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 National Lotteries Commission (NLC)
 P.O. Box 1556
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NATIONAL LOTTERIES COMMISSION

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF PUBLIC RELATIONS MANAGEMENT AND STRATEGIC CORPORATE COMMUNICATION SERVICES FOR THE NATIONAL LOTTERIES COMMISSION ON AN “AS AND WHEN” REQUIRED BASIS FOR A MAXIMUM OF TWELVE (12) MONTHS

RFQ PROCESS	BID REQUIREMENTS
RFQ number	RFQ/2025-005-002
RFQ Advertisement Date	02 May 2025
Closing date and time	12 May 2025 @ 11:00 (South African Standard Time)
RFQ validity period	120 days from the closing date
Compulsory Briefing meeting	N/A
Submission instruction:	<p>The bid proposals must be submitted via USB and be delivered to:</p> <p>Supply Chain Management National Lotteries Commission 333 Grosvenor Street Block D, Hatfield Gardens, Hatfield 0083</p> <p>Enquires using the RFQ number as a reference can ONLY be emailed to: quotation@nlcsa.org.za and maureen@nlcsa.org.za</p>

SECTION 1: BACKGROUND, OVERVIEW AND RFQ SCOPE OF REQUIREMENTS

1. INTRODUCTION

The National Lotteries Commission was established under the Lotteries Act No. 57 of 1997, as amended (Lotteries Act), to regulate the National Lottery and other lotteries and societies.

The NLC aims to ensure that funds raised through the National Lottery are distributed equitably and expeditiously across South Africa to advance the social upliftment of communities in need, addressing poverty and reducing inequalities in line with the National Development Plan.

The Commission is required to apply principles of openness and transparency in the exercise of its functions assigned to it in terms of the Lotteries Act No 57 of 1997.

2. BACKGROUND

The National Lotteries Commission is undergoing a significant period of institutional reform, having entered a new phase of leadership renewal, strategic repositioning, and organisational modernization. Following the leadership transition, the NLC has prioritised the restoration of credibility and trust among its stakeholders.

This transformation journey is underpinned by a return to core mandates, regulation and grant-making along with a concerted effort to rebuild public confidence, restore governance standards, and entrench a culture of integrity and ethical conduct. The organisation has adopted a zero-tolerance stance on fraud, maladministration, and reputational misconduct.

As a result, the NLC recognizes the critical importance of a robust public relations and strategic corporate communication programme to manage its public image, engage proactively with stakeholders, and prevent the spread of misinformation or misrepresentation of its work. The media remains a powerful channel in shaping narratives about the NLC's role and progress. Therefore, strategic communication efforts must ensure accurate, timely, and consistent messaging that supports the Commission's ongoing modernization and repositioning efforts.

In terms of Section 51(1)(a) of the Public Finance Management Act (PFMA), the NLC is obligated to maintain effective, efficient, and transparent systems of financial and risk management. This also extends to its reputation and stakeholder communications. To this end, the Commission seeks to appoint a suitably qualified service provider to render professional Public Relations Management and Strategic Corporate Communication services for a period of 12 months.

3. OBJECTIVES

The objective of this RFQ is to appoint a service provider who will:

- Restore and maintain a positive reputation for the NLC.
- Build trust with stakeholders through transparent, effective, and proactive communication.
- Establish clear messaging that reflects transformation progress and organisational values.
- Enable responsible media engagement and crisis readiness.
- Ensure internal stakeholders are well-informed and aligned with organisational change.

4. SCOPE OF WORK

The appointed service provider will support the execution of the NLC's strategy across Public Relations and Crisis Management in alignment with the organisation's activities.

4.1 Public Relations Management

Key Deliverables:

- Review and implement a 12-month Public Relations plan aligned with the NLC's strategic objectives and turnaround goals.
- Manage and grow the NLC's media relationships through both proactive and reactive engagement.
- Draft, edit, and distribute media releases, **two opinion pieces per month**, media briefs, speeches, and talking points.
- Issue **at least two media statements per month** aligned with the NLC's

monthly programmes, crisis events, or stakeholder activities.

- Facilitate and coordinate interviews, media briefings, and media appearances for the NLC Board Chairperson, Commissioner, and designated spokespersons.
- Provide a **monthly media sentiment summary** to the Stakeholder Management, Marketing and Communications (SMMC) department.
- Monitor media coverage and conduct sentiment analysis.
- Prepare media engagement plans around key national calendar days and Commission activities, including **media interviews and at least two newsroom visits per quarter**.
- Host **one media briefing and prepare press kit per quarter**.

4.2 Crisis Communication Management

Key Deliverables:

- Review, maintain, and regularly review the NLC Crisis Communication Plan.
- Provide real-time PR advisory support during reputational incidents.
- Draft and disseminate crisis-specific press statements and media alerts as and when required
- Coordinate internal approvals of crisis messaging with the Head of SMMC, the Commissioner and key executives.
- Implement rapid response protocols across digital, broadcast, and print platforms.
- Monitor media and public sentiment during crises and provide live feedback.
- Support risk mitigation efforts through transparent, timely, and responsible messaging.

4.3 Reporting and Communication – to the Commissioner and Stakeholder Management, Marketing and Communications department

- **Crisis and Risk Reporting:** Promptly report any potential risks or crisis-related matters to ensure swift response and mitigation.
- **Media Monitoring:** Share media highlights and sentiment summaries related to the NLC, outlining key issues, tone, and any reputational risks.
- **Progress and Evaluation Reports:** Submit regular reports on media

engagement, public sentiment, communication activities, and outcomes.

- **Impact Analysis:** Provide reports with strategic insights, stakeholder perceptions, media sentiment trends, and assessments of communication effectiveness.
- **Media Responses:** Ensure timely responses to media queries, aligned with the urgency and nature of the matter.

4.4. Required Competencies and Experience

- Proven experience in high-level PR and strategic communication.
- Demonstrated ability to manage crisis communication.
- Strong media relations and network across platforms.
- The capability to deliver multilingual content is an advantage.
- Experience working with regulatory or public sector institutions is preferred.

5. Duration of the project

The duration of the assignment is twelve (12) months from the date of signing the service level agreement (SLA) on an ad hoc basis. The successful bidder will be expected to commence work from the date of appointment until the last item has been delivered, as per the delivery dates to be communicated with the appointed bidder on an as and when required basis.

6. SECTION 2: NOTICE TO BIDDERS

6.1. Terms and Conditions of Request for Quotation (RFQ)

- 6.1.1. This document may contain confidential information that is the property of the NLC.
- 6.1.2. 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 NLC.
- 6.1.3. All copyright and intellectual property herein vests with the NLC.
- 6.1.4. Late and incomplete submissions will not be accepted.
- 6.1.5. No services must be rendered or goods delivered before an official NLC Purchase Order form has been received.
- 6.1.6. This RFQ will be evaluated in terms of the 80/20 preference point system.
- 6.1.7. Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.
- 6.1.8. Suppliers must provide their CSD registration number (and attach a CSD Registration report) and ensure that their tax matters are compliant.
- 6.1.9. All questions regarding this RFQ must be forwarded to quotation@nlcsa.org.za and maureen@nlcsa.org.za
- 6.1.10. Any supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the NLC via the email address in 1.9 as listed above.

6.2. General rules and instructions

- 6.2.1. News and press releases
 - 6.2.1.1. 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 coordination with, the NLC.
- 6.2.2. Precedence of documents
 - 6.2.2.1. 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.
 - 6.2.2.2. Where this RFQ 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 their 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.

6.2.2.3. 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 their enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

6.2.3. Preferential procurement reform

6.2.3.1. 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.

6.2.4. National Industrial Participation Programme

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

6.2.5. Language

6.2.5.1. Bids shall be submitted in English.

6.2.6. Gender

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

6.2.7. Headings

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

6.2.8. Occupational Injuries and Diseases Act 13 of 1993

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

6.2.9. Processing of the Bidder's Personal Information

6.2.9.1. All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFQ is collected and processed 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 the National Treasury's Database of Restricted Suppliers.

6.2.9.2. All Personal Information collected will be processed in accordance with POPIA and with the Commission's Data Privacy Policy.

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

6.2.9.3.1. The commission personnel participating in procurement/award procedures.

6.2.9.3.2. 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 the National Treasury's e-Tender portal.

6.2.9.3.3. contract description and bid number.

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

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

6.2.9.3.6. contract period.

6.2.9.3.7. names of directors, and

6.2.9.3.8. date of completion/award.

6.2.10. 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's PAIA manual.

6.2.11. 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.

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 the 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 on specific 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.

8. Formal Briefing Session

There would be no briefing session.

9. Validity Period

9.1. The Commission requires a validity period of 120 Days against this RFQ.

9.2. 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 are not finalized within the validity period.

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. Only foreign suppliers with no local registered entity need not register on the CSD.
- 10.4. 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 POPIA in the processing of any of its information as contained in RFQ.
- 11.3. The Bidder acknowledges that it will obtain and have access to personal information the NLC and agrees that it shall only process the information disclosed by the NLC in terms of this bid award and only for the purposes as detailed in this RFQ and in accordance with any applicable law.
- 11.4. 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.

12. Communication

- 12.1. Specific queries relating to this RFQ should be submitted quotation@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 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 the state for a specified period.

13. SECTION 3: EVALUATION CRITERIA

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

STAGE 1: TENDER CLOSING AND OPENING

13.1. Tender closing details

The closing is **12 May 2025 @ 11:00** Standard South African Time. Any late tenders will not be accepted. Proposals documents via USB are to be submitted to the NLC's tender box at the following physical address:

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

ONE USB MUST BE SUBMITTED CLEARLY MARKED WITH THE RFQ NUMBER AND BIDDERS DETAILS

13.2. Bid Formats

- 13.2.1. Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions.
- 13.2.2. **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.
- 13.2.3. USB submissions must be prominently marked with the full details of the tender, namely Bidder's Name, RFQ No and RFQ Title.
- 13.2.4. Tender submissions received after the submission date and time will be declared late and will not be accepted for consideration by the NLC.
- 13.2.5. 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.
 - The courier is arriving late.

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
<ul style="list-style-type: none">Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time	Bid Proposal, SBD 1, SBD 6.1
<ul style="list-style-type: none">Whether the bid document has been duly signed by the authorised bidder official	Company resolution as proof of authorised individuals' delegation
<ul style="list-style-type: none">Whether the bid contains a priced offer	Pricing Schedule
<ul style="list-style-type: none">Whether Bidders have failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD	Proof of Central Supplier Database (CSD) registration reflecting Tax compliant status

STAGE 3: MANDATORY COMPLIANCE

All bid respondents must submit mandatory documents that comply with all the requirements of the bid. Quotations/proposals 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
Signed Returnable bidding Document	Fully Completed and Signed SBD4

Note: Only bidders who comply with this stage's requirements will proceed to stage 4. Failure to comply with the above mandatory requirements will render your submission non-responsive and unacceptable

STAGE 4: TECHNICAL EVALUATION

The following rating scale will be used to evaluate proposals:

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

A rating scale of 0 – 5 is to be applied. Ensure that the proposal clearly designates who the proposed team will be for scoring purposes below.

FUNCTIONAL CRITERIA	EVALUATION CRITERIA	SCORE	WEIGHT
COMPANY EXPERIENCE.	The bidder must demonstrate the capacity to render the required services by submitting a company profile detailing previous work in public relations and strategic communication within the past five (5) years.		
	6 or more years’ relevant experience in public relations and strategic communication	5	30
	5 and less than 6 years’ relevant experience in public relations and strategic Communication	4	
	4 and less than 5 years’ relevant experience in public relations and strategic communication	3	
	3 and less than 4 years’ relevant experience in public relations and strategic communication	2	
	1 and less than 3 year’s relevant experience in public relations and strategic Communication	1	
	Less than 1year relevant experience in public relations and strategic Communication	0	
REFERENCE LETTERS	Bidders must provide Five (5) reference letters from at least; Five (5) contactable referees (different institutions) within the past five (5) years from the closing date of the quotation.		
	Each reference letter must indicate the nature of the services rendered, specifically related to public relations and strategic communication.		
	The reference letters must be signed and dated, on company letterhead, and must include a contactable email address and phone number. Letters that do not meet these requirements will not be considered.		

FUNCTIONAL CRITERIA	EVALUATION CRITERIA	SCORE	WEIGHT
	Five (5) or more relevant reference letters indicating services provided for public relations and strategic communication within the past 5 years.	5	10
	Four (4) relevant reference letters indicating services provided for public relations and strategic communication within the past 5 years.	4	
	Three (3) relevant reference letters indicating services provided for a public relations and strategic communication within the past 5 years.	3	
	Two (2) relevant reference letters indicating services provided for a public relations and strategic communication within the past 5 years.	2	
	One (1) relevant reference letter indicating services provided for a public relations and strategic communication within the past 5 years.	1	
	No relevant reference letter indicating services provided for public relations and strategic communication within the past 5 years.	0	
TEAM LEADER EXPERIENCE IN PUBLIC RELATIONS AND STRATEGIC COMMUNICATION]	Experience of the team leader		
	The CV and profiles should demonstrate the experience in public relations and strategic communication.		
	Demonstrated expertise and experience in overseeing, implementing, and managing comprehensive projects involving public relations and strategic communication. Must provide evidence of successful implementation of these services in significant projects.		
	Combined team experience of 5 years and more experience in implementing public relations and strategic communication	5	15
	Combined team experience of 4 and less than 5 years' experience in implementing public relations and strategic communication	4	

FUNCTIONAL CRITERIA	EVALUATION CRITERIA	SCORE	WEIGHT
	Combined team experience of 3 and less than 2 years' experience in implementing public relations and strategic communication	3	
	Combined team experience of 1 year and less than 2 years' experience in implementing public relations and strategic communication	2	
	Combined team experience of less than 1 year and less than three months experience in implementing public relations and strategic communication	1	
	Less than 3 months experience or no experience available	0	
Qualifications (in Communications, Marketing, Public Relations) of Team Leader	Qualifications (in Communications, Marketing, Public Relations) of Team Leader		
	Team Leader with a Master's degree or higher	5	10
	Team Leader with Honors degrees	4	
	Team Leader with Bachelor's degrees	3	
	Team Leader with National Diploma	2	
	Team Leader with Diploma or Certificate	1	
	Team Leader with no formal qualification	0	
ABILITIES AND CAPABILITIES - PROJECT PLAN	The ability to deliver the project requirements and scope of work as outlined in the Terms of Reference (Section 4), with clear deliverables, activities, timeframes, and responsibilities. The plan should include project dependencies, accurate costing, and strategies for proactive issue management and resolution. This includes proper project costing, proactive issue management, and identification of potential challenges for:		
	- Public Relations		
	- Strategic Corporate Communication		
	- Crisis Communication		

FUNCTIONAL CRITERIA	EVALUATION CRITERIA	SCORE	WEIGHT
	Excellent project plan proposal that addresses all the scope (Section 4 of this TOR) and expectations with clear deliverables, activities, timeframes, and responsibilities.	5	15
	Good project plan proposal that addresses all the scope (Section 4 of this TOR) and expectations with clear deliverables, activities, with no clear timeframes and responsibilities.	4	
	Adequate project plan proposal that addresses all the scope (Section 4 of this TOR) and expectations with clear deliverables, activities, with no timeframes and no clear responsibilities.	3	
	Poor project plan proposal that addresses some and not all the scope (Section 4 of this TOR) and expectations with clear deliverables, activities, with timeframes and clear responsibilities.	2	
	Very poor project plan proposal that addresses some and not all the scope (Section 4 of this TOR) and expectations with no clear deliverables, activities, with no timeframes and no clear responsibilities.	1	
	No Project plan proposal submitted	0	
ABILITIES AND CAPABILITIES – METHODOLOGY	The ability to deliver the project requirements and scope of work.		
	The methodology approach provided are comprehensive and logical, and activities, milestones, and timeframes are well presented. The methodology is responsive to the terms of reference and the scope of work.		
	Organogram/structure of the team to be working on the project.		

FUNCTIONAL CRITERIA	EVALUATION CRITERIA	SCORE	WEIGHT
	Excellent project methodology, which outlines how the project will be approached, deliverable milestones/timelines, project management measurements to be used, understanding of the scope,	5	20
	Good project methodology, which outlines how the project will be approached, deliverable milestones/timelines, project management measurements to be used, understanding of the scope,	4	
	Adequate project methodology, which outlines how the project will be approached, deliverable milestones/timelines, project management measurements to be used, understanding of the scope, Organogram/structure of the team to be working on the project.	3	
	Poor project methodology, which outlines how the project will be approached, deliverable milestones /timelines, project management measurements to be used, understanding of the scope,	2	
	Project methodology, which does not outline how the project will be approached, deliverable milestones, no project management measurements to be used, less understanding of the scope,	1	
	No project methodology submitted	0	
TOTAL WEIGHTING		100	
MINIMUM QUALIFYING SCORE REQUIRED:		75	

Note to Bidders:

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

STAGE 5: PRICING AND SPECIFIC GOALS

Pricing Schedule: Please refer to Annexure A: The evaluation for Pricing and Specific Goals will include the following:

Evaluation Criteria	Final Weighted Scores
<p>PRICE</p> <p>The following formula will be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:</p> $P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$ <p>Where:</p> <p>P_s = Score for the Bid under consideration P_t</p> <p>= Price of Bid under consideration P_{min}</p> <p>= Price of lowest acceptable Bid</p>	80
<p>SPECIFIC GOALS</p> <p>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.</p>	20
TOTAL SCORE:	100

A maximum of 20 points to be awarded to a tenderer for the specific goals specified for this bid is as follows: -

The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places. The final appointment to be awarded to the bidder scoring the highest points.

Specific Goals	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
1. Procurement from entities who are black Owned			
Tenderer who have 100% black Ownership	8	8	Copies of ID's/ CIPC Report 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			
Tenderer who have 100% women ownership	4	4	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership			
Tenderer who have 100% youth ownership	4	4	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 30% to 99% youth ownership	2		
Tenderer who have less than 30% youth ownership	0		
4.Procurement from Disabilities			
Tenderer who have 20% or more owners with disability	4	4	Letter from the Doctor confirming disability and CSD report
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	

STAGE 6: DUE DILIGENCE, CONTRACT AND AWARD

The NLC reserves the right to conduct supplier due diligence before final award or at any time during the contract period. This may include site visits and requests for additional information.

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 negotiation.

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS

BID NUMBER:	RFQ/2025 – 005 -002	ISSUE DATE	02 MAY 2025	CLOSING DATE:	12 MAY 2025	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF PUBLIC RELATIONS MANAGEMENT AND STRATEGIC CORPORATE COMMUNICATION SERVICES FOR THE NATIONAL LOTTERIES COMMISSION ON AN “AS AND WHEN” REQUIRED BASIS FOR A MAXIMUM OF TWELVE (12) MONTHS						

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

Bid Proposals MUST be submitted to the below address:

333 GROSVENOR STREET, BLOCK D HATFIELD GARDENS, HATFIELD, 0075

ONLY USBs WILL BE ACCEPTED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO
TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACTPERSON	SCM	CONTACT PERSON	Marketing & Comms
TELEPHONENUMBER	012 432 1470	TELEPHONE NUMBER	012 432 1300
FACSIMILENUMBER	N/A	FACSIMILE NUMBER	N/A
E-MAIL ADDRESS	maureen@nlcsa.org.za	E-MAIL ADDRESS	quotation@nlcsa.org.za

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONENUMBER	CODE	NUMBER	
CELLPHONENUMBER			
FACSIMILENUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE NUMBER: MAAA
B-BBEE STATUSLEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] YES <input type="checkbox"/> NO <input type="checkbox"/>	B-BBEE STATUS LEVELSWORN AFFIDAVIT	[TICK APPLICABLEBOX] 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 THEGOODS / 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

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.5 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.6 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

BIDDER'S DISCLOSURE

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**
- 2.2 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

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

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 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 time of the official bid opening or of the awarding of the contract.

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

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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); and
- the 90/10 system for requirements with a Rand value above 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 **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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.

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

- 1.4. 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.
- 1.5. 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.

1.5.1. 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).

1.5.2. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{\min} = Price of lowest acceptable tender

1.5.3 POINTS AWARDED FOR SPECIFIC GOALS

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:

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 either the 80/20 or 90/10 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 either the 80/20 or 90/10 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 the 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.)

Please complete this table for claiming of points.

Please complete this table for claiming of points.

Specific Goals	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. Procurement from entities who are black Owned			Copies of ID's/ CIPC Report CSD Recent Report	
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			B-BBEE Certificate / B-BBEE	

Specific Goals	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence	Number of points claimed (80/20 system) (To be completed by the tenderer)
Tenderer who have 100% women ownership	4	4	Sworn Affidavit	
Tenderer who have 30% to 99% women ownership	2			
Tenderer who have less than 30% women ownership	0			
3. Youth Ownership			B-BBEE Certificate / B-BBEE Sworn Affidavit	
Tenderer who have 100% youth ownership	4	4		
Tenderer who have 30% to 99% youth ownership	2			
Tenderer who have less than 30% youth ownership	0			
4.Procurement from Disabilities			Letter from the Doctor confirming disability and CSD report	
Tenderer who have 20% or more owners with disability	4	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		

1.5.4 DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm.....

Company registration number:

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]

I, the undersigned, who is duly authorised 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;
- iv) 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 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 are sult 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.

.....	
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: _____

PART A

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, Y

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



Pricing Schedule- Service Provider for the Provision of Public Relations Management and Strategic Corporate Communication Services for of the National Lotteries Commission (RFQ/2025 – 005 -002)

Name of bidder.....

WORKSTREAM	DELIVERABLES	NAME OF THE PROPOSED EXPERT	UNIT RATE	QUANTITY	HOURLY RATE (EXCLUDING VAT)	TOTAL COST (EXCLUDING VAT)
Public Relations Management	PR Plan Development & Implementation		Hours	1	R	R
	Drafting and Issuing Media Statements		Hours	1	R	R
	Media Briefings & Interview Coordination		Hours	1	R	R
	Media Monitoring & Sentiment Summary		Hours	1	R	R
	PR and Monitoring Report		Hours	1	R	R
	Media Engagement Planning (Key Days & Campaigns)		Hours	1	R	R
Crisis Communication Management	Crisis Communication Plan Maintenance		Hours	1	R	R
	Crisis Response (Press Releases within 4–8 hours)		Hours	1	R	R



WORKSTREAM	DELIVERABLES	NAME OF THE PROPOSED EXPERT	UNIT RATE	QUANTITY	HOURLY RATE (EXCLUDING VAT)	TOTAL COST (EXCLUDING VAT)
	Live Sentiment Monitoring & Response		Hours	1	R	R
Reporting & Communication	Highlights Summary		Hours	1	R	R
	Reports as and when required		Hours	1	R	R
	Monthly Monitoring & Evaluation Report		Hours	1	R	R
	Quarterly Impact Report		Hours	1	R	R
TOTAL COSTS EXCLUDING VAT						R
VAT @ 15%						R
TOTAL COST INCLUDING VAT						R

.....
Signature

.....
Date