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Commission (NLC)
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NATIONAL LOTTERIES COMMISSION

REQUEST FOR QUOTATION DESIGNING AND DELIVERING FINANCIAL MANAGEMENT TRAINING FOR NLC GRANTEES IN THREE PROVINCES

RFQ-2024/007-018

BID PROCESS	BID REQUIREMENTS
Tender number	RFQ-2024/007-018
Bid Advertisement Date	25 July 2024
Closing date and time	08 August 2024 @ 11:00
Tender validity period	90 Days
Compulsory Briefing meeting	<u>No briefing</u>
Assignment Description	Appointment of a service provider to design and deliver financial management training for NLC grantees
Tenders are to be delivered to the following address on the stipulated closing date and time:	<p>Bidders must submit One hard copy and one electronic via USB. Documents to be submitted in hand to below address:</p> <p>The Senior Manager: Supply Chain Management National Lotteries Commission 333 Grosvenor Street Block D, Hatfield Gardens Hatfield, Pretoria, 0083</p> <p>One hard copy and one electronic via USB</p>

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SECTION 1: INTRODUCTION, OVERVIEW AND RFQ SCOPE OF REQUIREMENTS

1 Introduction

- 1.1. The National Lotteries Commission (the Commission / NLC) 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)”.
- 1.2. The Board of the NLC has a mandate to: (i) regulate all lotteries and sport pools with integrity; (ii) ensure the protection of all participants; (iii) maximise revenue for good causes in a responsible manner; and (iv) distribute funds equitably and expeditiously.
- 1.3. The Legislative mandate of the Commission includes inviting applications from registered organisations to apply for grants in support of worthy good causes. The NLC currently has three main sectors, each of which receives a pre-determined percentage of the NLDTF namely Charities (47%), Sport and Recreation (28%) and Arts, Culture, National Heritage and Environment (23%), as well as a fourth fund for Miscellaneous purposes (2%).

2 Background

- 2.1. The NLC is committed to ensuring funding for impact is realised through NLDTF disbursements for good causes; that funds are made available to qualifying organisations in an equitable manner; and that funded organisations utilise NLDTF funding to uplift communities. Further, regulations require the NLC to “implement programmes to (i) educate and raise awareness of the grant making process and (ii) provide(e) financial management or capacity building training to applicants for grants, if the (NLC) is of the view that the said skills are necessary for the successful execution of projects...funded by the (NLC)”
- 2.2. In line with this mandate the NLC has since 2016 implemented capacity building initiatives to assist its grantees to acquire the requisite skills for successful execution of the funded projects and programmes.
- 2.3. Many NPOs employ community volunteers who sometimes lack the required skills to deliver services and administer organisations in an effective and accountable manner. The NLC capacity building initiatives therefore assist in bridging this gap.
- 2.4. Effective capacity building programmes must be competence-based. This means that well-trained and qualified providers who adhere to SAQA defined educational standards should be utilised for classroom training; and experienced providers that understand community development dynamics and contexts should undertake the more process-oriented interventions. Excellent assessment and capacity building delivery will ensure maximum impact and enthusiasm of NPOs to participate in the capacity building process.
- 2.5. Participants to the programme are identified by the NLC.

3 RFQ Scope of Requirements

- 3.1. The purpose of this Request for Quotation (RFQ) is to appoint a suitably qualified service provider to design and deliver a financial management training course for NLC grantees (NPOs) in three provinces.
- 3.2. The Service Provider will be expected to demonstrate competence and relevant experience in previous similar projects.
- 3.3. The Service provider will be expected to design and deliver structured and accredited training based on South African Qualifications Authority (SAQA) unit standards/modules. The training course should be for basic financial management for NPOs. The course duration should be three (3) days and should include the following components:
- Introduction to NPO finance (including compliance with relevant legislation governing same e.g. NPO Act, Companies Act (NPC), PBO registration with SARS).
 - Activity based budgeting
 - Financial planning and budgeting including cash flow management.
 - Tracking and reporting expenditure and cash flow.
 - Basic financial record keeping and reporting
 - How to read and interpret Financial Reports and Statements.
- 3.4. Training will be delivered in three (3) provinces being Free State, Limpopo, and Mpumalanga.
- 3.5. The number of participants for the programme is ten (10) organisations in each province with a maximum of two (2) participants per organisation, resulting in a total of sixty (60) participants. Participants will be selected by the nominated organisations and may include staff, volunteers, and board members.
- 3.6. NLC will conduct a post-training evaluation survey for the participants.
- 3.7. Service providers are advised to carefully read the evaluation criteria (p.14 - 16) and to align proposals to the criteria.

3.8 Methodology

- 3.8.1. Plan for a structured accredited training programme based on SAQA unit standards of the identified participants and their organisations in three Provinces (NLC will provide the list of organisations / participants).
- 3.8.2. The appointed service provider must provide accommodation for three (3) nights for the twenty (20) participants in each province. The accommodation must be safe and have acceptable hygiene protocols.
- 3.8.3. The appointed service provide must provide transport to and from the venue for the twenty (20) participants in each province.

- 3.8.4. Appointed service provider/s should reserve and provide a sufficient and professional conference venue in each Province.
- 3.8.5. Conference venue must be booked for three (3) days for training in the form of classroom setting, with breakfast, teas and lunch included for participants.
- 3.8.6. Participants must do evaluation of individual modules.
- 3.8.7. It is preferred that the Facilitators be knowledgeable in the local language in each province to present the programme.

4 Timing and Deliverables

- 4.1. The project should commence within one week of signing the letter of appointment.
- 4.2. It is expected that the service provider will:
 - 4.2.1. Conduct a pre-assessment of the selected participants financial literacy (i.e., existing knowledge and expertise with financial management), computer skills (e.g. Excel) as well as existing financial systems / policies of their respective organisation(s). Develop training manuals at the relevant level (NQF Level 4 or 5).
 - 4.2.2. Design and deliver a three-day accredited financial management training programme per province based on pre-assessment findings and SAQA unit standards and award a certificate of competence to qualifying participants.
 - 4.2.3. Provide (i) a draft and (ii) a final report in Word and PDF on the training with recommendations for improvement.
- 4.3. Due to time constraints the training must be delivered in all three provinces before the end of September 2024.
- 4.4. The project duration is estimated at three (3) months from inception to final report (August 2024 to October 2024).

5 Reporting Requirements

- 5.1.1 The Service Provider will report to the NLC's Senior Manager: Business Development or her delegate for the duration of the appointment.
- 5.1.2 Reporting will be in three (3) phases, Inception, progress, and Close-out Report. The inception and closeout meetings will be held face to face; progress meetings may be held virtually.
- 5.1.3 All reports must be submitted with POE such as attendance registers, pictures and / or videos, and updated Participants database.
- 5.1.4 Regular meetings will be held to track progress

6 Duration of the Project

The expected duration of the project is three (3) months after the signing of a Service Level Agreement (SLA).

SECTION 2: NOTICE TO BIDDERS

7 Terms and conditions of Request for Quotation (RFQ)

The NLC reserves the right to accept or reject any submission in full or in part, and to suspend this process and reject all proposals or part thereof, at any time prior to the awarding of the contract, without thereby incurring any liability to the affected bidders;

7 General rules and instructions

7.1 Take note of the following:

- No costs have been prescribed for the RFQ;
- All proposals **must** be costed in South African Rand, inclusive of VAT;
- The costing must remain valid and open for evaluation for a period of at least six (6) months from the time of submission.

7.2 Costs to be borne by service providers

All costs and expenses incurred by the service provider in any way associated with the development, preparation and submission of responses and providing any additional information required by the NLC, will be borne entirely and exclusively by the service provider.

7.3 Disclaimer

The NLC reserves the right not to select a service provider. The NLC also reserves the right to:

- Award the contract or any part thereof to one or more service providers
- Reject all proposals
- Decline to consider any proposals that do not conform to any aspect of the RFQ requirements
- Request further information from any service provider after the closing date for clarity purposes
- Cancel this RFQ or any part thereof at any time; and
- Should any of the above occur, it will be communicated in writing to the service provider.

7.4 Confidentiality

- Quotations submitted will not be revealed to any other party and will be treated as contractually binding
- All information pertaining to the NLC obtained by the service provider because of participation in this RFQ is confidential and must not be disclosed without written authorisation from the NLC; and
- The successful service provider will be issued with a letter of appointment outlining the requirements of the project.

7.5 Disqualification

- Any form of canvassing/lobbying/influence regarding the RFQ will result in disqualification
- Any non-disclosure of any other information pertaining to this RFQ will result in disqualification; and
- Non-compliance with the requirements will invalidate the quotation.

7.6 Price adjustments

- Application for price adjustments must be accompanied by documentary evidence in support of any adjustments
- The project implementation costs to be quoted during the contract with the successful service providers.

7.7 Payment Terms

- The NLC undertakes to pay valid tax invoices in full within thirty (30) days from statement date for services rendered
- All supporting documents for services rendered should be submitted together with the tax invoices by the twentieth (20th) of every month; and
- Valid Tax Invoices for all services rendered are to be submitted to the Chief Financial Officer (CFO) at the NLC's Finance Division at the address on page 2 above or may be sent via email to the following address: accounts@nlcsa.org.za

7.8 Signatories

- All responses to this RFQ should be signed off by the authorised signatories of the service provider.

7.9 Supplier Performance

- a. 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.

- b. Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- c. 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.
- d. Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

8 Briefing Session

No briefing session will be held.

9 Validity Period *

The Commission requires a validity period of 90 (thirty) Business Days **[08 August 2024 - 08 November 2024]** against this RFQ.

- a. 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.

10 National Treasury's Central Supplier Database

- a. 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.
- b. The Commission may not award business to a bidder who has failed to register on the CSD.
- c. Only foreign suppliers with no local registered entity need not register on the CSD.
- d. The CSD can be accessed at <https://secure.csd.gov.za/>

11 Confidentiality

- a. Bids submitted for this Request for Quotations will not be revealed to any other bidders and will be treated as contractually binding.
- b. The Commission reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in Bid Quotations.
- c. 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 RFQ and in accordance with any applicable law.

- d. 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.

12 Communication

- a. Queries relating to this RFQ should be submitted to bids@nlcsa.org.za before the closing date.
- b. In the interest of fairness and transparency the Commission's response to such a query may be made available to other bidders.
- c. It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the Commission in respect of this RFQ between the closing date and the date of the award of the business.
- d. 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.

SECTION 3: EVALUATION CRITERIA

13 Evaluation Phases

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

14 Stage 1: Tender Closing and Opening

14.1 Tender closing details

The deadline for Tender submission is **08 August 2024 @ 11:00** Standard South African Time. Any late tenders will not be accepted. Proposals clearly marked with the RFQ Number, Company Name, Email Address and Contact Number, are to be submitted to the Commission's tender box at the following physical address:

**National Lotteries Commission
333 Grosvenor Street
Block D, Hatfield Gardens
Hatfield
Pretoria
0001**

15 Bid Formats

Bid submissions must be submitted on a USBs and one hardcopy document.

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 submission.

Submissions must be prominently marked /labelled in such a way that the marking / label cannot be removed or detached with the full details of the tender namely: Bidder's Name, Tender No and Tender Title.

Bidders must submit the documents in 3 separate folders marked as follows: Folder 1 – Mandatory documents; Folder 2 – Technical proposal; Folder 3 – Financial proposal

16 Stage 2: Administrative Compliance

All bid respondents must submit mandatory documents that comply with all mandatory requirements.

The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Documents
Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time Standard Bidding Documents	SBD 1 SBD 6.1
2. Completed and signed returnable document	Completed and signed Consent (POPIA) form
Whether the Bid document has been duly signed by the authorized bidder	Official Company resolution as proof of authorized individuals' delegation
4. Whether the Bid contains a price offer	Pricing Proposal
5. Whether the Bidder tax affairs in order	Tax Compliance System Pin
6. Whether Bidders have failed to register on the CSD. NB only foreign suppliers with no local registered entity need not register on the CSD	Full report of Central Supplier Database (CSD) registration with Tax Compliant Status
7. Valid Certified Copy of BEE Certificate/Sworn Affidavit	BEE Certificate/ Sworn Affidavit

17 Stage 3: Mandatory Compliance

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. Proof of valid full accreditation with Skills Education & Training Authority (SETA) Level 4 or above	Proof of valid full accreditation (current accreditation) with Skills Education & Training Authority (SETA)
2. Returnable Standard Bidding Documents SBD4	Fully completed and signed SBD4

18 Stage 4:1 Technical evaluation

The following rating scale will be used to evaluate proposals:

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the supplier 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 supplier 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 supplier of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3
Minor Reservations	Satisfies the requirement with minor reservations . Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	2
Serious Reservations	Satisfies the requirement with major reservations . Considerable reservations of the supplier'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 supplier has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	0

Service Providers (SP) must structure their proposals according to the evaluation criteria below and must cover all areas specified below. Any additional information, other than what is outlined below, should be annexed. Evaluation of the Proposals will be based on the service provider's responses in respect of the RFQ according to the following criteria:

Evaluation Criteria		% weight
Institution Experience	Criteria	30%
<p>The SP must provide a company profile that includes details of recent work (i.e., within the past six years) similar to the scope outlined in the RFQ. Specific details must be given to indicate the extent to which these previous experiences relate to the work described in the RFQ. The bidder should structure this section of the profile as follows:</p> <p><i>Client, description of work done, duration of contract, start and end dates, value of contract, how work done relates to NLC scope, outcomes of work done.</i></p> <p>NB start and end dates will be used to determine the years of experience.</p>	<p>Company experience will be rated using the following sub-weighting:</p> <ul style="list-style-type: none"> • Less than one years' relevant experience – 0 points • More than one year up to two years' relevant experience = 1 Point • More than two years' up to five years' relevant experience = 3 Points • Over 5 years relevant experience = 5 Points 	(20%)
<p>Reference Letters</p> <p>Reference letters from clients <u>for the work done as described above</u> should be attached. Reference letters must be on the company letterhead and should be signed and dated.</p>	<p>The reference letters will be rated using the criteria below:</p> <p>1 relevant reference letter = 1 point 2 relevant reference letters = 2 points 3 relevant reference letters = 3 points 4 relevant reference letters = 4 points 5 relevant reference letters = 5 points</p>	(10%)
Members Qualifications and Experience	Criteria	35%
<p>Bidders should provide information regarding the relevant qualifications and experience of the assigned project team (e.g., lead trainers / facilitators, second trainers / facilitators). The bidder should structure this section of the proposal as follows: <u>Summary profile (in a matrix format) of the proposed consultants, their highest qualifications and NQF level, technical and professional skills and experience, professional memberships / affiliations, reasons why they are suitable to undertake the project for the NLC as per the RFQ scope. (NB Qualifications should be in Commerce, Accounting, Financial Management or related field)</u></p> <p>Please attach Abbreviated Curriculum Vitae (CV's) of personnel to be involved in the implementation of</p>	<p>Qualifications will be rated using the following sub-weightings:</p> <ul style="list-style-type: none"> • No team members with a relevant qualification (NQF level 7 and above) = 0 point • Less than 50% team members with a relevant qualification (NQF level 7 and above) = 1 point • More than 50% team members with a relevant qualification (NQF level 7 and above) = 3 points • 100% team members with a relevant 	(10%)

[Type here]

the project, not longer than <u>two pages</u> each, in an <u>Appendix</u> . Please attach copies of relevant qualifications and professional affiliations / memberships with the CVs.	qualification (NQF level 7 and above) = 5 points	
	<p>Members' experience will be rated using the following sub-weightings:</p> <p>Average team experience (i.e. total number of team years of relevant experience divided by the total number of team members)</p> <ul style="list-style-type: none"> • Less than one years' average relevant experience = 0 points • More than one- and up to three-years' average relevant experience = 1 point • More than three and up to five-years' average relevant experience = 3 points • More than five years' average relevant experience = 5 points 	15%
Project Plan / Methodology	Criteria	35%
<p>Considers the responsiveness to the RFQ, bidder's understanding of the NPO sector and need for capacity building; adult learning principles, the level of detail in the proposal; attention to project management; and novel value-adding approaches. The bidder should structure this section of the proposal as follows (max 10 pages):</p> <p><i>Background: Current state of NPO sector in SA; role of grant funders in capacity building (+- 2 pages); Scope of work: understanding of the project scope (+- 3 pages); Project plan with WBS (GANTT) +- 2 pages; Risk Assessment for the assignment with mitigations (+- 1 page).</i></p>	<p>The proposal will be rated using the below criteria:</p> <p>Proposal includes comprehensive understanding of NPO sector training requirements; appropriate methodologies for adult learning; scope of work that fully encompasses the ToR; detailed project plan and WBS within set time frames, satisfactory risk assessment.</p> <p>The proposal will be rated using the rating scale in Table 1 above.</p>	
TOTAL		100
The minimum qualifying score for technical evaluation		70 points

19 Stage 4.2: Financial evaluation

Price proposals (VAT inclusive) must be presented as per **Annexure A Pricing Schedule**.

[Type here]

20 Stage 5: The 80/20 Principle based on Price and Specific goal stated below:

Evaluation on Price and Specific Goals as Per PPR2022. The 80/20 Principle based on Price and specific goals for the NLC.

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

P_t = Price of bid under consideration

P_{max} = Price of highest acceptable bid

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

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

21 Stage 6: 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:

- 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 RFQ 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 ongoing or completed contracts, including physical inspections of previous works, as necessary.
- f) Financial Stability Assessments

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

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SECTION 4: INVITATION TO BID

(SBD 1)

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS

BID NUMBER:	RFQ 2024 – 007-018	ISSUE DATE:	25 July 2024	CLOSING DATE:	08 August 2024	CLOSING TIME:	11H00
DESCRIPTION	REQUEST FOR QUOTATION TO DESIGN AND DELIVER FINANCIAL MANAGEMENT TRAINING FOR NLC GRANTEES IN THREE PROVINCES						

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

USBs AND 1 COPY

333 Grosvenor Street, Block D, Hatfield Gardens, Hatfield, Pretoria, 0001

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Maureen Senyatsi	CONTACT PERSON	Maureen Senyatsi
TELEPHONE NUMBER	012 432 1470	TELEPHONE NUMBER	012 432 1470
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	maureen@nlcsa.org.za	E-MAIL ADDRESS	maureen@nlcsa.org.za

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELL PHONENUMBER					
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	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

1. 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]	2. 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]
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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 PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.		

**PART B
TERMS AND CONDITIONS FOR BIDDING**

TAX COMPLIANCE REQUIREMENTS

- i. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- ii. 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.
- iii. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- iv. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- v. IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- vi. 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: _____



SECTION 5: 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

- 1.1.2 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.

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

SECTION 6: PREFERENCE POINTS CLAIM FORM

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	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 or 90 points is allocated for price on the following basis:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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 either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for 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 the 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Please complete this table for claiming of points.

1. Procurement from entities who are black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who have 100% black Ownership	8	8	Copies of ID's/3 months CIPC Report from the closing date of the bid/ CSD Recent Report B-BBEE Certificate / B-BBEE	
Tenderer who have 51% to 99% black ownership	4			
Tenderer who have less than 51% black ownership	0			
2. Procurement from entities who are women Owned				
Tenderer who have 100% women ownership	4	4	Sworn Affidavit	
Tenderer who have 30% to 99% women ownership	2			
Tenderer who have less than 30% women ownership	0			
3. Black Youth Ownership		4	Full CSD Report	
Tenderer who have 100% black youth ownership	4			
Tenderer who have 30% to 99% black youth ownership	2			
Tenderer who have less than 30% black youth ownership	0			
4.Procurement from Disabilities				
Tenderer who have 20% or more owners with disability	4	4	Letter from the Doctor confirming disability and CSD report	
Tenderer who have less than 20% but more than 10% owners with disability	2			
Tenderer who have less than 10% owners with disability	0			
Total points for specific goals		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 authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p> <p>SURNAME AND NAME:</p> <p>DATE:</p> <p>ADDRESS:</p> <p>.....</p> <p>.....</p>	
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SECTION 7: SCM CONSENT REQUEST FORM

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, SMS or e-mail, which is prohibited unless written consent to the processing is given by the data subject. You may only be approached once for your consent by us (NLC). After you have indicated your wishes in Part B, you are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated above.
2. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
 - 2.1 the collection, receipt, recording, organisation, collation, storage, updating or

modification, retrieval, alteration, consultation or use;

2.2 dissemination by means of transmission, distribution or making available in any other form; or

2.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.

3. "Personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—

3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;

3.2 information relating to the education or the medical, financial, criminal or employment history of the person;

3.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person;

3.4 the biometric information of the person;

3.5 the personal opinions, views or preferences of the person;

3.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

3.7 the views or opinions of another individual about the person; and

3.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

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

Signature of Designation person

PART 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.