

NATIONAL LOTTERIES COMMISSION

APPOINTMENT OF A SERVICE PROVIDER TO COMPILE AND PUBLISH AND PRINT AN INTEGRATED REPORT FOR A PERIOD OF TWO (2) YEARS FOR THE NLC:

2026/27 & 2027/28

BID PROCESS	BID REQUIREMENTS
RFQ Number	RFQ/2026-001-007
RFQ Description	APPOINTMENT OF A SERVICE PROVIDER TO COMPILE AND PUBLISH AND PRINT AN INTEGRATED REPORT FOR A PERIOD OF TWO (2) YEARS FOR THE NATIONAL LOTTERIES COMMISSION: 2026/27 & 2027/28
RFQ Issue Date	26/01/2026
Place where RFQ is advertised	E-tender only
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	29/01/2026 @11:00 Standard South African Time
RFQs Validity Period	The validity period of the quotation requested must be 120 days from the closing date.

SECTION 1: BACKGROUND, OVERVIEW AND RFQ SCOPE OF REQUIREMENTS

1. INTRODUCTION

The National Lotteries Commission (NLC) was established under the Lotteries Act No. 57 of 1997, as amended (Lotteries Act), to regulate the National Lottery and other lotteries and societies.

The NLC aims to ensure that funds raised through the National Lottery are distributed equitably and expeditiously across South Africa to advance the social upliftment of communities in need, addressing poverty and reducing inequalities in line with the National Development Plan.

The Commission is required to apply principles of openness and transparency in the exercise of its functions assigned to it in terms of the Lotteries Act No 57 of 1997.

2. BACKGROUND

2.1 NLC Board

The Board of the NLC will oversee those reports such as annual financial statements, sustainability reports, social and ethics committee reports, or other online or printed reports are issued, as is necessary and in compliance with legal requirements, and/or to meet legitimate and reasonable information needs of material stakeholders. The Board will also oversee that the NLC issues an Integrated Report at least annually, which is either:

- A standalone report that connects the more detailed information in other reports and addresses, at a high level and in complete, concise way, the matters that could significantly affect the organisation's ability to create value; or
- A distinguishable, prominent, and accessible part of another report which also includes the annual financial statements and other reports that must be issued in compliance with legal provisions.

The Board will also oversee that the following information is published on the NLC's website, or on other platforms or through other media as is appropriate for access by stakeholders:

- Corporate governance disclosures required in terms of King IV; Integrated reports; and Annual financial statements and other applicable external reports.

2.1 Integrated Report

The King IV Code of Good Governance South Africa 2016 (King IV) advocates for integrated thinking which takes account of the connectivity and interdependence between the range of factors that affect an organisation's ability to create value over time. Integrated thinking underpins all the following:

- Seeing the organisation as an integral part of society and thus as a corporate citizen;
- The stakeholder-inclusive approach;
- Sustainable development; and
- Integrated reporting.

To clarify the standing of the integrated report in relation to other reports, King IV deals with integrated reporting as one of many reports that may be developed and issued by an organisation, as is necessary, to comply with legal requirements, and/or to meet particular information needs of material stakeholders. Principle five of King IV also states that the governing body should ensure that reports issued by the organisation enable stakeholders to make informed assessments of the organisation's performance, and its short, medium and long-term prospects.

Integrated reporting (IR) in corporate communication is a process that results in communication, most visibly a periodic "annual report", about value creation over time. An integrated report is a concise communication about how an organization's strategy, governance, performance and prospects lead to the creation of value over the short, medium and long term.

It means the integrated representation of a company's performance in terms of both financial and other value relevant information. Integrated Reporting provides greater context for performance data, clarifies how valuable relevant information fits into operations or a business, and may help make company decision-making more long-term. While the communications that result from the (IR) will be of benefit to a range of stakeholders, they are principally aimed at providers of financial capital allocation decisions. (IR) helps to complete financial and sustainability reports. A framework has been published, but some questions remain about how to apply it.

3. OBJECTIVES

The objective of this TOR is to appoint a suitable service provider that will assist the NLC with the development, publishing and printing of an integrated report for a period of two (2) years. The service provider will be expected to provide its services through a dedicated and creative team of adequately qualified and experienced project team to be able to carry out the requirements of the nature of the mandate herein.

4. SCOPE OF WORK

The scope of work entails the following:

Development and publication of the NLC Integrated report in the form of a hard copy and an electronic e-book Integrated Report.

- Estimated pages 260-300, Glossy paper and inner pages design including page dividers
- Cover page: Hard Cover (200-300gsm)
- Copy Layout, Copy editing and Proofreading, colour Proofs (sign-off purposes)
- Provide a Risk Mitigation Plan, i.e, shorter timelines, quick turnaround times for tight deadlines
- Produce a total of 8 versions for sign-off purposes (if required)
- Sourcing and Purchasing stock imagery (10) (**Getty Images**)
- Electronic version of the final product with a clickable feature
- Final Delivery within three (3) months from the commencement of the project
- Printing of 100 hard copies of the Integrated Report
- Printing Options: Service Provider to advise on 3 possible printing options i.e. Spot UV, Foiling etc.
- Sourcing of the ISBN

4.1 Reporting

The chosen service provider will report to the **Corporate Performance Division** for the duration of the project.

4.2 Membership & Accreditation

The bidder must be registered with the **IRC (Integrated Report Committee South Africa)** for best practices reporting purposes.

5. Duration of the project

The duration of the contract is two (2) years which 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.

6. SECTION 2: NOTICE TO BIDDERS

6.1. Terms and Conditions of Request for Quotation (RFQ)

- 6.1.1. This document may contain confidential information that is the property of the NLC.
- 6.1.2. No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ without prior written permission from the NLC.

- 6.1.3. All copyright and intellectual property herein vests with the NLC.
- 6.1.4. Late and incomplete submissions will not be accepted.
- 6.1.5. No services must be rendered or goods delivered before an official NLC Purchase Order form has been received.
- 6.1.6. This RFQ will be evaluated in terms of the 80/20 preference point system.
- 6.1.7. Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.
- 6.1.8. Suppliers must provide their CSD registration number (and attach a CSD Registration report) and ensure that their tax matters are compliant.
- 6.1.9. All questions regarding this RFQ must be forwarded to quotation@nlcsa.org.za.

6.2. Any supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the NLC via the email address in 1.9 as listed above. [General rules and instructions](#)

- 6.2.1. News and press releases
 - 6.2.1.1. 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 coordination with, the NLC.
- 6.2.2. Precedence of documents
 - 6.2.2.1. This RFQ consists of several sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFQ and the stipulations in any other document attached hereto, or the RFQ submitted hereto, the relevant stipulations in this RFQ shall take precedence.
 - 6.2.2.2. Where this RFQ is silent on any matter, the relevant stipulations addressing such matter, and which appear in section 217 of the constitution of the republic, shall take precedence. Bidders shall refrain from incorporating any additional stipulations in their proposal submitted in terms hereof other than in the form of a clearly marked recommendation that the 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 the NLC.
 - 6.2.2.3. It remains the exclusive domain and election of the NLC as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of the commission in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict their enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.
- 6.2.3. Preferential procurement reform
 - 6.2.3.1. The commission supports B-BBEE as an essential ingredient of its business.

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

6.2.4. National Industrial Participation Programme

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

6.2.5. Language

6.2.5.1. Bids shall be submitted in English.

6.2.6. Gender

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

6.2.7. Headings

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

6.2.8. Occupational Injuries and Diseases Act 13 of 1993

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

6.2.9. Processing of the Bidder's Personal Information

6.2.9.1. All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFQ is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the commission is compelled by law to provide such information. For example, where appropriate, the commission is compelled to submit information to the National Treasury's Database of Restricted Suppliers.

6.2.9.2. All Personal Information collected will be processed in accordance with POPIA and with the Commission's Data Privacy Policy.

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

- 6.2.9.3.1. The commission personnel participating in procurement/award procedures.
- 6.2.9.3.2. names of the successful bidder(s) and preference points claimed.
- 6.2.9.3.3. the contract price(s) (if possible).
- 6.2.9.3.4. contract period.
- 6.2.9.3.5. names of directors, and
- 6.2.9.3.6. date of completion/award.

6.2.10. The commission will ensure that the rights of the Bidder and of its employees and representatives (i.e., the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures as specified in the commission's PAIA manual.

6.2.11. In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in section 2.9.1 above.

7. Supplier Performance

- 7.1. The National Lotteries Commission conducts regular performance reviews in accordance with the requirements for the classification of the contract and or stakeholder by making use of supplier evaluation forms. The evaluation is conducted against the deliverables or scope of the contract, with a minimum of an annual review done for contracts longer than a year and a review at completion of the contract for those contracts less than a year.
- 7.2. Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 7.3. Non-performance will be addressed with at least a formal letter advising on specific areas and stating remedial action/s required within specific time frames. Non-adherence to remedial actions shall lead to escalating performance management actions.
- 7.4. Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

8. Formal Briefing Session

There would be no briefing session.

9. Validity Period

- 9.1. The Commission requires a validity period of 120 Days against this RFQ.
- 9.2. Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions, if the internal evaluation process are not finalized within the validity period.

10. National Treasury's Central Supplier Database

- 10.1. Bidders are required to self-register on the 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.
- 10.2. The Commission may not award business to a bidder who has failed to register on the CSD.
- 10.3. Only foreign suppliers with no local registered entity need not register on the CSD.
- 10.4. The CSD can be accessed at <https://secure.csd.gov.za/>

11. **Confidentiality**

- 11.1. Bids submitted for this Request for Proposals 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 POPIA in the processing of any of its information as contained in RFQ.
- 11.3. The Bidder acknowledges that it will obtain and have access to personal information the NLC and agrees that it shall only process the information disclosed by the NLC in terms of this bid award and only for the purposes as detailed in this RFQ and in accordance with any applicable law.
- 11.4. The Bidder shall notify the NLC in writing of any unauthorized access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

12. **Communication**

- 12.1. Specific queries relating to this RFQ should be submitted quotation@nlcsa.org.za, before the closing date.
- 12.2. In the interest of fairness and transparency the NL C'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 NLC 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 the state for a specified period.

13. SECTION 3: EVALUATION CRITERIA

The six (6) phases evaluation criteria will be considered in evaluating the proposals, being:

STAGE 1: TENDER CLOSING AND OPENING

13.1. Tender closing details

The closing is **29 January 2026 @ 11:00** Standard South African Time. All submissions Must be addressed to Supply Chain Management, NLC Submission of proposals through (*online submission on e-tender*)

Enquiries ONLY can be emailed to: penelope@nlcsa.org.za

13.2. Bid Formats

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

STAGE 2: ADMINISTRATIVE COMPLIANCE

All bid respondents must submit the relevant documents that comply with administrative compliance, which 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
Original Signed consent form in terms of the Protection of Personal Information Act No.4 2013 (POPIA)	POPIA Consent Form
BBBEE Certificate in terms of Codes of Good Practice-Valid	A valid BEE Certificate/Sworn affidavit

STAGE 3: MANDATORY COMPLIANCE

All bid respondents must submit mandatory documents that comply with all the requirements of the bid. Quotations/proposals 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:

Technical Evaluation/Requirement	Supporting Document
1. Fully Completed Standard Bidding Document: SBD 4	Fully Completed SBD 4
2. Bidders are required to fully comply with the specification in paragraph 4 above. Failure to comply fully with the specification will lead to disqualification.	Fully completed pricing schedule for all requirements as per the specification.

Note: Only bidders who comply with this stage's requirements will proceed to stage 4. Failure to comply with the above mandatory requirements will render your submission non-responsive and unacceptable

STAGE 4: TECHNICAL EVALUATION

The following rating scale will be used to evaluate proposals:

A rating scale of 0 – 5 is to be applied. Ensure that the proposal clearly designates who the proposed team will be for scoring purposes below.

Table 1: Rating Scale

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

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

FUNCTIONAL CRITERIA	EVALUATION CRITERIA	SCORE	WEIGHT
COMPANY EXPERIENCE.	The bidder must demonstrate the capacity to render the required services by submitting a company profile detailing previous work in the compiling, publishing and printing Integrated Reports,		
	6 or more years' relevant experience in compiling, publishing and printing Integrated Reports	5	30
	5 and less than 6 years' relevant experience in compiling, publishing and printing Integrated Reports	4	
	4 and less than 5 years' relevant experience in compiling, publishing and printing Integrated Reports	3	
	3 and less than 4 years' relevant experience in compiling, publishing and printing Integrated Reports	2	
	1 and less than 3 year's relevant experience in compiling, publishing and printing Integrated Reports	1	
REFERENCE LETTERS	Bidders must provide Five (5) reference letters from at least; Five (5) contactable referees (different organisations) within the past five (5) years from the closing date of the quotation.		
	Each reference letter must indicate the nature of the services rendered, specifically related to compiling, publishing and printing.		
	The reference letters must be signed and dated, on company letterhead, and must include a contactable email address and phone number. Letters that do not meet these requirements will not be considered.		

	Five (5) or more relevant reference letters indicating services provided for compiling, publishing and printing integrated reports within the past 3 years.	5	10
	Four (4) relevant reference letters indicating services provided for compiling, publishing and printing Integrated Reports within the past 3 years.	4	
	Three (3) relevant reference letters indicating services provided for compiling, publishing and printing Integrated Reports within the past 3 years.	3	
	Two (2) relevant reference letters indicating services provided for compiling, publishing and printing Integrated Reports within the past 3 years.	2	
	One (1) relevant reference letter indicating services provided for compiling, publishing and printing Integrated Reports within the past 3 years.	1	
	No relevant reference letter indicating services provided for compiling, publishing and printing Integrated Reports within the past 3 years.	0	
TEAM LEADER EXPERIENCE IN INTEGRATED REPORTING	Experience of the team leader		
	The CV and profiles should demonstrate the experience in Integrated reporting.		
	Demonstrated expertise and experience in overseeing, implementing, and managing comprehensive projects involving Integrated Reporting. Must provide evidence of successful implementation of these services in significant projects.		
	Combined team experience of 5 years and more experience in compiling integrated reporting, creative design concepts and printing.	5	15
	Combined team experience of 4 and less than 5 years' experience in experience in compiling integrated reporting, creative design	4	

	concepts and printing.		
	Combined team experience of 3 and less than 2 years' experience in experience in compiling integrated reporting, creative design concepts and printing.	3	
	Combined team experience of 1 year and less than 2 years' experience in experience in compiling integrated reporting, creative design concepts and printing.	2	
	Combined team experience of less than 1 year and less than three months experience in experience in compiling integrated reporting, creative design concepts and printing.	1	
	Less than 3 months experience or no experience available	0	
Produce Previous Design Concepts/IR's previously concluded. (Minimum of (2) two)	Produce previous design concepts/ integrated reports (to be evaluated as per table 1)		
	Excellent	5	10
	Good	4	
	Acceptable	3	
	Minor Reservations	2	
	Serious Reservations	1	
	Unacceptable	0	
ABILITIES AND CAPABILITIES - PROJECT PLAN	<p>The ability to deliver the project requirements and scope of work as outlined in the Terms of Reference (Section 4), with clear deliverables, activities, timeframes, and responsibilities.</p> <p>The plan should include project dependencies, accurate costing, and strategies for excellent production of the integrated report.</p> <p>This includes proper project costing, proactive issue and identification of potential challenges.</p>		
	Excellent project plan proposal that addresses all the scope (Section 4 of this TOR) and expectations with clear deliverables, activities, timeframes, and responsibilities.	5	15

FUNCTIONAL CRITERIA	EVALUATION CRITERIA	SCORE	WEIGHT
	Good project plan proposal that addresses all the scope (Section 4 of this TOR) and expectations with clear deliverables, activities, with no clear timeframes and responsibilities.	4	
	Adequate project plan proposal that addresses all the scope (Section 4 of this TOR) and expectations with clear deliverables, activities, with no timeframes and no clear responsibilities.	3	
	Poor project plan proposal that addresses some and not all the scope (Section 4 of this TOR) and expectations with clear deliverables, activities, with timeframes and clear responsibilities.	2	
	Very poor project plan proposal that addresses some and not all the scope (Section 4 of this TOR) and expectations with no clear deliverables, activities, with no timeframes and no clear responsibilities.	1	
	No Project plan proposal submitted	0	
ABILITIES AND CAPABILITIES – METHODOLOGY	The ability to deliver the project requirements and scope of work.		
	The methodology approach provided are comprehensive and logical, and activities, milestones, and timeframes are well presented. The methodology is responsive to the terms of reference and the scope of work.		
	Organogram/structure of the team to be working on the project.		
	Excellent project methodology, which outlines how the project will be approached, deliverable milestones/timelines, project management and risk mitigation strategies and overall understanding of the scope,	5	20
	Good project methodology, which outlines how the project will be approached, deliverable milestones/timelines, project management and risk mitigation strategies	4	

	and overall		
	Adequate project methodology, which outlines how the project will be approached, deliverable milestones/timelines, project management and risk mitigation strategies and overall understanding of the scope, Organogram/structure of the team to be working on the project.	3	
	Poor project methodology, which outlines how the project will be approached, deliverable milestones/timelines, project management and risk mitigation strategies and overall understanding of the scope,	2	
	Project methodology, which does not outline how the project will be approached, deliverable milestones, no project management and risk mitigation strategies outlined and less understanding of the scope,	1	
	No project methodology submitted	0	
TOTAL WEIGHTING		100	
MINIMUM QUALIFYING SCORE REQUIRED:		70	

TAGE 5: PRICING AND SPECIFIC GOALS

Pricing Schedule: Please refer to Annexure A: The evaluation for Pricing and Specific Goals will include the following:

Evaluation Criteria	Final Weighted Scores
<p>PRICE</p> <p>The following formula will be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:</p> $Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$ <p>Where:</p> <p> Ps = Score for the Bid under consideration Pt $=$ Price of Bid under consideration P_{min} $=$ Price of lowest acceptable Bid </p>	80
<p>SPECIFIC GOALS</p> <p>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.</p>	20
TOTAL SCORE:	100

A maximum of 20 points to be awarded to a tenderer for the specific goals specified for this bid is as follows: -

The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places. The final appointment to be awarded to the bidder scoring the highest points.

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/3months CIPC Report from the closing date of the bid/ CSD Recent Report 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 black women Owned		4	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	4	B-BBEE Certificate / B-BBEE Sworn Affidavit
3. Black Youth Ownership			
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	20	Letter from the Doctor not older than 1 year from the RFQ closing confirming disability and CSD report
4. Procurement from Disabilities			
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			

STAGE 6: DUE DILIGENCE, CONTRACT AND AWARD

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

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:		ISSU E DATE:		CLOSIN G DATE:		CLOSIN G TIME:	
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO COMPILE AND PUBLISH AND PRINT AN INTEGRATED REPORT FOR A PERIOD OF TWO (2) YEARS FOR THE NLC: 2026/27 & 2027/28						

BID RESPONSE MUST BE HAND DELIVERED TO							
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 BE DIRECTED 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 COMPLIANC ANC ESYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER:MAAA
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			E	
B-BBEE STATUSLEVEL 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 <input type="checkbox"/> o [IF YES ENCLOSURE PROOF]	2. ARE YOU A FOREIGNBASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES, ANSWER QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION			YES <input type="checkbox"/>	NO <input type="checkbox"/>
<p>v.</p> <p>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.</p>				

PART B

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.

2 Bidder's Declaration

2.1 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**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

YES/NO

2.1.3 If so, furnish particulars:

.....
.....

2.2 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

2.2.1 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 maybe 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

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

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)
- 1.2 To be completed by the organ of state
(Delete whichever is not applicable for this tender).
 - a) The applicable preference point system for this tender is the **80/20** preference point system.
 - b) The **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.
- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - (a) Price; and
 - (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of

this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

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 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 black 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 black Disabilities			
Tenderer who have 20% or more owners with disability	4	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 proprietor
- 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 *audia alteram 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