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National Lotteries Commission (NLC)
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NATIONAL LOTTERIES COMMISSION

REQUEST FOR PRICE PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE & PROVIDE A SKETCH ARTIST FOR THE BOARD STRATEGIC PLANNING & RISK SESSION FOR THE NATIONAL LOTTERIES COMMISSION

BID PROCESS	BID REQUIREMENTS
Tender number	RFQ/2022 – 24404
RFP Issue Date	01 September 2022
Closing Date and Time	08 September 2022 @ 11h00
RFPs are to be delivered to the following address on the stipulated closing date and time:	<p>The original bid document must be submitted via email to bids@nlcsa.org.za/ tshepiso@nlcsa.org.za or via CD/USB</p> <p>Senior Manager Supply Chain Management National Lotteries Commission 333 Grosvenor Street Block D, Hatfield Gardens Hatfield, Pretoria 0083</p> <p>Bids can also be emailed to: bids@nlcsa.org.za</p>

REQUEST FOR PRICE PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE & PROVIDE A SKETCH ARTIST FOR BOARD STRATEGIC PLANNING & RISK SESSION FOR THE NATIONAL LOTTERIES COMMISSION

SECTION 1: INTRODUCTION AND BACKGROUND AND SCOPE OF REQUIREMENTS

1. Introduction and Background

The National Lotteries Commission 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)”.

Government planning is regarded as a critical process which enables the implementation of the NDP 2030 priorities through the development and implementation of legislation, policies and related services. A Revised Framework for Strategic and Annual Performance Plans was issued by National Treasury to provide the principles for short- and medium-term planning, outline the alignment of various institutional plans and processes.

A new Board has been appointed as the Accounting Authority of the NLC. This strategy & risk session will represent the maiden session of the newly appointed members in mapping the strategic intent of the organisation.

It is against this backdrop that the NLC is seeking a competent and experienced consultant to facilitate and graphically capture the salient points of the Strategic Planning & Risk Session in real-time to enable the Corporate Performance Office to formulate the roadmap for the Strategic Plan and accordingly develop the Annual Performance Plan 2023/24.

The 2-day session is tentatively set for 14-15 September 2022.

2. Scope of Requirements

The service provider should have competencies over the following expectations and requirements by the NLC:

- i. Facilitate the workshop

- ii. Graphically illustrate the salient points of the session in real-time
- iii. Document the 2-day session and produce a report to the Corporate Performance Office.

3. Deliverables

The output is as follows:

- a. Final session report to be delivered by end September 2022. The documentation will be the incorporation of all the original discussions in a non-interpreted way. It will not be a synthesis report.
- b. Graphic illustrations of the session in real-time.

The service provider shall report to Corporate Performance office. (CP)

4. Reporting Requirements

The service provider will report to the Corporate Performance Office.

5. Duration of the Project

The expected duration of the project is two (2) months.

6. Validity Period

The quotation/proposal must have a validity of period of 60 days.

SECTION 2: NOTICE TO BIDDERS

1. Terms and conditions of Request for Proposals (RFP)

- 1.1 This document may contain confidential information that is the property of the Commission.
- 1.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ without prior written permission from the Commission.
- 1.3 All copyright and intellectual property herein vests with the Commission.
- 1.4 Late and incomplete submissions will not be accepted.

- 1.5 No services must be rendered, or goods delivered before an official Commission Purchase Order form has been received.
- 1.6 This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act of 2000.
- 1.7 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.
- 1.8 Suppliers must provide their CSD registration number (and attach a CSD Summary report) and ensure that their tax matters are compliant.
- 1.9 All questions regarding this RFQ must be forwarded to bids@nlcsa.org.za, no later than within 24 hours of the RFQ closing date.
- 1.10 Any supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the Commission via the email addressed in 1.9.

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 RFQ or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, the Commission.
- 2.2 Precedence of documents
 - 2.2.1 This RFQ consists of several sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFQ and the stipulations in any other document attached hereto, or the RFQ submitted hereto, the relevant stipulations in this RFQ shall take precedence.
 - 2.2.2 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 Commission 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 Commission.
 - 2.2.3 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 Commission 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 commission 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 National Industrial Participation Programme.

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

2.5 Language

2.5.1 Bids shall be submitted in English.

2.6 Gender

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

2.7 Headings

2.7.1 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.

2.8 Occupational Injuries and Diseases Act 13 of 1993

2.8.1 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.

2.9 Processing of the Bidder's Personal Information

2.9.1 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 assessment and award of the bid shall be conducted in accordance with applicable legislation including the PPPFA and NLC SCM Policy.

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.

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

2.9.3 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.

2.9.4 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. Formal Briefing Session

3.1 There will be no briefing session for this RFP.

4. National Treasury’s Central Supplier Database

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

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 the 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 Commission and agrees that it shall only process the information disclosed by the Commission in terms of this bid award and only for the purposes as detailed in this RFP and in accordance with any applicable law.
- 5.4 The Bidder shall notify the Commission in writing of any unauthorised access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such

6. Communication

- 6.1 Specific queries relating to this RFQ should be submitted bids@nlcsa.org.za, before the closing date.
- 6.2 In the interest of fairness and transparency the Commission'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 Commission in respect of this RFQ 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.

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SECTION 3: EVALUATION CRITERIA

The Commission will evaluate all proposals in terms of the Preferential Procurement Regulation of 2017 and Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The five (5) phase evaluation criteria will be considered in evaluating the proposals, being

Stage 1: RFQ Closing and Opening

RFQ Closing Details

The deadline for RFQ submission is 08/09/2022 at 11:00 Standard South African Time. Any late RFQ will not be accepted. Quotations and proposal are to be submitted via emails

or delivery of USB/CD to the commissions tender box at the following physical address:

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

Bids can also be emailed to: bids@nlcsa.org.za

1.1. 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 attachment 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.

Submissions must be prominently marked with the full details of the tender namely Bidder's Name, Tender No and Tender Title.

Bidders are advised to email electronic submissions at least thirty minutes before the bid closing time to cater for any possible delay in transmission or receipt of the bid. The onus is on bidder to ensure that the bid is submitted on time via email

Tender submission emails received after submission date and time will be declared late bid submissions and will not be accepted for consideration by the Commission.

The Commission will not be responsible for any failure or delay in the email transmission or receipt of the email including but not limited to:

- Receipt of incomplete bid
- File size (must not exceed 30mb)
- Delay in transmission or receipt of the bid
- Failure of the Bidder to properly identify the bid
- Illegibility of the bid; or
- Security of the bid data.

Stage 2: Administrative and Mandatory Compliance

2.1. Administration Compliance

Evaluation Criteria	Supporting Document
<ul style="list-style-type: none">• Original signed standard bidding documents (SBD Forms). It is required that the bidder must provide correct information and declaration in the SBD Forms.	Fully Completed Standard Bidding Documents

<ul style="list-style-type: none"> Original signed consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPIA) 	POPIA Consent Form
<ul style="list-style-type: none"> BBBEE Certificate in terms of Codes of Good Practice 	BEE Certificate/Sworn Affidavit

2.2. Mandatory Requirement

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
<ul style="list-style-type: none"> Original signed standard bidding document (SBD 4). It is required that the bidder must provide correct information and declaration in the SBD Form. 	Fully Completed Standard Bidding Document
<ul style="list-style-type: none"> Registered with the Central Supplier Database (CSD). Recent Central Supplier Database (CSD) Summarized Report with SARS Tax Compliance Status 	Proof of Central Supplier Database (CSD) registration
<ul style="list-style-type: none"> CIPC Registration Documentation 	CK Documents/Certificates

Stage 3: Technical Evaluation

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

Category	Criteria Description	Weightings (%)	Scoring matrix (0 to 5)
Company Relative Experience	<p>Provide a company profile clearly demonstrating the number of years' experience as it relates to the provision of facilitation and working with a sketch artist.</p> <p>Specific details must be given to indicate the extent to which these previous experiences relate to the work described in the RFQ.</p>	20%	<ul style="list-style-type: none"> More than 5 years – 5 points Between 2 and up to 5 years – 3 points Up to 2 years – 1

Category	Criteria Description	Weightings(%)	Scoring matrix (0 to 5) point
Key Personnel Experience /Capabilities	<p>Provide key personnel's proof of expertise as it relates to the provision of facilitation and sketch artist provision.</p> <p>Abbreviated Curriculum Vitae (CV's) of key personnel to be involved on the provision of required services not longer than one page each, shall be included in your proposal.</p>	20%	<p>Experience of the Team/Project Leader:</p> <p>More than 10 years – 5 points</p> <p>Between 6 to 10 years – 4 points</p> <p>Between 4 to 6 years – 3 points</p> <p>Between 1 - 4 years – 2 points</p> <p>Up to 1 year – 1 point</p>
Project Management & Methodology	<p>The bidder must provide a detailed project plan to clarify the approach.</p> <p>The plan must include a methodology for detail services to be provided as it relates to the provision of facilitation and the sketch artist.</p>	40%	<ul style="list-style-type: none"> • Project Plan with methodology & timeframes only – 3 points • Project Plan with methodology & monitoring and reporting only – 3 points • Project Plan only – 1 point • A comprehensive project plan with a methodology, timeframes, monitoring and reporting – 5 points

Category	Criteria Description	Weightings(%)	Scoring matrix (0 to 5)
Contactable References	<p>Provide written reference letters from contactable existing/recent clients where similar service as per the RFQ were successfully rendered. References should align to the provision of facilitation and sketch artist provision.</p> <p>Letters must include the company name, contact name, address, phone number, duration of contract, value of the contract, a brief description of the services that you provided, and the reference letter should not be older than three (3) years. The reference letters must be on the client's letterhead and must be dated and signed.</p> <p>No appointment letters from clients will be accepted.</p>	20%	<p>5 and more reference letters - 5 points</p> <p>2 to 5 reference letters - 3 points</p> <p>1 to 2 reference letters - 1 point</p>
Total Weighting:		100	
Minimum qualifying score required:		75 %	

Stage 4: Due Diligence

The Commission 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.

Stage 5: 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.

