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National Lotteries Commission (NLC)
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NATIONAL LOTTERIES COMMISSION

REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A RECRUITMENT COMPANY TO PROVIDE HEAD HUNTING SERVICES FOR A DATA ANALYST SPECIALIST POSITION IN THE INTERNAL AUDIT & ADVISORY DIVISION FOR THE NATIONAL LOTTERIES COMMISSION

BID PROCESS	BID REQUIREMENTS
RFQ Number	RFQ/2026-004-001
Bid Advertisement Date	02 April 2026
Closing date and time	10 April 2026 @ 11:00
Tender validity period	120 days from the closing date
Submission Instruction:	<p>The bid document must be submitted via E-TENDER SUBMISSION - https://www.etenders.gov.za/</p> <p>Enquiries ONLY can be emailed to: Maureen@nlcsa.org.za and Raesetje.Manala@nlcsa.org.za</p>

SECTION 1: BACKGROUND, OVERVIEW AND RFP SCOPE OF REQUIREMENTS

1. INTRODUCTION AND BACKGROUND

The National Lotteries Commission (NLC) is a public entity established by the Lotteries Act No. 57 of 1997 as amended, to regulate the National Lottery and other lotteries and to administer the National Lottery Distribution Trust Fund ("NLDTF"). In December 2014, the Lotteries Amendment Act 32 of 2013 was promulgated, and the Regulations thereof were published on 14 April 2015.

The Internal Audit & Advisory Division is looking to appoint a Data Analyst Specialist Position. The service provider must have experience with good track record in head-hunting services. Interested service providers will be required to comply with all NLC policies and applicable regulations and maintain strict confidentiality. Appointed service provider(s) will be required to provide the position on a permanent basis and the employee will be on the payroll of NLC.

In line with the requirements of the Public Finance Management Act No. 1 of 1999 ("PFMA") and Treasury Regulations, the NLC intends to appoint a head-hunter to undertake the recruitment process of the Data Analyst Specialist Positions in the Internal Audit & Advisory Division of the NLC Head Office.

2. PURPOSE

The purpose of this Request for Quotations (RFQs) is to secure the services of an experienced Recruitment service provider (head-hunter) to undertake the recruitment process for the Data Analyst Specialist Position in the Internal Audit & Advisory Division for the Head Office of the NLC.

3. OBJECTIVES

To appoint a recruitment agency to assist with the filling of the Data Analyst Specialist position in the Internal Audit & Advisory Division at the NLC.

4. SCOPE OF WORK

The head-hunting firm is expected to provide the following services:

4.1 Do comprehensive research of the South African markets to locate the most suitable talent for the appointment of Data Analyst Specialist Position for the NLC.

4.2 The comprehensive search will include the following:

- Sourcing – attracting and encouraging candidates to apply for the position.
- Executive Research – the service provider must ensure that they understand the requirements of the position (job analysis) and the candidate profile the NLC would like to attract.
- Sourcing – attracting and encouraging candidates to apply for the position
- Screening – it would be important that the service provider assist NLC in increasing the success rate of the selection process by decreasing the number of visibly underqualified job applicants. Furthermore, it would be important for the service provider to assist NLC in meeting its legal and social obligations regarding the composition of the workforce.
- The Service Provider will provide verification and background checks of the recommended candidates (e.g. Employment Reference check, matric and post matric qualification, ID verification, Driver’s Licence and criminal check and others as required by the NLC). Please refer to ‘Annexure A’ for requirements of the Position

5. REPORTING REQUIREMENTS

The service provider shall work closely with the Human Capital Recruitment Office

6. DELIVERABLES

- Standard timelines for headhunting – the following timelines are expected by the NLC

TASK	MILESTONE/ DELIVERABLE	TIMELINES
Data Analytic Scarce skill search	As per agreed project timelines and milestones: <ul style="list-style-type: none"> • Full search; • Identification and present appropriately 	Week 1 – 2

	experienced candidates who are likely to contribute significantly to meeting the NLC's objectives;	
Short-listing of potential candidates	<ul style="list-style-type: none"> Submit CV's of potential candidates who meet the minimum requirement of the position to the NLC 	Week 2 - 3
Final selection of candidates	<ul style="list-style-type: none"> Verifications and background checks on the recommended candidate/s after the interviews are conducted by the NLC. 	Week 7 - 8

7. DURATION OF THE MANDATE

The expected duration of the service is once-off which may be effective on the date of appointment and receipt of purchase order and/or as directed and at the discretion of the NLC.

SECTION 2: NOTICE TO BIDDERS

8. Terms and Conditions of Request for Quotations (RFQ)

- 7.1 This document may contain confidential information that is the property of the NLC.
- 7.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFP without prior written permission from the NLC.
- 7.3 All copyright and intellectual property herein vests with the NLC.
- 7.4 Late and incomplete submissions will not be accepted.
- 7.5 No services must be rendered or goods delivered before an official NLC Purchase Order form has been received.
- 7.6 Suppliers are required to register on the Central Supplier Database (CSD) at www.csd.gov.za.
- 7.7 Suppliers must provide their CSD registration number (and attach a CSD Summary report) and ensure that their tax matters are compliant.

8. General rules and instructions

8.1 News and press releases

8.1.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement without the consent of, and then only in coordination with, the NLC.

8.2 Precedence of documents

8.2.1 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.

8.2.2 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 their proposal submitted in terms hereof other than in the form of a marked recommendation that the NLC may, in its sole discretion, elect to

8.2.3 import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by the NLC.

8.2.4 It is acknowledged that all stipulations in the PPPFA are equally applicable to all matters addressed in this RFP. It, however, remains the exclusive domain and election of the NLC as to which of these stipulations are applicable and to what extent. Bidders hereby acknowledging that the decision of the NLC 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 their enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

8.3 Preferential procurement reform

8.3.1 The NLC supports B-BBEE as an essential ingredient of its business. In

accordance with government policy, the NLC insists that the private sector demonstrates its commitment and track record to B-BBEE in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development), etc.

8.3.2 Bidders must be registered with the central supplier database (CSD) and submit a CSD report reflecting tax compliance.

8.4. The National Industrial Participation Programme

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

8.5. Language

8.5.1. Bids shall be submitted in English.

8.6. Gender

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

8.7. Headings

8.7.1. 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 any other purpose.

8.8. Occupational Injuries and Diseases Act 13 of 1993

8.8.1. The Bidder warrants that all its employees (including the employees of any subcontractor 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 NLC 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 NLC.

8.9. Processing of the Bidder's Personal Information

8.9.1. All Personal Information of the Bidder, its employees, representatives,

associates, and sub-contractors (“Bidder Personal Information”) required under this RFP is collected and processed to assess the content of its tender proposal and award 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, 2023.

8.9.2. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the NLC is compelled by law to provide such information. For example, where appropriate, the NLC is compelled to submit information to the National Treasury’s Database of Restricted Suppliers.

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

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

8.9.4.1. The NLC personnel are participating in procurement/award procedures.

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

8.9.4.2.1. Contract description and bid number.

8.9.4.2.2. Names of the successful bidder(s) and preference points claimed.

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

8.9.4.2.4. contract period.

8.9.4.2.5. Names of directors and

8.9.4.2.6. date of completion/award.

8.9.5. The NLC 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 it) are effectively guaranteed in accordance with the procedures specified in the NLC PAIA manual.

8.9.6. In signing this document, the Bidder consents to the use of its Personal

Information for the purposes as specified in section 2.9.1 above.

9. Formal Briefing Session

9.1. There will be no compulsory briefing session.

10. Validity Period

10.1. The NLC requires a validity period of 120 Days against this RFP. Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions. A written letter will be sent to every bidder who responded to the bid. In terms of procedural fairness, the bidders will be given an opportunity to respond, in writing, to the terms and conditions of the bid and the bid price. Such acceptance of the terms and conditions of the bid and bid price becomes legally binding in the procurement process. Any bidder that did not respond to the extension of the bid validity period, in writing, **WILL NOT** be considered further for the bid upon expiry of the initial validity period.

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

11. National Treasury's Central Supplier Database

11.1. 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.

11.2. The NLC may not award business to a bidder who has failed to register on the CSD.

11.3. Only foreign suppliers with no local registered entity need not register on the CSD.

11.4. The CSD can be accessed at <https://secure.csd.gov.za/>

12. Confidentiality

12.1. Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding.

- 12.2. The NLC reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in Bid Proposals.
- 12.3. The Bidder acknowledges that it will obtain and have access to personal information of The NLC and agrees that it shall only process the information disclosed by the NLC in terms of this bid award and only for the purposes as detailed in this RFP and in accordance with any applicable law.
- 12.4. The Bidder shall notify the NLC 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.

13. Communication

- 13.1. Specific queries relating to this RFP should be submitted Maureen@nlcsa.org.za and quotation@nlcsa.org.za, before the closing date.
- 13.2. In the interest of fairness and transparency the NLC's response to such a query may be made available to other bidders.
- 13.3. It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this RFP between the closing date and the date of the award of the business.
- 13.4. Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of the state for a specified period.

14. Supplier Performance

- 14.1. The National Lotteries Commission conducts regular performance reviews in accordance with the requirements for the classification of the contract and or stakeholder by making use of supplier evaluation forms. The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year and a review at completion of contract for those contracts less than a year.
- 14.2. Ad-hoc performance reviews shall be conducted where non-performance is

identified outside the review period.

- 14.3. Non-performance will be addressed with at least a formal letter advising specific non-performing areas and stating remedial action/s required within specific time frames. Non-adherence to remedial actions shall lead to escalating performance management actions.
- 14.4. Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

SECTION 3: EVALUATION CRITERIA

15. The NLC will evaluate all proposals in terms of the Preferential Procurement Regulation of 2023 and the Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The phase evaluation criteria below will be considered in evaluating the proposals. The following phases evaluation criteria will be considered in evaluating the proposals, being:

Stage 1: RFQ Closing Date and Submission Instructions, and Format

15.1. RFQ closing Details

The deadline for RFQ submission is **10 April 2026 @ 11:00** Standard South African Time. Any late RFQ will not be accepted. The bid document must be submitted via **E-TENDER SUBMISSION** - <https://www.etenders.gov.za/> .

Enquiries ONLY can be emailed to: maureen@nlcsa.org.za and quotation@nlcsa.org.za

15.2 Bid Formats

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

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

16. 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/Content
SCM - SBD 1 - Invitation to Bid	Fully Completed Standard and duly signed
SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Fully Completed Standard and duly signed
Whether Service Providers have failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD	Proof of CSD registration reflecting Tax compliant status
Whether the Service Provider tax affairs in order	Valid SARS Tax Pin. In case of a Joint Venture (JV) Valid Tax Clearance Certificate / TCS PIN for Each Partner
Original Signed consent form in terms of the Protection of Personal Information Act No.4 2013 (POPIA)	POPIA Consent Form
B-BBEE Certificate in terms of Codes of Good Practice-Valid	A valid B-BBEE Certificate/Sworn affidavit

17. Stage 3: Mandatory Compliance

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

Evaluation CRITERIA	SUPPORTING DOCUMENT
1. Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorized person.	Fully Completed Standard Bidding Document (SBD 4) Forms
2. Joint Venture agreements must be submitted in a case of a bidder being in a joint venture. In case of Joint Venture (JV), bidders must submit consolidated B-BBEE Certificate/ Sworn Affidavit and Signed Joint Venture / Consortium Agreement, etc.	Signed Joint Venture agreement and other supporting documents
3. Price proposal (see attached pricing schedule) pricing must be separate from technical proposal	Pricing Schedule

18. Stage 4: Technical evaluation

18.1 The table below indicates the criteria which the service provider is expected to demonstrate, and which will form the evaluation criteria during the evaluation of the prospective service providers' proposals. The following rating scale will be used to evaluate bid proposals:

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	2

Rating	Definition	Score
	and quality measures required to provide the goods / services, with little or no supporting evidence.	
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

18.2 Technical evaluation

- 18.1.1. Functional evaluation will be done in *two phases*. The *first phase* will be based on the bidder's technical submission, and the *second phase* pricing and specific goals.
- 18.1.2. The following weighting system will apply and only bidders scoring a minimum of **75 points** or more will be eligible to migrate to the next evaluation phase of this bid

NO.	CATEGORY & CRITERIA DESCRIPTION	REQUIREMENT	SCORE
1.	<p>Company Experience</p> <p>A company profile must be submitted, stipulating the number of years the company has been rendering headhunting services. The company must have been in existence for at least 3 years, conducting IT Auditor Data Analyst Specialist placement and/or head-hunting services.</p> <p>If the company is a start-up company, provide proof that the directors appointed to perform the function have done similar jobs for at least 7 years: will be measured in criteria 2 below.</p>	<ul style="list-style-type: none"> • 0 years' experience = 0 point • Less than 1 years' relevant experience = 1 Point • 1 - 2 years relevant experience = 2 Points • 3 years relevant experience = 3 Points • 4 years relevant experience = 4 Points • 5 years and more relevant experience = 5 Point 	15
2.	<p>Experience of Lead head-hunter or Team Leader</p> <p>Bidders must submit CVs for the designated professional who will be conducting the headhunting process, demonstrating their expertise in headhunting for roles at IT Audit Data Analyst and higher. The designated professionals must be highly knowledgeable about the research or related industries.</p> <p>They must have a minimum of 3 years' experience in headhunting In the CV, the following must be demonstrated:</p> <ul style="list-style-type: none"> ○ Past/Current Technical IT Audit Data Analyst experience (Client and Position). ○ Past/Current successful placement of Technical IT Audit Data Analyst (Client, Position, and Cost of the Assignment). ○ Successful placements for technical IT Audit Data Analyst such as the ICT Executive and higher. ○ Track record in the successful appointment. 	<p>Experience of Lead head-hunter or Team Leader: Qualifications and members' experience will be rated using the following sub-weighting:</p> <ul style="list-style-type: none"> • Lead head-hunter or Team Leader with a relevant qualification (NQF level 7 and above) and less than one years' relevant experience = 0 point • Lead head-hunter or Team Leader with a relevant qualification (NQF level 7 and above) and less than two years' relevant experience = 1 point • Lead head-hunter or Team Leader with a relevant qualification (NQF level 7 and above) and less than three years' relevant experience = 2 points • Lead head-hunter or Team Leader with a relevant qualification (NQF level 7 and above) and at least three – four years' relevant experience = 3 points 	30

		<ul style="list-style-type: none"> • Lead head-hunter or Team Leader with a relevant qualification (NQF level 7 and above) and at least four – five years’ relevant experience = 4 points • Lead head-hunter or Team Leader with a relevant qualification (NQF level 7 and above) and more than five years’ relevant experience = 5 points 	
3.	<p>Executorial Excellence in past projects (Case Studies)</p> <ul style="list-style-type: none"> • The Bidder to provide case studies relating to similar searches with references of companies serviced (References from companies must be attached). The case studies must demonstrate the capability to successfully headhunt and place IT Audit Data Analyst Specialist. • No appointment letters from clients will be accepted as reference letters References • At least 3 references must be provided. Such reference letters must include as a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> Client <input type="checkbox"/> Contact Person <input type="checkbox"/> Contact Number <input type="checkbox"/> Email <input type="checkbox"/> Position placed and tenure of the placed candidate <input type="checkbox"/> Year position placed <input type="checkbox"/> Performance rating for service rendered 	<p>The case studies will be rated using the criteria below:</p> <ul style="list-style-type: none"> • 0 case studies and relevant reference letters = 0 point • 1 case study and relevant reference letter = 1 point • 2 case studies and relevant reference letters = 2 points • 3 case studies and relevant reference letters = 3 points • 4 case studies and relevant reference letters = 4 points • 5 case studies and relevant reference letters = 5 points 	35
4.	<p>The proposal will be rated using the below criteria:</p>	<p>The proposal will be rated using the below criteria:</p> <ul style="list-style-type: none"> • Proposal which does not include or demonstrate detailed methodology, project plan in logical sequence within set time frames, limited methodologies = 0 point 	20

	<p>Methodology and approach</p> <ul style="list-style-type: none"> • Demonstrate a detailed/clear methodology and approach for identification of potential candidates, filtering and final selection for long and short lists including interviews. • Demonstrate their understanding of the key requirements and expectations of NLC as outlined in this document. • Provide in detail the proposed approach, methodology and tools and how they will assist NLC in achieving the objectives of this request. • An outline of the project deliverables, indicating key milestones and turnaround times. • Demonstrate the value-add to the NLC in terms of the following: <ul style="list-style-type: none"> • Process efficiencies. • Reduced turnaround times; and • Improved staff retention. • 	<ul style="list-style-type: none"> • Proposal includes include or demonstrate below average detailed methodology, project plan in logical sequence within set time frames, limited methodologies, = 1 point • Proposal includes average detailed methodology, project plan in logical sequence within set time frames, limited methodologies = 2 points • Proposal includes adequate detailed methodology, project plan in logical sequence within set time frames, acceptable methodologies = 3 points • Proposal includes comprehensive detailed methodology, detailed project plan in logical sequence within set time frames, acceptable methodologies = 4 points • Proposal includes in-depth detailed methodology, detailed project plan in logical sequence within set time frames, advanced methodologies, innovative approaches, and thorough risk assessment = 5 points 	
TOTAL			100
MINIMUM THRESHOLD SCORE			75

Only bidders that score above 75% for the technical evaluation criteria will be further considered in the process

18.1.3. Stage 5: The 80/20 Principle based on Price and Special goal as stated below.

Financial evaluation (*Pricing and Specific goals comparatives)

Price proposals (VAT inclusive) must be presented as per Annexure A Pricing Schedule. The evaluation for Pricing and Specific Goals will include the following:

Evaluation Criteria	Final Weighted Scores
<p>Price</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><i>P_s</i> = Score for the Bid under consideration</p> <p><i>P_t</i> = Price of Bid under consideration</p> <p><i>P_{min}</i> = Price of lowest acceptable Bid</p>	80

Points will be awarded to a bidder as follows:

Specific Goals	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
1. Procurement from entities who are black Owned			Copies of ID's/ CIPC Report
Tenderer who has 100% black Ownership	8	8	

Specific Goals	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Tenderer who has 51% to 99% black ownership	4		CSD Recent Report
Tenderer who has less than 51% black ownership	0		
2. Procurement from entities who are women Owned			B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 100% women ownership	4	4	
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30% women ownership	0		
3 Youth Ownership			B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 100% youth ownership	4	4	
Tenderer who has 30% to 99% youth ownership	2		
Tenderer who has less than 30% youth ownership	0		
4. Procurement from Disabilities			Letter from the Doctor confirming disability not older than 1 year from the closing date of the RFQ and CSD report
Tenderer who has 20% or more owners with disability	4	4	
Tenderer who has less than 20% but more than 10% owners with disability	2		
Tenderer who has less than 10% owners with disability	0		

Specific Goals	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Total points for specific goals		20	

18.2. **Stage 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 may include, but need not be limited to, all or any combination of the following:

The contract and award stage are 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.

ANNEXURE A – REQUIREMENTS OF THE POSITION DATA ANALYST SPECIALIST

MAIN PURPOSE OF THE JOB

Reporting to the Head: IT Audit and Advisory Service, the incumbent will be responsible for analysing data to ensure efficiency during audit assignments, assessing the effectiveness of automated controls, and executing Continuous Auditing strategic initiatives. The role further encompasses forensic and cyber forensic data analysis of large and complex datasets to detect anomalies, fraud indicators, and potential risks, in line with the Global Internal Audit Standards. The position plays a pivotal role in improving the NLC control environment and informing stakeholders on the state of governance, risk, and internal controls.

REQUIRED QUALIFICATIONS

- A **bachelor's degree** in Internal Auditing, Accounting, Information Technology, Computer Science, Information Systems, Statistics, or Mathematics (or equivalent).
- A **Scripting Certificate** (essential).
- Professional certification with **ISACA** (e.g., CISA, CISM, CRISC, CGEIT, CCAK) will be an **added advantage**.
- Registration with **ISACA** preferred.

EXPERIENCE

- Minimum of 5 years' relevant work experience, of which at least 2 years must be at a supervisory level.
- Proven experience in ACL Robotics (essential).

- Experience in Python or SQL scripting (advantageous).
- Demonstrated ability to operate in high-paced environments with effective prioritisation and multitasking.
- Experience in cross-functional or multidisciplinary collaboration, particularly in audit, IT, or forensic environments.
- Track record of applying forensic and/or cyber forensic analytics to detect fraud, corruption, or cyber risks will be an advantage.
- Valid driver's licence with at least one year of driving experience.

KEY RESPONSIBILITIES

Technical Duties

- Provide input into the development of the Annual Risk-Based Internal Audit Plan.
- Develop and maintain continuous auditing priorities in line with the approved strategy.
- Develop and update Data Flow Maps for all key business processes.
- Implement IT Audit Data Analytics policies, frameworks, methodologies, and strategies aligned to legislation, global standards, and best practice.
- Develop and execute audit programmes incorporating data analytics and forensic procedures.
- Extract, process, and analyse large structured and unstructured datasets (e.g., financial transactions, SCM, HR, grants, system logs) to identify control weaknesses, anomalies, and fraud indicators.
- Conduct forensic and cyber forensic analyses of digital data and system trails.
- Apply root-cause and cost analysis to determine underlying control failures and

recommend remedial actions.

- Build predictive and statistical models to evaluate trends, emerging risks, and fraud patterns.
- Provide data analytics support to forensic investigations and audit engagements.
- Prepare technical reports and visual analytics dashboards for management and oversight structures (EXCO, Audit & Risk Committee).

Managerial Duties

- Lead and mentor the Data Analytics team to deliver on strategic and operational objectives.
- Coordinate with Internal Audit, IT Audit, and Forensic units to ensure alignment of analytics initiatives.
- Build and maintain stakeholder relationships to manage expectations, share knowledge, and enhance organisational credibility.
- Promote innovation through automation, continuous auditing, and data-driven decision-making.
- Ensure quality assurance and compliance with the Global Internal Audit Standards and applicable data governance laws (e.g., POPIA).
- Report progress and insights to senior management and governance committees on a quarterly basis.

REQUIRED COMPETENCIES & SKILLS

- Comprehensive knowledge of relevant legislation, regulatory frameworks, and standards, including the PFMA, Treasury Regulations, Companies Act, King IV Report on Corporate Governance, ISO, and COBIT.

- In-depth understanding of Auditing Standards, methodologies, and principles (aligned to Global Internal Audit Standards).
- Expertise in identifying fraud risk indicators and applying forensic data mining and analytics techniques.
- Sound knowledge of IT governance, IT audit controls, and information security principles.
- Proficiency in data analytics and visualisation tools, including ACL Robotics, SQL, Python, R, and Power BI, with strong modelling and statistical analysis capability.
- Familiarity with cyber forensic analysis techniques
- Demonstrated business acumen, critical thinking, and problem-solving ability.
- Upholds high ethical standards, professional integrity, and exceptional attention to detail.
- Excellent communication, report writing, and presentation skills, with the ability to translate complex data insights into actionable recommendations.

ANNEXURE B – PRICING SCHEDULE

APPOINTMENT OF A RECRUITMENT COMPANY TO PROVIDE HEAD HUNTING SERVICES FOR A DATA ANALYST SPECIALIST POSITION IN THE INTERNAL AUDIT & ADVISORY DIVISION FOR THE NATIONAL LOTTERIES COMMISSION

Bidders must take note of the following:

1. Bidders must propose the Price as per the pricing schedule table below.
2. Bidders must price as per the pricing schedule below for evaluation (Based on an estimated salary of R 1 007 600 per annum).
3. Placement fee will be at a maximum of 15% (once-off) on the annual package.

Position	Deliverable / Item Description	Proposed Placement Fee percentage of not more than 15%	Proposed Placement Price Excl. VAT
Data Analytic Specialist	<ul style="list-style-type: none"> • Skill Search • Shortlisting of potential Candidates • Final Selection of Candidate/s (verification & background checks) 	%	R
TOTAL COSTS EXCLUDING VAT			R
15% VAT			R
TOTAL COST INCLUDING VAT			R

Company Name: _____

Bidders Signature

Date

INVITATION TO BID (SBD1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS				
BID NUMBER:	RFQ/2026-004- 001	CLOSING DATE:	10 April 2026	CLOSING TIME: 11:00
DESCRIPTION	APPOINTMENT OF A RECRUITMENT COMPANY TO PROVIDE HEAD HUNTING SERVICES FOR A DATA ANALYST SPECIALIST POSITION IN THE INTERNAL AUDIT & ADVISORY DIVISION FOR THE NATIONAL LOTTERIES COMMISSION			
BID RESPONSE MUST BE SUBMITTED VIA THE BELOW EMAIL				
The bid document must be submitted via E-TENDER SUBMISSION - https://www.etenders.gov.za/				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Maureen Senyatsi	CONTACT PERSON	Supply Chain Management	
TELEPHONE NUMBER	(012) 432 1470	TELEPHONE NUMBER	(012) 432 1470	
FACSIMILE NUMBER		FACSIMILE NUMBER		
E-MAIL ADDRESS	Maureen@nlcsa.org.za	E-MAIL ADDRESS	quotation@nlcsa.org.za	
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	YES <input type="checkbox"/> NO <input type="checkbox"/> [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	YES <input type="checkbox"/> NO <input type="checkbox"/> [IF YES, ANSWER QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				

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?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PINCODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.		

PART B
TERMS AND CONDITIONS FOR BIDDING

<p>1. BID SUBMISSION:</p> <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
<p>2. TAX COMPLIANCE REQUIREMENTS</p> <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

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

SIGNATURE OF BIDDER:

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

DATE:

BIDDER'S DISCLOSURE (SBD 4)

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.

Bidder's declaration

- 1.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 1.1.1 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

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

1.1.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

1.1.3 If so, furnish particulars:

.....
.....

1.2 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

1.2.1 If so, furnish particulars:.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However,

communication between partners in a joint venture or consortium² 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

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.

3.5 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.

² 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.

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

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

.....
Signature Date

.....
Position Name of bidder

SBD 6.1

SECTION 6: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)

1.2 To be completed by the organ of state

(Delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
Specific Goals	20
Total points for Price and Specific Goals	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The tenderer must indicate how they claim points for each preference point system.)

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who has 100% black Ownership	8	8	
Tenderer who has 51% to 99% black ownership	4		
Tenderer who has less than 51% black ownership	0		
2. Procurement from entities who are women Owned		4	
Tenderer who has 100% women Ownership	4		
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30% women ownership	0		
3. Youth Ownership		4	
Tenderer who has 100% youth ownership	4		
Tenderer who has 30% to 99% youth ownership	2		
Tenderer who has less than 30% youth ownership	0		
4. Procurement from Disabilities		4	
Tenderer who has 20% or more owners with disability	4		
Tenderer who has less than 20% but more than 10% owners with disability	2		
Tenderer who has less than 10% owners with disability	0		
Total points for specific goals		20	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number:

5.3 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state;
- iv) may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a



fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *caudolateral partem* (hear the other side) rule

has been applied; and

- (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

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: NATIONAL LOTTERIES COMMISSION

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

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).
2. 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.
3. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—

- 3.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
 - 3.2 dissemination by means of transmission, distribution or making available in any other form; or
 - 3.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.
4. "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—
- 4.1 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.
 - 4.2 information relating to the education or the medical, financial, criminal or employment history of the person.
 - 4.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person.
 - 4.4 the biometric information of the person.
 - 4.5 the personal opinions, views or preferences of the person.
 - 4.6 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.
 - 4.7 the views or opinions of another individual about the person; and
 - 4.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

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

Signature of Designation Person