Point</li> <li>• 1 – 2 years relevant experience = 1 Point</li> <li>• More than 2- 3 years relevant experience = 2 points</li> <li>• More than 3 – 4 years relevant experience = 3 Points</li> <li>• More than 4 – 5 years relevant experience = 4 Points</li> <li>• Over 5 years relevant experience = 5 Points</li> </ul>	<b>15%</b>
2	<b>Institution /Reference Letters</b>		<b>15%</b>
	<p>Reference letters from clients <u>for the work done as described above</u> should be attached. Reference letters should be presented in the form of a written letter on an official letterhead from clients where similar services have been provided and may not be older than three (3) years from the closing date of the request.</p> <p><b>Reference letters must be signed and dated.</b></p> <p><b>No appointment letters from clients will be accepted as references.</b></p> <p><b>Note to bidders: Multiple reference letters obtained from the same institution will be considered as a single reference letter, unless the scope of work described in each letter is substantially different.</b></p> <p><b>Reference letters must indicate the year in which the related service was rendered.</b></p>	<p>Performance will be rated using the following sub-weighting.</p> <ul style="list-style-type: none"> <li>• No valid and relevant reference letters – 0 points</li> <li>• 1 valid and relevant reference letter = 1 point</li> <li>• 2 valid and relevant reference letters = 2 points</li> <li>• 3 valid and relevant reference letters = 3 points</li> <li>• 4 valid and relevant reference letters = 4 points</li> <li>• 5 valid and relevant reference letters = 5 points</li> </ul>	<b>15%</b>
3	<b>Project Team Qualifications, and Experience</b>		<b>35%</b>

<p>Bidders should provide information regarding the relevant qualifications and experience of the assigned project team (e.g., lead trainers / facilitators, emerging trainers / facilitators etc). The bidder should structure this section of the proposal as follows:</p> <p>Summary profile (in a matrix format) of the proposed consultants that addresses the below competencies.</p> <p><b>Qualifications:</b> Relevant academic qualification highlighting their highest qualifications and NQF level, technical and professional skills and experience, professional memberships / affiliations, reasons why they are suitable to undertake the project for the NLC as per the RFP scope.</p> <ul style="list-style-type: none"> <li>• <b>Relevant Qualifications:</b> Industrial Psychology, Organisational Development, Social &amp; Human Sciences, Development Studies, Commerce, Accounting, Business Administration and / or Management, Financial Management or any field related to the subject matter.</li> <li>• <b>Years of Experience:</b> Duration of practical experience in capacity building within the non-profit sector.</li> <li>• <b>Competence:</b> communication and cultural competence skills.</li> </ul> <p>Please attach Abbreviated Curriculum Vitae (CV's) of personnel to be involved in the implementation of the project, not longer than one page each, in an Appendix. Please attach copies of relevant qualifications and professional affiliations / memberships with the CVs. Minimum of 5 team members required with relevant experience in the area of expertise within the NPO sector.</p>	<p><b>Project Lead Qualifications, Competence and Experience</b> will be rated using the following sub-weightings.</p> <ul style="list-style-type: none"> <li>• Project Lead has no relevant qualification (NQF level 7 and above) and less than one years' relevant experience = 0 point</li> <li>• Project Lead has relevant qualification (NQF level 7 and above) with 1 – 2 years' relevant experience = 1 point</li> <li>• Project Lead has relevant qualification (NQF level 7 and above) with more than 2 – 3 years' relevant experience = 2 points</li> <li>• Project Lead has relevant qualification (NQF level 7 and above) with more than 3 -4 years' relevant experience = 3 points</li> <li>• Project Lead has relevant qualification (NQF level 7 and above) with more than 4 – 5 years' relevant experience = 4 points</li> <li>• Project Lead has relevant qualification (NQF level 7 and above) with more than 5 years' relevant experience = 5 points</li> </ul>	<p><b>15%</b></p>
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		<p><b>Team Members Qualifications, Competence and relevant Experience</b> will be rated using the following sub-weightings per Team Member and the total team score will be averaged.</p> <ul style="list-style-type: none"> <li>No team members with a relevant qualification (NQF level 7 and above) and less than one years' relevant experience = 0 point</li> <li>Less than 50% team members with a relevant qualification (NQF level 7 and above) and less than two years' relevant experience = 1 point</li> <li>More than 50% team members with a relevant qualification (NQF level 7 and above) and less than three years' relevant experience = 2 points</li> <li>More than 50% team members with a relevant qualification (NQF level 7 and above) and at least three – four years' relevant experience = 3 points</li> <li>100% team members with a relevant qualification (NQF level 7 and above) and at least four – five years' relevant experience = 4 points</li> <li>100% team members with a relevant qualification (NQF level 7 and above) and more than five years' relevant experience = 5 points</li> </ul>	<b>20%</b>
<b>3</b>	<b>Project Methodology</b>		<b>35%</b>
	<p>The bidder should propose a methodology (not exceeding <u>10 pages</u> in length) that demonstrates the components below:</p> <ol style="list-style-type: none"> <li><b>Comprehensive Understanding of the Non-Profit Sector /Training Requirements</b></li> <li><b>Innovative Appropriate Methodologies for Adult Learning:</b></li> <li><b>Risk Management Plan</b></li> </ol>	<p>The proposal will be rated using the below criteria:</p> <ul style="list-style-type: none"> <li>No Methodology = <b>0</b></li> <li>Unacceptable Methodology= <b>1 point</b></li> <li>Methodology Needs Improvement = <b>2 points</b></li> <li>Methodology Meets Expectations = <b>3 points</b></li> <li>Methodology Exceeds Expectations = <b>4 points</b></li> <li>Outstanding Methodology = <b>5 points</b></li> </ul>	<b>35%</b>

<b>Total Weighting:</b>	<b>100</b>
<b>Minimum qualifying score required:</b>	<b>70</b>

NB The minimum qualifying score for technical evaluation is **70 points**

### Stage 5: Pricing and Specific Goals comparatives

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

<b>Evaluation Criteria</b>	<b>Final Weighted Scores</b>
<p><b>PRICE</b></p> <p>The following formula will be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:</p> $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ <p>Where:</p> <p><math>P_s</math> = Score for the Bid under consideration</p> <p><math>P_t</math> = Price of Bid under consideration</p> <p><math>P_{min}</math> = Price of lowest acceptable Bid</p>	80
<p><b>SPECIFIC GOALS</b></p> <p>In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals.</p>	20
<b>TOTAL SCORE:</b>	<b>100</b>

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

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

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

### Stage 6: Due Diligence, Contract and Award

The bidder must have current technical and logistical capacity to perform the work required. In order to proof this, the bidder must provide details of facilities, resources and capacity.

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



# **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 B**

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

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

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

Method of Communication will be via: Email/Postal

- ☐ Give my consent.

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



NATIONAL LOTTERIES COMMISSION

a member of the dtic group

Tel: +27(12)432 1300

Info Centre: 086 00 65383

web: www.nlcsa.org.za

National Lotteries Commission (NLC)

P.O Box 1556

Brooklyn Square 0083, Pretoria

## PART A INVITATION TO BID

**SBD1**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL LOTTERIES</b>									
BID NUMBER:	<b>NLC/2025-003</b>		CLOSING DATE		<b>04 June 2025</b>		CLOSING TIME:		<b>11:00</b>
DESCRIPTION	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE CAPACITY BUILDING FOR THE NATIONAL LOTTERIES COMMISSION GRANTEES FOR A PERIOD OF THREE YEARS								
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>									
<b>333 GROSVENOR STREET, BLOCK D HATFIELD GARDENS, HATFIELD</b>									
<b>ONLY USBs WILL BE ACCEPTED</b>									
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>					<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>				
CONTACT PERSON	<b>SCM</b>				CONTACT PERSON	<b>BDD</b>			
TELEPHONE NUMBER	<b>012 432 1309</b>				TELEPHONE NUMBER	<b>012 432 1337</b>			
FACSIMILE NUMBER					FACSIMILE NUMBER				
E-MAIL ADDRESS	<b>bids@nlcsa.org.za</b>				E-MAIL ADDRESS	<b>lucky@nlcsa.org.za</b>			
<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]				B-BBEE STATUS LEVEL SWORN AFFIDAVIT			[TICK APPLICABLE BOX]	
	Yes <input type="checkbox"/> No <input type="checkbox"/>							Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>									
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES ENCLOSE PROOF]				ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?			Yes No [IF YES, ANSWER PART B:3]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>									
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 NO  
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

## PART B

### TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

.....

## 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? **YES/NO**

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

Full Name	Identity Number	Name of State institution

2.2 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:

.....  
.....

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

- 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.
- 3.5** 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.

---

<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



## **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**

### **GENERAL CONDITIONS**

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

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

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

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

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

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.

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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.

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.

## 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).

## 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:

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

Where

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

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

1. Procurement from entities who are black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who have 100% black Ownership	8	8	Copies of ID's/3 months CIPC Report from the closing date of the bid/ CSD Recent Report	
Tenderer who have 51% to 99% black ownership	4			
Tenderer who have less than 51% black ownership	0			
2. Procurement from entities who are women Owned		4	B-BBEE Certificate / B-BBEE Sworn	
Tenderer who have 100% women ownership	4			
Tenderer who have 30% to 99% women ownership	2			
Tenderer who have less than 30% women ownership	0		Affidavit	

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

## 5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number: .....

5.3. TYPE OF COMPANY/ FIRM

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

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

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

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....



## ANNEXURE 1

### PRICING SCHEDULE: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE CAPACITY BUILDING FOR THE NATIONAL LOTTERIES COMMISSION GRANTEES FOR A PERIOD OF THREE YEARS

Name of bidder.....

Please provide prices (VAT Inclusive) for the appointment to the Panel of Capacity Building Service Providers for the National Lotteries Commission for a period of five (5) years, to propose rates according to DPSA Hourly Fees Rates for Consultants for the Model B Long Term applicable since 1 July 2020. The number of resources is limited to four (4) team members for comparison purposes. Please provide the fees by using the table below:

#### 1. Professional Rates

#	Description	Hourly Rate (VAT Inclusive) Year 1	Hourly Rate (VAT Inclusive) Year 2	Hourly Rate (VAT Inclusive) Year 3	Hourly Rate (VAT Inclusive) Year 4	Hourly Rate (VAT Inclusive) Year 5
1.	Project Lead					
2.	Senior Consultant					
3.	Consultant					
4.	Junior consultant					
	Average rate per hour (Vat Inclusive)					
	Total average rates per hour (Vat Inclusive)					
	Please add the annual average rates					

#### **Guidance to bidders on completing travel and disbursements**

Please provide a breakdown of fees per team member (daily rate)

Travel costs:

3 Star bedroom @ bed and breakfast @R1500/night		
Flights economy at cost per booking		
KM rate per SARS rate		
Disbursement costs:		
Cost re-imbursed at cost + Mark up not more than 10%		
<b>Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.</b>		
<b>** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies</b>		

.....

**Name of Representative**

.....

**Signature**

.....

**Date**