

REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP THE B-BBEE STRATEGY AND PROVIDE B-BBEE-RELATED SERVICES TO THE NLC FOR A PERIOD OF 12 MONTHS

BID PROCESS	BID REQUIREMENTS
RFQ Number	RFQ2026-009-021
RFQ Description	REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP THE B-BBEE STRATEGY AND PROVIDE B-BBEE-RELATED SERVICES TO THE NLC FOR A PERIOD OF 12 MONTHS
RFQ Issue Date	16 September 2026
Submissions	All submissions Must be addressed to Supply Chain Management, NLC Submission of proposals through (<i>online submission on e-tender</i>) Enquiries ONLY can be emailed to: penelope@nlcsa.org.za
Closing date and time	25 September 2025@11
Place where bid is advertised	E-TENDER PORTAL
RFQs Validity Period	120 days from date of closing

REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP THE B-BBEE STRATEGY AND PROVIDE B-BBEE-RELATED SERVICES TO THE NLC FOR A PERIOD OF 12 MONTHS.

SECTION 1: INTRODUCTION, BACKGROUND AND SCOPE OF REQUIREMENTS.

1. INTRODUCTION

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

2. BACKGROUND

The NLC is required in terms of legislation, the Broad-Based Black Economic Empowerment Act (B-BBEE) 53 of 2003, as amended by Act 46 of 2013, to report on compliance with B-BBEE. The NLC as a public entity must file the annual audit of financial statements and annual report compiled in terms of section 13 G (1) of the Act annually to the B-BBEE Commission in the prescribed FORM B-BBEE 1, within thirty (30) days of the approval of such audited financial statements and annual report.

The NLC is a Schedule 3A public entity, and it is important that it is BEE compliant and that the certificate accurately reflects such.

The required service provider will be expected to develop an overall B-BBEE strategy and provide related services to the NLC to improve on the current B-BBEE rating level from the required BEE elements. The current NLC status B-BBEE verification rating is level 8.

3. SCOPE OF WORK AND DELIVERABLES

- 3.1. To conduct a Gap analysis in relation to the NLC B-BBEE environment.
- 3.2. Provide a comprehensive plan of action to mitigate the identified gaps from the analysis, with clear timeframes for 12 Months to work towards a level 1 accreditation.
- 3.3. The plan should include different proposals with costing on actions required to improve the B-BBEE levels over the period, including proper skills spent on correct Economically Active Populations (EAP) targets and accurate calculations for the monetary targets, with suggested initiatives to earn optimal points on the BEE scorecard
- 3.4. Provide focused workshops with key individuals to develop the strategy and action plan with clear facilitation and transfer of skills. This should include the high-level analysis of the current BEE legislation, breakdown of the elements, B-BBEE rating and proposals to improve.

- 3.5 Skills transfer to the custodians of the function and to all the pillar heads for a period of 12 Months.
- 3.6. Develop an overall robust B-BBEE strategy for the NLC, which will guide the organisation for the next five years.
- 3.7. Ongoing professional consultation and advice for 12 Months. This must include a dedicated project manager to assist the NLC with compiling the verification and audit files for 12 Months, drafting responses to enquiries or clarifications from the verification entity, assisting with solutions or alternative information sources that can be provided, etc. Conduct a B-BBEE compliance diagnostic assessment. Aligning with DTIC Codes and sector charters; Incorporate all key elements of B-BBEE.
- 3.9. Advisory Services: Provide ongoing advice on B-BBEE compliance; Recommend scorecard improvements; Support policy development.
- 3.10. Monitoring and Reporting: Develop a monitoring framework; Assist with report preparation; Support B-BBEE audits and verification.
- 3.11. Training and Capacity Building: Conduct staff training and awareness sessions; Build internal B-BBEE management capacity.

4. DELIVERABLES

- 4.1. Developed robust B-BBEE strategy for the NLC, including specific goals for all the elements, targets, action plans, and monitoring mechanisms etc.
- 4.2. Comprehensive GAP analysis and mitigating plans, with a clear analysis of the priority elements and non-priority elements.
- 4.3. B-BBEE strategic report.
- 4.4. Professional advice and transfer of skills.
- 4.5. Quarterly and annual B-BBEE progress reports.

5. REPORTING REQUIREMENTS

Service provider will report to the B-BBEE Specialist. The service provider will be required to provide monthly progress reports during implementation, attendance at project steering committee meetings, escalation procedures for risks and issues, and a final project close-out report.

6. DURATION OF THE PROJECT

The project must be completed within 12 Months and may be effective on the date of appointment, the date of signing of a service level agreement (SLA), or as directed and at the discretion of the NLC.” The successful bidder will be expected to commence work from the date of appointment until the last item has been delivered, as per the delivery dates to be communicated with the appointed bidder/s on an as and when required basis.

7. VALIDITY PERIOD

- 7.2. The NLC requires a validity period of 120 days from the closing date of this RFQ.
- 7.3. 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 responsive bidder 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 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.

8. FORMAL BRIEFING SESSION

No briefing session.

SECTION 2: NOTICE TO BIDDERS

9. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION

- 9.1 This document may contain confidential information that is the property of the NLC.
- 9.2 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 RFQ without prior written permission from the NLC.
- 9.3 All copyright and intellectual property herein vests with the NLC.
- 9.4 Late and incomplete submissions will not be accepted.
- 9.5 No services must be rendered, or goods delivered before an official Commission Purchase Order form has been received.
- 9.6 This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act No. 5 of 2000 and Preferential Procurement Regulations (PPR) of 2022.
- 9.7 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.
- 9.8 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za, suppliers must provide their CSD registration number (and attach CSD Registration report) and ensure that the tax matters are compliant.
- 9.9 All questions regarding this RFQ must be forwarded to quotation@nlcsa.org.za and penelope@nlcsa.org.za

10. GENERAL TERMS AND CONDITIONS

- 10.1 A bid submitted in response to this RFQ will constitute a binding offer which will remain binding and irrevocable for a period of 60 days from the closing date of this RFQ.
- 10.2 Unless or until a binding contract is concluded between the NLC and the successful Bidder, the offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder. No services must be rendered, or goods delivered before an official NLC Purchase Order form has been issued.
- 10.3 The NLC reserves the right to amend, modify, withdraw or terminate this RFQ or any of the requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any Bidder or person.
- 10.4 Should this RFQ be amended, the NLC undertakes to publicize or send each Bidder in writing the amended RFQ. No oral amendments by the Bidder or the NLC shall be considered.
- 10.5 Any attempt to alter the terms and conditions or the scope of work may result in the bid being considered non responsive.
- 10.5 Precedence of documents
- 10.5.1 This RFQ consists of several sections (see list). Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFQ and the stipulations in any other document attached hereto, or the RFQ submitted hereto, the relevant stipulations in this RFQ shall take precedence.
- 10.5.2 Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that NLC may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by NLC.
- 10.5.3 It, however, remains the exclusive domain and election of NLC as to which of these stipulations are applicable and to what extent. Bidders hereby acknowledge that the decision of 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 its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.
- 10.6 News and press releases
- 10.6.1 Bidders or their agents shall not make any news releases concerning this RFQ or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, NLC.
- 10.7 Preferential procurement reform
- 10.7.1. NLC shall apply the principles of the PPPFA to this proposal read together with the PPR.
- 10.8 National Industrial Participation Program

- 10.8.1 The Industrial Participation policy, which was endorsed by Cabinet on 30 April 1997, is applicable to contracts that have an imported content. The NIP is obligatory and therefore must be complied with. Bidders are required to sign and submit the Standard Bidding Document (“SBD”).
- 10.9 It is compulsory for a Bidder submitting a bid to be registered on the National Treasury’s Central Supplier Database (“CSD”) and ensure that it remains registered for the duration of the services and/or contract, if successful. The Bidder must provide their CSD registration number and attach their CSD Summary report.
- 10.10 The Bidder needs to ensure that it is tax compliant at the time of submitting its Bid and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation issued by the South African Revenue Services (“SARS”) confirming it is tax compliant upon request by the NLC.
- 10.11 The NLC reserves the right to conduct site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its response to this Bid.
- 10.12 This RFQ is not intended to form the basis of a decision to enter into any transaction with the NLC and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 10.13 Neither the NLC or any of its respective directors, officers, employees, agents, representatives or advisors will assume any responsibility for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to this RFQ.
- 10.14 No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFQ. Failure to comply with this requirement may, within the sole discretion of the NLC, result in disqualification of the relevant entity.
- 10.15 Any material change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall be brought to the attention of the NLC Supply Chain Management (“SCM”) section in writing. The NLC shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may in its sole discretion disqualify the Bidder from any further participation in the bid process.
- 10.16 Any requirement set out in this RFQ which stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NLC, and unless the contrary is expressed, may be waived by the NLC in its sole discretion at any stage in the bid process.
- 10.17 The NLC and its advisors shall rely on a bid as being accurate and complete in relation to the information and proposals provided therein by the bidders.
- 10.18 All Bids submitted to NLC shall become the property of the NLC and will not be returned to the Bidders. The NLC will make all reasonable efforts to maintain information contained in proposals in confidence.
- 10.19 A Bid submitted by the Bidder shall be considered irregular if it shows any omissions, or irregularities of any kind. However, the NLC reserves the right to waive any irregularities and to make an award in the best interest of the organisation.

- 10.20 The NLC reserves the right to accept or reject in part or whole any Bid submitted and to waive any technicalities if this is in the best interest of the organization.
- 10.21 The NLC reserves the right to require a Bidder to provide a formal presentation of its RFQ at a date and time to be determined by the NLC. The NLC shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. The Bidder shall bear all expenses.
- 10.22 All costs associated with the preparation and submission of the Bid remain the responsibility of the Bidder. The costs shall not be chargeable to the NLC by the successful or unsuccessful Bidder.
- 10.23 All Bids must be formulated and submitted in accordance with the requirements of this RFQ.
- 10.24 Bids received after the closing date and time as specified in this RFQ shall be rejected.
- 10.25 The NLC is not obliged to appoint a bidder with the lowest price, if, based on its sole discretion and assessment, the said bidder does not exhibit or demonstrate adequate capacity or full comprehension of the scope of work to be undertaken. In this regard, the NLC may appoint the lower-ranked bidder provided that the reasons for such deviation are properly justified and accurately recorded.
- 10.26 A Bidder or any party acting on behalf of a Bidder shall not make any announcement or press releases concerning this RFQ or the awarding of any resulting agreement without the prior written consent of, and then only in co-ordination with, the NLC.
- 10.27 The assessment and award of the bid shall be conducted in accordance with applicable legislation.
- 10.28 Processing of Bidder's Personal Information
- 10.28.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFQ 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, the Preferential Procurement Regulations, 2022. The Bidder is advised that Bidder's Personal Information may be passed on to third parties to whom NLC is compelled by law to provide such information. For example, where appropriate, NLC is compelled to submit information to the National Treasury's Database of Restricted Suppliers.
- 10.28.2 All Personal Information collected will be processed in accordance with POPIA and with the NLC Data Privacy Policy.
- 10.28.3 The following persons will have access to the Personal Information collected:
- 10.28.3.1 NLC personnel participating in procurement/award procedures; and
- 10.28.3.2 Members of the public: within seven working days from the time the bid is awarded, the following information will have to be made available on the National Treasury's e-Tender portal.
- 10.29 All Personal Information of the Bidder, including its employees, representatives, associates, and sub-contractors required under this RFQ is collected and processed for the purpose of assessing the content of its bid proposal and awarding the bid. By submitting a bid, the Bidder consents to the use of its Personal Information as stipulated in this RFQ.
- 10.30 A Bidder's 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.

10.31 All Personal Information collected will be processed in accordance with the Protection of Personal Information Act, 2013 (POPIA) and with the NLC Data Privacy Policy.

10.32 It is prohibited for Bidders to attempt, either directly or indirectly, to canvass or engage in any manner with any officer or employee of the NLC in respect of this RFQ between the closing date and the date of award of this bid

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

10.34 Bids shall be submitted in English.

10.35 In this RFQ, the words "service provider" "supplier" will be used interchangeably to refer to the Bidder.

10.36 Rejection of all Bids/Quotations and Disclaimer

10.36.1 The NLC reserves the right to reject all bids when deemed necessary. This is justified when there is lack of effective competition, or bids/quotation are not substantially responsive.

11. CONFIDENTIALITY

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

11.2 The Commission reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in the proposal/ quotations.

11.3 The Bidder acknowledges that it will obtain and have access to personal information of The Commission and agrees that it shall only process the information disclosed by the Commission in terms of this bid award and only for the purposes as detailed in this RFQ and in accordance with any applicable law.

11.4 The Bidder shall notify the Commission in writing of any unauthorised access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

12. COMMUNICATION

12.1 Specific queries relating to this RFQ should be submitted Kamogelo.motlhamme@nlcsa.org.za and penelope@nlcsa.org.za before the closing date.

12.2 In the interest of fairness and transparency the Commission's response to such a query may be made available to other bidders.

12.3 It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the Commission in respect of this RFQ between the closing date and the date of the award of the business.

12.4 Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

13. SUPPLIER PERFORMANCE

- 13.1 The NLC 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.
- 13.2 Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 13.3 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.
- 13.4 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

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

14. STAGE 1: RFQ CLOSING DATE AND SUBMISSION INSTRUCTIONS AND FORMAT

- 14.1 The deadline for Bid submission is **25 September 2026 @11:00** Standard South African Time bidders will be submitted via e-Tender portal. **(no physical submissions will be accepted)**
- 14.2 No late submissions will be accepted.

15. STAGE 2: ADMINISTRATIVE COMPLIANCE

- 15.1 All bid respondents must submit required documents that comply with all this RFQ.
- 15.2 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
CSD Registration	Proof of CSD registration
Bidder's tax compliance confirmation	Valid SARS Tax Pin
Original Signed consent form in terms of the	POPIA Consent Form

Protection of Personal Information Act No.4 2013 (POPIA)	
B-BBEE Certificate / Sworn Affidavit in terms of Codes of Good Practice-Valid	A valid BEE Certificate/Sworn Affidavit

16. STAGE 3: MANDATORY COMPLIANCE

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

Evaluation Criteria	Supporting Document
1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	JV Agreement
2. Bidders must submit a fully completed declaration of interest form (failure to declare honestly will lead to bidder being disqualified)	SBD 4
3. Pricing schedule	Complete pricing schedule

17. STAGE 4 TECHNICAL PROPOSAL EVALUATION

Table 1: Rating Scale

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the Service Provider 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 Service Provider 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 Service Provider of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3



NATIONAL LOTTERIES COMMISSION

a member of **the dtic** group

Minor Reservations	Does not meet 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	Does not meet the requirement with major reservations. Considerable reservations of the Service Provider'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 Service Provider has the ability, understanding, experience, skills, resources & quality measures required to provide the goods / services, with little or no supporting evidence.	0

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

	Evaluation CRITERIA	SCORE	WEIGHTING
3.2.1	COMPANY EXPERIENCE		20
A)	Bidders are required to demonstrate that they have the capacity to render the required service to develop B-BBEE strategies, developing ESD strategy, implementation plans, transfer of skills and GAP analysis. Company profile clearly indicating the number of years providing the required services (See Annexure A)	• Company profile with no relevant company experience = 0 point. • Company profile with relevant company experience of 3-year to 4 years = 1 points. • Company profile with relevant company experience of more than 4 to 6 years = 2 points. • Company profile with company experience of more than 6 to 8 years = 3 points. • Company profile with company experience of more than 8 to 10 years = 4 points. Company profile with company experience of more than 10 = 5 points.	



NATIONAL LOTTERIES COMMISSION

a member of **the dtic** group

	REFERENCE LETTER SCORE		WEIGHTING
C)	Bidder (s) are required to demonstrate relevant experience and competency of the company for all successfully completed projects. The letters must include the company name, contact name, address, a brief description of the services that you provided. The bidders must provide written reference letters from contactable existing/ recent clients (public / private sector) for similar services rendered within the past 5 years in developing B-BBEE strategies, implementation plans, GAP analysis, and transfer of skills. Multiple Reference letters from one company is deemed as one reference No appointment letters from clients will be accepted as reference letters.	• 5 Points – 5 years or more of relevant experience clearly demonstrated in the company profile • 4 Points – 4 to less than 5 years of relevant experience • 3 Points – 3 to less than 4 years of relevant experience • 2 Points – 2 to less than 3 years of relevant experience • 1 Point – 1 to less than 2 years of relevant experience • 0 Points – No information provided or less than 1 year of relevant experience	15
3.2.2	EXPERIENCE OF THE PROJECT MANAGER		25



NATIONAL LOTTERIES COMMISSION

a member of **the dtic** group

A.	Abridged CV (not longer than four pages) of the technical Project Manager Demonstrated expertise and relevant experience and indicated projects related to developing B-BBEE strategies, implementation plans, ESD strategy, transfer of skills, GAP analysis.	5 years and more experience related to developing B-BBEE strategies, implementation plans, transfer of skills, GAP analysis = 5 4 years' and up to and inclusive of 5 years' experience related to developing B-BBEE strategies, implementation plans, transfer of skills, GAP analysis, = 4 3 years' and up to and inclusive of 4 years' experience related to developing B-BBEE strategies, implementation plans, transfer of skills, GAP analysis, = 3 2 years' and up to and inclusive of 3 years' experience related to developing B-BBEE strategies, implementation plans, transfer of skills, GAP analysis, = 2 1 year and up to and inclusive of 2 years' experience related to developing B-BBEE strategies, implementation plans, transfer of skills, GAP analysis, = 1 Less than 1 year experience related to developing B-BBEE strategies, implementation plans, transfer of skills, GAP analysis, or no experience available = 0	
B.	METHODOLOGY APPROACH AND IMPLEMENTATION PLAN		
	METHODOLOGY AND APPROACH		25



NATIONAL LOTTERIES COMMISSION

a member of **the dtic** group

	The bidder must demonstrate knowledge of the key requirements and expectations mentioned in this document. Provide detailed and comprehensive proposal on how the methodology will meet the requirements, as per the scope of work. The service provider must demonstrate an understanding of the scope by submitting a detailed methodology that demonstrates how the scope of work will be delivered. Methodology to include the following 5 activities: • <i>Robust BBEE strategy that includes specific goals for all the elements, targets, action plans, and monitoring mechanisms etc.</i> • <i>Comprehensive GAP analysis and mitigating plans, with a clear analysis of the priority elements and non-priority elements.</i> • <i>B-BBEE strategic report.</i> • <i>Skills Transfer.</i> • <i>Quarterly and annual B-BBEE progress reporting.</i>	Methodology Approach with 4 activities covered comprehensively and exceptionally =5 • Documentation is impeccably organized and easy to navigate. • All key components of the methodology are comprehensively explained. • Language and grammar are flawless, making it effortless to understand. • Visual aids and examples are extensive, enhancing clarity. • Terminology is consistently and precisely defined. Methodology Approach with 4 activities covered in detail and above satisfactory demonstration =4 • Documentation is well-structured and logically organized. • Key components of the methodology are explained in detail. • Language and grammar are clear, with minimal errors. • Visual aids and examples enhance understanding. Terminology is consistent and well-defined.	
--	--	--	--



NATIONAL LOTTERIES COMMISSION

a member of **the dtic** group

		Methodology Approach with 4 activities covered in detail and satisfactory =3 • Documentation provides a basic understanding of the methodology. • Most key components are covered but may lack detail. • Structure and organization are reasonable. • Language and grammar are generally clear but may need refinement. Visual aids and examples are present but could be more comprehensive. Methodology Approach with 3 activities covered in detail =2 • Documentation lacks depth and thoroughness. • Key components of the methodology are briefly mentioned or absent. • Some sections may be incomplete or overly vague. • Minimal use of visual aids or examples. Language and grammar are somewhat problematic. Methodology Approach with 2 activities covered in detail =1 • Documentation is disorganized and lacks structure.	
--	--	---	--



NATIONAL LOTTERIES COMMISSION

a member of **the dtic** group

		• Key concepts are unclear or missing. • Grammar and language usage impede comprehension. • Terminology is inconsistent or undefined. No visual aids or examples to illustrate concepts Methodology Approach with below 1 activities covered in detail or no methodology and approach is attached. = 0	
	IMPLEMENTATION PLAN		15
	The bidder must provide a project implementation plan which details how the service will be carried out. The project plan must have deliverables and time frames as per the scope of work and the outlined deliverables.	Project Implementation Plan with 5 deliverables covered comprehensively and exceptionally =5 • Documentation is impeccably organized and easy to navigate. • All key components of the methodology are comprehensively explained. • Language and grammar are flawless, making it effortless to understand. • Visual aids and examples are extensive, enhancing clarity. Terminology is consistently and precisely defined. Project Implementation Plan with 5 deliverables covered in detail and above satisfactory demonstration = 4	5

		• Documentation is well-structured and logically organized. • Key components of the methodology are explained in detail. • Language and grammar are clear, with minimal errors. • Visual aids and examples enhance understanding. • Terminology is consistent and well-defined. Project Implementation Plan with 5 deliverables covered in detail =3 • Documentation provides a basic understanding of the methodology. • Most key components are covered but may lack detail. • Structure and organization are reasonable. • Language and grammar are generally clear but may need refinement. • Visual aids and examples are present but could be more comprehensive. Project Implementation Plan with 4 deliverables covered in detail =2 • Documentation lacks depth and thoroughness. • Key components of the methodology are	
--	--	---	--



NATIONAL LOTTERIES COMMISSION

a member of **the dtic** group

		briefly mentioned or absent. • Some sections may be incomplete or overly vague • Minimal use of visual aids or examples. • Language and grammar are somewhat problematic Project Implementation Plan with 3 or less deliverables =1 • Documentation is disorganized and lacks structure. • Key concepts are unclear or missing. • Grammar and language usage impede comprehension. • Terminology is inconsistent or undefined. No visual aids or examples to illustrate concepts No project plan provided = 0	
	Total:		100

Total Weighting:

100

Minimum qualifying score required:

70

Stage 4: Pricing and Special goal

Pricing Schedule: Please refer to Annexure B

Evaluation Criteria	Final Weighted Scores
Price 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: $P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$ Where: P_s = Score for the Bid under consideration P_t = Price of Bid under consideration P_{min} = Price of lowest acceptable Bid	80

Note that only bidders who obtain the minimum qualifying score of 75 will be evaluated further on 80/20 and specific goals. The bidders will be awarded a maximum of top eight highest scoring bidders on price and specific goals.

The evaluation for Pricing and Special goals will include the following:

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/3 months CIPC Report from the closing date of the bid/ CSD Recent Report
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are 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	B-BBEE Certificate /
Tenderer who have 100% black youth ownership	4		

Tenderer who have 30% to 99% black youth ownership	2		B-BBEE Sworn Affidavit
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	
TOTAL SCORE:		80+20+100	

Stage 5: Due Diligence

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

Stage 6: Contract and Award

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

INVITATION TO BID (SBD 1) PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS							
BID NUMBER:		ISSUE DATE:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION	REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP THE B-BBEE STRATEGY AND PROVIDE B-BBEE-RELATED SERVICES TO THE NLC FOR A PERIOD OF 12 MONTHS						
BID RESPONSE MUST BE SUBMITTED VIA THE BELOW EMAIL							
All submissions Must be addressed to Supply Chain Management, NLC Submission of proposals through (<i>online submission on e-tender</i>) Enquiries ONLY can be emailed to: penelope@nlcsa.org.za							
BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACTPERSON	Supply Chain Management			CONTACT PERSON	Penelope Soyingwa		
TELEPHONENUMBER	012 432 1300			TELEPHONE NUMBER	012 432 1414		
FACSIMILENUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	quotation@nlcsa.org.za			E-MAIL ADDRESS	penelope@nlcsa.org.za		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELL PHONENUMBER							
FACSIMILENUMBER	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] Yes No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] Yes No
--	--------------------------------------	-------------------------------------	--------------------------------------

[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 ☐ No ☐ [IF YES ENCLOSE PROOF]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS / SERVICES / WORKS OFFERED?	Yes ☐ No ☐ [IF YES, ANSWER QUESTIONNAIRE BELOW]
--	--	---	--

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES ☐	NO ☐
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES ☐	NO ☐
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES ☐	NO ☐
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES ☐	NO ☐
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION	YES ☐	NO ☐
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PINCODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.		

**PART B
TERMS AND CONDITIONS FOR**

TAX COMPLIANCE REQUIREMENTS	
	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. i. 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. v. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. iv. 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.

BIDDING

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: _____



1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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

- 2.3.1 If so, furnish particulars:

.....

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

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:



Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 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.
- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.



I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

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

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 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.)

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 have 100% black Ownership	8	8	
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	
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women Ownership	0		

3. Black Youth Ownership		4	
Tenderer who have 100% youth ownership	4		
Tenderer who have 30% to 99% youth Ownership	2		
Tenderer who have less than 30% youth Ownership	0		
4. Procurement from Disabilities		4	
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	

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 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 *audialteram 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: _____

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). 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