

333 Grosvenor Street
 Hatfield Gardens
 Hatfield | Pretoria
 (T) +27 12 432 1300
 (F) +27 12 432 1404



NATIONAL LOTTERIES COMMISSION

REQUEST FOR PRICE PROPOSALS FOR THE APPOINTMENT OF ACCREDITED CONTRACTORS FOR GENERAL BUILDING ROUTINE, PREVENTATIVE AND REACTIVE MAINTENANCE FOR THE MPUMALANGA OFFICE IN NELSPRUIT FOR A PERIOD OF TWO (2) YEARS

BID PROCESS	BID REQUIREMENTS
Tender number	RFP 2023 -079
Bid Advertisement Date	29 August 2023
Closing date and time	20 September 2023 at 11:00 (South African Standard Time)
Tender validity period	90 business working days from [From 20 September 2023 – 30 January 2024]
Compulsory Briefing meeting	Compulsory Briefing session: 13 September 2023 @ 11:00 29 Roodt Street Nelspruit 9459 Mpumalanga
Tenders are to be delivered to the following address on the stipulated closing date and time:	The proposal must be submitted via USB and handed in or delivered to: National Lotteries Commission Office 29 Roodt Street Nelspruit 9459 Mpumalanga Only USB bid submissions will be accepted. No Hardcopies.

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SECTION 1: BACKGROUND, OVERVIEW AND RFP SCOPE OF REQUIREMENTS

1. Introduction

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

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

2. Background

In The National Lotteries Commission (NLC) is a public entity established in terms of the Lotteries Amendment Act (No 32 of 2013) to regulate the National Lottery as well as other lotteries, including society lotteries. The NLC evolved out of the National Lotteries Board, established in terms of the Lotteries Act No 57 of 1997. Amongst other things, the NLC is charged with the primary responsibility to manage the National Lottery Distribution Trust Fund (NLDTF) into which the proceeds of the National Lottery are deposited and subsequently distributed for good causes.

The NLC Mpumalanga office has been operational since 2019 with minimal challenges throughout the years. The facility requires regular maintenance to ensure that its life span is retained to its original state. The facilities management plan spans both minor and major maintenance services with a scope of works that varies depending on the complexity and/or defects at the facility. Corresponding duties will focus on both the facility and occupants of the building to work together in a way that benefits operations. The NLC in its office buildings have the following objective:

- Effective building operations
- Sustainable ground maintenance
- Project management
- Real estate management
- Employees safety and security
- Environmental and sustainability management

It is with the above that the NLC requires a qualified contractor for general building routine,

preventative and reactive maintenance for the Mpumalanga Office in Nelspruit.

3. RFP Scope of Requirements

The work to be carried out shall consist of, but not be limited to, the following general activities:

Preventive Maintenance - Work which must be done to **preserve and extend the useful life** of various elements of your physical property and avoid emergency situations.

Programmed Maintenance - Work which is important and is completed to the greatest extent possibly within time and budget constraint. Programmed maintenance is grouped and scheduled to make their completion as efficient as possible. Sources of programmed maintenance will include:

1. Routine Work includes those tasks that need to be done on a regular basis to keep the physical property in good shape.
2. Inspections are the other source of programmed maintenance.
 - Inspections are visual and operational, examinations of parts of the property to determine their condition.

Requested Maintenance - Work which is **requested by residents or others** does not fall into any category above, and should be accomplished as time and funds are available.

The following are the scope requirements for the service provider:




- General reactive maintenance of fixtures and fittings (cupboards, benches, desks, drawers, doors) throughout the above identified property as requested by the Provincial Manager.
- Replacement works associated with the above fixtures and fittings.
- Repair and replacement work to minor partitioning, floor covering, ceiling and any internal structures as well as fixtures and fittings.
- General handyman duties through the identified properties on request of the Provincial Manager.
- Preparation and submission of service/activity reports.
- Attendance for urgent and emergency works needed to general infrastructure.
- Other minor works not specifically identified but necessary for the effective completion of the specified tasks and procedures; and
- Provide quotes for works on request of the Provincial Manager.


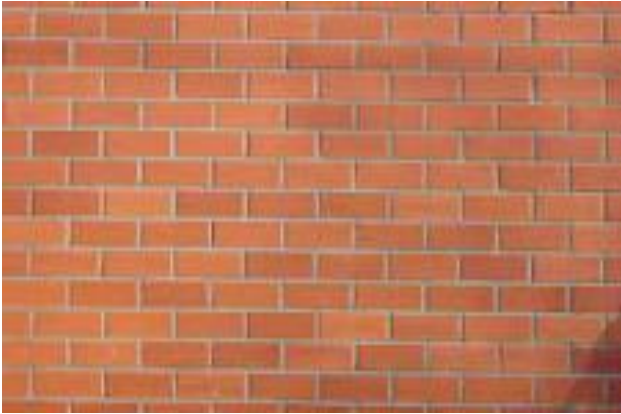


4. Deliverables

- Minor and major Plumbing works,
- Minor Electrical Works – Proof of Qualification required (Wireman's licence etc.),
- Minor and major Glazing works.
- Provision of Lock Smith.

- Domestic Water Filtration System.
- Minor and major Air-conditioning works
- Minor and Major Standby generator services
- Diesel Supply
- Garden maintenance and external cleaning services – Weekly
- Minor and major Fire detection system inclusive of fire extinguishers
- Waste Management

5. Maintenance Scope of works / approach

GROUND MAINTENANCE WORK, LANDSCAPING, ETC.		
LANDSCAPING	<p>General maintenance of existing lawn, Walk property-pick up trash Mow lawn (trim); edges if needed Rake leaves (Fall, spring) Snow (Shovel, low) Treat (Walkways) Seasonal cleaning (Spring and Fall)</p>	
PAVING	<p>Existing paving:</p> <p>Sweep paving blocks Wash paving blocks Wash out the grout Repair grouting in-between the pavers Redirect water to flow away from the paving This will also prevent moss from growing from the paving Seal paving</p>	 
MASONRY, BRICKWORK, PLASTERED WALLS, FACEBRICK, ETC.		
STOCK BRICK, PLASTERED WALLS	<p>Plastered walls – Patch small holes as they occur and ensure that the correct material is used to patch the holes on cement slurry plastered walls</p>	

	<p>If the cracks are large, uneven in width, or recessed, a structural assessment is required to carry a feasible structural integrity assessment as the problem may be structural.</p>	
FACEBRICKS	<p>Facebricks wall are to be inspected annually Clean facebrick with mild detergent Unclog weep holes Use and/or evenly apply bleach to banish moss, mold and mildew Clean and wash off pesky plant growth Use sealants to protect masonry from water damage Repoint aging facebrick</p>	
WATERPROOFING, ETC.		
DAMP-PROOF COURSE	<p>Derbigum – Roof concrete slabs</p> <p>Floated concrete surfaces are to be finished smooth without voids and/or protrusions.</p> <p>One-layer Derbigum SP4 waterproofing membrane, with 75mm side laps and 100mm end laps, sealed to primed surface to falls and crossfalls by torch-fusion finished with two coats bituminous aluminium paint. Waterproofing to be installed by an approved derbigum contractor under a ten-year guarantee.</p> <p>The weep holes allow water to escape from behind the wall, to also allow moisture to escape from your wall cavity and provide ventilation. With weep holes, you can relieve pressure on your concrete slab and avert a lot of problems.</p> <p>Clear weep holes to ensure excess water flows into the drainage system.</p> <p>Pour $\frac{3}{4}$ cup baking soda into the drain, sprinkling some of it down the weep hole, immediately follow with $\frac{1}{2}$ cup of vinegar. Cover the drainpipe opening and surrounding weep holes with a flat rubber plug or old rag and let it sit for about 20 minutes.</p>	 

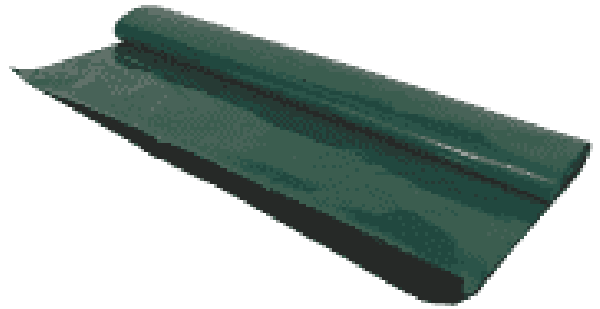
WATERPROOFING, ETC.

DAMP PROOF COURSE

SABS 250 MICRON DPC UNDERWALLS

- Crumbling or blistering plaster due to salt crystallisation, Peeling or lifting plaster and paint
- Apply a generous coat of Damp Seal and leave to dry for 24 hours. You can apply a second coat if required, again leave to dry.
- Plaster Primer and paint over the treated area – make sure all cracks and joints are well sealed.

Repaint your wall with your colour-matched paint.



FLOOR COVERINGS, ETC.

LAMINATED FLOORING

Laminated flooring: a relatively low – maintenance flooring choice

Use microfiber mops every two months to mop laminated flooring
Follow up with a dry, absorbent cloth
1 part rubbing alcohol + 3 parts water + a squirt of dish soap, applied using a lightly dampened cloth.



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FLOOR COVERINGS, ETC.

CARPET, ETC.

Commercial offices should have their carpets cleaned every 6 months to a year, depending on the number of employees and the conditions they walk in on the way to the building.

- Keep outdoor areas clean
- Provide walk-off and walk in mats
- Vacuum regularly
- Use desks and/or chair mats
- Clean carpets
- Prevent common stains
- Encounter proper spot cleaning
- Arrange for regular deep cleanings



ROOF COVERINGS, ETC.

IBR ROOF SHEETING

Periodically check and replace your screws and fasteners, Loose or broken fasteners should be removed completely, and new ones put in to replace them.

Uncoated IBR Roof Sheeting

Clean and prime before applying any suitable metal paint

Coated IBR Roof Sheeting

Required recoating

Rusted IBR Roof sheeting

Use rust converter and rust stripper to neutralise areas of rust



RIDGES, FASCIA BOARDS, BARGE BOARD,

Paint where applicable
Remove old and replace with new
Fasten barge boards where they are loose



ROOF COVERINGS, ETC.

GUTTERS, DOWNPIPES, GULLEYS, ETC.

If gutters, downpipes can no longer flow correctly or are completely blocked and no water can flow through the gutters, cleaning once a year is recommended.

In a place where there are trees, it is recommended to clean gutters every six months. This is because gutters quickly get dirty due to falling leaves, twigs, moss, dirt and soil.

Cleaning gutters, downpipes, is best done at the end of autumn or at the beginning of spring

1. First, scoop all the loose waste with a garden scoop from the roof gutter. This is best when the material is slightly damp as this way the leaves and dirt all stick together and is easier to scoop. Spray it first with a garden hose.
2. You then flush the gutter with the garden hose. Place the hose in the gutter and then slowly move the nozzle towards the pipe. You can possibly remove stubborn waste with a sourer or wire brush. Be careful not to spray your roof full of mud.
3. Rinse the gutter well.

Regularly clean out gutters, inspect your downspouts for clogs, Perform routine needed maintenance, Install gutter guard to protect your gutters from debris, And install downspout extensions, Paint where applicable, Remove old and replace with new, Fasten barge boards where they are loose


















CARPENTRY AND JOINERY, ETC.

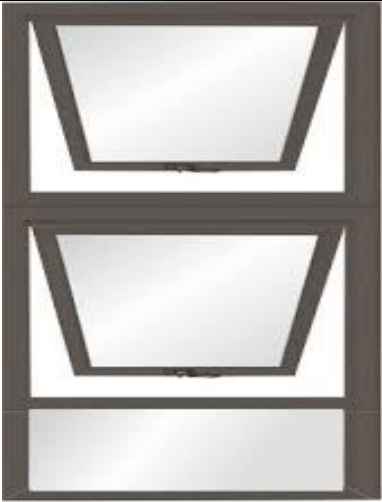



ROOF TRUSSES








Structural problems are common in roof trusses of older buildings. An informed layperson or building professional should inspect wood trusses annually and the entire structural system of a building every three years. A structural engineer should inspect the entire structural system at least once every ten years. When performing the annual inspection of roof trusses look for: Physical deformities, such as horizontal and vertical deflection (bending in one direction or another) and bowed members Loose or separated connections new cracks or splits in wood members (particularly at connections) Shrinkage checks (small cracks running parallel to the grain of wood) Moisture deterioration Fungus or insect infestation










DOORS	<p>Thoroughly clean doors twice a year with damp cloth.</p> <p>Use warm water with mild and non-abrasive soap if there is an excessive build-up of dirt.</p> <p>Make sure you dry the surface after washing it with water.</p>	
CUPBOARDS	<p>Thoroughly clean cupboards twice a year with damp cloth.</p> <p>Use warm water with mild and non-abrasive soap if there is an excessive build-up of dirt.</p> <p>Make sure you dry the surface after washing it with water.</p>	
CEILINGS, PARTITIONG AND ACCESS FLOORING, ETC.		
SUSPENDED CEILINGS	<ol style="list-style-type: none"> 600 x 1200 x 15mm thick acoustic white square edged ceiling tiles, laid on 24mm wide x 38mm high pre-painted exposed grid tee suspension system, including all necessary hangers, grids and hold down clips. Ceiling perimeter to be finished with pre-painted wall angle, all in accordance with the manufacturer's recommendations and SABISA guidelines. <p><u>Ceiling wall trim:</u> Aluminium shadow wall trim, fixed to plastered brickwork with 5 x 25mm wall anchors at 450mm centres.</p>	
GYPSUM PLASTERED BOARD, BULKHEADS, ETC.	<ol style="list-style-type: none"> Skimmed ceiling system with 9mm thick plasterboard fixed at right angles using 25mm drywall screws at 150mm centres to steel branderling comprising steel branderling at 400mm centres in one direction only. All joints to be covered with fiba tape and the entire surface plastered with 3mm to 6mm thick skimming plaster. <p><u>Cornice:</u> Cove moulded gypsum cornice, overall size 75 x 75mm high, fixed using a utility adhesive, all in accordance with the manufacturer's recommendations.</p>	
IRONMONGERY, ETC.		
IRONMONERY (EXTERNAL DOORS)	<p>HANDLES: Handle (as pictured) on 150 x 45mm pressed backplate with Anodised Silver finish including Euro Profile cylinder upright lock case and 66mm Euro Profile double cylinder.</p> <p>HINGES: Two ball bearing butt hinge with Stainless Steel finish.</p> <p>DOORSTOP: Aluminium doorstop with Anodised Silver finish.</p> <p>DOOR CLOSER: Medium duty cam action overhead</p>	

	<p>door closer with slide channel and hold open and necessary mounting brackets, etc.</p> <p>SIGNAGE: "Female/Male" engraved grade 304 Stainless Steel sign, size 150 x 150 x 1,2mm with counter-sunk fixing holes plugged and screwed with aluminium screws.</p>	  
IRONMONGERY, ETC.		
IRONMONGERY (INTERNAL DOORS)	<p>HANDLES: Handle (as pictured) on 152 x 76mm backplate with Anodised Silver finish including mortice latch.</p> <p>HINGES: Two ball bearing butt hinge with Stainless Steel finish.</p> <p>HOOK: Aluminium hat, coat, and robe hook with Anodised Silver finish.</p> <p>DOORSTOP: Aluminium doorstop with Anodised Silver finish.</p> <p>INDICATOR BOLTS: Aluminium indicator bolts with Anodised Silver finish.</p> <p>INDICATOR BOLTS (PARA): Aluminium helping hand disabled facility indicator bolt with Anodised Silver finish.</p> <p>PUSH PLATE: Anodised Silver 152 x 76mm push plate, size 152 x 76mm.</p>	      
METALWORK, STEELWORK, PLATEWORK, ETC.		

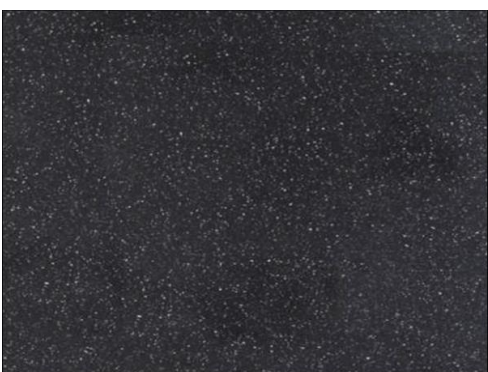

ALUMINIUM	<p>Clean glass and/or window panes twice a month to minimise streaks and ensure the glass dries evenly.</p> <p>Powder – finished aluminium does not corrode easily and as such, it is a very easy material to maintain to good effect with minimal effort.</p> <p>Clean aluminium frame once a month, as the powder coating protects the aluminium frame from scratches and abrasions.</p> <p>Avoid using abrasive sponges or cloths when scrubbing.</p>	
STEELWORK	<p>Perform and/or conduct bi-annual maintenance checks, the checks must be seasonal checks after episodes of severe weather conditions</p> <p>Make minor repairs Fill all holes and use primer and paint to repair scratches.</p> <p>Corrosion is likely to damage steel piles, regular maintenance is advise by Reinforcing of H-piling by welding steel plates onto flanges, reinforcing rods welded along the main axis of the repaired member across the damaged area.</p>	
PLASTERWORK, ETC.		
SOFFITS OF SLABS	<p>Inspect regularly for leakages</p> <p>Apply correct plaster to repair cracks and/or leakages</p>	
PLASTERED WALLS	<p>Inspect regularly for cracks and plaster peeling off</p> <p>Apply correct plaster to repair cracks</p>	

TILING WORK, ETC.		
WALL TILING	Polished tile, fixed to internal wall plaster backing with TAL tile adhesive with joints continuous in both directions and grouted with tile grout, excess grout on the surface to be cleaned with water as work proceeds, all in accordance with the manufacturer's recommendations. (technical specification to be issued)	
FLOOR TILING	Porcelain tiles, fixed to internal floor screed with TAL tile adhesive mixed with TAL Bond® in lieu of water with joints continuous in both directions and grouted with TAL tile grout, excess grout on the surface to be cleaned with water as work proceeds. (technical specification to be issued)	
TILE SKIRTING	100mm Cut Tile skirting to match floor tile Trim: 12mm Aluminium tile trim fixed to substrate with an approved adhesive.	
PLUMBING AND DRAINAGE, ETC.		
	<ol style="list-style-type: none"> WC (WC): Low level pan colour White, 100mm outlet with cistern connected to 15mm water supply with foot of bowl sealed to floor with acetoxysilicone sealant. FV: 20mm BSP, exposed, lever operated, chrome toilet flushing valve with back entry flush pipe. URINAL (UR): 60cm urinal colour White, with back or top inlet and waste outlet including wall mounting brackets and connected to water supply, sealed with silicone sealant where urinal meets wall. URINAL DIVIDERS: 12mm compact high pressure laminate urinal screen colour Pastel Grey, overall size 450 x 750mm fixed to wall with 304 grade stainless steel brackets. UNDERCOUNTER BASIN (WHB): Undercounter wash basin colour White, fixed with 3 fixation brackets, and sealed with acetoxysilicone sealant fixed to undercounter. Height: 560mm x Width: 420mm x Depth: 210mm. BASIN MIXER (M): Deck mounted basin mixer, overall size 136.93 x 43.38 x 123.74mm, installed in accordance with the manufacturer's recommendations. 	   

		
PLUMBING AND DRAINAGE, ETC.		
	<ol style="list-style-type: none"> 1. TOILET PAPER DISPENSER (TD): White 2-roll toilet roll holder, overall size 130 x 130 x 260mm plugged and screw to wall with stainless steel screws. 2. PAPER TOWEL DISPENSER (PTD): Rolled Hand Towel Dispenser colour White overall size 236 x 430 x 241mm high. 3. SOAP DISPENSER (SD): Hand Cleanser and Sanitizer Dispenser - Cassette 1L colour White, overall size 235 x 116 x 114mm high. 4. BIN: Plastic / Medium size colour White. Dimensions: 56.9cm (L) x 42.2cm (W) x 28.7cm (D) 5. SANITARY BIN (bin FEMALE WCs): 12L Pedal-operated Dimensions: 46.3(D) x 14 (W) x 48cm (H). Colour – White 6. MIRROR: 450mm x 650mm Bevelled edge mirror fixed to walls with mirror dome screws. 7. BLINDS (ONLY WHERE APPLICABLE): 50mm Wood Grain venetian blind, colour Alu Oak, size (as per window reveal dimensions), reveal fixed in accordance with manufacturer's recommendations. <p>BATHROOM SHELF (STAFF ABLUTIONS ONLY) (SH): White glass shelf, overall size 110 x 53 x 450mm high, plugged and screwed to wall with dome head screws, installed in accordance with the manufacturer's recommendations.</p>	   
PARAPLEGIC	<ol style="list-style-type: none"> 1. WC (WC2): Raised paraplegic CC WC with side lever and grab rails combo colour White 100mm outlet with cistern connected to 15mm water supply with foot of bowl sealed to floor with acetoxysilicone sealant. 2. BASIN (WHB2): 50cm Medical basin with brackets colour White fixed with stainless steel screws and washers to plugs in wall with optional concealed wall brackets sealed with 	

	<p>acetoxysilicone sealant where basin meets wall.</p> <p>3. BASIN MIXER (M2): Chrome finish Medical Pillar Tap with Blue/Red indices deck mounted basin mixer, overall size 63mm (h) x 41mm (d) x 79mm (l), installed in accordance with the manufacturer's recommendations.</p> <p>4. HAND DRYER (HD): Electric hand dryer, colour white. Power 550W, 20 000RPM Drying time – 5 to 10 Seconds</p> <p>5. TOILET PAPER DISPENSER (TD): White 2-roll toilet roll holder, overall size 130 x 130 x 260mm plugged and screw to wall with stainless steel screws.</p> <p>6. PAPER TOWEL DISPENSER (PTD): Rolled Hand Towel Dispenser colour White overall size 236 x 430 x 241mm high.</p> <p>7. SOAP DISPENSER (SD2): Elbow operated soap dispenser frame. High-grade stainless-steel satin finish. Dimensions: 295 (H) x 70(W) x 290(D)</p> <p>8. DOGLEG GRABRAIL: Dog Leg grab rail colour Silver fixed to walls with fixation bolts.</p>	
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PLUMBING AND DRAINAGE, WATER SUPPLIES, ETC.

COUNTERTOPS	<p>12mm thick non-porous, homogeneous natural minerals and pure acrylic polymer solid surfacing sheet, joined inconspicuously with matching adhesive and bonded to substrate with an approved silicone, fabricated and constructed by an approved fabricator in accordance with the drawings, all in accordance with the manufacturer's recommendations.</p> <p>JOJO TANKS WITH PRESSURE BOOSTER PUMPS</p> <p>All jojo polyethylene products come with a 10-year guarantee, the tanks are manufactured with good-grade, quality virgin LLDPE, with a UV – stabilizer outer layer, designed to withstand African climate, the food-grade, black inner lining prevents algae growth and keeps water fresher for longer</p> <p>The pump must run at least once a week to stop the impeller from getting stuck (this is normally caused by sediment in the water)</p> <p>With the pump outlet facing you, remove the 3 x 6mm screws from the front casing Split the front cover from the pump Move the cover away from the pump and be careful not to damage the electric cord.</p>	 
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ELECTRICAL WORKS, ETC.		
LIGHT FITTINGS	<p>LED Baton Linear Luminaire. Lamp source: LED 49W, 6000Lm, 3000K, CRI>80 Dimensions: 1140mm. IP Rating of 20. Colour: White</p> <p>LED recessed Downlight. Lamp source: LED 28W, 3000Lm, 4000K, CRI>80</p> <p>Dimensions: 238mm diameter. IP rating of 65. Colour: White</p> <p>LED Bulkhead. Lamp source: LED 24W, 2000Lm, 4000K, CRI>80 IP rating of 54. Colour: White.</p>	  
ELECTRICAL WORKS, ETC.		
SOLAR PANEL AND STANDBY GENERATORS, ETC.	<p>The system component must go through a routine maintenance once or twice a year.</p> <ul style="list-style-type: none"> - Check the connections of wires - Testing voltage / current through wires and PV modules - Inspection components for moisture - Greasing actuator gears and topping off hydraulic fluid on tracker components - Testing of SCADA and meteorological system communications - Confirming settings on the inverter - Resealing of system components 	 

ELECTRICAL WORK

ELECTRIC FENCE AND ELECTRIC GATE MOTOTRS, ETC.

Look for and remove sources of "load." Mow or trim under bottom strand to prevent grass and weeds from touching the fence; watch for fallen limbs or other objects on the fence or caught in insulators. (Tips: Listen for the rhythmic snap that indicates a voltage leak; follow your ears to find the source. Drag a long stick on the ground beneath the bottom strand as you walk the fence-line; it may knock away an interfering object you don't even see.

Check insulators. A broken insulator can allow the fence strand to touch the post--not an immediate problem with a nonconductive wood post, but if you're using steel T-posts a broken insulator can cause the fence to go dead when the strand touches the metal

Check connections. Ground-rod wires can get knocked or kicked away. Wires attaching the cable to the fence may come loose.

Check the charger. A spider's web built between terminals can cause it to spark.

Check insulated cable. Look for places where the cable may be abraded, for instance where it passes through a hole cut in metal barn siding.

Check fence strands. Look for frayed spots in poly tape--if metal fibres in the weave become separated, tape can't conduct current.

Gate Motors

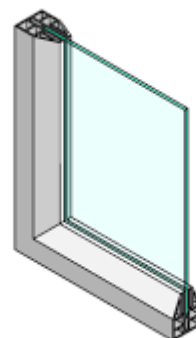
Check bearing for abnormal temperature and vibration, Check oil level of bearing, Identify any leakages, Check for abnormal sound, Check for unusual noise.





GLAZING, ETC.

WINDOW PANES

Clean glass and/or window panes twice a month to minimise streaks and ensure the glass dries evenly.



PAINTWORK, ETC.		
VARNISH (SKIRTINGS)	Polyurethane varnish to new interior wood. Sand with abrasive paper, leaving surface clean and dust free. Apply two coats varnish (Eggshell finish) with an overcoating time of 18 hours.	
VARNISH (DOORS)	Polyurethane varnish to new interior wood. Sand with abrasive paper, leaving surface clean and dust free. Apply two coats varnish (Eggshell finish) with an over coating time of 18 hours.	
PAINT – METAL WORK	Polyurethane Enamel to interior new mild steel. Surface to be clean and dry. Remove surface contaminants using degreaser with bristle brush or Brillo pads. Rinse thoroughly with tap water until surface is water break-free. Remove rust and mill scale by abrasive blasting to ISO 8501 - 01:1988 - Sa2½ or by hand/mechanical wire brushing to St3 of the same standard. Allow to dry completely and prime within 4 hours of cleaning. Prime with one coat 75 Zinc Phosphate Epoxy Primer with an overcoating time of 4 hours and finish with two coats Polyurethane Enamel with 30 minutes drying time between coats, for a maintenance cycle of 8 years in a C1 - inland environment. (Colour: TBD)	
WALL PAINT	Low sheen acrylic emulsion paint (colour to later spec) to new cement plaster. Surface to be dry, sound, and clean and cured for a minimum of 14 days, with a moisture content measured with a Doser Hygrometer (or equivalent), of BD 2 scale - 8% or less. Prime with one coat Professional Plaster Primer with an overcoating time of 16 hours and finish with two coats colour with 16 hours drying time between coats. (Colour TBD)\	

6. Additional information

Annexure A – Bill of Quantities

Annexure B – Pricing Schedule

Annexure C – Schedule of Maintenance

7. Reporting Requirements

The service provider will report to the NLC provincial manager and Facilities Management (FM) Department.

8. Duration of the Project

The expected duration of the project is two (2) years after the signing of a Service Level Agreement (SLA).

9. Rotation of accredited contractors

The contractors will be used when required on a rotation basis from the lowest acceptable price offered to the highest acceptable prices offered at an hourly rate.

SECTION 2: NOTICE TO BIDDERS

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

- 1.1 This document may contain confidential information that is the property of the Commission.
- 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 Commission.
- 1.3 All copyright and intellectual property herein vests with the Commission.
- 1.4 Late and incomplete submissions will not be accepted.
- 1.5 No services must be rendered, or goods delivered before an official Commission Purchase Order form has been received.
- 1.6 This RFP will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022.
- 1.7 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.
- 1.8 Suppliers must provide their CSD registration number (and attach a CSD Summary report) and ensure that their tax matters are compliant.
- 1.9 All questions regarding this RFP must be forwarded to maureen@nlcsa.org.za, no later than within 24 hours of the RFP closing date.
- 1.10 Any supplier who has reasons to believe that the RFP specification is based on a specific brand must inform the Commission 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 Commission.
- 2.2 Precedence of documents
 - 2.2.1 This RFP consists of a number of sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.
 - 2.2.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter, and which appear in the PPPFA 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 Commission 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 Commission.

- 2.2.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFP. It, however, remains the exclusive domain and election of the Commission 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 commission 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.
- 2.3.2 The Commission shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) to this proposal read together with the Preferential No. 5 of 2000) to this proposal read together with the Preferential Procurement Regulations published,

2.4 National Industrial Participation Programme

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

2.5 Language

- 2.5.1 Bids shall be submitted in English.

2.6 Gender

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

2.7 Headings

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

2.8 Occupational Injuries and Diseases Act 13 of 1993

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

2.9 Processing of the Bidder's Personal Information

- 2.9.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFP is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation including the PPPFA read with the Preferential Procurement Regulations, 2022. The Bidder is advised that Bidder Personal Information may be passed on to third-parties to whom the commission is compelled by law to provide such information. For example, where appropriate, the commission is compelled to submit information to National Treasury's Database of Restricted Suppliers.
- 2.9.2 All Personal Information collected will be processed in accordance with POPIA and with the commission Data Privacy Policy.
- 2.9.3 The following persons will have access to the Personal Information collected:
- 2.9.3.1 The commission personnel participating in procurement/award procedures; and
- 2.9.3.2 Members of the public: within seven working days from the time the bid is awarded, the following information will have to be made available on National Treasury's e-Tender portal:
- 2.9.3.2.1 contract description and bid number;
- 2.9.3.2.2 names of the successful bidder(s) and preference points claimed;
- 2.9.3.2.3 the contract price(s) (if possible);
- 2.9.3.2.4 contract period;
- 2.9.3.2.5 names of directors; and
- 2.9.3.2.6 date of completion/award.
- 2.9.4 The commission will ensure that the rights of the Bidder and of its employees and representatives (i.e. the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures as specified in the commission PAIA manual.
- 2.9.5 In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in section 2.9.1 above.

3. Compulsory Briefing Session

3.1 National Lotteries Commission

27 Roodt Street
Sonheuwel
Nelspruit
Mpumalanga

Date: 13 September 2023 @ 11:00

4. Validity Period

- 4.1 The Commission requires a validity period of 90 [Ninety] Business Days ***[From 20 September 2023 30 January 2024]*** against this RFP.

- 4.2 Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions, if the internal evaluation process are not finalized within the validity period.

5. Confidentiality

- 5.1 Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding;
- 5.2 The Commission reserves all the rights afforded to it by POPIA in the processing of any of its information as contained in Bid Proposals.
- 5.3 The Bidder acknowledges that it will obtain and have access to personal information of The Commission and agrees that it shall only process the information disclosed by the Commission in terms of this bid award and only for the purposes as detailed in this RFP and in accordance with any applicable law.
- 5.4 The Bidder shall notify the Commission in writing of any unauthorized 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.

SECTION 3: EVALUATION CRITERIA

The Commission will evaluate all proposals in terms of the Preferential Procurement Regulation of 2022 and Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The six (6) phase evaluation criteria will be considered in evaluating the proposals, being:

Phase 1: Tender Closing and Opening

1.1 Tender closing details

The deadline for Tender submission is **20 September 2023 @ 11:00** Standard South African Time. Any late tenders will not be accepted. Proposals (USBs) are to be submitted to the commissions tender box at the following physical address:

National Lotteries Commission
29 Roodt Street
Nelspruit
9459

1.2 Bid Formats

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

Financial/pricing information must be presented in a separate attachment from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.

The USB Submissions (Envelopes) must be prominently marked with the full details of the tender namely Bidder's Name, Email Address and Contact Details.

Phase 2: Administrative Compliance

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

Evaluation Criteria	Supporting Document
<ul style="list-style-type: none">All Returnable Documents and/or schedules [where applicable] must be completed and returned by the closing date and time (Bid Proposal)	Bid Proposal SBD Form 1 SBD Form 6.1 POPIA Consent Form
<ul style="list-style-type: none">The Bid document must duly be signed by the authorized bidder	Official Company resolution as proof of authorized individuals' delegation
<ul style="list-style-type: none">Bid must contain a priced offer)	Pricing and delivery schedule
<ul style="list-style-type: none">Bidders must be registered on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD	Proof Full CSD Report

Phase 3: Mandatory Compliance

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

Evaluation	Supporting Documents
1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (were applicable)	JV Agreement
2. Fully completed bidders' disclosure	SBD 4 completed and signed
3. Proof of address for existence in the Mpumalanga Province	Proof of residence that reflect the Director's Name or Company Name should be submitted in a form of Lease Agreement OR Municipality Bill OR Local Councilor Confirmation of residence signed letter. For companies in rural areas, Tribal Authority Confirmation Letter of Residence OR relevant confirmation letter for residence from Local Community/Council Leader.

Registration with CIDB GB 2, EB 1, SO 1, ME 1, SF 1, or higher	Certified copy of registration with CIDB GB 2, EB 1, SO 1, ME 1, SF 1, or higher. Please attach the certified copy of registration.
Registration with Department of Labor (COIDA Good Standing)	Certified copy of certificate of registration with Department of Labor (COIDA Good Standing). Please attach the certified copy of registration.

Phase 4: Technical evaluation

4.1 The following rating scale will be used to evaluate bid proposals:

Table 1: Rating Scale

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the bidder of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	5
Good	Satisfies the requirement with minor additional benefits. Above average demonstration by the bidder of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	4
Acceptable	Satisfies the requirement. Demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3
Minor Reservations	Satisfies the requirement with minor reservations. Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	2
Serious Reservations	Satisfies the requirement with major reservations. Considerable reservations of the bidder's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	1
Unacceptable	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	0

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

Category & Criteria Description	Weightings (%)	Scoring Matrix (0 to 5)
1. Company Experience	15%	
<p>Written reference letters</p> <p>Provide five (5) written reference letters for work previously performed from contactable / recent clients within the past five (5) years. References should be presented in a form of a written letter on an official letterhead from clients where similar services.</p> <p>(General Building Maintenance) have been provided, the date on the letters must not be older than five (5) years from the date of closing of the bid and must be signed.</p> <p>Letters must include the company name, contact name, address, phone number, duration of contract, value of the contract, a brief description of the services that you provided.</p> <p>Letters from the same client will be regarded as one (1) letter. <i>(Appointment letters and purchase orders will not be considered)</i></p>	15	<ul style="list-style-type: none"> 0 relevant reference letter = 0 point 1 relevant reference letter for General Building Maintenance = 1 2 relevant reference letters for General Building Maintenance = 2 3 relevant reference letters for General Building Maintenance = 3 4 relevant reference letters for General Building Maintenance = 4 5 and above reference letters for General Building Maintenance = 5
2. Capacity to deliver	15%	
<p>The bidder must provide details of work of a similar nature (Building and construction work) undertaken by the bidder within the previous years. Specific details must be given to indicate the extent to which these previous experiences relate to the work described in the RFP. Bidders are required to submit their company profile of not more than 7 pages.</p> <p>Company profile</p> <p>The bidder must provide a company profile that contains</p>	15	<ul style="list-style-type: none"> Company profile with no relevant company experience on General Building Maintenance work 0 years = 0 Company profile with relevant company experience on General Building Maintenance work 1 up to 2 years = 1 Company profile with relevant company experience General Building Maintenance more than 2 years- up to 3 years = 2 Company profile with relevant company

<p>the entity's proposed organizational structure, its size, infrastructure, experience and achievements.</p> <p>The bidder must demonstrate that they have the capacity to render the required service by submitting a company profile detailing core staff, their experience in Building and Construction work and achievements that were successfully completed within the past years, relevant to the project.</p>		<p>experience in General Building Maintenance work for more than 3 years – up to 4 years = 3</p> <ul style="list-style-type: none"> • Company profile with relevant company experience General Building Maintenance work for more than 4 years – up to 5 years = 4 • Company profile with relevant experience in General Building Maintenance work for more than 5 years = 5
<p>3. Members Experience</p>	<p>40%</p>	
<p>Considers the technical and professional skills of the project team. Abridged Curriculum Vitae (CV) of personnel involved with the implementation of the project, not longer than one page each, shall be included in an Appendix.</p> <p>3.1 Project Manager/Leader Qualification</p> <p>The proposed Project Manager/Leader must demonstrate experience in Building and construction work, previous project management involvement experience and Build Environment Qualification (Civil Engineering or Architecture or Quantity Surveyor or Construction management or building and construction or Mechanical Engineering or Electrical Engineering or Facilities Management.</p> <p>The Key Project Manager must have at least Five (5) years' experience in Building and construction. Please provide the Abridged CV not longer than one page each, shall be included in as Appendix and attach certified copies of relevant qualification/s of the Key Project Manager/Leader involved on the implementation of the project, The project manager registration certificate with valid SACPCMP certificate</p>	<p>10</p>	<ul style="list-style-type: none"> • Highest qualifications of the Project Manager NQF 8 = 5 points. • Highest qualifications of the Project Manager NQF 7 = 4 points • Highest qualifications of the Project Manager NQF 6 = 3 points. • Below NQF level 6 = 0 points.

<p>3.2 Project Manager/Leader Experience</p> <p>The proposed Project Manager/Leader must demonstrate experience in Building and construction work, previous project management involvement experience and Build Environment Qualification (Civil Engineering or Architecture or Quantity Surveyor or Construction management or building and construction or Mechanical Engineering or Electrical Engineering or Facilities Management.</p> <p>The Key Project Manager must have at least Five (5) years' experience in Building and construction. Please provide the Abridged CV not longer than one page each, shall be included in as Appendix and attach certified copies of relevant qualification/s of the Key Project Manager/Leader involved on the implementation of the project, The project manager registration certificate with valid SACPCMP certificate.</p>	<p>15</p>	<ul style="list-style-type: none"> • Less than 1 years of experience in Built Environment Qualification specializing in General Building Maintenance = 0 • 1 years of experience in Built Environment Qualification specializing in General Building Maintenance = 1 • 2 years of combined experience in in Built Environment Qualification specializing in General Building Maintenance = 2 • 3 years of combined experience in in Built Environment Qualification specializing in General Building Maintenance = 3 • 4 years of experience in in Built Environment Qualification specializing in General Building Maintenance = 4 • More than 5 years' experience in in Built Environment Qualification specializing in General Building Maintenance = 5
<p>3. 3 Team Member</p> <p>Kindly attach certified copies of relevant qualification/s with all requirements listed below:</p> <ol style="list-style-type: none"> 1. Trade tested Bricklaying, painting and Paving, 2. Trade Tested Plumber 3. Trade Tested Carpenter and 4. Wireman License (Electrician) 5. Trade Tested Air condition 6. Trade tested Fire Artisan/ Gas 7. Health and Safety officer (SAMTRAC) 8. Registration with health and safety body (valid) <p>Abbreviated CV (not longer than one page each) of the team members (not more than three (3) team members.</p>	<p>15</p>	<ul style="list-style-type: none"> • 0 year of experience of the team members with trade qualifications as per the list at 3.3. = 0 point • 1 year of experience of the team members with trade qualifications as per the list at 3.3. = 1 • More than 1 year - up to 2 years of experience of the team members with trade qualifications as per the list at 3.3 = 2 • More than 2 years - up to 3 years of experience of the team members with trade qualifications as per the list at 3.3 = 3 • More than 3 years – up to 4 years of

		<p>experience of the team members with trade qualifications as per the list at 3.3 = 4</p> <ul style="list-style-type: none"> • More than 4 years of experience of the team members with trade qualifications as per the list at 3.2 = 5
4. Project Plan and Methodology	30%	
<p>Considers the responsiveness to the TOR, the level of detail in the proposal, attention to project management and innovative approaches and ideas. Respondent's responsiveness to and understanding of the assignment (methodology and proposed work plan).</p> <p>4.1 Project Plan</p> <p>The bidder must provide a strategy on how the following factors will be handled:</p> <p>Maintenance Tasks and Schedules</p> <p>Works monitoring</p> <p>Emergency planning</p> <p>OHS Plan</p> <p>Maintenance Risk Management and mitigation</p>	30	<ul style="list-style-type: none"> • Plan not satisfying the requirements. No Considerable reservations of the service provider's understanding of services, or no supporting evidence. = 0 point. • Plan that satisfies the requirements with major reservations. Considerable reservations of the service provider's understanding of services, with little supporting evidence. = 1 point • Plan that satisfies the requirement with minor reservations. Some minor reservations of the service provider's understanding of services, = 2 points. • Plan that satisfies the requirement. Demonstration by the service provider of the understanding of services, with supporting evidence. = 3 points. • Plan that satisfies the requirement. Above average demonstration by the service provider of the relevant service required. = 4 points. • Plan that exceeds the requirement. Exceptional demonstration by the service provider of the service understanding. = 5 Points.
Total Weighting:		100 points
Minimum qualifying score required:		70 points

Phase 5: The 80/20 Principle based on Price and special goals for the NLC.

The following formula to be used to calculate the points out of 80 for price inclusive of all applicable taxes.

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

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

5.2 A maximum of 20 points to be awarded to a tenderer for the specific goal specified for the tender as follows:

5.2.1. The evaluation of specific goal will include the following:

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
91% - 100%	10	10	CSD Recent Report
81% - 90%	9		
71% - 80%	8		
61% - 70%	6		
51% - 60%	5		
41% - 50%	4		
0% - 40%	0		
2. SMME's and B-BBEE Status Level of Contributor		10	B-BBEE Certificate / B-BBEE Sworn Affidavit
Level 1 - EME /QSE	10		
Level 2 - EME /QSE	9		
Level 1 - Generic / Level 3 EME / QSE	8		
Level 2 - Generic / Level 4 EME / QSE	6		

Level 3 - Generic / Level 5 EME / QSE	5		
Level 4 - 5 Generic / Level 6 EME / QSE	4		
Level 6 - 8 Generic and Non – Compliant / Level 7 - 8 EME / QSE and Non – Compliant	0		

Phase 6: Due Diligence, Contract and Award

The NLC reserves the right to undertake a due diligence exercise on the preferred bidder/s as part of a material risk evaluation aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and will include, but need not be limited to, all or any combination of the following:

- a) Physical inspection of the bidder's offices,
- b) Verification of accuracy, correctness and authenticity of information provided;
- c) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- d) Inquiry and reference checking with National Treasury Restricted Suppliers;
- e) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; and
- f) Financial Stability Assessments

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