

NATIONAL LOTTERIES COMMISSION

REQUEST FOR PRICE AND PROPOSALS FROM FINANCIAL SERVICE PROVIDERS AND/OR REGISTERED BANKS TO INVEST SURPLUS FUNDS ON BEHALF OF THE NATIONAL LOTTERIES COMMISSION FOR THE PERIOD OF FIVE (5) YEARS

BID PROCESS	BID REQUIREMENTS
Bid Number	NLC/2025-00
RFP Advertisement Date	02 JUNE 2025
Closing date and time	30 June 2024 @ 11:00
RFP validity period	120 Business Days from the closing date of this RFP
Compulsory Briefing meeting	Non-Compulsory Briefing Session would be held at the below address: Venue: 333 Grosvenor Street, Block D Hatfield Gardens, Hatfield, 0083 Date: 18 June 2025 Time: 11:00
Proposals are to be submitted to the following address before the stipulated closing date and time:	Tenders are to be submitted to the commissions tender box at the following physical address via USB National Lotteries Commission 333 Grosvenor Street, Block D, Hatfield Gardens, Hatfield, Pretoria, 0083

SECTION 1: BACKGROUND, OVERVIEW AND RFQ/RFP SCOPE OF REQUIREMENTS

1. INTRODUCTION AND BACKGROUND

- 1.1. National Lotteries Commission (the 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)”.
- 1.2. The NLC is committed to ensuring funding for impact is realised through NLDTF disbursements for good causes; that funds are made available to qualifying organisations (NPOs) in an equitable manner; and that funded organisations utilise NLDTF funding to uplift communities. Further, regulations require the NLC to “implement programmes to (i) educate and raise awareness of the grant-making process and (ii) provide(e) financial management or capacity building training to applicants for grants, if the (NLC) is of the view that the said skills are necessary for the successful execution of projects funded by the (NLC)”¹
- 1.3. In line with this mandate, the NLC has since 2016 implemented capacity-building initiatives to assist its grantees (NPOs) in acquiring the requisite skills for the successful execution of the funded projects and programmes.
- 1.4. Due to the identified positive outcomes as well as gaps in the current capacity-building strategy, the NLC has approved a revised Capacity Building intervention to ensure that the NLC builds on the strengths of the existing programme while addressing some of the inefficiencies and shortcomings so that we continue to deliver on our mandate of capacitating grantee NPOs.
- 1.5. For the capacity-building interventions to be effective, it is necessary to conduct comprehensive assessments based on the needs of grantee NPOs prior to capacity-building interventions. An assessment of organisational capacity is important to ensure that the grantee organisation develops appropriate systems, processes, and methodologies for the successful and sustainable delivery of its programmes.
- 1.6. Participants in the programme (NPOs) are identified by the NLC.

2. REQUESTS FOR PROPOSALS SCOPE OF REQUIREMENTS

- 2.1. In line with the requirements of the Public Finance Management Act (PFMA) No. 1 of 1999, as amended and Treasury Regulations, the NLC invites suitably qualified and experienced financial services providers (FSPs) and/or registered Banks to submit proposals to invest surplus funds on behalf of NLC. (locally registered)
 - 2.2. The service providers should be registered with FSCA, SARB, CIPC
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- 2.3. The Service Provider will be expected to demonstrate competence and relevant experience in previous similar projects.
- 2.4. Bidders are advised to read the evaluation criteria as detailed below and ensure that they structure their proposals in line with the evaluation criteria.

2.5. **Scope of service**

The scope of the project is as follows:

- Conduct Market Research and source best investment opportunities locally
- Invest NLC funds locally and earn competitive rates.
- Review NLC's investment portfolio on a monthly/quarterly basis and advise management on the best available investment options.
- Report to management monthly on the performance of the investment portfolio and provide necessary advice
- Build an investment profile/portfolio that is aligned with NLC's investment strategy and investment policy.

3. DELIVERABLES

The following deliverables will be expected for the appointed Service Provider

No	Task	Description	Output
3.1.	Market Research	Conduct Market Research and analyse the financial markets and advise management on the best investment options. Oversee research/collation of inputs used in sourcing the relevant investments.	Research reports with recommended investments options.
3.2.	Investment strategy implementation	Executing the investment strategy and managing the investment.	Portfolio of investments.
3.3.	Regular updates on performance of the investment portfolio	Presentations to management as an when there are market changes that affect the NLC portfolio	Updated investment portfolio reports

3.4.	Reporting	Provide project inception, implementation/progress and close-out report with recommendations. Manage investment risks monthly and report on a need basis.	Reports as indicated.
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- 3.5. The investment function will be conducted off-site however meetings will be conducted at the NLC offices in Pretoria (any designated venue) or virtually.
- 3.6. NLC officials from the Finance division will make regular follow-ups with the service provider as and when required.
- 3.7. NLC will not cover travel expenses to and from the Head Office. These costs will be included in the original pricing.

4. DURATION OF THE PROJECT

- 4.1. The expected duration of the contract is five (5) years after the signing of the Service Level Agreement (SLA).

5. VALIDITY PERIOD

- 5.1. The Commission requires a validity period of 120 (one hundred and twenty business days from the closing date against this RFP.
- 5.2. Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions. A written letter will be sent to every bidder that responded to the bid. In terms of procedural fairness, the bidders will be allowed to respond, in writing, to the terms and conditions of the bid and the bid price. Such acceptance of the terms and conditions of the bid and bid price becomes legally binding in the procurement process. Any bidder, that did not respond to the extension of the bid validity period in writing, **WILL NOT** be considered further for the bid upon expiry of the initial validity period.

6. FORMAL BRIEFING SESSION

Non-Compulsory Briefing Session would be held at the below address:

Venue: 333 Grosvenor Street, Block D Hatfield Gardens, Hatfield, 0083

Date: 18 June 2025

Time: 11:00

SECTION 2: NOTICE TO SERVICE PROVIDERS

7. TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL (RFP)

- 7.1. This document may contain confidential information that is the property of 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 quotation in response to this RFQ without prior written permission from NLC.
- 7.3. All copyright and intellectual property herein vests with NLC.
- 7.4. Late and incomplete submissions will not be accepted.
- 7.5. No services must be rendered, or goods delivered before an official NLC Purchase Order form has been received.
- 7.6. Suppliers are required to register on the Central Supplier Database at www.csd.gov.za, suppliers must provide their CSD registration number (and attach CSD Registration report) and ensure that the Tax Matters are compliant.
- 7.7. All questions regarding this RFQ must be forwarded to bids@nlcsa.org.za and maureen@nlcsa.org.za within 7 days after the RFP has been issued.
- 7.8. The NLC reserves the right to accept or reject any submission in full or in part and to suspend this process and reject all proposals or part thereof, at any time prior to the awarding of the contract, without thereby incurring any liability to the affected bidders.

8. GENERAL RULES AND INSTRUCTIONS

- 8.1. Bidders to take note of the following:
 - 8.1.1. No costs have been prescribed for the RFP.
 - 8.1.2. All proposals **must** be costed in South African Rand, inclusive of VAT.
 - 8.1.3. The costing must remain valid and open for evaluation for a period of at least six (6) months from the time of submission.
- 8.2. Costs to be borne by service providers
 - 8.2.1. All costs and expenses incurred by the service provider in any way associated with the development, preparation and submission of responses and providing any additional information required by the NLC, will be borne entirely and exclusively by the service provider
- 8.3. Disclaimer

The NLC reserves the right not to select a service provider. The NLC also reserves the right to:

 - 8.3.1. Award the contract or any part thereof to one or more service providers

- 8.3.2. Reject all proposals
- 8.3.3. Decline to consider any proposals that do not conform to any aspect of the RFP requirements
- 8.3.4. Request further information from any service provider after the closing date for clarity purposes
- 8.3.5. Cancel this RFP or any part thereof at any time; and
- 8.3.6. Should any of the above occur, it will be communicated in writing to the service provider.

8.4. Confidentiality

- 8.4.1. Proposals submitted will not be revealed to any other party and will be treated as contractually binding
- 8.4.2. All information pertaining to the NLC obtained by the service provider because of participation in this RFP is confidential and must not be disclosed without written authorisation from the NLC; and
- 8.4.3. The successful service provider will be issued with a letter of appointment outlining the requirements of the project.

8.5. Disqualification

- 8.5.1. Any form of canvassing/lobbying/influence regarding the RFP will result in disqualification
- 8.5.2. Any non-disclosure of any other information pertaining to this RFP will result in disqualification; and
- 8.5.3. Non-compliance with the requirements will invalidate the proposal.

8.6. Price adjustments

- 8.6.1. Application for price adjustments must be accompanied by documentary evidence in support of any adjustments.
- 8.6.2. The project implementation costs are to be quoted during the contract with the successful service providers.

8.7. Payment Terms

- 8.7.1. The NLC undertakes to pay valid tax invoices in full within thirty (30) days from the statement date for services rendered.
- 8.7.2. All supporting documents for services rendered should be submitted together with the tax invoices by the twentieth (20th) of every month; and
- 8.7.3. Valid Tax Invoices for all services rendered are to be submitted to the Chief Financial Officer (CFO) at the NLC's Finance Division at the address on page 2 above or may be sent via email to the following address: accounts@nlcsa.org.za

8.8. Signatories

8.8.1. All responses to this RFP should be signed off by the authorised signatories of the service provider.

9. SUPPLIERS PERFORMANCE

- 9.1. 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.
- 9.2. Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 9.3. 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 which may include the termination of the contract.
- 9.4. Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

10. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

- 10.1. Bidders are required to self-register on the National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.
- 10.2. The Commission may not award business to a bidder who has failed to register on the CSD.
- 10.3. The CSD can be accessed at <https://secure.csd.gov.za/>

11. CONFIDENTIALITY

- 11.1. Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding.
- 11.2. The Commission reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in Bid Proposals.
- 11.3. 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/RFP and in accordance with any applicable law.
- 11.4. The Bidder shall notify the NLC 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.

12. COMMUNICATION

- 12.1. Specific queries relating to this RFQ/RFP should be submitted to bids@nlcsa.org.za and maureen@nlcsa.org.za before the closing date.
- 12.2. In the interest of fairness and transparency, the NL C's response to such a query may be made available to other bidders.
- 12.3. It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this RFQ/RFP between the closing date and the date of the award of the business.
- 12.4. Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

SECTION 3: EVALUATION CRITERIA

The Commission 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.

13. STAGE 1: TENDER CLOSING AND OPENING

Tender closing details

The deadline for RFP submission is **30 June 2025 at 11:00** Standard South African Time. Any late RFP will not be accepted. Tenders are to be submitted to the commissions tender box at the following physical address via **USB**

National Lotteries Commission

**333 Grosvenor Street, Block D,
Hatfield Gardens Hatfield, Pretoria, 0083**

- Financial/pricing information must be presented in a separate attachment from the Functional Response information. The onus is on the Bidder to ensure that all administrative and mandatory required documents are included in their submission.
- Submissions must be prominently marked with the full details of the tender namely Bidder's Name, RFQ/RFP No and Title.

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

13.1. BID FORMATS

- 13.1.1. Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions.
- 13.1.2. 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 required documents are included in the USB submission.
- 13.1.3. Submissions must be prominently marked with the full details of the tender namely Bidder's Name, Tender No and Tender Title.
- 13.1.4. Tender submissions received after the submission date and time will be declared late and will not be accepted for consideration by the NLC
- 13.1.5. The NLC will not be responsible for any failure or delay in the submission or receipt of the bid including but not limited to:
 - Traffic.
 - Struggling to find parking.
 - Courier arriving late.

13.2. 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 Documents
1. Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time Standard Bidding Documents	SBD 1 SBD 6.1
2. Completed and signed returnable document	Completed and signed Consent(POPIA) form
3. Whether the Bid document has been duly signed by the authorized bidder	Official Company resolution as proof of authorized individuals 'delegation
4. Whether the Bid contains a price offer	Pricing Proposal must be submitted

Evaluation Criteria	Supporting Documents
5. Whether the Bidder tax affairs in order	Tax Compliance System Pin
6. Whether Bidders have failed to register on the CSD. NB only foreign suppliers with no local registered entity need not register on the CSD	Full report of Central Supplier Database (CSD) registration with Tax Compliant Status
7. Valid Certified Copy of BEE Certificate/Affidavit	BEE Certificate/ Sworn Affidavit

13.3. STAGE 3: MANDATORY COMPLIANCE

13.3.1. 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 Mandatory Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document
1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	JV Agreement
2. Bidders must submit a fully completed declaration of interest form (failure to declare honestly will lead to bidder being disqualified)	SBD 4
3. Proof of registration as a Financial Service Provider with the Financial Sector Conduct Authority(FSCA) or Proof of registration as a bank in terms of the Banks Act, 94 of 1990	Registration certificate
4. Audited, signed and unqualified annual financial statements for the past three years.	Signed unqualified Financial statements

13.4. STAGE 4 TECHNICAL EVALUATION

Table 1: Rating Scale

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the Service Provider 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 Service Provider 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 Service Provider of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	3
Minor Reservations	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	Satisfies the requirement with major reservations. Considerable reservations of the Service Provider'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 Service Provider has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	0

EVALUATION CRITERIA

13.4.1. The following weighting system will apply and only bidders scoring a minimum of **70 points** or more will be eligible to be evaluated on stage 5 and bidders that fail to meet a minimum of 70 points will not be evaluated further on stage 5.

13.4.2. Points awarded will be allocated to the weighting. For example, if the weighting is 40, 5 points equates to 40. Only bidders that scored the minimum technical qualifying score of 70 and above will be evaluated further on Price and Special Goal.

Evaluation Criterion	%weight	Scoring matrix
1. Organisational Profile	30%	0-5
1.1 Institution Experience		
The bidder must provide details of recent previous work within the scope outlined in the RFP within the past five years from the closing date of the request. Specific details must be given to indicate the extent to which these previous experiences relate to the work described in the RFP. <i>The bidder should structure this section of the proposal as follows: Client, description of work done, start and end dates, value of contract, how work done relates to NLC scope, outcomes of work done.</i>	10	Experience will be rated using the following sub-weighting: - No relevant experience or 0 year relevant experience = 0 points - Less than 1 year relevant work experience = 1 Point 1 year to less than 2 years relevant work experience = 2 Points 2 years to less than 3 years relevant work experience = 3 Points 3 years to less than 4 years relevant work experience = 4 Points 4 years to less than 5 years relevant work experience = 5 Points
1.2 Reference letters		
Reference letters should be presented in the form of a written letter on an official letterhead from clients and dully signed, where similar services have been provided confirming the type of service provided and may not be older than five (5) years from the closing date of the request. No appointment letters from clients will be accepted as reference letter(s).	20	The reference letters will be rated using the criteria below: 0 relevant reference letters = 0 point 1 relevant reference letter = 1 point 2 relevant reference letters = 2 points

Evaluation Criterion	%weight	Scoring matrix
Note to bidders: Valid multiple reference letters obtained from the same institution must indicate the year in which the related service was rendered and the type of service rendered. Reference letters to include contactable numbers and email addresses for verification purposes.		3 relevant reference letters = 3 points 4 relevant reference letters = 4 points 5 relevant reference letters = 5 points
2. Members Qualifications and Experience	35%	0-5
Bidders should provide information regarding the relevant qualifications and experience of the assigned project team (minimum 2 people). Relevant qualifications (Minimum Degree) include (Finance, Investment, Economics, Applied Mathematics, Actuarial Science, Accounting, Engineering, Quantitative Analysis) The bidder should structure this section of the proposal as follows: <i>Summary profile (in a matrix format) of the proposed consultants, their highest qualifications and NQF level, technical and professional skills and experience, professional memberships / affiliations, reasons why they are suitable to undertake the project for the NLC as per the RFP scope.</i> Please attach Abbreviated Curriculum Vitae (CV's) of personnel to be involved in the implementation of the project, not longer than <u>two</u>	35	Qualifications and members' experience will be rated using the following sub-weighting: - No team members with a relevant qualification (NQF level 7 and above) and less than one years' relevant experience = 0 point - Less than 50% team members with a relevant qualification (NQF level 7 and above) and 1 year and less than two years' relevant experience = 1 point - More than 50% team members with a relevant qualification (NQF level 7 and above) and 2 years and less than three years' relevant experience = 2 points - More than 50% team members with a relevant qualification (NQF level 7 and above) and 3 years and less four years' relevant experience = 3 points

Evaluation Criterion	%weight	Scoring matrix
pages each, in an <u>Appendix</u>. Please attach <u>certified copies</u> of relevant qualifications and professional affiliations / memberships with the CVs.		• 100% team members with a relevant qualification (NQF level 7 and above) and 4 years and less than five years' relevant experience = 4 points • 100% team members with a relevant qualification (NQF level 7 and above) and five years' and more relevant experience = 5 points
3. Project Plan / Methodology	35%	0-5
Considers the responsiveness to the RFP, bidder's understanding of the Investments/Financial markets, the level of detail in the proposal, attention to project management and innovative approaches and ideas. The bidder should structure this section of the proposal as follows (max 10 pages)	35	The proposal will be rated using the below criteria: • Proposal includes basic investment research review, project plan in logical sequence within set time frames, limited methodologies, and basic risk assessment = 1 point • Proposal includes average investment research review, project plan in logical sequence within set time frames, limited methodologies, and basic risk assessment = 2 points • Proposal includes adequate investment research review, project plan in logical sequence within set time frames, acceptable methodologies, and acceptable risk assessment = 3 points

Evaluation Criterion	%weight	Scoring matrix
		- Proposal includes comprehensive investment research review, detailed project plan in logical sequence within set time frames, acceptable methodologies, progressive approaches, and acceptable risk assessment = 4 points - Proposal includes in-depth investment research review, detailed project plan in logical sequence within set time frames, advanced methodologies, innovative approaches, and thorough risk assessment = 5 points
TOTAL POINTS		100
NB The minimum qualifying score for technical evaluation		70

13.5. STAGE 5: EVALUATION OF PRICE AND SPECIFIC GOALS

Evaluation of Price and Specific Goals as Per PPR2022 The 80/20 Principle is based on Price and special goals for the NLC. Price proposals (VAT inclusive) must be presented as per **Annexure B Pricing Schedule**.

Evaluation Criteria			
Price The following formula will be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes: $P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$ Where: P_s = Score for the Bid under consideration P_t = Price of Bid under consideration P_{min} = Price of lowest acceptable Bid			
1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Tenderer who have 100% black Ownership	8	8	Copies of ID's and CSD Recent Report
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are women Owned		4	B-BBEE Certificate / Sworn Affidavit
Tenderer who have 100% women Ownership	4		
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership		4	B-BBEE Certificate / Sworn Affidavit
Tenderer who have 100% black youth ownership	4		
Tenderer who have 30% to 99% black youth ownership	2		
Tenderer who have less than 30% black youth ownership	0		
4. Procurement from Disabilities		4	Letter from the Doctor confirming disability and CSD report
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	20	
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13.6. STAGE 5: DUE DILIGENT

13.6.1. 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.

13.7. STAGE 6: CONTRACT AWARD

13.7.1. This 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.

14. SECTION 5: CLARIFICATION / ENQUIRIES

Telephonic request for clarification will not be considered. Any clarification required by a prospective service provider regarding the meaning or interpretation of the Specification or any other aspects concerning the request is to be requested in writing (letter or e-mail) from the following contact persons.

Request Enquiries and Quotations to:

Name and Surname: SCM

E-mail: bids@nlcsa.org.za and maureen@nlcsa.org.za

Tel: 012 432 1300/1470

INVITATION TO BID (SBD 1)

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS

BID NUMBER:	NLC/2025 - 006	ISSUE DATE:	02 JUNE 2025	CLOSING DATE:	30 June 2025	CLOSING TIME:	11H00
DESCRIPTION	REQUEST FOR PRICE AND PROPOSALS FROM FINANCIAL SERVICE PROVIDERS AND/OR REGISTERED BANKS TO INVEST SURPLUS FUNDS ON BEHALF OF THE NATIONAL LOTTERIES COMMISSION FOR THE PERIOD OF FIVE (5) YEARS						

BID RESPONSE MUST BE SUBMITTED TO THE BELOW ADDRESS

NLC Offices - 333 Grosvenor Street, Block D, Hatfield Gardens, Hatfield, Pretoria

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	bids@nlcsa.org.za	E-MAIL ADDRESS	maureen@nlcsa.org.za

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELL PHONENUMBER					
FACSIMILENUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANC ESYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA
B-BBEE STATUSLEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] Yes ☐ No ☐

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

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?	Yes ☐ No ☐ [IF YES ENCLOSE PROOF]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes ☐ No ☐ [IF YES, ANSWER QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES ☐	NO ☐
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES ☐	NO ☐
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES ☐	NO ☐
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES ☐	NO ☐
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION	YES ☐	NO ☐
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 interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

YES/NO

2.1.3 If so, furnish particulars:

.....

.....

2.2 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.2.1 If so, furnish particulars:.....

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and

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

- 3.5 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or 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
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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who have 100% black Ownership	8	8	
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are women Owned			
Tenderer who have 100% women Ownership	4	4	
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		

3. Youth Ownership		4	
Tenderer who have 100% youth ownership	4		
Tenderer who have 30% to 99% youth ownership	2		
Tenderer who have less than 30% youth ownership	0		
4. Procurement from Disabilities		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	

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.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

SCM:

CONSENT

REQUEST FORM

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

TO: _____

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

1. In terms of the PROTECTION OF PERSONAL INFORMATION ACT, consent for processing of personal information of a data subject (the person/entity to whom personal information relates) must be obtained for the purpose of processing of application for procurement of goods and services, in line with the NLC's supply chain management policy, and storage of your personal data by means of any form of electronic communication, including automatic calling machines, facsimile machines, SMSs or e-mail, which is prohibited unless written consent to the processing is given by the data subject. You may only be approached once for your consent by us (NLC). After you have indicated your wishes in Part B,

you are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated above.
2. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
 - 2.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

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

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

Signature of Designation person