



**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OFFSITE STORAGE AND DOCUMENT SCANNING SERVICES FOR FIVE (5) YEARS**

| BID PROCESS                 | BID REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tender number               | NLC/2025-001                                                                                                                                                                                                                                                                                                                                                                                                              |
| Bid Advertisement Date      | 3 April 2025                                                                                                                                                                                                                                                                                                                                                                                                              |
| Closing date and time       | 25 April 2025 @ 11:00<br>(South African Standard Time)                                                                                                                                                                                                                                                                                                                                                                    |
| Tender validity period      | 120 days from the closing date                                                                                                                                                                                                                                                                                                                                                                                            |
| Compulsory Briefing meeting | 11 April 2025 @ 11:00                                                                                                                                                                                                                                                                                                                                                                                                     |
| Submission instruction:     | <p>The bid document must be submitted <b>One</b> hard copy and one USB and be delivered to:</p> <p>Senior Manager: Supply Chain Management National Lotteries Commission<br/>333 Grosvenor Street<br/>Block D, Hatfield<br/>Gardens Hatfield,<br/>Pretoria<br/>0083</p> <p>Enquires <b>ONLY</b> can be emailed to: <a href="mailto:bids@nlcsa.org.za">bids@nlcsa.org.za</a></p> <p><b>NO emails will be accepted.</b></p> |

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

### 1. INTRODUCTION

The National Lotteries Commission (The Commission / NLC) is a Schedule 3A public entity in terms of the Public Finance Management Act No.1 of 1999, as amended (PFMA) and established in terms of the Lotteries Act No. 57 of 1997, as amended. The Commission's functions, *inter alia*, encompass the critical roles of "regulation of National Lottery and other Lotteries" and "administration of the National Lottery Distribution Trust Fund (NLDTF)".

### 2. BACKGROUND

The Records Management Unit plays a pivotal role in ensuring the organization's compliance with the National Archives and Records Service of South Africa Act (Act No. 43 of 1996) and any other relevant and applicable legislation. This Unit is dedicated to the establishment and maintenance of robust records management and archival practices. In alignment with current legislation, the NLC is in the process of digitizing its Records Management Systems, thereby ensuring complete adherence to all applicable laws governing official business transactions. This initiative guarantees the maintenance of accurate and reliable records as evidence of official business for purposes of accountability.

### 3. OBJECTIVE

The objective is to procure the expertise of a reputable service provider for a five-year period to manage secure offsite storage, scanning/ digital conversion and shredding and destruction of documents. The successful bidder must comply with all applicable legislative frameworks governing document management and storage, including, but not limited to, the following:

- Constitution of the Republic of South Africa, 1996.
- National Archives and Records Service of South Africa Act (NARSA), Act No. 43 of 1996.
- Promotion of Access to Information Act (PAIA), 2000 (Act No. 2 of 2000).
- Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000.
- Public Finance Management Act (PFMA), Act No. 1 of 1999.
- Electronic Communications and Transactions Act (ECTA), Act No. 25 of 2002.
- Protection of Personal Information (POPIA), Act No. 4 of 2013.

The successful service provider must uphold compliance with relevant regulations governing records management and ensure adherence to standards and best practices in document management and storage.

The NLC requires the following International Standard Organisation – ISO compliance certificates:

- ISO/IEC 27001 for Information Security Management.
- ISO 9001 for Quality Management.

#### **4. SCOPE OF WORK**

The bidder will be required to provide the following services:

##### **4.1 Offsite Document Storage Services to Include:**

- Climate-controlled storage units.
- Online access to documents to view and retrieve from any device with an internet connection.
- Document organisation and indexing.
- Inventory management and document purging.
- Secure storage of USB devices.

##### **4.2 Scanning Services**

- Scanning in various formats including PDF to JPEG and TIFF.
- Secure Storage.
- Accessible, speedy retrieval.

##### **4.3 Advanced Paper Shredding and certified document destruction.**

- Shredding ability to handle large volumes of documents.
- Secure transportation to shredding premises.
- Providing the NLC with a waybill certificate of document destruction post-shredding.

##### **4.4 Collection and secure transportation of records/ documents from various sites.**

The above services must be provided in compliance with the various laws, including POPIA

### Additional Information:

- Collect a maximum of 12000 boxes, sizes 15kg and 20kg, of documents from the current service provider, including those located in NLC offices nationwide. See Table Annexure 1 indicating the distribution of boxes in each province, including the boxes currently kept in the NLC head office.
- The bidder must provide a detailed breakdown of the costs associated with the take-on process and the costs related to the permanent withdrawal from the current offsite storage facility.
- Handle the boxes by registering all box barcodes in the system.
- Provide secure and climate-controlled offsite storage facilities for the Commission's documents, ensuring fire and pest control on-site.
- Maintain a systematic filing and indexing system for efficient records management.
- Implement comprehensive security measures to safeguard the stored materials.
- Comply with all relevant legislation, including the Protection of Personal Information Act.
- Comply with standards set by the National Archives and Records Service of South Africa, including "the National Archives and Records Service of South Africa and ISO 11799: 2015.
- Store records in various formats, including A5 and A3 paper, paper file covers, lever arch file covers, standard archive boxes, and Universal Serial Bus (USB) devices.
- Provide secure transport facilities for collecting documents from various provinces and delivering them to the offsite storage facility.
- Handle transportation per trip, including packaging and securing the documents during transit.
- Offer document scanning services, including digitising documents into a format compatible with the NLC's document management system including PDF and TNG formats using the provider's system.
- Ensure accuracy and promptness in retrieval services for requested documents.
- Specify the cost associated with the retrieval of boxes.
- Provide progress reports to the NLC on a quarterly basis, detailing the status of document storage, retrieval, and digitisation activities.
- Provide all necessary packaging materials (e.g., boxes, labels, barcodes, etc.).

- Provide all necessary equipment, hardware, software, and personnel required for the take-on of records.
- Verify the packed material against the list provided by the NLC.
- Collect records/documents from the NLC Head Office and 9 Provincial offices, as specified in the SLA between the NLC and the successful service provider, comprising approximately 12,000 boxes in total.
- Provide certified shredding and destruction of documents.

### 5. TECHNICAL REQUIREMENTS

Bidders must consider the following technical requirements when preparing their proposal:

#### 5.1 Number of User Access

- The number of users who will require access to the online document portal is expected to be in the range of 15 to 20.
- The successful bidder must provide a detailed pricing structure for user access per user to the online document portal, considering factors such as the number of users and the level of access required.

#### 5.2 Document Hosting

- NLC to determine whether the scanned documents will be hosted on the service provider's servers or NLC's own infrastructure.
- Bidders must provide pricing based on both alternatives.

#### 5.3 Metadata Structure

- A standardized metadata structure must be developed to ensure consistent indexing and retrieval of documents.
- NLC will work with the successful bidder to align the metadata structure with NLC's existing systems.

#### 5.4 System Integration

- NLC's Technical team will assess the compatibility of the service provider's system with NLC's existing document management system.
- Bidders must indicate whether their systems are API-based or use other means of data exchange.

### 5.5 Index Report – Request

- The current service provider will provide a detailed index report of the documents being transferred.
- The successful bidder must assist with verifying and reconciling the index report to ensure the accuracy of transferred records.

## 6. QUALIFICATIONS AND EXPERIENCE

**Please include a one-page CV for each person that will be working on this project and serve as client interface with the NLC:**

| <b>Job function and years of experience required:</b> | <b>Person assigned to NLC</b> | <b>Qualification</b> |
|-------------------------------------------------------|-------------------------------|----------------------|
| <b>X</b>                                              |                               |                      |
| <b>Y</b>                                              |                               |                      |

## 7. DELIVERABLES

The following services are required:

### 7.1 The Offsite Document Storage Services to Include:

- Climate-controlled storage units. Online and physical access to documents to view and retrieve from any warehouse or via device with an internet connection.
- Document organisation and indexing.
- Inventory management and document purging.

### 7.2 Scanning Services to include:

- Scanning in various formats including PDF to JPEG and TIFF.
- Secure Storage.
- Accessible, speedy retrieval.

### 7.3 Advanced Paper Shredding and certified document destruction to include:

- Shredding ability to handle large volumes of documents.
- Secure transportation to shredding premises.

- Providing the NLC with a certificate of destruction post-shredding certificate.

#### 7.4 Collection and secure transportation of records/ documents from various sites:

- Successful collection of records/documents from the NLC Head Office and eight (8) Provincial offices, as specified in the SLA between the NLC and the service provider.
- This includes an estimated 12000 boxes, sizes 15kg and 20kg, of documents from the current service provider, including those located in NLC offices nationwide. Refer to the annexure.

The NLC requires the following International Standard Organisation – ISO compliance certificates:

- ISO/IEC 27001 for Information Security Management.
- ISO 9001 for Quality Management.

#### Additional Information:

- Successful collection of a maximum of 12000 boxes, sizes 15kg and 20kg, of documents from the current service provider, including those located in NLC offices nationwide.
- Provision of secure and climate-controlled offsite storage facilities for the Commission's documents Ensuring fire and pest control on site.
- Implementation of comprehensive security measures to ensure the safeguarding of stored materials.
- Maintenance of a systematic filing and indexing system for efficient records management.
- Successful collection of records/documents from the NLC Head Office and eight (8) Provincial offices, as specified in the SLA between the NLC and the service provider.
- Provide document scanning services to digitize documents into PDF and TNG formats using the provider's system.

## 8. BILLING AND COST STRUCTURE

The service provider must outline their billing structure, including but not limited to:

### 8.1 Billing Method

- The service provider must specify whether billing will be based on per square cubic meter, per item, or another metric to ensure transparency and comparability.

### 8.2 Turnaround Times and Retrieval Costs

- The service provider must specify the turnaround times for retrieving the boxes and costs associated with accelerated retrievals. They should define the system, method, or file plan for securely storing and accessing documents.

### 8.2 Annual Audit Requirements

- To ensure accuracy and prevent discrepancies, the service provider must allow for an annual audit by the National Lotteries Commission (NLC). This audit will verify that the items in storage are accurately accounted for and reflect the actual number of boxes stored.

### 8.3 Cost Sheet

- Provide a detailed breakdown of all fees/costs, including potential annual increases. Key fees to include are Retrieval Costs, Handling Charges, RFID Labels, Rush Delivery, Trip Charges, Re-Boxing Fees, Storage Minimum Fees, Minimum Service Order Fees, Fuel Surcharge, Administrative Fees, Archival Destruction or Certified Shredding, items not in Inventory or "File Not Found" Fee, Transportation Wait Time Fee, Labor Fee, Digital Delivery Fee, Outside Courier or Client Handling, and Permanent Withdrawal Fee.

### 8.4 Permanent Withdrawal Clarification

- Clearly define the Permanent Withdrawal policy, including the fee structure and implications for removing items from storage permanently. Ensure that the NLC understands the responsibility to pay these fees, especially upon the conclusion of a contract. Guide how to monitor invoices to avoid incorrect charges related to permanent withdrawals.

## 9. DURATION OF THE PROJECT

The expected duration of the project is for five years (5) from the date of signing of the service level agreement (SLA).

## SECTION 2: NOTICE TO BIDDERS

### 1. Terms and conditions of Request for Proposal (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 the tax matters are compliant.
- 1.9 All questions regarding this RFP must be forwarded to [bids@nlcsa.org.za](mailto:bids@nlcsa.org.za).
- 1.10 Any supplier who has reasons to believe that the RFP specification is based on 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 **Language**

- 2.4.1 Bids shall be submitted in English.

## 2.5 **Gender**

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

## 2.6 **Headings**

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

## 2.7 **Occupational Injuries and Diseases Act 13 of 1993**

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

## 2.8 **Processing of the Bidder's Personal Information**

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

- 2.8.3 The following persons will have access to the Personal Information collected:
- 2.8.3.1 The commission personnel participating in procurement/award procedures; and
  - 2.8.3.2 Members of the public: within seven working days from the time the bid is awarded, the following information will have to be made available on National Treasury's e-Tender portal:
    - 2.8.3.2.1 contract description and bid number.
    - 2.8.3.2.2 names of the successful bidder(s) and preference points claimed.
    - 2.8.3.2.3 the contract price(s) (if possible).
    - 2.8.3.2.4 contract period.
    - 2.8.3.2.5 names of directors; and
    - 2.8.3.2.6 date of completion/award.
  - 2.8.4 The commission will ensure that the rights of the Bidder and of its employees and representatives (i.e., the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures as specified in the commission PAIA manual.
  - 2.8.5 In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in section 2.9.1 above.

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

A compulsory Briefing Session will be conducted, refer to below information;

Date: 11 April 2025 @ 11:00 Venue:  
National Lotteries Commission 333  
Grosvenor Street  
Block D, Hatfield Gardens Hatfield.

### **4. Validity Period**

- 4.1 The Commission requires a validity period of 120 Days from closing date 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 [bids@nlcsa.org.za](mailto:bids@nlcsa.org.za), before the closing date.
- 7.2 In the interest of fairness and transparency the NL C'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 NLLC 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.

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 six (6) phase/stage evaluation criteria will be considered in evaluating the proposals, these being as follows:**

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

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

The closing date Tender is **25 April 2025 at 11:00am** Standard South African Time. Any late tenders will not be accepted. Tenders are to be submitted to the NLC's tender box at the following physical address:

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

##### **1.2 Bid Formats (1 hard copy and 1 USB)**

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

Only electronically submission in a form of Universal Serial bus (USB) and hardcopies will be accepted.

##### **Bid submission guidelines:**

**Bidders are required to ensure that the bid submission is saved properly and accessible in the USB as blank/empty USB will be disqualified.**

The USB must be clearly marked with the name of the bidder and arranged and properly as follows:

- Mandatory Bid Compliance Documents, Standard Bidding Documents (SBD)

Forms, Technical and Financial Proposals must be submitted in one (1) electronic (USB) submission.

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

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

**Financial/pricing information must be 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.

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

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

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

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

### **Stage 2: Administrative Compliance**

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

| <b>Evaluation Criteria</b>                                                                                                 | <b>Supporting Document</b>                                    |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| SBD 1: Invitation to tender                                                                                                | Fully Completed Standard Bidding Documents                    |
| SBD 6.1: Preference points claim form in terms of the preferential procurement regulations 2011                            | Fully Completed Standard Bidding Documents                    |
| Bidder's tax compliance confirmation                                                                                       | Valid SARS Tax Pin                                            |
| Whether Bidders is registered on CSD. Only foreign suppliers with no local registered entity need not register on the CSD- | Proof of Central Supplier Database (CSD) registration report. |
| Original signed consent form in terms of the Protection of Personal Information Act No.4 of 2013 (POPIA)                   | POPIA Consent Form                                            |
| BBBEE Certificate in terms of Codes of Good Practice- Valid                                                                | A valid BEE Certificate/Sworn Affidavit                       |
| Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorised person.   | SBD Forms duly completed and signed and pricing schedules.    |

### **Stage 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 Administrative Compliance Evaluation will include the following:

| <b>Evaluation Criteria</b>                                                                                                                 | <b>Supporting Document</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| 1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable).                   | JV Agreement.              |
| 2. Bidders must submit a fully complete declaration of interest form (failure to declare honestly will lead to bidder being disqualified). | SBD 4.                     |

## REQUEST FOR PROPOSALS - OFFSITE STORAGE AND DOCUMENT SCANNING SERVICES FOR FIVE (5) YEARS

|                                                                                                                                                                                                    |                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 3. The NLC requires the following International Standard Organisation – ISO compliance certificates:<br><br>ISO/IEC 27001 for Information Security Management.<br>ISO 9001 for Quality Management. | Recently certified copies of certificates.                           |
| 4. The NLC requires the following documents:<br><br>National Archives and Records Service of South Africa (NARSSA) letter of compliance                                                            | The letter of compliance from the bidder or the corresponding report |
| 5. Pricing Schedule                                                                                                                                                                                | Pricing Schedule                                                     |

### 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 the date of request hard copy certified qualifications, memberships certificates, COIDA etc. which may have been requested for mandatory or functionality assessment.

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

### Stage 4: Technical evaluation

The following weighting system will apply and only bidders scoring a minimum of 70 points or more will be eligible to migrate to the evaluation phase of this bid.

## REQUEST FOR PROPOSALS - OFFSITE STORAGE AND DOCUMENT SCANNING SERVICES FOR FIVE (5) YEARS

| CATEGORY           | CRITERIA DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | WEIGHTINGS(%)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | SCORING MATRIX |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Company Experience | <p>The bidder must provide a track record in providing off-site storage solutions including for public entity related documentation. The bidder must demonstrate a proven track record in off-site storage solutions. This will be verified through contactable client references, not appointment letters. References must be provided in the form of written letters dated within the past two (2) years. These letters should be dated, signed by authorized personnel on the client's official letterhead and detail the similar off-site storage services provided by the bidder.</p> <p><b>Maximum of 25 points for presentation of track record in off-site storage through the reflection of written reference letters.</b></p> | <ul style="list-style-type: none"> <li>• 5 or more compliant reference letters from different clients = <b>5</b> points</li> <li>• 4 compliant reference letters from different clients = <b>4</b> points</li> <li>• 3 compliant reference letters from different clients = <b>3</b> points</li> <li>• 2 compliant reference letters from different clients = <b>2</b> points</li> <li>• 1 compliant reference letter = <b>1</b> points</li> <li>• No reference letters submitted = <b>0</b> points</li> </ul> | <b>25%</b>     |
| Company profile    | <p>The bidder must submit a comprehensive and detailed company profile that includes the following (references to a website is not accepted):</p> <ul style="list-style-type: none"> <li>• Organizational structure</li> <li>• Ownership details of vehicles/ fleet that will be used for the service required.</li> <li>• Premises where the documents will be stored</li> </ul>                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Company profile submitted covering all items from the list in a comprehensive and detailed manner and provides additional services included in the service offering. = <b>5</b></li> <li>• Company profile submitted covering all items from the list in a comprehensive and detailed manner. = <b>4</b></li> </ul>                                                                                                                                                   | <b>10%</b>     |

## REQUEST FOR PROPOSALS - OFFSITE STORAGE AND DOCUMENT SCANNING SERVICES FOR FIVE (5) YEARS

| CATEGORY                               | CRITERIA DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | WEIGHTINGS(%)                                                                                                                                                                                                                                                                                                                                                                                                                       | SCORING MATRIX |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                                        | <p>(owned or leased); and include the signed lease agreement or proof thereof.</p> <ul style="list-style-type: none"> <li>• The Business Continuity plan.</li> <li>• All necessities required for the service. equipment, tools, software, and resources required to provide the services.</li> </ul> <p>If the bidder has enlisted third parties to perform any necessary functions, they must furnish evidence of a joint venture along with a Service Level Agreement (SLA) outlining the specifics of this collaboration. This should encompass the scope of the third party's responsibilities, as well as their expertise and experience in the matter.</p> | <ul style="list-style-type: none"> <li>• Company profile submitted listing all items from the list stated = 3</li> <li>• Company profile submitted covering three (3) to four (4) of the items from the list stated = 2</li> <li>• Company profile submitted covering only one (1) to two (2) items from the list stated = 1</li> <li>• Company profile not submitted or does not cover any of the items on the list = 0</li> </ul> |                |
| Key Personnel Experience/ Capabilities | <ul style="list-style-type: none"> <li>• The Bidder must provide key personnel's proof of expertise with regards to the requirements of the services required as per the RFP</li> <li>• Curriculum Vitae (CV's) of key personnel two (2) and two (2) project team members to be involved on the implementation of the project not longer than one page each, shall be included in your proposal.</li> </ul>                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• More than 10 years of experience (average of combined years of experience) = 5 points</li> <li>• More than 8 years up to and including 10 years of experience (average of combined years of experience) = 4 points</li> <li>• More than 4 years up to and including 8 years of experience (average of combined years of experience) = 3 points</li> </ul>                                  | 20%            |

## REQUEST FOR PROPOSALS - OFFSITE STORAGE AND DOCUMENT SCANNING SERVICES FOR FIVE (5) YEARS

| CATEGORY                  | CRITERIA DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | WEIGHTINGS(%)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | SCORING MATRIX |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• More than 1 years up to and including 4 years of experience (average of combined years of experience) = 2 points</li> <li>• Less than 1 year of experience (average of combined years of experience) = 1 point</li> <li>• No experience = 0 points</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |
| Project Plan/ Methodology | <p>The bidder must provide a detailed project plan depicting how the scope of work will be delivered. The methodology and approach must contain the following requirements:</p> <ul style="list-style-type: none"> <li>• <b>Storage Facility Continuity Plan</b></li> <li>• <b>Risk Management and Controls.</b></li> <li>• <b>Equipment Malfunction control. Security access control.</b></li> <li>• <b>Power outages and load shedding.</b></li> <li>• <b>Standard Operating Procedures-</b> (must operate minimum Mon- Fri)</li> <li>• <b>Environmental Control</b><br/>Monitoring of environmental conditions (temperature, humidity, etc.).</li> <li>• <b>Compliance with the prescripts of the Occupational health and safety act, 85 of 1993 and Compliance with ISO 11799</b> for archival storage, ensuring adherence to environmental controls, security measures, and preservation requirements to maintain the integrity of stored records.</li> </ul> | <ul style="list-style-type: none"> <li>• A detailed methodology and approach that clearly demonstrates and comprehensively covers all 8 requirements and additional value adding information. = 5 points.</li> <li>• A detailed methodology and approach that clearly demonstrates and comprehensively covers all 8 requirements = 4 points.</li> <li>• A detailed methodology and approach that only list or partially provides information that covers all 8 requirements = 3 points.</li> <li>• A detailed methodology and approach that meets 5-7 of the requirements or only provides a partial/ high level methodology. = 2 points.</li> <li>• A methodology and approach not detailed/ meets 3-4 of the 8 requirements = 1 points.</li> <li>• A methodology and approach not detailed/ meets less than 3 of the 8 requirements = 0 points.</li> </ul> | 20%            |

## REQUEST FOR PROPOSALS - OFFSITE STORAGE AND DOCUMENT SCANNING SERVICES FOR FIVE (5) YEARS

| CATEGORY        | CRITERIA DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | WEIGHTINGS(%)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | SCORING MATRIX |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Site Inspection | <p>NLC will perform a site visit to assess the following 5 items:</p> <ul style="list-style-type: none"> <li>• <b>Existence of a storage facility and physical building</b> (NARS-compliant, fireproofed, and waterproof).</li> <li>• <b>Compliance with ISO 11799:2015</b> for archival storage, ensuring proper environmental controls, security measures, and preservation requirements.</li> <li>• <b>The premises of the storage facility, including all equipment and infrastructure, must meet the requirements of the Occupational Health and Safety (OHS) Act, 85 of 1993.</b></li> <li>• <b>Monitored 24-Hour Security</b> to prevent unauthorized access.</li> <li>• <b>The bidder must provide a fire detection and prevention plan</b> to mitigate fire risks.</li> <li>• <b>Proof of backup power system</b> (including Generator/Solar) to ensure continuous operations during power outages and load shedding.</li> </ul> | <ul style="list-style-type: none"> <li>• Bidder addressed 5 out of 5 items of an exceptionally, demonstrating high quality and compliance and had additional measures/ standards in place = 5 points.</li> <li>• Bidder addressed all five the items demonstrating exceptionally high-quality compliance and facilities. = 4.</li> <li>• Bidder addressed all 5 items in compliance with the requirements = 3.</li> <li>• Bidder partially addressed one to two of the items as set out in the requirements items = 2.</li> <li>• Bidder partially addressed 2 to 5 of the items as set out in the requirements = 1.</li> <li>• Bidder failed to address all the items = 0.</li> </ul> | 25%            |
|                 | <b>Total Weighting:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>100</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |
|                 | <b>Minimum qualifying score required:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>70</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |

*Points awarded will be allocated to the weighting. For example, if the weighting is 40, 5 points equates to 40. Only bidders that scored the minimum technical qualifying score of **70** and above will be evaluated further on Price and Special Goal.*

## **Stage 5: Pricing and Special Goals**

**The evaluation for Pricing and Specific goals will include the following:**

In terms of Preferential Procurement Regulation 2022 of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the Department on the 80/20 preference point system in terms of which points are awarded to bidders on the basis of:

- i. Bid price (maximum 80 points)
- ii. Specific goals (maximum 20 points)

**Preferential points will be allocated as per table below:**

Note that only bidders who obtain the minimum qualifying score of 70 will be evaluated further on 80/20 and specific goals. The bidders will be awarded highest scoring bidders on price and specific goals.

| 1. Procurement from entities who are Black Owned       | Sub - points for specific goals | Maximum points for specific goals | Relevant Evidence                                       |
|--------------------------------------------------------|---------------------------------|-----------------------------------|---------------------------------------------------------|
| Tenderer who have 100% black Ownership                 | 8                               | <b>8</b>                          | CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit |
| Tenderer who have 51% to 99% black ownership           | 4                               |                                   |                                                         |
| Tenderer who have less than 51% black ownership        | 0                               |                                   |                                                         |
| 2. Procurement from entities who are Black women Owned |                                 | <b>4</b>                          | CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit |
| Tenderer who have 100% women Ownership                 | 4                               |                                   |                                                         |
| Tenderer who have 30% to 99% women ownership           | 2                               |                                   |                                                         |
| Tenderer who have less than 30% women ownership        | 0                               |                                   |                                                         |
| 3. Black Youth Ownership                               |                                 | <b>4</b>                          | CSD report /B-BBEE                                      |
| Tenderer who have 100% black youth ownership           | 4                               |                                   |                                                         |

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

### Stage 5: Due Diligence

NLC reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

### Stage 6: Contract and Award

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

## THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OFFSITE STORAGE AND DOCUMENT SCANNING SERVICES FOR FIVE (5) YEARS

### Section 4: INVITATION TO BID (SBD 1)

| YOU ARE HEREBY INVITED                         |                                                                                                                         |             |                     |                                         |              |               |                |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|-----------------------------------------|--------------|---------------|----------------|
| BID NUMBER:                                    | NLC/2025-001                                                                                                            | ISSUE DATE: | 03/04/2024<br>..... | CLOSING DATE:                           | 25/04/2024   | CLOSING TIME: | 11:00<br>..... |
| DESCRIPTION                                    | APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OFFSITE STORAGE AND DOCUMENT SCANNING SERVICES FOR FIVE (5) YEAR |             |                     |                                         |              |               |                |
| BID RESPONSE DOCUMENTS                         |                                                                                                                         |             |                     |                                         |              |               |                |
|                                                |                                                                                                                         |             |                     |                                         |              |               |                |
|                                                |                                                                                                                         |             |                     |                                         |              |               |                |
|                                                |                                                                                                                         |             |                     |                                         |              |               |                |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO |                                                                                                                         |             |                     | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: |              |               |                |
| CONTACT PERSON                                 | SCM                                                                                                                     |             |                     | CONTACT PERSON                          | SCM          |               |                |
| TELEPHONE NUMBER                               | 012 432 1309                                                                                                            |             |                     | TELEPHONE NUMBER                        | 012 432 1300 |               |                |
| FACSIMILE NUMBER                               |                                                                                                                         |             |                     | FACSIMILE NUMBER                        |              |               |                |
| E-MAIL ADDRESS                                 |                                                                                                                         |             |                     | E-MAIL ADDRESS                          |              |               |                |
| SUPPLIER INFORMATION                           |                                                                                                                         |             |                     |                                         |              |               |                |
| NAME OF BIDDER                                 |                                                                                                                         |             |                     |                                         |              |               |                |
| POSTAL ADDRESS                                 | <div> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>        |             |                     |                                         |              |               |                |
| STREET ADDRESS                                 |                                                                                                                         |             |                     |                                         |              |               |                |
| TELEPHONE                                      | CODE                                                                                                                    |             |                     | NUMBER                                  |              |               |                |

|  |                                                                                                                                                       |                                                   |  |                                          |                                 |                                                                                                              |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--|------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------|
|  | NUMBER                                                                                                                                                |                                                   |  |                                          |                                 |                                                                                                              |
|  | CELLPHONE<br>NUMBER                                                                                                                                   |                                                   |  |                                          |                                 |                                                                                                              |
|  | FACSIMILE<br>NUMBER                                                                                                                                   | CODE                                              |  | NUMBER                                   |                                 |                                                                                                              |
|  | E-MAIL<br>ADDRESS                                                                                                                                     | <input type="checkbox"/> <input type="checkbox"/> |  |                                          |                                 |                                                                                                              |
|  | VAT<br>REGISTRATION<br>NUMBER                                                                                                                         | <input type="checkbox"/> <input type="checkbox"/> |  |                                          |                                 |                                                                                                              |
|  | SUPPLIER<br>COMPLIANCE<br>STATUS<br><input type="checkbox"/><br><br><input type="checkbox"/><br><br><input type="checkbox"/> <input type="checkbox"/> | TAX<br>COMPLIANCE<br>SYSTEM<br>PIN:               |  | O<br>R                                   | CENTRAL<br>SUPPLIER<br>DATABASE | UNIQUE<br>REGISTRATION<br>REFERENCE<br>NUMBER: <input type="checkbox"/><br><br>MAAA <input type="checkbox"/> |
|  | B-BBEE<br>STATUS<br>LEVEL<br>VERIFICATION<br>CERTIFICATE                                                                                              | TICK APPLICABLE BOX]<br><br>Yes No                |  | B-BBEE STATUS<br>LEVELSWORN<br>AFFIDAVIT |                                 | [TICK<br>APPLICABLE<br>BOX]<br><br>Yes No                                                                    |

|                                                                                                                                                                                                                                                                                                                                                        |                                      |                                                                                  |                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------|
| <b>RFP2023-007 – WORK STUDY</b>                                                                                                                                                                                                                                                                                                                        |                                      |                                                                                  |                                                    |
| <b>1</b> ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?                                                                                                                                                                                                                                                 | Yes No<br><br>[IF YES ENCLOSE PROOF] | <b>2</b> ARE YOU A FOREIGNBASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | Yes No<br><br>[IF YES, ANSWER QUESTIONAIRE BELOW ] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                                                                                                                                                      |                                      |                                                                                  |                                                    |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?YES NO<br><br>DOES THE ENTITY HAVE A BRANCH IN THE RSA?YES NO<br><br>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?<br>YES NO<br><br>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?<br>YES NO<br><br>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?YES NO |                                      |                                                                                  |                                                    |

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.**

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. TAX COMPLIANCE REQUIREMENTS**

- 1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 1.2 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.
- 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**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

### 1. PURPOSE OF THE FORM

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

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

### 2. Bidder's declaration

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

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

| Full Name | Identity Number | Name of institution | State |
|-----------|-----------------|---------------------|-------|
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |
|           |                 |                     |       |

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

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

**2.2.1** If so, furnish particulars:

.....

...

.....

...

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

**2.3.1** If so, furnish particulars:

.....

.....

### **3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the product or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

.....

Signature

Date

.....

.....

...

Position

Name of bidder

## 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:

|                                                  | POINTS     |
|--------------------------------------------------|------------|
| PRICE                                            |            |
| SPECIFIC GOALS                                   |            |
| <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:

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

80/20                      or                      90/10

Where

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

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$Ps = 80 \left( 1 + \frac{80/20 \cdot \frac{Pt - P_{max}}{P_{max}}}{1} \right) \text{ or } Ps = 90 \left( 1 + \frac{90/10 \cdot \frac{Pt - P_{max}}{P_{max}}}{1} \right)$$

Where

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

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

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....
- 4.5. TYPE OF COMPANY/ FIRM

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

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

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

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

## SECTION 6: CONSENT REQUEST FORM

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### **SCM:**

### **CONSENT REQUEST FORM**

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

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

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

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

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

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

### **PART A**

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

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

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

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Signature of Designation person

## PART B

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

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

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

Method of Communication will be via: Email/Postal

☐ Give my consent.

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

☐

Full Name:    Date:

### WITHDRAWAL OF CONSENT ONCE GIVEN

You may withdraw your consent at any time.

Write or email us at the address above, advising us of your consent withdrawal

## ANNEXURE 1

### PRICING SCHEDULE: APPOINTMENT OF A SERVICE PROVIDER FOR OFFSITE STORAGE AND DOCUMENT SCANNING SERVICES FOR FIVE (5) YEARS FOR THE NATIONAL LOTTERIES COMMISSION FOR A PERIOD OF FIVE YEARS

**Table 1: Background – current off-site storage**

| Province                         | Area where documents are currently stored off-site | Estimated number of boxes stored off-site |
|----------------------------------|----------------------------------------------------|-------------------------------------------|
| 1. Gauteng and Northwest         | Pretoria                                           | 7000                                      |
| 2. Free State and Northern Cape  | Bloemfontein                                       | 458                                       |
| 3. Western Cape and Eastern Cape | Cape Town                                          | 550                                       |
| 4. Mpumalanga                    | Nelspruit                                          | 374                                       |
| 5. Limpopo                       | Polokwane                                          | 456                                       |
| 6. Kwa-Zulu Natal                | Durban                                             | 647                                       |
| 7. NLC Head Office               | Hatfield                                           | 2515                                      |
| <b>Total estimates of boxes</b>  |                                                    | <b>12000</b>                              |

Please provide prices (VAT Inclusive) using table 2 below for the appointment of a service provider for offsite storage and document scanning services for the National Lotteries Commission according to the scope requirements provided in paragraph 4 of the terms of reference:

**Table 2: Pricing proposal**

*Pricing Schedule: OFFSITE STORAGE AND DOCUMENT SCANNING SERVICES*  
NLC/2025 - 001

## ANNEXURE 1

| (A) Initial Take-on from NLC Head office (Hatfield)                         |                |              |          |                 |     |                |
|-----------------------------------------------------------------------------|----------------|--------------|----------|-----------------|-----|----------------|
| Boxes -Initial Take-on                                                      | QTY            | Unit price   | Term     | Initial Take-on | Vat | Total Incl VAT |
| <b>Initial Take-On - Once off fee</b>                                       |                |              |          |                 |     |                |
| Collection of Boxes                                                         | 12000          | R            | Once off | R               | R   | R              |
| Box Registration                                                            | 12000          | R            | Once off | R               | R   | R              |
| Barcode Labels                                                              | 12000          | R            | Once off | R               | R   | R              |
|                                                                             |                | R            | Once off | R               | R   | R              |
| <b>Total</b>                                                                |                |              |          |                 |     |                |
| <b>(B) On-Going Rates excluding vat</b>                                     |                |              |          |                 |     |                |
|                                                                             | QTY            | Y1           | Y2       | Y3              | Y4  | Y5             |
| Retrieval Search Fee                                                        | Per box        | R            | R        | R               | R   | R              |
| Data Capture per Box                                                        | Per box        | R            | R        | R               | R   | R              |
| Destruction Fee                                                             | Per box        | R            | R        | R               | R   | R              |
| User Access for online document portal                                      | Per person     |              |          |                 |     |                |
| Digitize (scanning) of documents                                            | Per page       | R            | R        | R               | R   | R              |
| Suitable liability insurance for records                                    | For five years | R            | R        | R               | R   | R              |
| <b>Consumables</b>                                                          |                |              |          |                 |     |                |
| Jumbo Storage Box                                                           | 1              | R            | R        | R               | R   | R              |
| Barcode Labels                                                              | 1              | R            | R        | R               | R   | R              |
| Backing Board Clip                                                          | 1              | R            | R        | R               | R   | R              |
| Box Wallet                                                                  | 1              | R            | R        | R               | R   | R              |
| Tamper proof seals - boxes/containers                                       | 1              | R            | R        | R               | R   | R              |
| Standard A4 Document Box                                                    | 1              | R            | R        | R               | R   | R              |
| Collection/Delivery (more than 10 boxes) – standard 24-hour delivery period |                | R            |          |                 |     |                |
| Hosting of data on behalf of NLC                                            | per month      |              |          |                 |     |                |
| <b>(C) Box Storage</b>                                                      |                |              |          |                 |     |                |
| Storage Standard Document Box                                               | QTY            | Monthly rate | Term     | Total           | VAT | Total Incl VAT |
| Year 1                                                                      | 12000          | R            | 12       | R               | R   | R              |
| Year 2                                                                      | 13000          | R            | 12       | R               | R   | R              |
| Year 3                                                                      | 13500          | R            | 12       | R               | R   | R              |
| Year 4                                                                      | 14000          | R            | 12       | R               | R   | R              |
| Year 5                                                                      | 14500          | R            | 12       | R               | R   | R              |
| <b>Total</b>                                                                |                |              |          | R               | R   | R              |



## ANNEXURE 1

|                                                   |   |
|---------------------------------------------------|---|
| Total Bid Price for 5 years Including VAT (A+B+C) | R |
|---------------------------------------------------|---|

***NLC2025-001 – Offsite Storage Pricing Schedule***

.....  
**Bidder Name**

.....  
**Signature**