

**NATIONAL LOTTERIES COMMISSION**

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National Lotteries  
Commission (NLC)  
P.O Box1556  
Brooklyn Square  
0083,  
Pretoria

**APPOINTMENT OF A SERVICE PROVIDER FOR THE LEASING OF OFFICE SPACE FOR THE NATIONAL LOTTERIES  
COMMISSION WESTERN CAPE OFFICE IN CAPE TOWN FOR A PERIOD OF FIVE (5) YEARS**

BID PROCESS	BID REQUIREMENTS
Tender number	NLC/2024-016
Bid Advertisement Date	27 August 2024
Closing date and time	18 September 2024 @11:00
Place where bid is advertised	e-Tender portal and NLC website (ONLY)
Tender validity period	120 days (16 January 2024)
Submission instruction:	<p>The bid document must be submitted at the below address via both <b>1 hard copy and USB</b> for the attention of Penelope Soyingwa (<b>The envelope must be clearly marked with company name and contact details</b>)</p> <p>Senior Manager: Supply ChainManagement National Lotteries Commission 333 Grosvenor Street Block D, HatfieldGardens Hatfield, Pretoria 0083</p> <p>Enquires <b>ONLY</b> can be emailed to <a href="mailto:bids@nlcsa.org.za">bids@nlcsa.org.za</a></p>

## **1. INTRODUCTION AND BACKGROUND**

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

The Distributing Agencies (DA's) who are appointed by the Minister of Trade, Industry and Competition are responsible for the adjudication of the funding applications as per the Lotteries Act and applicable Regulations.

The NLC has been leasing property in the Western Cape province to execute its mandate as stipulated in the Lotteries Act. The purpose of the Terms of Reference (TOR) is to request proposals for the leasing of office space for the NLC in Western Cape for a period of five (5) years.

## **2. PURPOSE AND SCOPE OF THE TERMS OF REFERENCE**

The appointed bidder is expected to provide office space for leasing as follows:

### **2.1. Location**

- Upper Durban Road (between Willie van Schoor off ramp and Tygervalley) or Century City or Panarama (on Platteklouff Road)
- Accessible by public transport
- In a secure area
- In a safe neighbourhood

### **2.2. Site Accessibility**

- Universally accessible location
- Easy access for visitors and/or suppliers
- Enclosed/covered Parking bays for Staff (20)
- Visitors open parking bays (5)

### **2.3. Building Type**

- A or B+ grade commercially zoned building as per SAPOA or relevant bodies

- Floor space ranging from 600 square metres to 750 square metres (provide building plans approved by Cape Town Municipality)
- Ready for occupation space as per the NLC's requirements.
- Shop front - (Space that will be easily modified)
- Accessible to People living with Disabilities

#### **2.4. Lease Requirements**

- 5-year lease contract/agreement
- Parking for both visitors and staff (25 parking bays)
- Building Maintenance
  - Maintenance of electricity backup systems (generator or solar)
  - Maintenance of plumbing
  - Electrical maintenance (lights, plugs)
  - Air-conditioning system maintenance
  - Fire Extinguishers and Fire system
- Building should be at an access-controlled (boom/motorized gate etc.) property.
- Gated perimeter fencing or equivalent security measures for a stand-alone building. In the case of an office located within a building or complex, the bidder must provide universal access control as well as security for the assets of staff and visitors.

#### **2.5. Amenities**

The bidder shall provide a desirable or useful feature of space which will include the following pause areas

- Kitchen and eating area for staff
- 1 x Boardroom – 20-seater
- 2 x Meeting rooms (min 12m<sup>2</sup> each)
- 2 x Storage rooms (min 12m<sup>2</sup> each)
- Staff restrooms (Male; female and universally accessible toilets – Minimum of 3 Female toilet cubicles and 2 male cubicles with 2 urinals)
- Visitors' restrooms (Male; female; and accessible toilets)- Minimum of 2 Female cubicles and 2 male cubicles with 1 urinal,
- 1 x restroom for People living with Disabilities

- Singular Heating Ventilation and Air Conditioning (HVAC) system must be provided and remain the responsibility of the landlord.

## **2.6. Elevator Requirements**

Provision for at least two elevators in a multi-story building from basement to all floors.

## **2.7. ICT Requirements:**

- Fibre access to the building
- Raised flooring
- 1 x Server room (min 14m<sup>2</sup>) with HVAC

## **2.8. Signage requirements**

- There must be allocation of space for internal and external signage.

## **2.9. Layout type**

The layout should be a split as follows:

- Front office inclusive of reception – Walk in Centre 30%, meeting room and visitors' restrooms.
- Back Office- Four enclosed offices with predominantly open plan 60%, kitchen and staff eating area, staff restrooms, server room, storerooms and boardroom.

# **3. DELIVERABLES**

The appointed bidder must provide:

- Building maintenance.
  - Provision of back-up standby generator
  - Maintenance of electricity backup systems (generator or solar)
  - maintenance of plumbing
  - Electrical maintenance (lights, plugs)
  - Air-conditioning system maintenance
  - Fire Extinguishers and Fire system

# **4. REPORTING REQUIREMENTS**

The service provider will report to the NLC provincial manager and Supply Chain management & Facilities (SCM&F) Department.

# **5. DURATION OF THE PROJECT**

The duration of the lease will be Five (5) years from the date of signing the Service Level Agreement (SLA).

## SECTION 2: NOTICE TO BIDDERS

### SECTION 2: NOTICE TO BIDDERS

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

- 1.1 This document may contain confidential information that is the property of the NLC.
- 1.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFP without prior written permission from the NLC.
- 1.3 All copyright and intellectual property herein vests with the NLC.
- 1.4 Late and incomplete submissions will not be accepted.
- 1.5 No services must be rendered, or goods delivered before an official NLC Purchase Orderform has been received.
- 1.6 This RFP will be evaluated in terms of the 80/20 preference point system.
- 1.7 Suppliers are required to register on the Central Supplier Database at [www.csd.gov.za](http://www.csd.gov.za).
- 1.8 Suppliers must provide their CSD registration number (and attach a CSD Registration report) and ensure that 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) cc [penelope@nlcsa.org.za](mailto: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 RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, the NLC.
- 2.2 Precedence of documents
  - 2.2.1 This RFP consists of 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 appear in section 217 of the constitution of the republic shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that the NLC may in its sole discretion elect to import or to ignore. Any such

inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by the NLC.

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

## 2.3 Preferential procurement reform

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

## 2.4 National Industrial Participation Programme

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

## 2.5 Language

2.5.1 Bids shall be submitted in English.

## 2.6 Gender

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

## 2.7 Headings

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

## 2.8 Occupational Injuries and Diseases Act 13 of 1993

2.8.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFP and/ or subsequent agreement. The commission reserves the right to request the Bidder to submit documentary

proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the commission.

## 2.9 Processing of the Bidder's Personal Information

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

2.9.2 All Personal Information collected will be processed in accordance with POPIA and with the commission Data Privacy Policy.

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

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

2.9.3.2 Members of the public: within seven working days from the time the bid is awarded, the following information will have to be made available on National Treasury's e-Tender portal:

2.9.3.3 contract description and bid number.

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

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

2.9.3.6 contract period.

2.9.3.7 names of directors; and

2.9.3.8 date of completion/award.

2.9.4 The commission will ensure that the rights of the Bidder and of its employees and representatives (i.e., the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures as specified in the commission PAIA manual.

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

## 3. Validity Period

3.1 The Commission requires a validity period of 120 Business Days [from closing date] against this RFP.

3.2 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 is not finalized within the validity period.

#### **4. National Treasury's Central Supplier Database**

- 4.1 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.
- 4.2 The Commission may not award business to a bidder who has failed to register on the CSD.
- 4.3 Only foreign suppliers with no local registered entity need not register on the CSD.
- 4.4 The CSD can be accessed at <https://secure.csd.gov.za/>

#### **5. Confidentiality**

- 5.1 Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding;
- 5.2 The Commission reserves all the rights afforded to it by POPIA in the processing of any of its information as contained in Bid Proposals.
- 5.3 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.
- 5.4 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.

#### **6. Communication**

- 6.1 Specific queries relating to this RFP should be submitted penelope [@nlcsa.org.za](mailto:penelope@nlcsa.org.za), before the closing date.
- 6.2 In the interest of fairness and transparency the NLC's response to such a query may be  
Made available to other bidders.
- 6.3 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.
- 6.4 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.

## **7. Supplier Performance**

- 7.1 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.
- 7.2 Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 7.3 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.
- 7.4 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**

### **Stage 1: Tender Closing and Opening**

#### **1.1 Tender closing details**

The deadline for Tender submission is Standard South African Time. Any late tenders will not be accepted. Tenders are to be submitted to the NLC's tender box at the following physical address:

National Lotteries Commission  
333 Grosvenor Street  
Block D, Hatfield Gardens  
Hatfield, Pretoria  
0083

#### **1.2 Bid Formats**

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

Financial/pricing information must be presented in a separate folder from the Technical/Functional

Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.

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

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

The NLC will not be responsible for any failure or delay in the submission or receipt of the bid including but not limited to:

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

## **Stage 2: Mandatory and Administrative Compliance**

### **1. Mandatory Compliance**

Bidders are required to submit the required mandatory requirement for their bid submission to be considered responsive and compliance to the terms and condition specified below. Failure to comply with the below requirement will disqualify your bid submission: -

<b>Mandatory Supporting Document</b>	<b>Comply/Not Comply</b>
Public liability cover up to 5 000 000,00	Copy of valid cover
Declaration of Interest (SBD 4) Fully & Duly Completed and Signed Declaration of Interest Form (SBD 4). All blank spaces must be completed. Bidders to indicate items that are not applicable.	Signed copy
CIPC Registrations Documents	Copy of CIPC Certificate
Bidders must be members of one of the Property related Associations/Boards, South African Property Owners Association (SAPOA), Estate Agents Board (EAB), South African Estate Agents Association (SAEAA), or equivalent.	Copy of certificate
Proof of Compliance with local municipality bylaws e.g., Electricity supply bylaw, building management bylaws, environmental management bylaws, parking bylaws.	Copy of certificate

Premises in Upper Durban Road (between Willie van Schoor off ramp and Tygervally) or Century City or Panarama (on Platteklouff Road)	Valid grading certificate submitted, and Valid municipality issued zoning certificate submitted
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## 2. Administrative Compliance

All bidders must submit the below Standard Bidding Documents and Certificates for the bid as part of the administrative requirements:

Administrative Supporting Document	Comply/Not Comply
Invitation to Bid (SBD 1)  Fully & Duly Completed and signed Invitation to BID, Part A and B (SBD 1). All blank spaces must be completed. Bidders to indicate items that are not applicable	Signed Copy
Preference Points/Special Goals Claim Forms (SBD 6.1)  Fully & Duly Completed and Signed Preference points claim form in terms of PPPFA and its Regulations of 2022 (SBD6.1). All blank spaces must be completed. Bidders to indicate items that are not applicable	Signed Copy
Original signed consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPIA)	Singed Copy

## Stage 3: Technical Evaluation

Service providers will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**.

Service providers who fail to meet the minimum threshold will be disqualified and will not be evaluated further on price and special goals as per the Preferential Procurement Regulation of 2022. Technical evaluation will be conducted on site at the proposed office space using the following criteria: -

Technical Evaluation Criteria	Points Weightings	Scoring Guideline (1 to 5)	Scores
1. Building accessible by public transport: Bus and taxi route.	10	<ul style="list-style-type: none"> <li>Located within 1 km from bus or taxi stop = <b>5 points</b></li> <li>Located 1km-2km from taxi or bus stop = <b>4 points</b></li> <li>Located within 2km-3km from bus or taxi stop = <b>3</b></li> </ul>	

		<ul style="list-style-type: none"> <li>Located within 3km-4km from bus or taxi stop = <b>2 points</b></li> <li>Located within 4km-5km from bus or taxi stop = <b>1 point</b></li> <li>Located more than 5km from bus or taxi stop = <b>0 points</b></li> </ul>	
<p>2. Minimum of 600 m<sup>2</sup> and maximum of 750 m<sup>2</sup> (The NLC will only pay up maximum of 750 m<sup>2</sup> A total of 5 points will be allocated to Bidders who offer more 750 m<sup>2</sup>)</p>	20	<ul style="list-style-type: none"> <li>721 - 750 m<sup>2</sup> = <b>5 points</b></li> <li>691 – 720 m<sup>2</sup> = <b>4 points</b></li> <li>661 – 690 m<sup>2</sup> = <b>3 points</b></li> <li>631 – 660 m<sup>2</sup> = <b>2 points</b></li> <li>600 – 630 m<sup>2</sup> = <b>1 points</b></li> <li>Less than 600 = <b>0 points</b></li> </ul>	
<p>3. The bidders be able to demonstrate the following Parking requirements. Provision of adequate safe parking secure on-site parking (20 secured parking bays for Staff and 5 visitor parking bays (inclusive of two (2) accessible parking spaces)</p>	20	<ul style="list-style-type: none"> <li>Secured and undercover (basement) parking for disabled staff/visitors = <b>5 points</b></li> <li>Access controlled secured parking bays (covered bays) = <b>4 points</b></li> <li>Access controlled open parking = <b>3 points</b></li> <li>Access controlled parking outside the site = <b>2 points</b></li> <li>No parking, less the required number or non-compliant with spec = <b>0 points</b></li> </ul>	
4. Allowance for signage – external and internal	15	<ul style="list-style-type: none"> <li>Internal and External Signage available = <b>5 points</b></li> <li>Only External Signage available = <b>4 points</b></li> <li>Only Internal Signage available = <b>3 points</b></li> <li>Noncompliant = <b>0 Points</b></li> </ul>	
5. Minimum 5 Years of experience in the provision/ leasing of corporate office accommodation. The bidder must complete <b>annexture A</b> and provide list contactable reference	20	<ul style="list-style-type: none"> <li>Above 8 years= <b>5</b></li> <li>More than 6 – up to 8 years = <b>4 points</b></li> <li>More than 5 – 6 years = <b>3 points</b></li> <li>More than 3 – 5 years= <b>2 points</b></li> </ul>	

		<ul style="list-style-type: none"> <li>• More than 2- up to 3 years= <b>1 points</b></li> <li>• Less than 2 years = <b>0 points</b></li> </ul>	
6. Availability of separate male, female, and People living with Disabilities (PwD) toilets	15	<ul style="list-style-type: none"> <li>• More than 5 separate toilets + more than 1 disabled toilet = <b>5 points</b></li> <li>• 5 separate toilets + 1 disabled toilet = <b>4 points</b></li> <li>• 4 separate toilets + 1 disabled toilet = <b>3 points</b></li> <li>• 5 Unisex + 1 disabled toilet = <b>2 points</b></li> <li>Noncompliance to the requirement = <b>0 points</b></li> </ul>	
<b>Total Points</b>	<b>100</b>		

#### Stage 4: Evaluation on Price and Specific Goals as Per PPR2022 The 80/20

##### Principle based on Price and special goals for the NLC.

The following formula is 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: -

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

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

$P_t$  = Price of bid under consideration

$P_{max}$  = Price of highest acceptable bid

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

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

#### 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 have 100% black Ownership	8	8	CSD report /B-BBEE Certificate / B-BBEESworn Affidavit
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are Black women Owned		4	CSD report /B-BBEE Certificate / B-BBEESworn 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		4	CSD report /B-BBEE Certificate / B-BBEESworn 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		4	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		
<b>Total points for specific goals</b>		<b>20</b>	
<b>Total Points (Price + Specific Goals)</b>		<b>100</b>	

#### Stage 5: Due Diligence

The Commission 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.

#### Stage 6: Contract and Award

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



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

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

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

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

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

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

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

**PART A**

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

address as stated above.

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

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

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Signature of Designation person



## **PART B**

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

### **SPECIFY GOODS AND SERVICES**

\_\_\_\_\_

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.

**PART A INVITATION TO BID**

**(SBD 1)**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>NLC/2024-016</b>	CLOSING DATE:	<b>18 SEPTEMBER 2024</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER FOR THE LEASING OF OFFICE SPACE FOR THE NATIONAL LOTTERIES COMMISSION WESTERN CAPE OFFICE IN CAPE TOWN FOR A PERIOD OF FIVE (5) YEARS</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>NATIONAL LOTTERIES COMMISSION OFFICE</b>					
The bid document must be submitted at the below address via <b>1 hard copy and USB</b> for the attention of Penelope Soyingwa <b>(The envelope must be clearly marked with company name and contact details)</b>					
<b>333 GROSVENOR STREET,</b>					
<b>BLOCK D HATFIELD GARDENS,</b>					
<b>HATFIELD,</b>					
<b>PRETORIA</b>					
<b>0083</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Penelope Soyingwa</b>		CONTACT PERSON	<b>Penelope Soyingwa</b>	
TELEPHONE NUMBER	<b>(012) 432 1414</b>		TELEPHONE NUMBER	<b>(012) 432 1414</b>	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	<b>penelope@nlcsa.org.za</b>		E-MAIL ADDRESS	<b>penelope@nlcsa.org.za</b>	
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER	<input type="checkbox"/>				
FACSIMILE NUMBER	CODE	<input type="checkbox"/>	NUMBER	<input type="checkbox"/>	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>O R</b>	CENTRAL SUPPLIER DATABASE No:	MAAA <input type="checkbox"/> <input type="checkbox"/>

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	Yes No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	Yes No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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#### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES/NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES/NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES/NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES/NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES/NO

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

#### RT 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, 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 PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:  
(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....

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

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

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

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

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

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

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

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/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 consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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<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.

- 3.5 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**

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#### 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 preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

<b>80/20</b>	<b>or</b>	<b>90/10</b>	
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	

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

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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 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 have 100% black Ownership	8	8	
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are Black women Owned		4	
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	4	
3. Black Youth Ownership			
Tenderer who have 100% black youth ownership	4		
Tenderer who have 30% to 99% black youth ownership	2	4	
Tenderer who have less than 30% black youth ownership	0		
4. Procurement from Disabilities			
Tenderer who have 20% or more owners with disability	4	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		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 / ConsortiumOne-
- ☐ 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 specificgoals 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 GeneralConditions 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 –

4.7 disqualify the person from the tendering process;

- (a) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (b) 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;
- (c) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi*
- (d) *alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
Signature

.....  
Date

.....  
Name of bidder

.....Position

-