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 National Lotteries Commission (NLC)  
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**NATIONAL LOTTERIES COMMISSION**

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE FULL IMPLEMENTATION OF REVISED GRAP 104**

BID PROCESS	BID REQUIREMENTS
RFQ Number	RFQ/2026-003-004
Bid Advertisement Date	05 March 2026
Closing date and time	10 March 2026
<b>Tender validity period</b>	<b>60 days from the closing date</b>
Submission Instruction:	<p>The bid document must be submitted via <b>E-TENDER SUBMISSION</b> - <a href="https://www.etenders.gov.za/">https://www.etenders.gov.za/</a></p> <p>Enquiries ONLY can be emailed to: <a href="mailto:quotation@nlcsa.org.za">quotation@nlcsa.org.za</a></p>

## SECTION 1: BACKGROUND, OVERVIEW AND RFQ SCOPE OF REQUIREMENTS

### 1. INTRODUCTION

- 1.1. The National Lotteries Commission (NLC) is a public entity established by the Lotteries Act No. 57 of 1997 as amended, to regulate the National Lottery and other lotteries and to administer the National Lottery Distribution Trust Fund ("NLDTF"). In December 2014, the Lotteries Amendment Act 32 of 2013 was promulgated, and the Regulations thereof were published on 14 April 2015.
- 1.2. The NLC Board administers the NLDTF and NLDTF transfers the necessary running costs to the NLC. The NLC withdraws the necessary funds required from the NLDTF, based on the overall annual budget approved by the Minister of the DTIC.
- 1.3. The National Lotteries Participants Trust (NLPT) was founded by Ithuba Holdings RF (Pty) Ltd in terms of the Licence Agreement between the DTIC, NLC and the Lottery Operator. The main objective of the NLPT is to hold monies in the Trust on behalf of Ithuba for prize winners and monies for advanced plays. Independent Trustees are charged with the responsibility to ensure that monies held in the Trust are safe guarded in terms of the Trust Deed.

### 2. BACKGROUND

- 2.1. The Accounting Standards Board has revised GRAP 104 – Financial Instruments, with the revised standard effective for financial periods commencing on or after 1 April 2025.

The National Lotteries Commission (NLC) is required to implement the revised GRAP 104 for the 2025/26 financial year and requires technical assistance to ensure full and compliant implementation.

The implementation must cover:

- The NLC entity;
- The National Lotteries Participants Trust (NLPT); and
- The National Lottery Distribution Trust Fund (NLDTF).



The NLPT and NLDTF are consolidated into the NLC group financial statements. Accordingly, the implementation must be performed at both entity level and consolidated group level to ensure consistent classification and alignment of accounting policies across the group;

The NLC group has the below mentioned financial assets that will need to be classified in line with GRAP 104 requirements:

- **Interest Receivable on Current and Call Accounts** – this relates to accrued interest earned from the bank accounts
- **Staff Receivables – Payroll** – this relates to leave days owed by employees at year-end (where excess leave has been taken and recovery is required) and debit balances in the payroll clearing account, representing amounts recoverable from employees due to payroll processing differences, overpayments or system timing mismatches.
- **Study Loans and Advances** – Amounts due to the NLC from employees who did not meet bursary payback requirements in terms of the study assistance policy; and staff advances paid to employees for official travel purposes, where supporting documentation was not submitted or unspent balances were not returned.
- **Ithuba Holdings (Pty) Ltd - Share of Ticket Sales** - this balance relates to the share of ticket sales due to the NLC from Ithuba for the final week of the financial year, where:
  - The reporting date does not align with the contractual payment date; and
  - Revenue has been earned in terms of the agreement, but payment is contractually due after year-end.
- **Claims from Beneficiaries** – these balances arise where beneficiaries have breached the terms and conditions of the grant agreement and the NLC has initiated recovery of funds and the beneficiary has formally acknowledged the debt.
- **Sundry Debtors** – primarily relate to amounts awarded to the NLC in terms of cost orders granted by a court in litigation matters, where recovery is being pursued against the other party; and other miscellaneous amounts due to the NLC that are not classified under specific receivable categories.
- **Deposits** – deposits paid to the landlord in terms of lease agreements; and refundable at the end of the lease period, subject to compliance with lease conditions. Amounts paid into attorneys' trust accounts in terms of a court order and held pending finalization of litigation or court proceedings.
- **Cash and cash equivalents** include:
  - Cash on hand



- Bank balances (current accounts)
- Call deposits
- **CPD Investments** – relate to funds invested through the South African Reserve Bank (SARB) Corporation for Public Deposits (CPD) account.
- **Advance Sales Due to Ithuba** - represent balances either due to or due from Ithuba relating to advance ticket sales and can be a receivable or payable, depending on timing, sales recognition, and settlement between the Trust and Ithuba.

### **Financial Assets only in NLDTF and NLPT**

- **Transfers to NLC (debit balance)** – this relates to transactions between NLC and NLDTF. this account is a liability on NLC
- **Expired and unclaimed prizes - National Lotteries Participants** – This balance relates to prizes that were won by participants in the National Lottery but not claimed within 365 days of the draw and contractually to the National Lottery Distribution Trust Fund (NLDTF); and represent amounts that remain liabilities in the accounting records of the NLPT until transferred to the NLDTF.
- **Interest Receivable from National Lotteries Participants Trust** – balance relates to interest earned on NLPT bank accounts which is due to the National Lottery Distribution Trust Fund (NLDTF) after the NLPT has covered its approved operational expenditure and the remaining interest is contractually payable to the NLDTF. The same balance is reflected as a liability in the accounting records of the NLPT.

### **Liabilities include but not limited to:**

- Inter-company balances as explained above
- **Deferred Income** – relates to license paid by the Lottery operator in advance for the period of the license and is amortised or recognized to income statement using the term of the license
- **Grant liabilities** – relates to grants allocated where all conditions for payment have been met in line with our accounting policy
- **Advance Sales Due to Winners** - represent lotto tickets purchased online by players for future draws and it is a liability reflecting amounts owed to players who bought advance-draw tickets.
- **Unclaimed Prizes – Ithuba Holdings (RF) (Pty)** – relates to all funds that are due and payable to lottery ticket winners but have not yet been claimed. Winnings remain in this account for 365 days from the draw date before they are transferred to the expired prizes account.
- Unclaimed Funds – Ithuba Holdings (RF) (Pty) Ltd

This account is used to hold funds until a jackpot winner claims their prize.



When the jackpot winner comes forward, the funds are released to pay out the prize.

This account also funds the guaranteed jackpot amount.

- Accruals
- Supplier payables
- Straight-lining of Operating Lease Payments

### 3. OBJECTIVES

**The objective of this engagement is to**

- 3.1. Assist the NLC with the full implementation of GRAP 104 for the period ended 31 March 2026 (including adjustments to retained earnings).
- 3.2. Support the NLC to update any models/documentation for the 2026/27 financial year.
- 3.3. Ensure full compliance with GRAP 104.
- 3.4. Identify and classify all financial instruments.
- 3.5. Develop appropriate accounting policies.
- 3.6. Design and implement an impairment methodology.
- 3.7. Aligning financial systems and processes including updating all relevant policies for compliance with the new requirements.
- 3.8. Prepare GRAP compliant disclosures.
- 3.9. Provide support during the audit period and capacity building.

### 4. MANDATE

The NLC requires a suitably qualified service provider for full implementation of GRAP 104 for the 2025/26 financial year by the 17<sup>th</sup> of April 2026.

#### 4.1 SCOPE OF WORK

The scope of work includes for **full implementation of GRAP 104** which includes but is not limited to:

- Develop a financial instruments register that is GRAP compliant using the instruments identified by management and any other that are identified during implementation
- Assist in segmentation of receivables
- Identification and classification of all financial instruments in terms of GRAP 104



- Develop and document a Revised GRAP 104–compliant methodology for classification, initial measurement, subsequent measurement, impairment, accounting treatment and disclosures of financial instruments.
- Assessment of recognition and derecognition principles
- Propose a practical governance framework for financial risk oversight
- Individual and collective assessment of impairment where applicable
- Document assumptions and methodologies for audit purposes.
- Development of GRAP-compliant impairment calculation models
- Review and update the Revised GRAP 104 accounting policy and related Standard Operating Procedures
- Review and provide recommendation on current credit or debt management policy and risk management policies for GRAP compliance
- Review system configuration and chart of accounts
- Recommend changes required for the following
  - effective interest rate calculations
  - Discounting where applicable
  - tracking of modifications
  - Impairment provisioning
- Perform a financial instrument risk assessment in accordance with GRAP 104, including but not limited to:
  - Credit risk exposure
  - Liquidity risk exposure
  - Market risk
- Working together with management, develop a financial instruments risk matrix that:
  - Identifies each class of financial instrument
  - Assesses inherent and residual risk
  - Identifies concentration risk
  - Documents counterparty risk exposure
  - Quantifies exposure at reporting date
- Design a credit risk assessment methodology, including:
  - Segmentation of receivables
  - Probability of default assumptions
  - Loss given default considerations
  - Historical recovery analysis
  - Forward-looking adjustments

- Develop a standard operating procedure for annual financial instrument risk assessment
- Provide a template for annual review and sign-off
- Prepare GRAP 104 compliant disclosure templates including:
  - Risk disclosures (credit risk, liquidity risk, market risk)
  - Sensitivity analyses
  - Reconciliation of impairment
  - Fair value hierarchy disclosures
- Review and update the Revised GRAP 104 financial statement notes.
- Prepare all necessary information required for comparative information with information provided by management
- Provide post implementation support including annual audit as and when required
- Provide awareness training on future amendments to Revised GRAP 104 as and when required
- Provide support to update models and templates as required for the 2026/27 financial year.

## **4.2 DELIVERABLES**

- Deliverables for the project include
  - Financial instruments register
  - Updated accounting policies
  - Impairment methodology model (Excel-based)
  - Disclosure templates
  - Financial Risk Assessment Report
  - Updating of accounting policies and financial statement notes

## **5. REPORTING REQUIREMENTS**

- 5.1. The supplier will report to the Senior Manager: Finance.

## **6. DURATION OF THE SERVICE**

- 6.1. The expected duration for the implementation of GRAP 104 is 30 days after acceptance of appointment letter. Post implementation support is for a period of a year following the acceptance of appointment

## SECTION 2: NOTICE TO BIDDERS

### 7. Terms and Conditions of Request for Quotations (RFQ)

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

### 8. General rules and instructions

- 8.1 News and press releases
- 8.1.1 Bidders or their agents shall not make any news releases concerning this RFQ or the awarding of the same or any resulting agreement without the consent of, and then only in coordination with, the NLC.
- 8.2 Precedence of documents
- 8.2.1 This RFQ consists of a number of sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFQ and the stipulations in any other document attached hereto, or the RFQ submitted hereto, the relevant stipulations in this RFQ shall take precedence.
- 8.2.2 Where this RFQ is silent on any matter, the relevant stipulations addressing such matter, and which appear in the PPPFA, shall take precedence. Bidders shall refrain from incorporating any additional stipulations in their proposal submitted in terms hereof other than in the form of a marked recommendation that the NLC may, in its sole discretion, elect to

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

8.2.4 It is acknowledged that all stipulations in the PPPFA are equally applicable to all matters addressed in this RFQ. It, however, 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 NLC in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict their enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

### 8.3 Preferential procurement reform

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

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

### 8.4. The National Industrial Participation Programme

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

### 8.5. Language

8.5.1. Bids shall be submitted in English.

### 8.6. Gender

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

### 8.7. Headings

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

### 8.8. Occupational Injuries and Diseases Act 13 of 1993

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

## 8.9. Processing of the Bidder's Personal Information

8.9.1. All Personal Information of the Bidder, its employees, representatives, associates, and sub-contractors ("Bidder Personal Information") required under this 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, including the PPPFA read with the Preferential Procurement Regulations, 2023.

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

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

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

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

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

8.9.4.2.1. Contract description and bid number.

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

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

8.9.4.2.4. contract period.



8.9.4.2.5. Names of directors and

8.9.4.2.6. date of completion/award.

8.9.5. The NLC will ensure that the rights of the Bidder and of its employees and representatives (i.e. the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures specified in the NLC PAIA manual.

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

## **9. Formal Briefing Session**

9.1. There will be no compulsory briefing session.

## **10. Validity Period**

10.1. The NLC requires a validity period of 60 Days against this RFQ. Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions. A written letter will be sent to every bidder who responded to the bid. In terms of procedural fairness, the bidders will be given an opportunity to respond, in writing, to the terms and conditions of the bid and the bid price. Such acceptance of the terms and conditions of the bid and bid price becomes legally binding in the procurement process. Any bidder that did not respond to the extension of the bid validity period, in writing, **WILL NOT** be considered further for the bid upon expiry of the initial validity period.

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

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

11.1. Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.

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

- 11.3. Only foreign suppliers with no local registered entity need not register on the CSD.
- 11.4. The CSD can be accessed at <https://secure.csd.gov.za/>

## **12. Confidentiality**

- 12.1. Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding.
- 12.2. The NLC reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in Bid Proposals.
- 12.3. The Bidder acknowledges that it will obtain and have access to personal information of The NLC and agrees that it shall only process the information disclosed by the NLC in terms of this bid award and only for the purposes as detailed in this RFQ and in accordance with any applicable law.
- 12.4. The Bidder shall notify the NLC in writing of any unauthorized access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

## **13. Communication**

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

## **14. Supplier Performance**

- 14.1. The National Lotteries Commission conducts regular performance reviews in accordance with the requirements for the classification of the contract and or



stakeholder by making use of supplier evaluation forms. The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year and a review at completion of contract for those contracts less than a year.

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

### **SECTION 3: EVALUATION CRITERIA**

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

The following phases evaluation criteria will be considered in evaluating the proposals, being:

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

##### **15.1. RFQ closing Details**

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

##### **15.2. Stage 2: Administrative Compliance**

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

Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document/Content
SCM - SBD 1 - Invitation to Bid	Fully Completed Standard and duly signed
SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Fully Completed Standard and duly signed
Whether Service Providers have failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD	Proof of Central Supplier Database (CSD) registration reflecting Tax compliant status
Whether the Service Provider tax affairs in order	<ul style="list-style-type: none"> <li>Valid SARS Tax Pin. In case of a Joint Venture (JV) Valid Tax Clearance Certificate / TCS PIN for Each Partner</li> </ul>
Original Signed consent form in terms of the Protection of Personal Information Act No.4 2013 (POPIA)	POPIA Consent Form
B-BBEE Certificate in terms of Codes of Good Practice-Valid. In case of Joint Venture (JV), bidders must submit consolidated B-BBEE Certificate/ Sworn Affidavit	A valid BEE Certificate/Sworn affidavit

### 15.3. Stage 3: Mandatory Compliance

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

EVALUATION CRITERIA	SUPPORTING DOCUMENT
1. Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorized person.	Standard Bidding Document (SBD 4) Forms
2. Joint Venture agreements must be submitted in a case of a bidder being in a joint venture. This will include:	Signed Joint Venture agreements

EVALUATION CRITERIA	SUPPORTING DOCUMENT
<ul style="list-style-type: none"> <li>Signed Joint Venture / Consortium Agreement</li> </ul>	
<p>3. Submit at least three (3) reference letters confirming involvement in the implementation of the <b>revised</b> of GRAP 104 or IFRS 9.</p> <p>Each reference must:</p> <ul style="list-style-type: none"> <li>Be on the client's official letterhead</li> <li>Be signed by an authorised representative</li> <li>Include the name of the client entity</li> <li>Provide contact details (name, designation, telephone number and email address)</li> <li>Indicate the project completion date</li> </ul>	<p>Refence letters</p>
<p>4. Proof of registration for the Project Leader and Technical Accounting Manager</p> <p>Bidders must submit Proof of affiliation with SAICA for the Project Leader and Technical Accounting Manager responsible for NLC.</p>	<p>SAICA Certificate and proof of membership</p>

#### 15.4. Stage 4: Technical evaluation

**15.4.1.** The table below indicates the criteria which the service provider is expected to demonstrate, and which will form the evaluation criteria during the evaluation of the prospective service providers' proposals. The following rating scale will be used to evaluate bid proposals: **Stage 5: The 80/20 Principle based on Price and Special goal as stated below.**

#### Financial evaluation (\*Pricing and Specific goals comparatives)

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

Evaluation Criteria	Final Weighted Scores
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<p><b>Price</b></p> <p>The following formula will be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:</p> $P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$ <p>Where:</p> <p><math>P_s</math> = Score for the Bid under consideration</p> <p><math>P_t</math> = Price of Bid under consideration</p> <p><math>P_{min}</math> = Price of lowest acceptable Bid</p>	80
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**Points will be awarded to a bidder as follows:**

Specific Goals	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
<b>1. Procurement from entities who are black Owned</b>			
Tenderer who has 100% black Ownership	8	8	
Tenderer who has 51% to 99% black ownership	4		
Tenderer who has less than 51% black ownership	0		
<b>2. Procurement from entities who are women Owned</b>			B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 100% women ownership	4	4	
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30% women ownership	0		

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

#### 15.5. **Stage 6: Due Diligence, Contract and Award**

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

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



## INVITATION TO BID (SBD1)

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS**

BID NUMBER:	RFQ/2026-003-004	CLOSING DATE:	10 March 2026	CLOSING TIME:	11:00
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DESCRIPTION	<b>TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE FULL IMPLEMENTATION OF REVISED GRAP 104</b>
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***BID RESPONSE MUST BE SUBMITTED VIA E-TENDER PORTAL***

The bid document must be submitted via **E-TENDER SUBMISSION** - <https://www.etenders.gov.za/>

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	SCM	CONTACT PERSON	Supply Chain Management
TELEPHONE NUMBER	(012) 432 1309	TELEPHONE NUMBER	(012) 432 1470
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS		E-MAIL ADDRESS	<a href="mailto:quotation@nolcsa.org.za">quotation@nolcsa.org.za</a>

**SUPPLIER INFORMATION**

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA
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ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	YES <input type="checkbox"/> NO <input type="checkbox"/>  [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	YES <input type="checkbox"/> NO <input type="checkbox"/>  [IF YES, ANSWER QUESTIONNAIRE BELOW]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**



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

**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

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

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



**SIGNATURE OF BIDDER:**

.....

**CAPACITY UNDER WHICH THIS BID IS SIGNED:**

.....

**(Proof of authority must be submitted e.g. company resolution)**

**DATE:**

.....

## BIDDER'S DISCLOSURE (SBD 4)

### 1 PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder. Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

#### Bidder's declaration

1.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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



**YES/NO**

1.1.3 If so, furnish particulars:

.....  
.....

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

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

**3 DECLARATION**

I, the undersigned, (name) .....in

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications,

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



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

There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.



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

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

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

## 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**

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### 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
<b>PRICE</b>	<b>80</b>
<b>Specific Goals</b>	<b>20</b>
<b>Total points for Price and Specific Goals</b>	<b>100</b>

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

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

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

(a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

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

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

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

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



Tenderer who has less than 10% owners with disability	0		
Total points for specific goals		<b>20</b>	

**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 *caudolateral partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

  

**DATE:** .....

**ADDRESS:** .....

.....

.....

## **SCM: CONSENT REQUEST FORM**

REQUEST FOR THE CONSENT OF A DATA SUBJECT FOR PROCESSING OF PERSONAL INFORMATION FOR THE PURPOSE OF PROCUREMENT OF GOODS AND SERVICES APPLICATION, IN LINE WITH THE NLC'S SUPPLY CHAIN MANAGEMENT POLICY, IN TERMS OF SECTION 11(1)(a) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013) ("**POPIA**").

TO: NATIONAL LOTTERIES COMMISSION

FROM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

1. In terms of the PROTECTION OF PERSONAL INFORMATION ACT, consent for processing of personal information of a data subject (the person/entity to whom personal information relates) must be obtained for the purpose of processing of application for procurement of goods and services, in line with the NLC's supply chain management policy, and storage of your personal data by means of any form of electronic communication, including automatic calling machines, facsimile machines, SMSs or e-mail, which is prohibited unless written consent to the processing is given by the data subject. You may only be approached once for your consent by us (NLC).
2. You are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated above.
3. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including
  - 3.1 the collection, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation or use;

- 3.2 dissemination by means of transmission, distribution or making available in any other form; or
- 3.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.
- 4. "Personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—
  - 4.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person.
  - 4.2 information relating to the education or the medical, financial, criminal or employment history of the person.
  - 4.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person.
  - 4.4 the biometric information of the person.
  - 4.5 the personal opinions, views or preferences of the person.
  - 4.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.
  - 4.7 the views or opinions of another individual about the person; and
  - 4.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

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

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Signature of Designation person



Tel: +27(12)432 1300

Info Centre: 086 00 65383

web: [www.nlcsa.org.za](http://www.nlcsa.org.za)

National Lotteries Commission (NLC)

P.O Box 1556 Brooklyn Square 0083, Pretoria



Tel: +27(12)432 1300

Info Centre: 086 00 65383

web: [www.nlcsa.org.za](http://www.nlcsa.org.za)

National Lotteries Commission (NLC)

P.O Box 1556 Brooklyn Square 0083, Pretoria

## ANNEXURE A PRICING SCHEDULE FULL IMPEMENTATION OF GRAP 104: RFQ226-003-004

Bidders are required to submit:

- A fixed price for the full implementation of GRAP 104; and
- Hourly rates for post-implementation support (to be utilized on an as-and-when-required basis).

**NAME OF THE BIDDING COMPANY:** \_\_\_\_\_

### Fixed Price Proposal

Item	Description	Amount (Excl. VAT)	VAT	Amount (Incl. VAT)
1	Full GRAP 104 Implementation	R	R	R
2	Hourly Rates (For post implementation)	R	R	R

**The fixed price must include all travel, accommodation, disbursements and incidental costs.**

**Signature of Bidder:** \_\_\_\_\_ **Date:** \_\_\_\_\_