



**NGB 004(2025/2026):
MICROSOFT LICENSES AND
COMMUNICATION SERVICES
FOR A PERIOD OF THIRTY-SIX
(36) MONTHS**

**ERRATUM TO BID DOCUMENT
AND RESPONSE TO QUERIES
TO BID DOCUMENT**

1. PART C: PROCEDURAL REQUIREMENTS

1. Tender submission on [page 9 of 43 \(clause 3.2.2\)](#) is amended as follows:

3.2.2 Proposals **must** be submitted in 2 separate, clearly marked / labelled and sealed envelopes / packages as follows:

- **Envelope / Package 1 – Technical Proposal:** 1 original plus 3 copies of the original technical proposal and 1 USB containing the technical proposal must be submitted to the NGB.
- **Envelope / Package 2 – Financial Proposal:** 1 original plus 3 copies of the original financial proposal and 1 USB containing the financial proposal must be submitted to the NGB.

2. PART D: SPECIAL CONDITIONS OF CONTRACT

2. Submission of bids on [page 20 of 43 \(clause 16.1\)](#) is amended as follows:

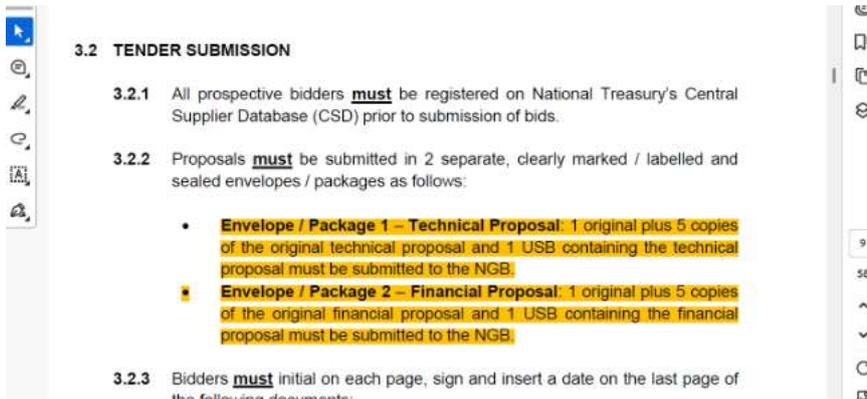
| 16. SUBMISSION OF BIDS | | | | | |
|------------------------|---|--|--|--|--|
| 16.1 | <p>Proposals must be submitted in 2 separate, clearly marked / labelled and sealed envelopes / package as follows:</p> <p>I. <u>Envelope / Package 1 – Technical Proposal:</u> 1 original plus 3 copies of the original technical proposal and 1 USB containing the technical proposal must be submitted as indicated below; and</p> <p>II. <u>Envelope / Package 2 – Financial Proposal:</u> 1 original plus 3 copies of the original financial proposal and 1 USB containing the financial proposal must be submitted as indicated below.</p> <p><u>Both Envelopes / Packages must be hand delivered to:</u> National Gambling Board 1085 Fracis Beard Street Hatfield Pretoria 0028</p> <p><i>NB: Bidders are to indicate on the cover of each document whether it is the original or a copy.</i></p> | | | | |

RESPONSE TO QUERIES

Question 1:

We would like to make an enquiry and plea to the SCM with regards to the below requirement:

- Envelope / Package 1 – Technical Proposal: 1 original plus 5 copies and 1 USB
- Envelope / Package 2 – Financial Proposal: 1 original plus 5 copies and 1 USB



We would like to respectfully request that the NGB reconsider the requirement for multiple hard copies of both the technical and financial proposals.

While we fully understand the need for evaluation copies, the requirement for six printed sets per envelope (twelve bound volumes in total), in addition to USB copies, places a significant administrative and financial burden on bidders. For some companies particularly small and medium enterprises printing, binding, packaging, and delivering multiple full sets can be costly especially for large submissions containing extensive technical documentation.

Reducing the number of required hard copies or permitting a greater reliance on electronic submissions (where feasible), would not only ease the financial impact on bidders but would also support efficiency and environmental sustainability.

We respectfully request that the NGB consider allowing fewer printed copies, supplemented by USB versions for evaluation purposes.

We appreciate your consideration of this request and remain committed to submitting a compliant and competitive proposal.

Hope to hear from you soon, have a lovely day further.

Response:

The number of copies has been reduced.