

## NATIONAL LOTTERIES COMMISSION

### APPOINTMENT OF A SERVICE PROVIDER TO CAPACITATE THE NATIONAL LOTTERIES COMMISSION'S OFFICIALS ON EMOTIONAL INTELLIGENCE; STRESS MANAGEMENT; AND ARTIFICIAL INTELLIGENCE TRAINING

BID PROCESS	BID REQUIREMENTS
Tender number	RFQ/2025-008-018
Bid Advertisement Date	04 September 2025
Closing date and time	12 September 2025
<b>2025</b>	<b>120 days from the closing date</b>
Compulsory Briefing Meeting	There will be no compulsory briefing session.
Submission Instruction:	<p>The original bid document must be submitted or delivered via memory stick (<b>USB</b>) to:</p> <p>National Lotteries Commission Block D Hatfield Gardens 333 Grosvenor Street Hatfield, Pretoria</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. In line with the requirements of the Public Finance Management Act No. 1 of 1999 (PFMA) and Treasury Regulations, the NLC seeks to engage the services of duly qualified service providers. The NLC aims to engage the services of duly qualified service providers to submit a proposal to develop emotional/artificial and stress management strategies for the NLC.

### **2. BACKGROUND**

- 2.1. The NLC seeks to appoint a qualified and experienced service provider to conduct a two-day training that will be divided in groups on the learning & development, prioritized interventions for the NLC's Officials:
  - Emotional Intelligence & Stress Management.
  - Artificial Intelligence.
- 2.2. There is an arguable need for the NLC to capitalize on, utilize, and invest in its available resources to facilitate the process of achieving its mandate. The HCM Division, being a strategic partner in supporting the divisions within the NLC, saw it fit for the NLC officials to be reskilled with knowledge pertaining to learning and development interventions. The officials will be equipped with knowledge on the above-mentioned training interventions to meet the NLC's specific needs.

3. OBJECTIVES

- 3.1. The NLC invites suitably qualified and experienced service providers to submit bid proposals to conduct Emotional Intelligence and Stress Management, Artificial Intelligence Training.
- 3.2. It is also imperative for the NLC officials to have a solid set of statistics and analytics skills that are essential in delivering actionable insights for informed decision-making to positively impact the NLC’s objectives. The NLC officials will be able to apply statistics to their respective issues and gain analytics skills using Artificial/Emotional Intelligence elements and being able to manage stress in the workplace.

4. MANDATE

The NLC Human Capital (HC) Division is required to capacitate the NLC officials on the /Emotional Intelligence and Stress Management; and Artificial Intelligent Training Courses.

4.1 SCOPE OF WORK TO CONDUCT EMOTIONAL INTELLIGENCE AND STRESS MANAGEMENT; AND ARTIFICIAL INTELLIGENCE TRAINING COURSES

4.1.1 The appointed service provider will be required to cover the below elements/aspects in detail during the workshop, but is not limited to the following:

EMOTIONAL INTELLIGENCE AND STRESS MANAGEMENT	ARTIFICIAL INTELLIGENCE
<p><b>Day 1: Emotional Intelligence in Leadership</b> <b>The course focuses on:</b></p> <ul style="list-style-type: none"><li>• Definition of EQ is and its key components – Baron EQ-i</li><li>• Occupational EQ and self-awareness</li><li>• Empathy &amp; relationships for improved communications</li><li>• Managing own emotions to positive outcomes</li><li>• Understanding change &amp; others –</li></ul>	<p><b>Day 1 – Understanding AI and Its Impact on Productivity</b></p> <ul style="list-style-type: none"><li>• <b>Introduction to AI and Its Business Relevance</b> <b>Objective:</b> Provide an overview of AI and its impact on various workplaces. <b>Outcomes:</b> Participants will understand AI basics and recognize its importance in business productivity.</li><li>• <b>AI Technologies – Machine</b></li></ul>

EMOTIONAL INTELLIGENCE AND STRESS MANAGEMENT	ARTIFICIAL INTELLIGENCE
<p>difference in communication and decision-making</p> <ul style="list-style-type: none"> <li>• Self-motivation &amp; problem-solving</li> </ul> <p>The latest thinking on EQ should be shared with the group and there with regular opportunities for skills practice in both small and larger groups. The reviewing of skills for continuous improvement is critical.</p> <p><b>The learning should have four fundamental principles which includes:</b></p> <ul style="list-style-type: none"> <li>• Highly engaging – (methods that talk to the ‘head and heart’)</li> <li>• Interactive – (mix of experience, discussion and practice)</li> <li>• Innovative – (latest thinking &amp; tools) and</li> <li>• Encourage participation – (a ‘Socratic’ learning methodology applied) so that delegates take ownership of their own development and future behaviour.</li> </ul> <p><b>The emotional intelligence training should be supported with:</b></p> <ul style="list-style-type: none"> <li>• An optional participant pre-course questionnaire</li> <li>• A set of colours printed course materials with space for personal notes</li> </ul> <p><b>Day 2: Stress Management &amp; Resilience Building</b></p> <ul style="list-style-type: none"> <li>• <b>Understanding Stress:</b> Defining stress, recognizing its</li> </ul>	<p><b>Learning, NLP, and Automation</b></p> <p><b>Objective:</b> Introduce key AI technologies such as Machine Learning, Natural Language Processing, and Automation.</p> <p><b>Outcomes:</b> Participants will differentiate between AI types and their applications.</p> <ul style="list-style-type: none"> <li>• <b>AI-Powered Decision Making</b> <b>Objective:</b> Explain how AI enhances corporate decision-making. <b>Outcomes:</b> Participants will explore AI-driven analytics and prediction models.</li> <li>• <b>AI in Customer Service and Engagement</b> <b>Objective:</b> Show how AI improves customer interactions and response times. <b>Outcomes:</b> Participants will learn about chatbots, virtual assistants, and personalized AI responses.</li> <li>• <b>AI Tools for Office Productivity</b> <b>Objective:</b> Introduce AI tools like Microsoft Copilot, Google AI, and AI-based scheduling assistants. <b>Outcomes:</b> Participants will learn to use AI for document creation, scheduling, and email management.</li> <li>• <b>AI for Risk Assessment and Compliance</b> <b>Objective:</b> Explore AI’s role in risk detection and regulatory compliance.</li> </ul>

EMOTIONAL INTELLIGENCE AND STRESS MANAGEMENT	ARTIFICIAL INTELLIGENCE
<p>physical and psychological effects, and identifying personal stress triggers.</p> <ul style="list-style-type: none"> <li> <b>Stress Response:</b>  Learning about the body's physiological response to stress and how it impacts overall well-being. </li> <li> <b>Coping Strategies:</b>  Developing a range of techniques to manage stress, including relaxation techniques (e.g., deep breathing, mindfulness), cognitive restructuring, and problem-solving skills. </li> <li> <b>Healthy Lifestyle Practices:</b>  Incorporating physical activity, healthy eating habits, and sufficient sleep into daily routines to better manage stress. </li> <li> <b>Time Management and Organization:</b>  Learning to prioritize tasks, manage time effectively, and reduce feelings of being overwhelmed. </li> <li> <b>Seeking Support:</b>  Identifying when and how to seek professional help or support from others when needed. </li> </ul>	<p><b>Outcomes:</b> Participants will understand how AI detects fraud, monitors compliance, and improves governance.</p> <ul style="list-style-type: none"> <li> <b>Ethical AI – Risks and Responsibilities</b>  <b>Objective:</b> Discuss ethical considerations, biases, and responsible AI usage. <b>Outcomes:</b> Participants will identify potential biases in AI and implement ethical AI practices. </li> </ul> <p><b>Day 2 – Hands-on AI Implementation and Strategy</b></p> <ul style="list-style-type: none"> <li> <b>AI Case Studies in Corporate Productivity</b>  <b>Objective:</b> Present real-world AI success stories in corporate settings. <b>Outcomes:</b> Participants will analyze case studies and discuss key takeaways for their organization. </li> <li> <b>AI Tools for Employee Productivity</b>  <b>Objective:</b> Demonstrate AI-powered collaboration tools such as Slack AI, Asana AI, and AI transcription services. <b>Outcomes:</b> Participants will explore AI-driven teamwork and communication improvements. </li> <li> <b>Implementing AI in Daily Workflows</b>  <b>Objective:</b> Guide participants in integrating AI into daily operations. <b>Outcomes:</b> Participants will create a </li> </ul>

EMOTIONAL INTELLIGENCE AND STRESS MANAGEMENT	ARTIFICIAL INTELLIGENCE
	<p>roadmap for AI adoption in their tasks.</p> <ul style="list-style-type: none"> <li> <b>AI and Cybersecurity – Protecting Corporate Data</b>  <b>Objective:</b> Explain AI’s role in cybersecurity, threat detection, data protection, as well as risk factors.  <b>Outcomes:</b> Participants will recognize AI-driven security measures for corporate protection. </li> <li> <b>AI for Decision Support – Using AI Dashboards and Analytics</b>  <b>Objective:</b> Introduce AI-powered dashboards and analytics tools.  <b>Outcomes:</b> Participants will use AI insights for real-time business decision-making. </li> <li> <b>Future Trends in AI – What’s Next for Business?</b>  <b>Objective:</b> Discuss upcoming AI trends and their potential impact on business operations. <b>Outcomes:</b> Participants will gain insights into future AI advancements. </li> <li> <b>Workshop – Hands-on AI Implementation &amp; Final Takeaways</b>  <b>Objective:</b> Provide a practical, interactive AI workshop. <b>Outcomes:</b> Participants will test AI tools and finalize their AI adoption plans. </li> </ul>

4.1.2 The selection of the service provider should be based on the following criteria:

The following are key requirements for the Emotional Intelligence and Stress Management; and Artificial Intelligence Training Course:

- The two (2) Training Course Duration is 2 days each;
- QCTO/SAQA Skills Programme ID;
- Professional Body: Proof of Registration.
- CPD Points: 5;
- NQF Level: 4;
- Provided experience in conducting the required training; and
- Cost-effectiveness

4.1.3 The scope of this assignment includes the following:

#	Training course	Number of delegates to be trained	Training delivery method	Location
1	<ul style="list-style-type: none"><li>• Emotional Intelligence and Stress Management</li><li>• Artificial Intelligence Training Courses.</li></ul>	55	Face – to – face.	Pretoria, Hatfield (NLC Head Office).

## 5. REPORTING REQUIREMENTS

5.1. The service provider shall work closely with the Human Capital Division.

## 6. DURATION OF THE MANDATE

The duration of the course is a 2 day Training.

## SECTION 2: NOTICE TO BIDDERS

### 7. Terms and Conditions of the Request for Quotations

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 Request for Quotations (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 (CSD) 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(s) without the consent of, and then only in coordination with, the NLC.

### **8.2 Precedence of documents**

8.2.1 This RFQ consists of several sections. Where there is a contradiction in terms of 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 its 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.

8.2.3 It is acknowledged that all stipulations in the PPPFA are not 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 its 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 complaints.

### 8.4 National Industrial Participation Programme

8.4.1. The Industrial Participation policy, which was endorsed by 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 part thereof for any purpose of interpretation or any other purpose.

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

8.8.1 The Bidder warrants that all its employees (including the employees of any subcontractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this 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, 2022.

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 participating in procurement/award procedures;  
and

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 under the procedures as 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**

There will be no compulsory briefing session.

## **10. Validity Period**

10.1 The NLC requires a validity period of 120 Days from the closing date of the submission of proposals.

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 finalized within the validity period.

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

11.1 Bidders are required to self-register on the National Treasury's 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, it is 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 to [quotation@nlcsa.org.za](mailto:quotation@nlcsa.org.za) and [maureen@nlcsa.org.za](mailto:maureen@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 NLC conducts regular performance reviews in accordance with the requirements for the classification of the contract and or stakeholder by making use of supplier evaluation forms. The evaluation is conducted against the deliverables or scope of the contract, with a minimum of an annual review done for contracts longer than a year and a review at completion of the 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 2022 and the Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The below phase evaluation criteria will be considered in evaluating the proposals.

#### 15.1 **Stage 1: Tender Closing and Opening**

##### **Tender closing details**

The deadline for Tender submission is **12 September 2025 @ 11:00** Standard South African Time. Any late bids will not be accepted. The tender to be submitted to the following address:

National Lotteries Commission  
333 Grosvenor Street  
Block D, Hatfield Gardens,  
Hatfield, Pretoria, 0083

**ONLY USBs WILL BE ACCEPTED. PLEASE COMPLETE YOUR DETAILS ON THE REGISTER BOOK ON TOP OF THE TENDER BOX**

15.1.1 **Bid Formats** - Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions. Only electronic submission in the form of a Universal Serial Bus (USB) will be accepted.

15.1.2 **Bid submission guidelines** - Bidders are required to ensure that the bid submission is saved properly and accessible in the USB, as a blank/empty USB will be disqualified. The USB must be marked with the name of the bidder and arranged properly as follows:

- Mandatory Bid Compliance Documents, Standard Bidding Documents (SBD) Forms, and Technical and Financial Proposals must be submitted in one (1) electronic (USB) submission.
- Bidders are requested to separate folders in the electronic submission, properly named and indexed as follows:
  - Folder 1: Mandatory Bid Compliance Documents and SBD Forms.
  - Folder 2: Technical Proposal; and

- Folder 3: Financial (Price) Quotation.

Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions. Financial/pricing information must be presented in a separate folder from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the USB. Submissions (USB) must be prominently marked with the full details of the tender, namely Bidder's Name, Tender No and Tender Title.

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

### 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
1. Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorized person.	Standard Bidding Document (SBD1; SBD 6.1) Forms
2. Signed consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPIA) (Consent Forms Attached to the Bid as part of the SBDs).	Signed POPIA Consent Form
3. Registered with the central supplier database (CSD) with valid tax clearance compliant status on the closing date of submission of bid.	Full CSD Report with Tax Compliant Status.
4. BEE Certificate /Sworn Affidavit	Valid and Certified Copy

### 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.		Signed Joint Venture agreements
<b>Registered Professional Bodies in South Africa</b>		
3. Stress Management	<ul style="list-style-type: none"> <li>• Employee Assistance Professionals Association of South Africa (EAPA-SA),</li> <li>• Institute for Mindfulness South Africa (IMISA),</li> <li>• Society for Industrial and Organizational Psychology of South Africa (SIOPSA),</li> <li>• Society for Industrial and Organizational Psychology of South Africa (SIOPSA),</li> </ul>	
4. Emotional Intelligence	<ul style="list-style-type: none"> <li>• Employee Assistance Professionals Association of South Africa (EAPA-SA)</li> </ul>	
5. Artificial Intelligence	<ul style="list-style-type: none"> <li>• South African Artificial Intelligence Association (SAAIA)</li> </ul>	

#### 15.4. Stage 4: Technical evaluation

The following rating scale will be used to evaluate bid proposals:

Rating	Definition	Score
<b>Excellent</b>	<b>Exceeds</b> 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.	<b>100%</b>
<b>Good</b>	<b>Satisfies</b> the requirement with <b>minor additional benefits</b> . Above average demonstration by the bidder of the relevant	<b>50%</b>

Rating	Definition	Score
	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.	
<b>Unacceptable</b>	<b>Does not meet the requirement.</b> 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.	<b>0%</b>

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

Category & Criteria Description			Points
<b>Company Experience</b>	<b>Bidders are required to demonstrate that they have the capacity to render the required service to conduct Emotional/Artificial Intelligence and Stress Management Training Courses</b>		
	<b>Bidders are required to submit their company profile that they have the required years of experience and ability to conduct Emotional/Artificial Intelligence and Stress Management Training Courses.</b>		
	<b>Company profile clearly indicating the number of years in business providing the required services</b>		
	<b>Experience</b>	<b>Weight</b>	<b>Full Score</b>
	3 years and above experience in conducting Emotional/Artificial Intelligence and Stress Management Training Courses.	30	<b>30</b>
	2 years' and up to and including 3 years' experience in conducting Emotional/Artificial Intelligence and Stress Management Training Courses	15	
	Less than 2 years' experience in conducting the Emotional/Artificial Intelligence and Stress	0	



Category & Criteria Description			Points
	Management Training Courses or no experience.		
Contactable Reference Letters	Bidder (s) are required to demonstrate relevant experience and competency of the company for all successfully completed projects.		
	The letters must include the company name, contact name, address, phone number, duration of contract, a brief description of the services that you provided.		
	The bidders must provide written reference letters from contactable existing/ recent clients (public / private sector) within the past 5 years in relation to training facilitation experience in the Emotional/Artificial Intelligence and Stress Management Training Courses		
	Reference letter from one company is deemed as one reference		
	No appointment letters from clients will be accepted as reference letters.		
	Reference Letters	Weight	Full Score
	Three or more relevant reference letters.	40	40
	Two relevant reference letters.	20	
	One relevant reference letter.	10	
	No relevant reference letter attached.	0	
Implementation Plan	The bidder must demonstrate knowledge of the key requirements and expectations mentioned in this document.		
	The bidder must provide a project implementation plan which details how the service will be carried out. The project plan must have deliverables and time frames as per the scope of work and the outlined deliverables.		
	Methodology to include the following activities:		

Category & Criteria Description		Points	
	<b>EMOTIONAL INTELLIGENCE COMPONENTS:</b> Self-Awareness, Self-Regulation, Motivation, Empathy & Social Skills		
	<b>ELEMENTS OF ARTIFICIAL INTELLIGENCE (COGNITIVE ABILITIES):</b> Learning, Reasoning, Problem Solving, Perception, Language Comprehension.		
	<b>STRESS MANAGEMENT (COPING STRATEGIES):</b> Practice Relaxation, Mindfulness, Develop Problem-Solving Skills, Assertive		
	Implementation Plan two-day course	Weight	Full Score
	Project Implementation Plan with 3 activities <b>(Emotional Intelligence Components, Elements of Artificial Intelligence and Stress Management)</b> are covered comprehensively and exceptionally:  ➤ Every activity in the project plan is linked to a specific goal (e.g., improve self-awareness, reduce stress, enhance teamwork).  ➤ How each of the three activities will be carried out in the project plan.	5	30
	Project Implementation Plan with 3 activities <b>(Emotional Intelligence Components, Elements of Artificial Intelligence and Stress Management)</b> are covered above satisfactory:  ➤ Some of the activities in the project plan are linked to specific goal.  ➤ Two out of the three activities covered on how there will be carried out in the project plan.	4	
Project Implementation Plan with 3 activities <b>(Emotional Intelligence Components, Elements of Artificial Intelligence and Stress Management)</b> are covered in detail:  ➤ Documentation provides a basic	3		

Category & Criteria Description			Points
	<p>understanding of the 3 activities on the project plan.</p> <ul style="list-style-type: none"> <li>➤ The three activities are covered but may lack detail.</li> <li>➤ Language and grammar are generally clear but may need refinement.</li> </ul>		
	<p>Project Implementation Plan with 3 activities <b>(Emotional Intelligence Components, Elements of Artificial Intelligence and Stress Management)</b> are covered in detail:</p> <ul style="list-style-type: none"> <li>➤ One out of the three activities have been covered on how there will be carried out in the project plan.</li> <li>➤ Language and grammar are somewhat problematic.</li> </ul>	2	
	<p>Project Implementation Plan with 3 activities <b>(Emotional Intelligence Components, Elements of Artificial Intelligence and Stress Management)</b> are covered in detail:</p> <ul style="list-style-type: none"> <li>➤ Documentation is disorganized and lacks structure.</li> <li>➤ The three activities are mentioned but are not covered in detail and are unclear.</li> </ul>	1	
	No project plan provided	0	
<b>Total Weighting</b>			<b>100</b>
<b>Minimum Qualifying Threshold</b>			<b>70</b>

**NOTE:**

Only bids that achieve a minimum of 70 points score for functionality will be evaluated further in accordance with the 80/20 for preference point systems presented in the section below.

## 15.5 Stage 5: Evaluation of Price and Specific Goals

Evaluation on Price and Specific Goals as per PPR2022. The 80/20 Principle is based on Price and special goals for the NLC. The following formula to be used to calculate points out of 80 for price, inclusive of all applicable taxes. A maximum of 80 points is allocated for price on the following basis:

<p>Price</p> <p>The following formula will be used to calculate the points out of 80 for price in respect of a bid 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
<b>TOTAL SCORE:</b>	<b>80</b>

A maximum of 20 points to be awarded to a tenderer for the specific goal specified.

Specific Goals	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
1. Procurement from entities who are black Owned			Copies of ID's/ CIPC Report CSD Recent Report
Tenderer who has 100% black Ownership	8	8	
Tenderer who has 51% to 99% black ownership	4		
Tenderer who has less than 51% black ownership	0		
2. Procurement from entities who are women Owned			B-BBEE Certificate /
Tenderer who has 100% women ownership	4	4	

Specific Goals	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Tenderer who has 30% to 99% women ownership	2		Sworn Affidavit
Tenderer who has less than 30% women ownership	0		
3. Black Youth Ownership			B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 100% youth ownership	4	4	
Tenderer who has 30% to 99% youth ownership	2		
Tenderer who has less than 30% youth ownership	0		
4.Procurement from Disabilities			Letter from the Doctor confirming disability not older than a year 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	

#### NOTE TO BIDDERS:

***Bidders may be requested, at the behest of the NLC, to submit via courier services to the SCM Unit of the NLC, within a minimum of 3 working days from date of request hard copy certified qualifications, memberships certificates, COIDA etc. which may have been requested for mandatory or functionality assessment. Failure to submit the information within the requested period shall render the bidder non-responsive.***

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

- a) 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:

- b) Physical inspection of the Bidder's offices, branches or other places
- c) Verification of accuracy, correctness and authenticity of information provided
- d) Validation of extent of compliance to the RFQ requirements and evaluation criteria based on what has so far been found by the evaluation team
- e) Inquiry and reference checking with National Treasury Restricted Suppliers
- f) Inquiry and reference checking with previous clients on the performance on ongoing or completed contracts, including physical inspections of previous work, as necessary.
- g) Financial Stability Assessments

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 to obtain 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.

**PRICING SCHEDULE: APPOINTMENT OF A SERVICE PROVIDER FOR THE CAPACITATION OF NLC OFFICIALS ON EMOTIONAL INTELLIGENCE AND STRESS MANAGEMENT; AND ARTIFICIAL INTELLIGENCE TRAINING COURSES**

**RFQ/2025-008-018**

Please provide prices (VAT Inclusive) for the appointment of a service provider for the capacitation of Human Capital Officials on stress management and emotional intelligence and artificial intelligence training. Please provide the fees by using the table below:

<b>ACTIVITIES</b>	<b>QUANTITY</b>	<b>FEE PER QUANTITY</b>	<b>TOTAL FEE EXCLUDING VAT</b>
Facilitation of the Training Courses for 55 Candidates for 2 days each	2 days	R	R
Facilitator and Administration Cost	2 days	R	R
Study materials	55	R	R
<b>SUBTOTAL</b>			<b>R</b>
<b>VAT @ 15%</b>			<b>R</b>
<b>TOTAL COST INCLUDING VAT</b>			<b>R</b>

# INVITATION TO BID (SBD 1)

## PART A

### YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS

BID NUMBER:	<b>RFQ/2025-008-018</b>	ISSUE DATE:	<b>04 September 2025</b>	CLOSING DATE:	<b>12 September 2025</b>	CLOSING TIME:	<b>11H00</b>
DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER TO CAPACITATE THE NATIONAL LOTTERIES COMMISSION'S OFFICIALS ON EMOTIONAL INTELLIGENCE, STRESS MANAGEMENT AND ARTIFICIAL INTELLIGENCE TRAINING</b>						

### BID RESPONSE MUST BE SUBMITTED TO THE BELOW ADDRESS

***National Lotteries Commission; 333 Grosvenor Street; Block D, Hatfield Gardens Hatfield, Pretoria 0083***

**ONLY USBs WILL BE ALLOWED**

### BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO

### TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACTPERSON	<b>Supply Chain Management</b>	CONTACT PERSON	<b>Maureen Senyatsi</b>
TELEPHONENUMBER	<b>012 432 1300</b>	TELEPHONE NUMBER	<b>012 432 1470</b>
FACSIMILENUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<a href="mailto:quotation@nlcsa.org.za">quotation@nlcsa.org.za</a>	E-MAIL ADDRESS	<a href="mailto:maureen@nlcsa.org.za">maureen@nlcsa.org.za</a>

### 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 ESYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA
B-BBEE STATUSLEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>



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

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES ENCLOSE PROOF]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES, ANSWER QUESTIONNAIRE BELOW]
--	--	---	--

**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><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 PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.</b></p>		

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**TAX COMPLIANCE REQUIREMENTS**

- i. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- ii. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- iii. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- iv. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- v. IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- vi. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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

SIGNATURE OF BIDDER: .....

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

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

DATE: \_\_\_\_\_

## SECTION 5: BIDDER'S DISCLOSURE (SBD 4)

### 1 PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2 Bidder's Declaration

2.1 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**

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 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, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and

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

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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.

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

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

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

### 1. GENERAL CONDITIONS

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

The maximum points for this tender are allocated as follows:

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

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = Price of lowest acceptable tender

## POINTS AWARDED FOR SPECIFIC GOALS

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:
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—

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		
<b>2. Procurement from entities who are women Owned</b>		4	
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		
<b>3. Youth Ownership</b>		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		
<b>4. Procurement from Disabilities</b>		4	
Tenderer who have 20% or more owners with disability	4		
Tenderer who have less than 20% but more than 10% owners with disability	2		
Tenderer who have less than 10% owners with disability	0		
Total points for specific goals		20	

- (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.)**

## 5. DECLARATION WITH REGARD TO COMPANY/FIRM

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

5.2. Company registration number: .....

### 5.3 TYPE OF COMPANY/ FIRM

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

APPLICABLE BOX]

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

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state;

- iv) may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process.



- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audialteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....

**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).

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.

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

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Signature of Designation person