

## NATIONAL LOTTERIES COMMISSION

### THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE FOR THE NATIONAL LOTTERIES COMMISSION OFFICES FOR A PERIOD OF THREE YEARS

BID PROCESS	BID REQUIREMENTS
Bid Number	NLC/2025-021
Bid Advertisement Date	19 January 2026
Closing Date and Time	12 February 2026 @11:00am ( <i>South African Standard Time</i> )
Bid Validity Period	120 days <i>from the closing date</i>
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 may be addressed to <a href="mailto:maureen@nlcsa.org.za">maureen@nlcsa.org.za</a> and <a href="mailto:quotation@nlcsa.org.za">quotation@nlcsa.org.za</a></p>

## 1. INTRODUCTION AND BACKGROUND

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

The Distributing Agencies (DAs), who are appointed by the Minister of Trade, Industry and Competition, are responsible for the adjudication of the funding applications as per the Lotteries Act and applicable Regulations.

The NLC furniture and fittings have reached their end of life across the 9 provincial offices. For the organization to continue to execute its mandate as stipulated in the Lotteries Act. The seeks services of a suitably qualified service provider for the supply, delivery and installation of office furniture and equipment across all the nine (9) provincial offices for a period of three (3) years.

## 2. PURPOSE AND SCOPE OF THE TERMS OF REFERENCE

2.1 The appointed bidder is expected to provide office equipment as and when required for the period of three (3) years as follows:

NO.	DESCRIPTION	QUANTITY
1.	Microwaves	1
2	Bar Fridge	1
3	Urn	1
4.	Electric Kettle	1
5.	Fridge Freezer	1
6.	Flat screen TV	1

2.2 The appointed bidder is expected to provide office furniture as and when required for the period of three (3) years as follows:

NO	DESCRIPTION	QUANTITY
1	Operational Chair	1
2	Boardroom Chair	1
3	Storage Cabinet	1
4	Filing cabinet	1
5	Eco centric Boardroom	1
6	Mobile pedestal	1
7	Diamond cluster Desk	1
8	Diamond Managerial desk	1
9	Diamond Loop Desk	1
10	Leo Wall Unit	1
11	Ottoman	1
12	Coffee table	1





### 2.3 Address/Location of Delivery Sites:

#	Province	Address
1	Head Office	Block D, Hatfield Gardens 333 Grosvenor Street Hatfield PRETORIA, 0083
2	Eastern Cape Provincial Office	7 Rochester Street Vincent East London, 5214
3	Limpopo Provincial Office	No. 5 Landross Mare Street Polokwane, 0699
4	Mpumalanga Provincial Office	29 Roodt Street Sonheuwel Dorp Nelspruit, 1200
5	Northern Cape Provincial Office	11 A Schmidtsdrift Road Kimberley 8301


6	Northwest Provincial Office	12 Visser Street, Golfview Mafikeng 2745
7	Western Cape Provincial Office	1C Summer Greens Drive Century City, Milnerton 7441
8	KwaZulu- Natal Provincial Office	20 Kingsmead Boulevard. Kingsmead Office Park DURBAN
9	Free State Provincial Office	280 – 282 Stateway, Bedelia Welkom 9459

### 3 DELIVERABLES


3.1 The appointed bidder must provide office equipment items outlined below:





ANNEXURE 1: APPLIANCES			
#	Description	Illustrative Image	Quantity
1	<ul style="list-style-type: none"> <li>45 Liter 900W Contrabass Convection Oven</li> <li>Six different modes - microwave, grill, convection, microwave grill, microwave convection, and grill</li> <li>Silver or Black</li> </ul>	 <b>Microwave oven</b>	1
2	<ul style="list-style-type: none"> <li>Net volume 90L</li> <li>An energy rated</li> <li>Integrated handle</li> <li>Reversible door</li> <li>Adjustable levelling feet</li> <li>LED illumination</li> <li>Inox door finish</li> </ul>	 <b>Bar fridge</b>	1
3	<ul style="list-style-type: none"> <li>Stainless steel</li> <li>20 litres, 3, kg, Thermostat controlled</li> <li>220 volts plug in</li> <li>Anti boil dry feature and Safety cut out switch</li> </ul>	 <b>Urn</b>	1
4	<ul style="list-style-type: none"> <li>1.7 litres</li> <li>Boil dry protection and Automatic power off</li> <li>Power source – AC</li> <li>2200 W</li> <li>Cordless and stainless steel</li> </ul>	 <b>Electric kettle</b>	1

ANNEXURE 1: APPLIANCES			
#	Description	Illustrative Image	Quantity

5	<ul style="list-style-type: none"> <li>Capacity: 446 liters (324 liters refrigerator, 122 liters freezer)</li> <li>Dimensions: 700mm (width) x 700mm (depth) x 1850mm (height)</li> <li>Bottom freezer</li> <li>Energy Rating: A++</li> <li>Linear Cooling™</li> <li>Door Cooling+</li> <li>Smart Inverter Compressor</li> <li>Multi Air Flow</li> <li>Zero Clearance</li> </ul>	 <p><b>Fridge freezer</b></p>	1
6	<ul style="list-style-type: none"> <li>4K 8m pixels, NEO QLED smart TV, 55" inch, HDMI ports, USB ports, anti- reflection, neutral quantum Processor 4k, quantum matrix technology, Wi-Fi connectivity</li> <li>Safety locking screw, adjustable</li> <li>frame, close to wall design, Bracket type (flat screen) material metal.</li> </ul>	 <p><b>Flat Screen</b></p>	1

3.2 The appointed bidder must be able to provide office equipment items outlined below:

ANNEXURE 2: OFFICE FURNITURE AND EQUIPMENT FOR THE NLC			
#	Description	Illustrative Image	Quantity
1	<ul style="list-style-type: none"> <li>Synchronized mechanism with seat slider</li> <li>Back structure in black polyamide reinforced with fiberglass with grey breathable high-elastic WINTEX mesh upholstery</li> <li>Dual directional height adjustable lumbar support</li> <li>3D Armrests with soft PU pads, adjustable in height with pivot and sliding function</li> <li>5-Star black nylon base with 60mm castors</li> <li>Optional headrest with height &amp; angle</li> </ul>		1

	adjustment in grey mesh Mounded foam seat upholstered in standard grey fabric	<b>Operational Chair</b>	
2	<ul style="list-style-type: none"> <li>Multi-function (Knee-tilt) mechanism, lockable in 5 positions</li> <li>Backrest with integrated headrest on High back chair</li> <li>Aluminum arms with black leather- look padding</li> <li>5-Star polished aluminum base with 50mm castors</li> <li>Available in high back, medium back &amp; visitors chair options</li> <li>Black genuine leather upholstery</li> </ul>	 <b>Boardroom Chair</b>	1
3	<ul style="list-style-type: none"> <li>4 Door Storage Cabinet</li> <li>measuring 1600 x 450 x 825mm</li> <li>22mm thick top and base</li> <li>lockable doors</li> <li>Finish Colour – White and black</li> <li>Material - wood</li> </ul>	 <b>STORAGE CABINET</b>	1
4	<ul style="list-style-type: none"> <li>900 (D) x 400 (D) x 1500 (H)</li> <li>Laminated white finish</li> <li>4-tier hinge door cabinet, including timber shelves</li> <li>laminates paired with white</li> <li>key locking system</li> </ul>	 <b>FILING CABINET</b>	1
5	<ul style="list-style-type: none"> <li>38mm Top,</li> <li>20-seater table</li> <li>Pedestal base with hinge door in paired finish</li> <li>laminates paired with anthracite, black or stone grey</li> </ul>	 <b>ECOCENTRIC BOARDROOM</b>	1






6	<ul style="list-style-type: none"> <li>4-WAY DUAL BENCH - 3200 (L)</li> <li>16mm Rectangular top with power gap</li> <li>Laminates White</li> <li>3200 (L) x 1650 (W) x 722 (H)</li> <li>Black rectangular steel legs</li> <li>Modesty panel</li> <li>Desk based screen as shown in the picture</li> <li>Cable tray</li> <li>Recessed intermediate legs</li> </ul>	 <p><b>DIAMOND DESK</b></p>	1
7	<ul style="list-style-type: none"> <li>DIAMOND MANAGERIAL TOPS (1800 (L) X 800 (W))</li> <li>DIAMOND EXTENSION TOP (1000(L) X 600 (W))</li> <li>Modesty panel</li> <li>Cable management tray</li> <li>Diamond loop leg structures</li> <li>Rectangular desk leg structure - single workstation</li> <li>1800 (L) x 800 (W) x 722 (H)</li> </ul>	 <p><b>DIAMOND MANAGERIAL DESK</b></p>	1
8	<ul style="list-style-type: none"> <li>2000 (L) x 1000 (W) x 722 (H)</li> <li>16mm Top, Laminated white wood finish</li> <li>Triangular leg profile / Connects to storage block on dropped extension / Includes 2 x cable outlets as shown in the picture.</li> <li>Modesty panel</li> <li>Cable tray</li> <li>Dimon Storage Extension open 2000(L) 550(w) 545(H)</li> </ul>	 <p><b>DIAMOND LOOP DESK</b></p>	1
9	<ul style="list-style-type: none"> <li>2000 (W) x 450 (D) x 1279 (H)</li> <li>2 x Frosted glass hinge doors includes timber shelves / 4 x Solid hinge Black door compartments</li> <li>laminates paired with white</li> </ul>	 <p><b>LEO WALL UNIT</b></p>	1

## ANNEXURE 2: OFFICE FURNITURE AND EQUIPMENT FOR THE NLC

#	Description	Illustrative Image	Quantity
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10	<ul style="list-style-type: none"> <li>• 400 (W) 500 (D) 600(H)pedestal</li> <li>• 1 x Floating pen &amp; pencil tray, 2 x standard drawers &amp; 1 x deep filer / Central locking</li> <li>• Black steel finish</li> </ul>	 <p><b>STEEL MOBILE PEDESTAL</b></p>	1
11	<ul style="list-style-type: none"> <li>• 1300 (L) x 660 (W) x 745 (H)</li> <li>• Ottoman with fixed back on black round steel legs</li> <li>• upholstery</li> </ul>	 <p><b>OTTOMAN</b></p>	1
12	<ul style="list-style-type: none"> <li>• Toba Coffee Table Set</li> <li>• One top has a black finish and the other top an oak finish, clear oak finish</li> <li>• (Diameter: 800 mm) (Height 370 mm) (Thickness of top: 20 mm)</li> <li>• (Diameter: 650 mm) (Height: 260 mm) (Thickness of top: 20 mm)</li> </ul>	 <p><b>TOBA COFFEE TABLE SET</b></p>	1

## 4 REPORTING REQUIREMENTS

The service provider will report to the NLC Supply Chain Management & Facilities (SCM&F) Department.

## 5 DURATION OF THE PROJECT

The expected duration of a contract is 3 years which may be effective from date of appointment, the date of signing of a service level agreement (SLA), or as directed and at the discretion of the NLC.

## SECTION 2: NOTICE TO BIDDERS

### 1. Terms and Conditions of Request for Proposals

- 1.1 This document may contain confidential information that is the property of the NLC.
- 1.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFP without prior written permission from the NLC.
- 1.3 All copyright and intellectual property herein vests with the NLC.
- 1.4 Late and incomplete submissions will not be accepted.
- 1.5 No services must be rendered, or goods delivered before an official NLC Purchase Order form has been received.
- 1.6 This RFP will be evaluated in terms of the 80/20 preference point system.
- 1.7 Suppliers are required to register on the Central Supplier Database at [www.csd.gov.za](http://www.csd.gov.za).
- 1.8 Suppliers must provide their CSD registration number (and attach a CSD Registration report) and ensure that their tax matters are compliant.
- 1.9 All questions regarding this RFP must be forwarded to [bids@nlcsa.org.za](mailto:bids@nlcsa.org.za) and copied (cc) to [maureen@nlcsa.org.za](mailto:maureen@nlcsa.org.za)

### 2. General rules and instructions

- 2.1 News and press releases
  - 2.1.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co- ordination with, the NLC.
- 2.2 Precedence of documents
  - 2.2.1 This RFP 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 RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.

2.2.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter, and which appear in Section 217 of the constitution of the republic shall take precedence. Bidders shall refrain from incorporating any additional stipulations in 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.

It remains the exclusive domain and election of the NLC as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of the commission in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

## 2.3 Preferential Procurement Reform

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

## 2.4 Language

2.4.1 Bids shall be submitted in English.

## 2.5 Gender

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

## 2.6 Headings

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

## 2.7 Occupational Injuries and Diseases Act 13 of 1993

2.7.1 The Bidder warrants that all its employees (including the employees of any sub-contractor 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 RFP and/ or subsequent agreement. The commission reserves the right to

request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the commission.

## 2.8 Processing of the Bidder's Personal Information

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

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

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

2.8.3.1 The commission personnel participating in procurement/award procedures; and

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

2.8.3.3 contract description and bid number.

2.8.3.4 names of the successful bidder(s) and preference points claimed.

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

2.8.3.6 contract period.

2.8.3.7 names of directors; and

2.8.3.8 date of completion/award.

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

2.8.5 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.

## 3. Validity Period

3.1 The Commission requires a validity period of 120 Business Days against this RFP.

3.2 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.

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

- 4.1 Bidders are required to self-register on the National Treasury's Central Supplier Database (CSD), which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.
- 4.2 The Commission may not award business to a bidder who has failed to register on the CSD.
- 4.3 Only foreign suppliers with no local registered entity need not register on the CSD.
- 4.4 The CSD can be accessed at <https://secure.csd.gov.za/>

#### **5. Confidentiality**

- 5.1 Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding.
- 5.2 The Commission reserves all the rights afforded to it by POPIA in the processing of any of its information as contained in Bid Proposals.
- 5.3 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 RFP and in accordance with any applicable law.
- 5.4 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.

#### **6. Communication**

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

## 7. Supplier Performance

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

## SECTION 3: EVALUATION CRITERIA

The 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 stages of evaluation criteria will be considered in evaluating the proposals. The NLC will evaluate all quotations in terms of the Preferential Procurement Regulation 2022 (PPR2022) using the price quotation and the special goal stated on this specification.

### Stage 1: Tender Closing and Opening

#### 1.1 Tender closing details

The deadline for Tender submission is **12 February 2026 @11:00am** Standard South African Time. Any late tenders will not be accepted. Tenders are to be submitted via **e-tender submission**. - <https://www.etenders.gov.za/>

#### 1.2 Bid Formats

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 electronic submission.

## Stage 2: Administrative Compliance

All bid respondents must submit the relevant documents that comply with administrative compliance, which will include the following:

Evaluation Criteria	Supporting Document
SBD 1: Invitation to tender	Fully Completed Standard Bidding Documents
SBD 6.1: Preference points claim form in terms of the preferential procurement regulations 2022	Fully Completed Standard Bidding Documents
Bidder's tax compliance confirmation	Valid SARS Tax Pin
Whether Bidders is registered on CSD. Only foreign suppliers with no local registered entity need not register on the CSD	Proof of Central Supplier Database (CSD) registration report.
Original signed consent form in terms of the Protection of Personal Information Act No.4 of 2013 (POPIA)	POPIA Consent Form
Valid Certified Copy of BEE Certificate/Affidavit	Valid BEE Certificate/ Valid Sworn Affidavit

## 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
Fully completed and signed Standard Bidding Document.	SBD 4
Joint Venture agreements must be submitted in a case of a bidder being in a joint venture. (where applicable)	Signed Joint Venture agreements and supporting documents for JV
Guarantee against manufacturing defects of at least 5 years.	Whether the bidder has sourced the product directly from the third party or has sourced the material and assembled the product for the NLC. The bidder must provide us with the workmanship guarantee for a period of 5 years.



Pricing schedules were completed, duly signed by the authorized person.	Signed and completed pricing schedules- Refer to <b>Annexure 5</b>
Full compliance with the technical specification outlined in the deliverables under the scope of work for all furniture and appliances required.	The bidder must, as part of their response to the bid submit the specification of furniture and appliances outlined in the deliverables as <b>“Annexure 1 and 2.”</b>

## Stage 4: Technical Evaluation

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

**Table 1: Rating Scale**

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	5
Good	Satisfies the requirement with minor additional benefits. Above average demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	4
Acceptable	Satisfies the requirement. Demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3
Minor Reservations	Does not Satisfies the requirement with minor reservations. Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	2
Serious Reservations	Does not Satisfies the requirement with major reservations. Considerable reservations of the bidder's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with little or no supporting evidence.	1

Unacceptable	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	0
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4.2 Bidders will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Service providers who fail to meet the minimum threshold will be disqualified and will not be evaluated further on price and special goals as per the Preferential Procurement Regulation of 2022. Technical evaluation will be conducted on site at the proposed office space using the following criteria: -

Technical Evaluation Criteria	Points Weighting	Scoring Guideline (1 to 5)	Scores
<b>1. COMPANY CAPABILITY</b> Number of completed furniture supply, delivery and installation projects in the last 5 years. Bidders must use <b>Annexure 4</b> to respond to this Criteria. Failure to use the Annexure will result in no score allocated. The service must provide evidence in the form of a copy of the appointment letter, a copy of the purchase order and a delivery note signed by the customer for each project completed. If any one of these are not included for each completed project, no score will be allocated.	25	<ul style="list-style-type: none"> <li>• 5 or more Projects Completed = <b>5 Points</b></li> <li>• 4 Projects Completed = <b>4 Points</b></li> <li>• 3 Projects Completed = <b>3 Points</b></li> <li>• 2 Projects Completed = <b>2 Points</b></li> <li>• 1 Project Completed = <b>1 Point</b></li> <li>• No project Completed = <b>0 points</b></li> </ul>	

Technical Evaluation Criteria	Points Weightings	Scoring Guideline (1 to 5)	Scores
<p><b>2. COMPANY EXPERIENCE</b></p> <p>Number of completed furniture supply and delivery projects for more than R2 million in the last five years.</p> <p>Provide written reference letters contactable existing / recent clients (public / private sector) within the past 5 years from the closing date of the bid.</p> <p>References should be presented in a form of a written letter on the official letterhead from clients you supplied and delivered office furniture too.</p> <p>The date on the letter must not be older than 5 years from the closing date of this tender. Letters from one client will be regarded as one reference, despite it being for different appointments for the same services. Letters must include the company name, contact name and address, phone number, a brief description of the services that you provided and must be signed and dated.</p> <p><b>Appointment letters/orders from clients must be attached as support for each reference letter.</b></p> <p>A letter that does not meet any of the requirements will not be accepted.</p>	25	<ul style="list-style-type: none"> <li>• Five or more reference letters that meet the requirements = <b>5 points</b></li> <li>• Four reference letters that meet the requirements = <b>4 points</b></li> <li>• Three reference letters that meet the requirements = <b>3 points</b></li> <li>• Two reference letters that meet the requirements = <b>2 points</b></li> <li>• One reference letter that meet requirements = <b>1 points</b></li> <li>• None of the reference letters meet the requirements or no reference letters submitted = <b>0 Points</b></li> </ul>	

<p><b>3. ORGANIZATIONAL FINANCIAL CAPABILITY</b></p> <p>The bidder must demonstrate financial capability by submitting proof of credit facility from a reputable financial institution registered with the Financial Services Conduct Authority (FSCA) and National Credit Regulator of SA.</p> <p>The proof must be on a letterhead that shows name of the institution, has a company logo, company contact details and signed and dated. The proof must not be older than three (3) months.</p>	<p><b>15</b></p>	<ul style="list-style-type: none"> <li>• Access to finance above More than R10million = <b>5 points</b></li> <li>• Access to finance of more than R8million – R10million = <b>4 points</b> Access to finance of more than R6million – R8million = <b>3 points</b></li> <li>• Access to finance of more than R4million – R6million = <b>2 points</b></li> <li>• Access to finance of more than R2million – R4million = <b>1 point</b></li> <li>• Access to finance of less than R2million to – R1million = <b>0 points</b></li> </ul>	
<p><b>4. PROJECT IMPLEMENTATION PLAN: PROJECT DELIVERY TIMEFRAME</b></p> <p>The bidder must submit project plan to outlines how long the project will be implemented including work schedule of clear deliverable and time frames for each task to be completed. across all sites from the date of signing the SLA.</p>	<p><b>15</b></p>	<ul style="list-style-type: none"> <li>• Project implemented within 12 weeks = <b>5 points</b></li> <li>• Project implemented within 13 weeks = <b>4 points</b></li> <li>• Project implemented within 14 weeks = <b>3 points</b></li> <li>• Project implemented within 15 weeks = <b>2 points</b></li> <li>• Project implemented within 16 weeks = <b>1 points</b></li> <li>• Project implemented more than 16 weeks = <b>0 points</b></li> </ul>	

Technical Evaluation Criteria	Points Weightings	Scoring Guideline (1 to 5)	Scores
5. Full compliance with Local Content Requirements & Thresholds for office furniture	20	<ul style="list-style-type: none"> <li>Local content full compliance for all 11 office furniture with the specification and thresholds available as “<b>Annexure 3</b>” = 5</li> <li>Partial compliance or non-compliance to local content = 0</li> </ul> <p><b>The following must be submitted to claim the points:</b></p> <ol style="list-style-type: none"> <li>Supplier’s specification of the 11 office furniture items specified in the TOR document.</li> <li>Bidders’ completion of the office furniture items local content thresholds. Refer to “Annexure 1”</li> <li>Manufacture’s Letter confirming the local content production listed all 11-furniture list.</li> </ol> <p><b>NB: if any of the above documents are not submitted, a score of Zero (0) will be allocated.</b></p>	
Total Points			100
Minimum Points			70

## Stage 5: Evaluation on Price and Specific Goals as Per PPR2022. The 80/20 Principle based on Price and special goals for the NLC.

The following formula is to be used to calculate the points out of 80 for price inclusive of all applicable taxes. A maximum of 80 points is allocated for price on the following basis: -

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

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of highest acceptable bid

A maximum of 20 points will be awarded to a tenderer for the specific goal specified, a maximum of 80 points is allocated for price on the following basis. **The evaluation of specific goal will include the following:**

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

3. Youth Ownership			
Tenderer who has 100% youth ownership	4	4	CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 30% to 99% youth ownership	2		
Tenderer who has less than 30% youth ownership	0		
4. Procurement from Disabilities			
Tenderer who has 20% or more owners with disability	4	4	Letter from the Doctor confirming disability and CSD report
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	
Total Points (Price + Specific Goals)		100	

### Stage 6: Due Diligence





The Commission reserves the right to undertake a due diligence through site visit to the Manufacture / Production Premises on the preferred bidder's part of a material risk evaluation aimed at determining to its satisfaction the validity of the information provided by the Bidder.





### Stage 7: Contract and Award





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



## ANNEXURE 3: LOCAL CONTENT THRESHOLD

#	Description	Illustrative Image	Local Content % OR Minimum Thresholds	Bidder confirmation of the Thresholds
1	<ul style="list-style-type: none"> <li>Synchronized mechanism with seat slider</li> <li>Back structure in black polyamide reinforced with fiberglass with grey breathable high-elastic WINTEX mesh upholstery</li> <li>Dual directional height adjustable lumbar support</li> <li>3D Armrests with soft PU pads, adjustable in height with pivot and sliding function</li> <li>5-Star black nylon base with 60mm castors</li> <li>Optional headrest with height &amp; angle adjustment in grey mesh</li> <li>Mounded foam seat upholstered in standard grey fabric</li> </ul>	 <p><b>OPERATIONAL CHAIR</b></p>	65%	
2	<ul style="list-style-type: none"> <li>Multi-function (Knee-tilt) mechanism, lockable in 5 positions</li> <li>Backrest with integrated headrest on High back chair</li> <li>Aluminum arms with black leather- look padding</li> <li>5-Star polished aluminum base with 50mm castors</li> <li>Available in high back, medium back &amp; visitors chair options</li> <li>Black genuine leather upholstery</li> </ul>	 <p><b>BOARDROOM CHAIR</b></p>	65%	
3	<ul style="list-style-type: none"> <li>4 Door Storage Cabinet</li> <li>measuring 1600 x 450 x 825mm</li> <li>22mm thick top and base</li> <li>lockable doors</li> <li>Finish Colour – White and black</li> <li>Material - wood</li> </ul>	 <p><b>STORAGE CABINET</b></p>	100%	
4	<ul style="list-style-type: none"> <li>900 (D) x 400 (D) x 1500 (H)</li> <li>Laminated white finish</li> <li>4-tier hinge door cabinet, including timber shelves</li> <li>laminates paired with white</li> <li>key locking system</li> </ul>	 <p><b>FILLING CABINET</b></p>	100% for Steel/Wood raw material	

5	<ul style="list-style-type: none"> <li>• 38mm Top,</li> <li>• 20-seater table</li> <li>• Pedestal base with hinge door in paired finish</li> <li>• laminates paired with anthracite, black or stone grey</li> </ul>	 <p><b>ECOCENTRIC BOARDROOM</b></p>	<p><b>70% for Melamine raw material and 90% for Supawood / Mahogany Veneer raw material</b></p>	
6	<ul style="list-style-type: none"> <li>• 4-WAY DUAL BENCH - 3200 (L)</li> <li>• 16mm Rectangular top with power gap</li> <li>• Laminates White</li> <li>• 3200 (L) x 1650 (W) x 722 (H)</li> <li>• Black rectangular steel legs</li> <li>• Modesty panel</li> <li>• Desk based screen as shown in the picture</li> <li>• Cable tray</li> <li>• Recessed intermediate legs</li> </ul>	 <p><b>DIAMOND DESK</b></p>	<p><b>70% for Melamine raw material and 90% for Supawood / Mahogany Veneer raw material</b></p>	
7	<ul style="list-style-type: none"> <li>• DIAMOND MANAGERIAL TOPS (1800 (L) X 800 (W))</li> <li>• DIAMOND EXTENSION TOP (1000 (L) X 600 (W))</li> <li>• Modesty panel</li> <li>• Cable management tray</li> <li>• Diamond loop leg structures</li> <li>• Rectangular desk leg structure - single workstation</li> <li>• 1800 (l) x 800 (w) x 722 (h)</li> </ul>	 <p><b>DIAMOND MANAGERIAL DESK</b></p>	<p><b>70% for Melamine raw material and 90% for Supawood / Mahogany Veneer raw material</b></p>	
8	<ul style="list-style-type: none"> <li>• 2000 (L) x 1000 (W) x 722 (H)</li> <li>• 16mm Top, Laminated white wood finish</li> <li>• Triangular leg profile / Connects to storage block on dropped extension / Includes 2 x cable outlets as shown in the picture.</li> <li>• Modesty panel</li> <li>• Cable tray</li> <li>• Dimon Storage Extension open 2000(L) 550(w) 545(H)</li> </ul>	 <p><b>DIAMOND LOOP DESK</b></p>	<p><b>70% for Melamine raw material and 90% for Supawood / Mahogany Veneer raw material</b></p>	

#	Description	Illustrative Image	Local Content % OR Minimum Thresholds	Bidder confirmation of the Thresholds
9	<ul style="list-style-type: none"> <li>2000 (W) x 450 (D) x 1279 (H)</li> <li>2 x Frosted glass hinge doors includes timber</li> <li>shelves / 4 x Solid hinge Black door compartments</li> <li>laminates paired with white</li> </ul>	 <p><b>LEO WALL UNIT</b></p>	<b>70% for Melamine raw material and 90% for Supawood / Mahogany Veneer raw material.</b>	
10	<ul style="list-style-type: none"> <li>400 (W) 500 (D) 600(H)pedestal</li> <li>1 x Floating pen &amp; pencil tray, 2 x standard drawers &amp; 1 x deep filer / Central locking</li> <li>Black steel finish</li> </ul>	 <p><b>STEEL MOBILE PEDESTAL</b></p>	<b>100% for Wood/ Steel raw material</b>	
11	<ul style="list-style-type: none"> <li>1300 (L) x 660 (W) x 745 (H)</li> <li>Ottoman with fixed back on black round steel legs</li> <li>upholstery</li> </ul>	 <p><b>OTTOMAN</b></p>	<b>90%</b>	
12	<ul style="list-style-type: none"> <li>Toba Coffee Table Set</li> <li>One top has a black finish and the other top an oak finish, clear oak finish</li> <li>(Diameter: 800 mm) (Height 370 mm) (Thickness of top: 20 mm)</li> <li>(Diameter: 650 mm) (Height: 260 mm) (Thickness of top: 20 mm)</li> </ul>	 <p><b>TOBA COFFEE TABLE SET</b></p>	<b>90%</b>	

#### ANNEXURE 4: COMPANY EXPERIENCE/TRACK RECORD (to be completed by bidder)

#	Name of Client	Project Value	Duration of the project	Project start date	Project end date	Reference person Name & Contact Details
1						
2						
3						
4						
5						
6						
7						

# ANNEXURE 5: PRICING SCHEDULE FOR APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE FOR THE NATIONAL LOTTERIES COMMISSION OFFICES FOR A PERIOD OF 3 YEARS

**BIDDER COMPANY NAME.....**

#	Description	Quantity	Unit Price	Total Excluding VAT	Total Excluding VAT	Total Excluding VAT
				Year 1	Year 2	Year 3
1	Operational Chair	1	R	R	R	R
2	Boardroom Chair	1	R	R	R	R
3	Microwave oven	1	R	R	R	R
4	Bar fridge	1	R	R	R	R
5	Urn	1	R	R	R	R
6	Electric kettle	1	R	R	R	R
7	Fridge freezer	1	R	R	R	R
8	Flat Screen	1	R	R	R	R
9	Storage Cabinet	1	R	R	R	R
10	Filling cabinet	1	R	R	R	R
11	Eco centric Boardroom	1	R	R	R	R
12	Diamond Desk	1	R	R	R	R
13	Dimond Managerial Desk	1	R	R	R	R
14	Dimond Loop Desk	1	R	R	R	R
15	LEO Wall Unit	1	R	R	R	R
16	Steel Mobile Pedestal	1	R	R	R	R
17	Ottoman	1	R	R	R	R
18	Toba Coffee Table Set	1	R	R	R	R
19	Transportation Cost	1	R	R	R	R
20	Percentage % Escalation per year	1	%	%	%	%
<b>TOTAL COSTS EXCLUDING VAT</b>				<b>R</b>	<b>R</b>	<b>R</b>
<b>3 Year Maintenance and repairs – The Bidder will be required to assist with maintenance and repair(s) of the office furniture as and when required for the duration of the contract.</b>						
<b>3 Year Warranty - for the office furniture</b>						
<b>15% VAT</b>				<b>R</b>		
<b>TOTAL COST INCLUDING VAT</b>				<b>R</b>		

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

# SBD1 INVITATION TO BID

## PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS							
BID NUMBER:	NLC/2025 -	ISSUE DATE:	19 January 2026	CLOSING DATE:	12 February 2026	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE FOR THE NATIONAL LOTTERIES COMMISSION OFFICES FOR A PERIOD OF THREE YEARS						
BID RESPONSE MUST BE SUBMITTED TO THE BELOW ADDRESS							
E-Tender Portal <a href="https://www.etenders.gov.za/">https://www.etenders.gov.za/</a>							
BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACTPERSON	Supply Chain Management			CONTACT PERSON	Maureen Senyatsi		
TELEPHONENUMBER	012 432 1300			TELEPHONE NUMBER	012 432 1470		
FACSIMILENUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	<a href="mailto:bids@nlcsa.org.za">bids@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 COMPLIANCE SYSTEM PIN:		OR	CSD 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"/>
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.		

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**TAX COMPLIANCE REQUIREMENTS**

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

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

SIGNATURE OF BIDDER: .....

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

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

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



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

### 1 PURPOSE OF THE FORM

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

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

### 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**

2.2 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

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

**YES/NO**

2.3.1 If so, furnish particulars:

.....

.....

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

2.4.1 If so, 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.

## SBD 6.1

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

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

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

#### 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)

1.2 To be completed by the organ of state

*(Delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the **80/20** preference point system.

b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<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:

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

Where

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

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who 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		4	
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		
3. Youth Ownership		4	
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		
4. Procurement from Disabilities		4	
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			



## 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 *audi alteram partem* (hear the other side) rule has been applied; and

- (e) forward the matter for criminal prosecution, if deemed necessary.

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

**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, organisation, 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.
  - 4.9

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

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Signature of Designation person

## **SBD 6.2: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2022, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### **1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2022 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8. (2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.

**2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

Description of services, works or goods

Stipulated minimum threshold


**3. Does any portion of the goods or services offered have any imported content?**

(Tick applicable box)

YES		NO	
-----	--	----	--

3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

**4.** Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dtic must be informed accordingly in order for the dtic to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Institution) .....Department of community safety and transport management.....  
NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdtic.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, .....(full names),

do hereby declare, in my capacity as .....

of..... (name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
  - (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content(x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product have been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (i) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (ii) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2022 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

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

**WITNESS No. 1** \_\_\_\_\_

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

**WITNESS No. 2** \_\_\_\_\_

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



### Local Content Declaration - Summary Schedule

(C1)	Tender No.		
(C2)	Tender description:		
(C3)	Designated product(s)		
(C4)	Tender Authority:		
(C5)	Tendering Entity name:		
(C6)	Tender Exchange Rate:	Pula	EU
(C7)	Specified local content %		

GBP

[illegible]

(C20) Total tender value		
(C21) Total Exempt imported content		
(C22) Total Tender value net of exempt imported content		
(C23) Total Imported content		
(C24) Total local content		
(C25) Average local content % of tender		

Date: \_\_\_\_\_

## Annex D

## Imported Content Declaration - Supporting Schedule to Annex C

(D1) Tender No. \_\_\_\_\_  
 (D2) Tender description: \_\_\_\_\_  
 (D3) Designated Products: \_\_\_\_\_  
 (D4) Tender Authority: \_\_\_\_\_  
 (D5) Tendering Entity name: \_\_\_\_\_  
 (D6) Tender Exchange Rate: \_\_\_\_\_ Pula \_\_\_\_\_

Note: VAT to be excluded from all calculations

EU R 9.00

GBP R 12.00

## A. Exempted imported content

Calculation of imported content										Summary	
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)

(D19) Total exempt imported value

This total must correspond with Annex C - C 21

## B. Imported directly by the Tenderer

Calculation of imported content										Summary	
Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)

(D32) Total imported value by tenderer

## C. Imported by a 3rd party and supplied to the Tenderer

Calculation of imported content										Summary	
Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity Imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)

(D45) Total imported value by 3rd party

## D. Other foreign currency payments

Calculation of foreign currency payments					Summary of payments	
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments	
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)	

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content &amp; foreign currency payments - (D32), (D45) &amp; (D52) above

This total must correspond with Annex C - C 23

Signature of tenderer from Annex B

Date: \_\_\_\_\_

## Annex E

## Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			

(E10) Manpower costs (Tenderer's manpower cost)

(E11) Factory overheads (Rental, depreciation & amortisation, utility costs, consumables etc.)

(E12) Administration overheads and mark-up (Marketing, insurance, financing, interest etc.)

(E13) Total local content

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: \_\_\_\_\_