

**NATIONAL LOTTERIES COMMISSION**

Registration number

**REQUEST FOR PRICE PROPOSALS FOR APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR  
MAINTENANCE OF STANDBY GENERATOR FOR THE NLC LIMPOPO OFFICE IN POLOKWANE FOR A  
PERIOD OF TWO (2) YEARS**

BID PROCESS	BID REQUIREMENTS
Tender number	RFP/2022-066
Bid Advertisement Date	26 October 2022
Closing date and time	07 November 2022 11:00am (South African Standard Time)
Tender validity period	<b>180 business working days from the closing date</b>
Compulsory Briefing meeting	<b>No Briefing session</b>
Tenders are to be delivered to the following address on the stipulated closing date and time:	<p>The original bid document must be submitted via a CD or memory stick and handed in / delivered to:</p> <p>The Procurement Manager Supply Chain Management National Lotteries Commission No. 5 Landros Mare Street Polokwane 0699</p> <p><b>Only electronic bid submissions will be accepted.</b></p>

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# **REQUEST FOR PRICE PROPOSALS FOR APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR MAINTENANCE OF STANDBY GENERATOR FOR THE NLC LIMPOPO OFFICE IN POLOKWANE FOR A PERIOD OF TWO (2) YEARS**

## **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 terms of the Occupational Health and Safety Act, Act 85 of 1993, machinery must adhere to the electrical installations regulations and further be operated by the competent person as per the regulations. The NLC Limpopo office in Polokwane has been operating a standby generator since 2018. The generator has been operating as a backup incases of power outages. The generator currently has 312 Rh (Running Hours).

The NLC Limpopo Office requires the services of a suitably qualified service provider for the major and minor maintenance of standby generator and UPS for a period of 24 months. The service provider will provide technical support for the Servicing, Repairs, Maintenance and refueling of the backup generator in the Polokwane office for a period of 24 months.

- Minor and Major servicing of the generator
- The Service will also entail emergency supplies of fuel during and after hours.
- The successful service provider will also provide installation, after sales support, maintenance, and capacity for future expansion/alteration

### **3. RFP Scope of Requirements**

3.1 The service description for the generator is per the below:

Item /component		Description	
Make		Volvo Engine	
Engine Rating		402V @1548rpm	
Year of manufacture		2018	
Run Time		As and when required	
Mileage		312hours	
Type of control panel		Automatic Mains Failure Control Panel	
Item/ component	Description	Frequencies of testing / inspection	Service/ Maintenance intervals
Make/ Brand	Volvo Engine	Monthly	Quarterly
Load Testing		Monthly	
Major Service		Annually	Annually
Quantity	1		
Model		Monthly	Quarterly
Ratings (KVA)	75 KVA		
Runtime		Monthly	Quarterly
Engine/ Model		Monthly	Quarterly
Cooling		Monthly	Quarterly
Alternator		Monthly	Quarterly
Ignition		Monthly	Quarterly
	Dust off and clean generator	Monthly	
	Check Fuel Level	Monthly	

#### 4. Deliverables

The following duties must be performed by the Service Provider on site:

### **Refilling of Generator Diesel Tank**

- The bidder will be required to fill up generators when maintenance is done on generators. The bidder must also, on request, refill diesel tanks urgently when load shedding has been experienced.
- The bidder must ensure that diesel provided to NLC is tested and clean with an octane level of either 50 ppm or 500ppm, depending on the specific requirements per site and generator serviced.
- The bidder must also submit proof to NLC that the diesel provided is supplied by an industry approved supplier in the fuel industry.
- The bidder must report to the duly appointed NLC official and enter in the logbook in the control room the date and time of re-fuelling of diesel tanks.
- Invoices for the purchase of the diesel must be provided to NLC. Payment will be based on the invoice and reconciled to the actual number of litres dispensed per occurrence.
- The bidder must fill up the generator's diesel tank to the "full" mark on engine gauge as agreed upon dates and times, or when the diesel is below the full mark on engine gauge.
- Upon refilling of diesel for generators, the bidder must submit the documentation relating to time, date and the amount of litres diesel supplied and the gauge readings before and after the refilling of diesel for generators tanks for record purposes.
- The bidder may at times, be required to re-fuel more often than normal, depending on the use of the generators during specific times of the year when there are more power outages and generators are used more often.

### **Minor and Major Service**

- Perform maintenance on items at intervals and multiples of the OEM requirements.
- Perform repairs as when is required
- Provide emergency fuel during and after hours
- Supply and deliver and install spares as and when required
- Minor and major services on the generator
- Provide Service reports, life cycle reports and routine inspection reports
- Compile operating manuals

## **5. Reporting Requirements**

The service provider will report to the Supply Chain Management & Facilities (SCM&Facilities) Department

## **6. Duration of the Project**

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

**REQUEST FOR PRICE PROPOSALS FOR APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR MAINTENANCE OF STANDBY GENERATOR FOR THE NLC LIMPOPO OFFICE IN POLOKWANE FOR A PERIOD OF TWO (2) YEARS****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, 2017.
- 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 Summary report) and ensure that their tax matters are compliant.
- 1.9 All questions regarding this RFP must be forwarded to [bids@nlcsa.org.za](mailto:bids@nlcsa.org.za), 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 in Government Notice No.32 in Government Gazette No. 40553 dated 20 January 2017("the Preferential Procurement Regulations, 2017").

## 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, 2017. 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. Validity Period**

3.1 The Commission requires a validity period of 180 [one hundred and eighty] Business Days [from closing date] against this RFP.

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



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

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

#### **5. Confidentiality**

- 5.1 Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding;
- 5.2 The Commission reserves all the rights afforded to it by the 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 unauthorised access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such

#### **6. Communication**

- 6.1 Specific queries relating to this RFP should be submitted [bids@nlcsa.org.za](mailto:bids@nlcsa.org.za), before the closing date.
- 6.2 In the interest of fairness and transparency the Commission's response to such a query may be made available to other bidders.
- 6.3 It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the Commission in respect of this RFP between the closing date and the date of the award of the business.
- 6.4 Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

# REQUEST FOR PRICE PROPOSALS FOR APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR MAINTENANCE OF STANDBY GENERATOR FOR THE NLC LIMPOPO OFFICE IN POLOKWANE FOR A PERIOD OF TWO (2) YEARS

## Section 3: EVALUATION CRITERIA

The Commission will evaluate all proposals in terms of the Preferential Procurement Regulation of 2017 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



### Stage 1 : Tender Closing and Opening

#### 1.1 Tender closing details

The deadline for Tender submission is 07 November 2022 at 11:00 Standard South African Time. Any late tenders will not be accepted. Tenders are to be submitted to the commissions tender box at the following physical address:

National Lotteries Commission  
No. 5 Landros Mare Street  
Polokwane  
0699

## 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.

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

## Stage 2: Administrative 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:

Evaluation Criteria	Supporting Document
<ul style="list-style-type: none"> <li>Whether the Bid proposal was submitted on time</li> </ul>	Tender Submission Register
<ul style="list-style-type: none"> <li>Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time</li> </ul>	Bid Proposal
<ul style="list-style-type: none"> <li>Whether the Bid document has been duly signed by the authorized bidder official</li> </ul>	Company resolution as proof of authorized individuals' delegation
<ul style="list-style-type: none"> <li>Whether the Bid contains a priced offer</li> </ul>	Pricing and delivery schedule
<ul style="list-style-type: none"> <li>Whether the Bidder tax affairs in order</li> </ul>	Tax Compliance System Pin
<ul style="list-style-type: none"> <li>Whether Bidders have failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD</li> </ul>	Proof of Central Supplier Database (CSD) registration
<ul style="list-style-type: none"> <li>Whether bidder has a minimum CIDB grading of EB 2</li> </ul>	Proof of registration with CIDB at EB2 level
<ul style="list-style-type: none"> <li>Whether the bidder is registered with the department of labor for Compensation for Occupational Injuries and Diseases Act (COIDA)</li> </ul>	Proof of letter of good standing
<ul style="list-style-type: none"> <li>A valid letter of good standing from the Unemployment Insurance Fund.</li> </ul>	Certified UIF Registration Certificate

### Stage 3: Technical evaluation

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

Category	Criteria Description	Weightings (%)	Scoring matrix (1to 5)
Key personnel and experience	<p>Abridged CV and copies of Qualifications of the incumbent must be provided for the person that will occupy the Following positions.</p> <p>Electrician Diesel Mechanic Electrical Technologist</p>	40%	<p>The Account Manager should at least have a National Diploma qualification in Electrical Engineering, (Electrician) Trade tested Electrician with a wireman's license and (Diesel Mechanic) Trade tested Diesel Mechanic with the following working experience</p> <ul style="list-style-type: none"> <li>• &lt;2 years (1 points)</li> <li>• 4 years (2 points)</li> <li>• 6 years (3 points)</li> <li>• 8 years (4 points)</li> <li>• 10 years and above (5 points)</li> </ul>
Company Relative Experience	Provide a company profile clearly demonstrating the number of years' experience you have in the provision of maintenance of standby diesel generator and UPS.	20%	<ul style="list-style-type: none"> <li>• &lt;2 years (1 points)</li> <li>• 4 years (2 points)</li> <li>• 6 years (3 points)</li> <li>• 8 years (4 points)</li> <li>• 10 years and above (5 points)</li> </ul>
Methodology and Approach	The service provider must demonstrate their understanding of the key requirements and expectations as outlined in this document. A detailed approach, methodology and tools on how they will assist the commission in achieving the objectives of this Request for Proposals must be provided.	20%	<p>No Methodology and Approach as per section 1 scope of work = 1 points</p> <p>Methodology and Approach, not all requirements addressed per section 1 scope of work = 3 points</p> <p>Full requirement addressed per section 1 scope of work = 5 points</p>

References	<p>Provide written reference letters from contactable existing/ recent clients of similar nature of the project (maintenance of diesel standby generator) successfully completed.</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, and the reference letter should not be older than five (5) years. The reference letters must be on the client's letterhead and must be dated and signed</p>	20%	<p>No relevant reference letters = 1</p> <p>2 1 to 2 relevant reference letters for maintenance of standby generator contract = 2 points</p> <p>3 3 relevant reference letters for maintenance of standby generator contract = 3 point</p> <p>4 relevant reference letters for maintenance of standby generator contract = 4 points</p> <p>5 and above relevant reference letters formaintenance of standby generator contract = 5</p>
<b>Total Weighting:</b>		<b>100</b>	
<b>Minimum qualifying score required:</b>		<b>70</b>	

**Stage 4: Pricing and B BBEE comparatives**

The evaluation for Pricing and BBEE will include the following

Evaluation Criteria	Final Weighted Scores																				
<p><b>Price</b></p> <p>The following formula will be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:</p> $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ <p>Where:</p> <p><math>P_s</math> = Score for the Bid under consideration</p> <p><math>P_t</math> = Price of Bid under consideration</p> <p><math>P_{min}</math> = Price of lowest acceptable Bid</p>	80																				
<p><b>B-BBEE - Scorecard</b></p> <p>The following table will be used to calculate the score out of 20 for BBEE level status as evidenced by the certificate or sworn affidavit</p> <table border="1" data-bbox="244 1108 1059 1668"> <thead> <tr> <th>B-BBEE Status Level of Contributor</th><th>Number of Points (80/20 system)</th></tr> </thead> <tbody> <tr><td>1</td><td>20</td></tr> <tr><td>2</td><td>18</td></tr> <tr><td>3</td><td>14</td></tr> <tr><td>4</td><td>12</td></tr> <tr><td>5</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>4</td></tr> <tr><td>8</td><td>2</td></tr> <tr><td>Non-Compliant Contributor</td><td>0</td></tr> </tbody> </table>	B-BBEE Status Level of Contributor	Number of Points (80/20 system)	1	20	2	18	3	14	4	12	5	8	6	6	7	4	8	2	Non-Compliant Contributor	0	20
B-BBEE Status Level of Contributor	Number of Points (80/20 system)																				
1	20																				
2	18																				
3	14																				
4	12																				
5	8																				
6	6																				
7	4																				
8	2																				
Non-Compliant Contributor	0																				
<b>TOTAL SCORE:</b>	<b>100</b>																				

### Stage 5: Due Diligence

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

Technical Evaluation Criteria	Points Weightings
a) Physical inspection of the Bidder's offices, branches or other places	
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;	
f) Financial Stability Assessments	
<b>Total Weighting:</b>	<b>100</b>
<b>Minimum qualifying score required:</b>	<b>80</b>

### Stage 6: Contract and Award

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

# REQUEST FOR PRICE PROPOSALS FOR APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR MAINTENANCE OF STANDBY GENERATOR FOR THE NLC LIMPOPO OFFICE IN POLOKWANE FOR A PERIOD OF TWO (2) YEARS

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

### PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF The National Lotteries Commission							
BID NUMBER:	NLC/2022-066	ISSUE DATE:	26 October 2022	CLOSING DATE:	07 November 2022	CLOSING TIME:	11:00am
DESCRIPTION	REQUEST FOR PRICE PROPOSALS FOR APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR MAINTENANCE OF STANDBY GENERATOR FOR THE NLC LIMPOPO OFFICE IN POLOKWANE FOR A PERIOD OF TWO (2) YEARS						
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>							
National Lotteries Commission							
No. 5 Landros Mare Street							
Polokwane							
0699							
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>				<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>			
CONTACT PERSON	Sereko Mosala			CONTACT PERSON	Khayaletu Ncwane		
TELEPHONE NUMBER	012 432 1406			TELEPHONE NUMBER	012 432 1494		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	Sereko.mosala@nlcsa.org.za			E-MAIL ADDRESS	Khaya@nlcsa.org.za		
<b>SUPPLIER INFORMATION</b>							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	<input type="checkbox"/> [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		<input type="checkbox"/> [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		



<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
<b>1</b> ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES ENCLOSE PROOF]	<b>2</b> ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES, ANSWER QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES <input type="checkbox"/> NO <input type="checkbox"/>			
DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES <input type="checkbox"/> NO <input type="checkbox"/>			
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO			
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.</b>			

**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.
- 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: \_\_\_\_\_

# REQUEST FOR PRICE PROPOSALS FOR APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR MAINTENANCE OF STANDBY GENERATOR FOR THE NLC LIMPOPO OFFICE IN POLOKWANE FOR A PERIOD OF TWO (2) YEARS

## Section 5: PRICING SCHEDULE – FIRM PRICES (SBD 3.1 )

### (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY
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NO.	** (ALL APPLICABLE TAXES INCLUDED)
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Required by: .....

At: .....

- Brand and model .....

- Country of origin .....

- Does the offer comply with the specification(s)? \*YES/NO

- If not to specification, indicate deviation(s) .....

Period required for delivery .....

\*Delivery: Firm/not firm

- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

## 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 State institution

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<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 products or services to which this bid invitation relates.  
 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

.....

Signature

Date

.....

.....

...

Position

Name of bidder

## **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and  
(b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

**80/20**

or

**90/10**

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

$P_{min}$  = Price of lowest acceptable bid

#### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6.1 B-BBEE Status Level of Contributor: . = ò ò ò (maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7.1 Will any portion of the contract be sub-contracted?

YES		NO	
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i) What percentage of the contract will be subcontracted.....ō ō ō ō ō .ō ō ō ō %

ii) The name of the sub-contractorō ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō ..

iii) The B-BBEE status level of the sub-contractor.....ō ō ō ō ō ō ..

iv) Whether the sub-contractor is an EME or QSE

YES		NO	
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<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		



8.1 Name \_\_\_\_\_ of  
company/firm: ò ò ò ò ò ò ò ò ò ò ò ò ò ò ò ò ò ò ò ò ò ò ò ò .

8.2 VAT registration

number:0 0 0 0 0 0 0 0 0 0 0 0 0 0 .0 0 0 0 0 0 0 0 0 0

8.3 Company registration  
number:õ õ õ õ õ .õ õ õ õ õ õ õ õ õ .õ õ õ õ õ õ õ õ õ õ õ .

☐ Partnership/Joint Venture / Consortium  
☐ One person business/sole propriety  
☐ Close corporation  
☐ Company  
☐ (Pty) Limited  
 [TICK APPLICABLE BOX]

[illegible]

☐ Manufacturer  
☐ Supplier  
☐ Professional service provider  
☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business: 0 0 0 0 0 0 0 0 0 0 0

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- Page 4 of 5

fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have .

- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.   ō ō ō ō ō ō ō ō ō ō ō ō ō ō ..

2.   ō ō ō ō ō ō ō ō ō ō ō ō ō ō .

ō ō ō ō ō ō ō ō ō ō ō ō ō ō ō .  
SIGNATURE(S) OF BIDDERS(S)

DATE:                   ō ō ō ō ō ō ō ō ō ō ō ō ō ō ..

ADDRESS              ō ō ō ō ō ō ō ō ō ō ō ō ō ō ..

ō ō ō ō ō ō ō ō ō ō ō ō ō ō ..

ō ō ō ō ō ō ō ō ō ō ō ō ō ō ..



## **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

Name of

bidder.....

### PRICING SCHEDULE:

#### REQUEST FOR PRICE PROPOSALS FOR APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR MAINTENANCE OF STANDBY GENERATOR FOR THE NLC LIMPOPO OFFICE IN POLOKWANE FOR A PERIOD OF TWO (2) YEARS

Please provide prices (VAT Inclusive) using table below for the appointment of a service provider to render major and minor maintenance of standby generator and UPS for a period of 24 months

**TABLE 1:**

Description	Frequencies of testing / inspection	Service/ Maintenance intervals	Amount (VAT Inclusive) year 1	Amount (Vat inclusive) Year 2
1. Generator Minor servicing (Cooling System, Alternator, Ignition,	Monthly	Quarterly		

## ANNEXURE 1

Filters, Battery)				
2. Load Testing	Monthly			
3. Generator Major Service		Yearly		
4. Cleaning of generator room and UPS room				
5. UPS	Monthly	Quarterly		
6. Diesel Mechanic Hourly rate				
7. Electrician Hourly rate				

## ANNEXURE 1

8. Diesel per Litre				
<b>TOTAL BID AMOUNT (VAT INCLUSIVE)</b>				

.....  
**Name & Surname of Representative**

.....  
**Signature**

.....  
**Date**