

## NATIONAL LOTTERIES COMMISSION

### TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MEMBERSHIP SUBSCRIPTION FOR ACCESS TO ICT RESEARCH AND ADVISORY SERVICES OVER A PERIOD OF TWO YEARS.

| BID PROCESS                 | BID REQUIREMENTS                                                                                                                                                                                                                 |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tender number               | NLC2026-010                                                                                                                                                                                                                      |
| Bid Advertisement Date      | 10-September- 2026                                                                                                                                                                                                               |
| Closing date and time       | 09-October-2026 at 11:00 ( <i>South African Standard Time</i> )                                                                                                                                                                  |
| Tender validity period      | 120 business working days                                                                                                                                                                                                        |
| Compulsory Briefing meeting | <p>Date &amp; Time: <b>22 September 2026 @ 10:30</b></p> <p>Venue: 333 Grosvenor Street, Block D Hatfield Gardens, Hatfield, 0028</p>                                                                                            |
| Tenders Submission:         | <p>All submissions must be addressed to Supply Chain Management NLC.</p> <p>Submission of proposals must be done through the e-tender portal.</p> <p><a href="https://www.etenders.gov.za/">https://www.etenders.gov.za/</a></p> |

## 1. BACKGROUND

The National Lotteries Commission (“the NLC”) is a Schedule 3A public entity listed in terms of the Public Finance Management Act, 1999 (Act No.1 of 1999) (“the PFMA”), as amended. The NLC was established as a juristic person in terms of section 2 of the Lotteries Act, 1997 (Act No. 57 of 1997), as amended (“the Lotteries Act”). The primary objectives of the Lotteries Act is to regulate and prohibit unlawful lotteries and sports pools. While establishing a regulatory authority, the NLC oversees and administers these matters in the public interest. The NLC aims to ensure that funds raised through the National Lottery are distributed equitably and expeditiously across South Africa to advance social upliftment of communities in need with the aim of addressing poverty and reducing inequalities in line with the National Development Plan.

The NLC regulates lotteries and sports pools in South Africa, provides grant funding, and ensures compliance with applicable legislation. The Commission is pursuing continuous improvement in ICT governance, cybersecurity resilience, digital transformation, cost optimization, and service excellence.

The NLC seeks to appoint a reputable and experienced service provider to provide organisational subscription to access ICT research and advisory services that will support strategic decision-making, governance, risk management, and value realization across the ICT portfolio. The services will complement internal capability by providing evidence-based insights, benchmarking, thought leadership, and specialist advisory across the ICT landscape. The appointed provider will serve as an on-demand knowledge partner across the planning, design, and run phases of ICT

## 2. INTRODUCTION

The Membership Subscription for ICT Research Platform and Advisory Service is a strategic enabler to realise the following benefits for the NLC:

- **Research and Best Practices**

Access to thousands of up-to-date blueprints, frameworks, templates, and toolkits covering ICT strategy, operations, cybersecurity, infrastructure, software, and more.

- **Expert Advisory Support**

On-demand access to analysts and subject matter experts for coaching, roadmap validation, and project reviews.

- **Strategic and Tactical Tools**

Tools for vendor selection, capability assessments, budgeting, and prioritization support evidence-based decision-making.

- **Project Execution Support**

End-to-end project toolkits with clear implementation steps help improve delivery timelines and outcomes.

- **Benchmarking and Cost Optimization**

Compare ICT spending and performance metrics with peer organizations to identify improvement areas.

- **Upskilling and Talent Development**

Self-paced training modules and leadership toolkits enhance the skills and readiness of IT staff

### **3. PURPOSE OF THE TERMS OF REFERENCE**

The purpose of this Terms of Reference (TOR) is to appoint a suitably qualified service provider to deliver membership and subscription for independent ICT research and advisory services that will support strategic decision-making, governance, risk management, and value realization across the ICT portfolio.

### **4. OBJECTIVES**

The main objectives of this TOR are to:

- Enable access to timely, authoritative research and market intelligence on ICT trends, technologies, vendors, and practices.
- Enable access to advisory and review services to support ICT strategies, roadmaps, business cases, and major procurements.
- Enable benchmarking against peer organisations and industry standards.
- Strengthen ICT governance, risk, and compliance alignment.
- Support value management—optimising cost, performance, and outcomes of ICT investments.

### **5. SCOPE OF WORK**

The required scope comprises the following:

#### **5.1 Membership and Subscription to Research Services**

Provide a platform, access and consultation on:

- On-demand research notes and briefs on ICT topics (e.g., cybersecurity, cloud, data & analytics, AI, enterprise architecture, network & infrastructure, application platforms, end-user computing).
- Market guides and vendor landscapes (capabilities, maturity, pricing trends, risks).
- Best-practice frameworks and toolkits (policies, standards, reference architectures, process guides).
- Benchmarking: cost, staffing levels, maturity assessments, and service performance against public-sector and industry peers.
- Regulatory watch: impacts of ICT-related regulations (e.g., POPIA, records management, data sovereignty).

## **5.2 Advisory Services**

Provide advice and guidance on:

- ICT strategy and roadmap development and independent review.
- Business cases and benefits models: TCO, ROI, and value realization tracking.
- Sourcing and procurement support: requirements shaping, evaluation criteria, reference checks, and due diligence.
- Risk and security: security architecture advice, control selection, policy alignment, cyber risk quantification.
- Service management: ITIL-aligned operating model, SLAs/OLAs, service catalogue.
- Architecture governance: EA principles, solution reviews, standards conformance.
- Project assurance: health checks on key ICT initiatives and large procurements.
- Licensing and cost optimisation (e.g., cloud/commercial software): negotiation preparation, rightsizing, consumption forecasting.

## **5.3 Access Model & Channels**

- Research portal access for named users (specify number of seats).
- Inquiry hours: a bank of advisory hours per month/quarter.
- Briefings & webinars: analyst/specialist briefings on priority topics.
- Workshops: facilitated sessions for strategy, roadmap, or architecture topics.
- Rapid response: SLA for critical queries (e.g., 48h for priority requests).

## 6. DELIVERABLES

The following are deliverables of the services required: Platform access

- Report on relevant and aligned Annual Research Plan to organisational priorities (updated quarterly).
- Monthly Insights Pack: trends, risks, opportunities, actions.
- Ad-hoc Research Notes / Rapid Response Memos (as requested).
- Benchmarking Reports, where applicable, with commentary and recommendations.
- Advisory Outputs: strategy/roadmap inputs, review reports, sourcing support artefacts, and board-ready slides.
- Quarterly Executive Briefing: synthesis of insights, impacts, and decisions required.
- Year-end Value Report: outcomes realised, savings/opportunities.
- Quarterly utilisation analytics.

## 7. CONTRACT DURATION

The expected duration of the contract is twenty-four (24) months which may be effective on the date of appointment, the date of signing of a service level agreement (SLA), or directed and at the discretion of the NLC.

## 8. GOVERNANCE AND REPORTING REQUIREMENTS

- The Service Provider shall report to the **Information and Communications Technology (ICT) Division** and operate within the NLC's approved governance structures.
- The Service Provider must demonstrate **proven experience in delivering ICT research platform and advisory services** supported by a recognised and fit-for-purpose delivery methodology.
- A **formal delivery governance framework** must be established at inception, including defined decision-making forums, escalation paths, and approval thresholds.
- The Service Provider shall provide a **dedicated account manager** responsible for integrated planning, coordination, and delivery control.
- **Regular delivery reviews** shall be provided in agreed formats, covering issues, updates, dependencies, etc.
- All governance and reporting activities must support **auditable, traceable, and compliant** with applicable ICT governance standards.

## 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 Order 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 Registration report) and ensure that their tax matters are compliant.
- 1.9 All questions regarding this RFP must be forwarded to [lucky@nlcsa.org.za](mailto:lucky@nlcsa.org.za).
- 1.10 Any supplier who has reasons to believe that the RFP specification is based on a specific brand must inform the NLC via the email addressed in 1.9.

### 2. General rules and instructions

#### 2.1 News and press releases

- 2.1.1 Bidders or their agents shall not make any news releases concerning this 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 several sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this 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.

2.9.3 Data Privacy Policy.

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

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

2.9.4.2 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:

2.9.4.2.1 contract description and bid number.

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

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

2.9.4.2.4 contract period.

2.9.4.2.5 names of directors; and

2.9.4.2.6 date of completion/award.

2.9.5 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.

2.9.6 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. Compulsory Briefing Session**

**Date & Time: 22 September 2026 @ 10:30**

**Venue: 333 Grosvenor Street, Block D Hatfield Gardens,  
Hatfield, 0028**

**NB: Bidders are advised to arrive early; doors will open at 10:00 to the venue.**

### **4. Validity Period**

- 4.1 The Commission requires a validity period of 120 Business 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 finalised within the validity period.

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

- 5.1 Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.
- 5.2 The Commission may not award business to a bidder who has failed to register on the CSD.
- 5.3 Only foreign suppliers with no local registered entity need not register on the CSD.
- 5.4 The CSD can be accessed at <https://secure.csd.gov.za/>

### **6. Confidentiality**

- 6.1 Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding;
- 6.2 The Commission reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in Bid Proposals.
- 6.3 The Bidder acknowledges that it will obtain and have access to personal information of The NLC and agrees that it shall only process the information disclosed by the NLC in terms of this bid award and only for the purposes as detailed in this 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 [lucky@nlcsa.org.za](mailto:lucky@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.

## **SECTION 3 EVALUATION CRITERIA**

The below phases evaluation criteria will be considered in evaluating the proposals, being:

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

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

The closing date for Tender submission is on **09 October 2026 at 11:00 am** Standard South African Time. Any late tenders will not be accepted. All submission must be submitted online **on e-tender**. The onus remains on the bidder to ensure successful submission of their bids. Any discrepancies must be addressed to and dealt with the National Treasury who are the custodians of the e-tender portal.

#### **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 attachment 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. No

exceptions will be considered.

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:

- Power cut
- Struggling to use E-tender portal
- Poor Network coverage

## Phase 2: Administrative Compliance

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

| Evaluation Criteria                                                                                                                                                         | Supporting Document                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>All Returnable Documents and/or schedules [where applicable] must be completed and returned by the closing date and time.</li> </ul> | SBD Form 1<br>SBD Form 6.1                                        |
| <ul style="list-style-type: none"> <li>The Bid document has been duly signed by the authorised bidder official.</li> </ul>                                                  | Company resolution as proof of authorised individuals' delegation |
| <ul style="list-style-type: none"> <li>Whether Bid contains a priced/financial offer.</li> </ul>                                                                            | Pricing and delivery schedule                                     |
| <ul style="list-style-type: none"> <li>Whether the Bidder tax affairs in order.</li> </ul>                                                                                  | Valid Tax Compliance System Pin                                   |
| <ul style="list-style-type: none"> <li>Bidders must register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD</li> </ul>     | Proof of Full Central Supplier Database (CSD) registration        |

## Phase 3: Mandatory Compliance

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

| Evaluation Criteria                                                                                                     | Supporting Document |
|-------------------------------------------------------------------------------------------------------------------------|---------------------|
| 1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable) | JV Agreement        |

|                                          |                                                                                                                                                                                                                                                                                   |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Declaration of Interest (SBD 4)       | Fully Completed SBD 4                                                                                                                                                                                                                                                             |
| 3. Proprietary Provider Accreditation    | The bidder must provide proof of accreditation from the Proprietary Research and Advisory Provider. <b>Please note that NLC reserves the right to confirm your registration/accreditation with the Proprietary Provider.</b>                                                      |
| 4. Online research and advisory platform | Provide a short screen video clip (no more than 5 minutes long) demonstrating the bidder's research and advisory platform. The video must show navigation to access the platform repository, registration, online material, schedules of webinars, workshops, etc., among others. |

**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 submit the information within the requested period shall render the bidder non-responsive.

### Phase 4: Technical Evaluation

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

| Rating               | Definition                                                                                                                                           | Score |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Excellent            | Exceeds the requirement. Exceptional demonstration of ability, understanding, experience, skills, resources, and quality measures. Adds clear value. | 5     |
| Good                 | Satisfies the requirement with minor additional benefits. Above average demonstration with supporting evidence.                                      | 4     |
| Acceptable           | Meets the requirement. Adequate demonstration with supporting evidence.                                                                              | 3     |
| Minor Reservations   | Does not meet the requirement with minor reservations. Limited supporting evidence.                                                                  | 2     |
| Serious Reservations | Does not meet the requirement with major reservations. Considerable concerns and minimal evidence.                                                   | 1     |
| Unacceptable         | Does not meet the requirement. Insufficient information or non-compliance.                                                                           | 0     |



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a member of **the dtic** group

Tel: +27(12)432 1300

Info Centre: 086 00 65383

Web: [www.nlcsa.org.za](http://www.nlcsa.org.za)

National Lotteries Commission (NLC)

P.O Box 1556

| No. | Criterion                                                 | Description/Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Weight | Scoring Matrix                                                                                                                                                                                                                                                                            |
|-----|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Depth & breadth of published research library and portals | <p>Demonstrate coverage across domains; sample outputs/portal demo screenshots covering the following functional areas:</p> <ul style="list-style-type: none"><li>• ICT governance</li><li>• ICT strategy</li><li>• Enterprise Architecture</li><li>• Artificial Intelligence</li><li>• Emerging trends</li><li>• ICT Infrastructure and Operations</li><li>• Cloud Computing</li><li>• Enterprise Resource Planning</li><li>• ICT security/Cybersecurity</li><li>• Data Analysis &amp; Database management</li><li>• Data Warehousing and Data Lakes</li><li>• ICT management/ ICT leadership</li><li>• Applications Management</li><li>• Software licensing</li><li>• ICT Project and Program management</li><li>• ICT Service management</li></ul> | 20     | <p>Coverage:</p> <p>Less than 5 functional areas = 0;</p> <p>Between 5 and 8 functional areas =1</p> <p>Between 9 and 12 functional areas =2</p> <p>Between 13 and 15 functional areas = 3</p> <p>Between 16 and 19 functional areas = 4</p> <p>All 20 functional areas and above = 5</p> |



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| No. | Criterion                                                                                                                                                                                                                                                       | Description/Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Weight | Scoring Matrix                                                                                                                                                                         |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"><li>• ICT Risk management (including disaster recovery)</li><li>• Business analysis</li><li>• ICT skills</li><li>• Digital transformation</li></ul>                                                                                                                                                                                                                                                                                                                                                   |        |                                                                                                                                                                                        |
| 2   | <b>Advisory capability &amp; analyst team experience.</b><br><br>Attach a brief résumé or profile not longer than <b>ONE (1) page</b> , for each analyst indicating the areas of specialisation / knowledge, qualifications, experience and major achievements. | Résumés, certifications, public-sector experience, availability. All submitted analyst résumés must have at least 8 years ICT experience to count. Scoring will be based on the number of ICT domains covered by the combined experience and expertise of the analysts in the following five ICT domains: <ul style="list-style-type: none"><li>• ICT strategy and governance</li><li>• ICT infrastructure and operations</li><li>• ICT service management</li><li>• Enterprise Architecture</li><li>• ICT Project management</li></ul> | 10     | No domain covered = 0 points;<br>Covered 1 domain =1 point<br>Covered 2 domains =2 points<br>Covered 3 domains =3 points<br>Covered 4 domains =4 points<br>Covered 5 domains =5 points |



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| No. | Criterion                   | Description/Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Weight | Scoring Matrix                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3   | Analyst qualifications team | <p>The analysts must possess at least the following qualifications:</p> <p>Bachelor's degree in Information Technology or related field;</p> <p>Certification in the relevant field of specialisation ( e.g., ITIL, COBIT 2019, Digital Business Strategy, PRINCE2/PMP, CGEIT, ISO/IEC 38500 Governance of IT, IT-CMF, Certified Digital Transformation Professional (CDTP) TOGAF® Enterprise Architecture Practitioner, ArchiMate®, Zachman Certified Enterprise Architect, ISO/IEC20000 Lead Implementer/Auditor, Microsoft Azure Administrator/Architect, AWS Solutions Architect, VMware VCP, Cisco CCNP/CCIE, Red Hat RHCE; CISSP, CISM, CRISC, ISO/IEC 27001 Lead Implementer/Auditor, SABSA; MSP, AgilePM, Certified Scrum Master (CSM); DAMA CDMP, Microsoft Fabric Data Engineer, Azure Data Engineer, Certified Data Management Professional; ISO/IEC 42001 Lead Implementer, AI Governance Professional Certification, NIST AI Risk Management Framework Training; CBAP, PMI-PBA, BCS Business Analysis Professional; CIPS Level 5/6, Certified Technology Procurement Professional, ITAM/SAM certifications.)</p> | 10     | <p>No analyst possesses a bachelor's degree and/or certification = 0 points</p> <p>1 analyst possess a bachelor's degree and relevant certification in a 1 domain = 1 point</p> <p>2 analysts possess a bachelor's degree and relevant certification in 2 domains = 2 points</p> <p>3 analysts possess a bachelor's degree and relevant certification in 3 domains = 3 points</p> <p>4 analysts possess a bachelor's degree and relevant certification in 4 domains = 4 points</p> <p>5 analysts possess a bachelor's degree and relevant certification in 5 domains = 5 points</p> |





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| No. | Criterion         | Description/Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Weight | Scoring Matrix                                                                                                                                                                                                                                                                                                               |
|-----|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4   | Research Services | <p>Provide a brief write up on how the company delivers on each of the following items:</p> <ul style="list-style-type: none"><li>• On-demand research notes and briefs on ICT topics.</li><li>• Market guides and vendor landscapes (capabilities, maturity, pricing trends, risks).</li><li>• Best-practice frameworks and toolkits (policies, standards, reference architectures, process guides).</li><li>• Benchmarking: cost, staffing levels, maturity assessments, and service performance against public-sector and industry peers.</li><li>• Regulatory watch: impact of ICT-related regulations (e.g., POPIA, records management, data sovereignty).</li></ul> | 15     | <p>No write-up/screenshot = 0</p> <p>Write-up satisfactorily covers 1 item = 1 point</p> <p>Write-up satisfactorily covers 2 items = 2 points</p> <p>Write-up satisfactorily covers 3 items = 3 points</p> <p>Write-up satisfactorily covers 4 items = 4 points</p> <p>Write-up satisfactorily covers 5 items = 5 points</p> |
| 5   | Advisory Services | <p>Provide a brief write up on how the company delivers on each of the following aspects:</p> <ul style="list-style-type: none"><li>• ICT strategy and roadmap development and independent review.</li><li>• Business cases and benefits models: TCO, ROI, and value realization tracking.</li></ul>                                                                                                                                                                                                                                                                                                                                                                      | 15     | <p>No write-up/screenshot = 0</p> <p>Write-up satisfactorily covers 1 aspect = 1 point</p> <p>Write-up satisfactorily covers 2 to 3 aspects = 2 points</p> <p>Write-up satisfactorily covers 4 to 5 aspects = 3 points</p>                                                                                                   |



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National Lotteries Commission (NLC)

P.O Box 1556

| No. | Criterion                 | Description/Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Weight | Scoring Matrix                                                                                                                                                                                |
|-----|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                           | <ul style="list-style-type: none"><li>• Sourcing and procurement support: requirements shaping, evaluation criteria, reference checks, and due diligence.</li><li>• Risk and security: security architecture advice, control selection, policy alignment, cyber risk quantification.</li><li>• Service management: ITIL-aligned operating model, SLAs/OLAs, service catalogue.</li><li>• Architecture governance: EA principles, solution reviews, standards conformance.</li><li>• Project assurance: health checks on key ICT initiatives and large procurements.</li><li>• Licensing and cost optimisation (e.g., cloud/commercial software): negotiation preparation, rightsizing, consumption forecasting.</li></ul> |        | Write-up satisfactorily covers 6 to 7 aspects = 4 points<br>Write-up satisfactorily covers all 8 aspects = 5 points                                                                           |
| 6   | Access Model and Channels | Provide a brief write up on how the company delivers on each of the following aspects: <ul style="list-style-type: none"><li>• Research portal access for named users (specify number of seats).</li><li>• Inquiry hours: a bank of advisory</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 15     | No write-up/screenshot = 0<br>Write-up satisfactorily covers 1 aspect = 1 point<br>Write-up satisfactorily covers 2 aspects = 2 points<br>Write-up satisfactorily covers 3 aspects = 3 points |



**NATIONAL LOTTERIES COMMISSION**

a member of **the dtic** group

Tel: +27(12)432 1300

Info Centre: 086 00 65383

Web: [www.nlcsa.org.za](http://www.nlcsa.org.za)

National Lotteries Commission (NLC)

P.O Box 1556

| No. | Criterion                                                                                                                                                                                   | Description/Guidance                                                                                                                                                                                                                                                                                                                        | Weight | Scoring Matrix                                                                                                                                                                                                                                                              |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                                                                                                                                             | <p>hours per month/quarter.</p> <ul style="list-style-type: none"><li>• Briefings &amp; webinars: analyst/specialist briefings on priority topics.</li><li>• Workshops: facilitated sessions for strategy, roadmap, or architecture topics.</li><li>• Rapid response: SLA for critical queries (e.g., 48h for priority requests).</li></ul> |        | <p>Write-up satisfactorily covers 4 aspects = 4 points</p> <p>Write-up satisfactorily covers 5 aspects = 5 points</p>                                                                                                                                                       |
| 7   | Relevant past 5 years performance & references, reflecting company details, service rendered and period. The reference letters must be aligned to company previous projects or performance. | Provide details of the previous relevant engagements and service. Provide client reference letters covering the scope, duration/period and client experience. Letter must be in the client's letterhead and signed by the delegated authority.                                                                                              | 10     | <p>No client reference letter = 0</p> <p>1 x client reference letter = 1</p> <p>2 x client reference letters = 2</p> <p>3 x client reference letters = 3</p> <p>4 x client reference letters = 4</p> <p>5 x client reference letters = 5</p>                                |
| 8   | Company experience                                                                                                                                                                          | Provide a brief company profile of not more than 10 pages demonstrating the company's services, achievements, key clients/industries, etc.                                                                                                                                                                                                  | 5      | <p>0 years company experience = 0 points</p> <p>1 year company experience = 1 point</p> <p>2 years company experience = 2 points</p> <p>3 years company experience = 3 points</p> <p>4 years company experience = 4 points</p> <p>5 years company experience = 5 points</p> |

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

## Phase 5: Pricing and Specific Goals

### 5.1 The evaluation for Pricing and Specific Goals will include the following:

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

| Evaluation Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Final Weighted Scores |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <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<br/> <math>P_t</math> = Price of Bid under consideration<br/> <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>            |

| 1. Procurement from entities who are black Owned                        | Sub – points for specific goals | Maximum points for specific goals | Relevant Evidence                                                                                                        |
|-------------------------------------------------------------------------|---------------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Tenderer who has 100% black Ownership                                   | 8                               | 8                                 | Copies of ID's/<br>CIPC Report<br>Recent Full<br>CSD Report                                                              |
| Tenderer who has 51% to 99% black ownership                             | 4                               |                                   |                                                                                                                          |
| Tenderer who has less than 51% Black ownership                          | 0                               |                                   |                                                                                                                          |
| <b>2. Procurement from entities who are women owned</b>                 |                                 | 4                                 | B-BBEE<br>Certificate / B-<br>BBEE/ Sworn<br>Affidavit                                                                   |
| Tenderer who has 100% women ownership                                   | 4                               |                                   |                                                                                                                          |
| Tenderer who has 30% to 99% women ownership                             | 2                               |                                   |                                                                                                                          |
| Tenderer who has less than 30% women ownership                          | 0                               |                                   |                                                                                                                          |
| <b>3. Black Youth Ownership</b>                                         |                                 | 4                                 | B-BBEE<br>Certificate / B-<br>BBEE/ Sworn<br>Affidavit                                                                   |
| Tenderer who has 100% youth ownership                                   | 4                               |                                   |                                                                                                                          |
| Tenderer who has 30% to 99% youth ownership                             | 2                               |                                   |                                                                                                                          |
| Tenderer who has less than 30% youth ownership                          | 0                               |                                   |                                                                                                                          |
| <b>4. Procurement from Disabilities</b>                                 |                                 | 4                                 | Letter from the<br>Doctor not<br>older than 1<br>year from the<br>closing date of<br>the bid<br>confirming<br>disability |
| Tenderer who has 20% or more owners with disability                     | 4                               |                                   |                                                                                                                          |
| Tenderer who has 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                                |                                                                                                                          |

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.

### Phase 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 negotiation.

**NLC2026-010: THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MEMBERSHIP SUBSCRIPTION FOR ACCESS TO ICT RESEARCH AND ADVISORY SERVICES OVER A PERIOD OF TWO YEARS.**

**ANNEXURE A: PRICING SCHEDULE**

Use the below table to populate the pricing for the indicated items:

| Item                                                 | Description                                                                                                                                                                                                                                        | Quantity | Cost | Total Cost |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------|------------|
| 1. ICT Team level Membership seats                   | Annual subscription includes: <ul style="list-style-type: none"> <li>Tools and templates library</li> <li>Research library access</li> <li>LIVE events attendance</li> <li>Software reviews</li> <li>Research advisory</li> </ul>                  | 4 seats  | R    |            |
| 2. CIO/ICT Executive level advisory membership seats | Annual subscription includes: <ul style="list-style-type: none"> <li>Executive Coaching</li> <li>Research library access</li> <li>Research advisory</li> <li>Software reviews</li> <li>Contract reviews</li> <li>LIVE events attendance</li> </ul> | 1 seat   | R    |            |
| <b>TOTAL PRICE (VAT Exclusive)</b>                   |                                                                                                                                                                                                                                                    |          |      | <b>R</b>   |
| <b>VAT</b>                                           |                                                                                                                                                                                                                                                    |          |      | <b>R</b>   |
| <b>TOTAL PRICE (VAT Inclusive)</b>                   |                                                                                                                                                                                                                                                    |          |      | <b>R</b>   |

Name of bidder.....

Date.....



## SCM CONSENT REQUEST FORM

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

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

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

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

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

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

### PART A

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

you are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated above.

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

- 2.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.
3. “Personal information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—
- 3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
  - 3.2 information relating to the education or the medical, financial, criminal or employment history of the person;
  - 3.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other particular assignment to the person;
  - 3.4 the biometric information of the person;
  - 3.5 the personal opinions, views or preferences of the person;
  - 3.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
  - 3.7 the views or opinions of another individual about the person; and
  - 3.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

---

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

---

Signature of Designation person

## PART A

### INVITATION TO BID (SBD1)

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL LOTTERIES                                                                                                     |                                                                                                                                                                                            |              |                                         |                                                            |                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------|
| BID NUMBER:                                                                                                                                                                  | NLC2026-010                                                                                                                                                                                | CLOSING DATE | 09-October-2026                         | CLOSING TIME:                                              | 11:00                                                                             |
| DESCRIPTION                                                                                                                                                                  | THE TERMS OF REFERENCE (TOR) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MEMBERSHIP SUBSCRIPTION FOR ACCESS TO ICT RESEARCH AND ADVISORY SERVICES OVER A PERIOD OF TWO (2) YEARS. |              |                                         |                                                            |                                                                                   |
| <b>Bids Proposals Submission:</b> All submissions Must be addressed to Supply Chain Management, NLC Submission of proposals through <b>(online submission on e-tender)</b> . |                                                                                                                                                                                            |              |                                         |                                                            |                                                                                   |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO                                                                                                                               |                                                                                                                                                                                            |              | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: |                                                            |                                                                                   |
| CONTACT PERSON                                                                                                                                                               | Supply Chain Management                                                                                                                                                                    |              | CONTACT PERSON                          | Supply Chain Management                                    |                                                                                   |
| TELEPHONE NUMBER                                                                                                                                                             | 012 432 1308                                                                                                                                                                               |              | TELEPHONE NUMBER                        | 012 432 1309                                               |                                                                                   |
| FACSIMILE NUMBER                                                                                                                                                             |                                                                                                                                                                                            |              | FACSIMILE NUMBER                        |                                                            |                                                                                   |
| E-MAIL ADDRESS                                                                                                                                                               | <a href="mailto:Innocent.Tshakela@nlcsa.org.za">Innocent.Tshakela@nlcsa.org.za</a>                                                                                                         |              | E-MAIL ADDRESS                          | <a href="mailto:lucky@nlcsa.org.za">lucky@nlcsa.org.za</a> |                                                                                   |
| SUPPLIER INFORMATION                                                                                                                                                         |                                                                                                                                                                                            |              |                                         |                                                            |                                                                                   |
| NAME OF BIDDER                                                                                                                                                               |                                                                                                                                                                                            |              |                                         |                                                            |                                                                                   |
| POSTAL ADDRESS                                                                                                                                                               |                                                                                                                                                                                            |              |                                         |                                                            |                                                                                   |
| STREET ADDRESS                                                                                                                                                               |                                                                                                                                                                                            |              |                                         |                                                            |                                                                                   |
| TELEPHONE NUMBER                                                                                                                                                             | CODE                                                                                                                                                                                       |              | NUMBER                                  |                                                            |                                                                                   |
| CELLPHONE NUMBER                                                                                                                                                             |                                                                                                                                                                                            |              |                                         |                                                            |                                                                                   |
| FACSIMILE NUMBER                                                                                                                                                             | CODE                                                                                                                                                                                       |              | NUMBER                                  |                                                            |                                                                                   |
| E-MAIL ADDRESS                                                                                                                                                               |                                                                                                                                                                                            |              |                                         |                                                            |                                                                                   |
| VAT REGISTRATION NUMBER                                                                                                                                                      |                                                                                                                                                                                            |              |                                         |                                                            |                                                                                   |
| SUPPLIER COMPLIANCE STATUS                                                                                                                                                   | TAX COMPLIANCE SYSTEM PIN:                                                                                                                                                                 |              | OR                                      | CENTRAL SUPPLIER DATABASE No:                              | MAAA                                                                              |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE                                                                                                                                 | <input type="checkbox"/> [TICK APPLICABLE BOX]<br>Yes <input type="checkbox"/> No                                                                                                          |              | B-BBEE STATUS LEVEL SWORN AFFIDAVIT     |                                                            | <input type="checkbox"/> [TICK APPLICABLE BOX]<br>Yes <input type="checkbox"/> No |
| <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? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br>[IF YES, ANSWER PART B:3 ] |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|

### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

|                                                                                                                                                                                                                            |                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?                                                                                                                                                            | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA?                                                                                                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?                                                                                                                                                                 | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?                                                                                                                                                                      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?                                                                                                                                                                  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b> |                                                          |

### PART B

#### TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. BID SUBMISSION:</b><br>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.<br>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><br>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.<br>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>                                                                                                                                                                                                                                                                                                                                                        |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b><br>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.<br>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.<br>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.<br>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.<br>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.<br>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.<br>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: .....

## **BIDDER'S DISCLOSURE (SBD4)**

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

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE**

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

| <b>Full Name</b> | <b>Identity Number</b> | <b>Name of organ of state</b> |
|------------------|------------------------|-------------------------------|
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |
|                  |                        |                               |

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

2.3.1 If so, furnish particulars:

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

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

| Supplier registration number (MAAA) | Status (active/inactive/deleted) |
|-------------------------------------|----------------------------------|
|                                     |                                  |
|                                     |                                  |
|                                     |                                  |
|                                     |                                  |
|                                     |                                  |

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

### **3 GENERAL DECLARATION**

I, ....., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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.

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,

1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of

3.8 Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....  
Signature

.....  
Date

.....  
Designation

.....  
Name of bidder

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

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

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

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

### **1. GENERAL CONDITIONS**

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

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

### **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 **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.

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:

|                                                  | <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>    |



- 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

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

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

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

| <b>1. Procurement from entities who are black Owned</b>                 | <b>Sub - points for specific goals</b> | <b>Maximum points for specific goals</b> | <b>Relevant Evidence</b>                                    | <b>Number of points claimed (80/20 system) (To be completed by the tenderer)</b> |
|-------------------------------------------------------------------------|----------------------------------------|------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------|
| Tenderer who have 100% black Ownership                                  | 8                                      | <b>8</b>                                 | Copies of ID's/<br>CSD Recent Report                        |                                                                                  |
| Tenderer who have 51% to 99% black ownership                            | 4                                      |                                          |                                                             |                                                                                  |
| Tenderer who have less than 51% black ownership                         | 0                                      |                                          |                                                             |                                                                                  |
| <b>2. Procurement from entities who are women Owned</b>                 |                                        | <b>4</b>                                 | B-BBEE Certificate / B-BBEE Sworn                           |                                                                                  |
| Tenderer who has 100% women ownership                                   | 4                                      |                                          |                                                             |                                                                                  |
| Tenderer who has 30% to 99% women ownership                             | 2                                      |                                          |                                                             |                                                                                  |
| Tenderer who has less than 30% women ownership                          | 0                                      |                                          | Affidavit                                                   |                                                                                  |
| <b>3. Youth Ownership</b>                                               |                                        | <b>4</b>                                 | B-BBEE Certificate / B-BBEE/ Sworn Affidavit                |                                                                                  |
| Tenderer who has 100% youth ownership                                   | 4                                      |                                          |                                                             |                                                                                  |
| Tenderer who has 30% to 99% youth ownership                             | 2                                      |                                          |                                                             |                                                                                  |
| Tenderer who has less than 30% youth ownership                          | 0                                      |                                          |                                                             |                                                                                  |
| <b>4. Procurement from Disabilities</b>                                 |                                        | <b>4</b>                                 | Letter from the Doctor confirming disability and CSD report |                                                                                  |
| Tenderer who has 20% or more owners with disability                     | 4                                      |                                          |                                                             |                                                                                  |
| Tenderer who has less than 20% but more than 10% owners with disability | 2                                      |                                          |                                                             |                                                                                  |
| Tenderer who has less than 10% owners with disability                   | 0                                      |                                          |                                                             |                                                                                  |
| Total points for specific goals                                         |                                        | <b>20</b>                                |                                                             |                                                                                  |

#### 4. DECLARATION WITH REGARD TO COMPANY/FIRM

4.1 Name of Company/firm.....

4.2 Company registration number: .....

4.3 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]

- 4.4 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:
- The information furnished is true and correct;
  - The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - 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;
  - 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 disqualify the person from the tendering process;
  - recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - 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;
  - 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 alteram partem* (hear the other side) rule has been applied; and
  - forward the matter for criminal prosecution, if deemed necessary.

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

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

**DATE:** .....

**ADDRESS:** .....

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