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

RE-ADVERTISEMENT

REQUEST FOR PROPOSALS TO ASSIST NLC INTERNAL AUDIT WITH MODERNISATION INITIATION, PROCUREMENT, AND PAYMENT PROCESS REVIEW.

THE PROCESS	REQUIREMENTS
RFQ number	**RFQ2025- 007- 020**
Advertisement Date	**31 July 2025**
Closing date and time	***12 August 2025 @11:00*** *(South African Standard Time)*
Validity period	**120 days *from the closing date***
Submission instruction:	The original proposal and supporting documents must be submitted **ONLY** via USB and be delivered to: Senior Manager: Supply Chain Management National Lotteries Commission 333 Grosvenor Street Block D, Hatfield Gardens Hatfield, Pretoria 0083 Enquires **ONLY** can be emailed to: Proposals@nlcsa.org.za NO email or hardcopies will be accepted.

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

1. INTRODUCTION

1.1. The National Lotteries Commission was established in terms of the Lotteries Act No. 57 of 1997, as amended, to regulate the National Lottery, as well as other lotteries and societies.

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

1.3. 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

2.1. The Public Finance Management Act (PFMA) of 1999 S(51)(1)(a) requires that "An accounting authority for a public entity must ensure that the public entity has and maintains effective, efficient, and transparent systems of financial and risk management and internal control. In line with the requirements of the PFMA No. 1 of 1999 and Treasury Regulations, the NLC seeks to request a proposal from a suitable, qualified internal audit service provider to assist the NLC's Internal Audit Unit with the Modernisation Initiation, Procurement, and Payment Process Review.

2.2. The NLC adopted a digital transformation strategy, which is a plan describing how the NLC will strategically reposition itself in the digital economy to allow for innovation and the enhancement of the operating and business models to improve service delivery and access to the organisation. The modernisation project was initiated as part of the digital transformation strategy to enhance the human experience for both internal and external beneficiaries while also driving efficiency, innovation, and agility across its operations. There are several procurement transactions that have already taken place in support of the modernisation project. As such, a comprehensive review of all modernisation project payments to all role players to identify any irregular payments associated with the end-to-end process from project feasibility to implementation to date is required, including but not limited to the following:

- Project feasibility
- Business case
- Initial process mapping
- Formulation of business, technical, and resource requirements
- Formulation of the bid specifications (what is critical here is also to assess the conflict of interest)
- Award of the bid
- Contract in line with the bid specification as well as the business and technical

requirements

- SLA aligned to the contract
- Expenditure in line with the contract and SLA, with adequate and effective quality assurance processes to justify the expenditure.

3. OBJECTIVE

3.1. The objective of this engagement is to assist the NLC internal audit unit in conducting a comprehensive review of the process that was followed during the establishment of the modernisation project, to procure the services, the contracting process and payments against the services rendered to date (including identification of irregular expenditure).

4. SCOPE OF WORK

The review will focus on the following activities:

4.1. Project Initiation and Needs Analysis

- Review of business case and project initiation documents.
- Verification that the business, technical, and resource requirements were clearly defined and approved.
- Assessment of alignment with the Commission's strategic ICT plan (if any) and approved digital transformation strategy, modernisation roadmap, and Annual Performance Plans.

4.2. Bid Specification and Conflict of Interest Management

- Review of bid specification formulation with due consideration of the processes mapped and the business, technical, and resource requirements, as well as the functionality, performance, integration, and data protection requirements.
- Review of the involvement of stakeholders and technical subject matter experts in developing specifications.
- Assessment of all the role players from project feasibility to implementation to date in terms of any conflicts of interest, conflict-of-interest declaration, and mitigation processes during pre-specification (process mapping and business, technical, and resource requirements formulation), specification, evaluation, and award stages.

4.3. Procurement and Award Process

- Review of procurement process, compliance with the PFMA, PPPFA, National Treasury SCM Regulations, and internal SCM policy, etc.
- Evaluation of the objectivity and transparency of the specification, evaluation, and adjudication processes, including scoring and motivations.
- Confirmation that the award decision was approved by the appropriate delegated authority.

4.4. Contracting and SLA Review

- Verification that the signed contract/SLA is aligned with the bid specifications, submitted proposal and the approved project scope.
- Evaluation of the SLA, with a focus on system development milestones in line with the

bid specifications, submitted proposal, performance indicators, penalty clauses, and project governance requirements, as well as the differentiation between implementation and support and maintenance costs.

- Assessment of whether the contract includes clauses on intellectual property, system ownership (ownership of the source code), and data protection.

4.5. Payments and Financial Compliance

- Review of payments made to all the service providers involved in the modernisation project from project feasibility to implementation to date.
- Validity of supporting documentation (invoices, acceptance of deliverables, and project quality assurance review and sign-off, and approval by the project steering committee)
- Alignment of payments milestones with SLA/Contract terms.
- Approvals of modernisation budget based on the approved business case, procurement plan inclusion and approval, budgetary compliance, and monitoring
- Evaluation of whether any advance or milestone payments were justified through documented quality assurance and acceptance testing.

4.6. Quality Assurance and Value for Money

- Review of issue resolution tracking for all implemented modules.
- Confirmation that the completed modules meet user needs (business and technical requirements).
- Confirm whether quality assessment was done by the project team before payment is made for completed modules and approval is obtained from the project steering committee.
- Assessment of implementation arrangements and their cost implications to date.
- Assessment of ongoing support and maintenance arrangements and their cost implications to date.
- Assessment of whether value-for-money was achieved through effective planning, monitoring, and contract management.

4.7. Roles and responsibilities of role players within the Thuthuka project (NLC employees, Interns/ Fixed Terms Contractors, consultants, and service providers responsible for developing the system).

4.8. Compliance with relevant Prescripts

The scope of the review covers compliance with the following:

- Public Finance Management Act (PFMA)
- Preferential Procurement Policy Framework Act (PPPFA)
- Supply Chain Management Prescripts and Instruction Notes
- National Treasury Regulations and Practice Notes
- NLC's Supply Chain Management (SCM) and ICT Governance Policies
- COBIT 2019 Framework

- PMBOK
- PRINCE 2
- CGICTPF

5. DELIVERABLES

5.1. The service provider will be expected to begin immediately after the signing of the formal Engagement Letter by the NLC Internal Audit Management.

5.2. The service provider will produce engagement deliverables in the form of an Engagement Letter to be duly approved by the Chief Audit Executive and the Audit Firm Partner (s).

5.3. The deliverables should, at a minimum, meet the requirements outlined herein, with the service provider including in the deliverables any additional best practice requirements at their discretion, but within the time and cost quoted.

5.4. The following output and quality assured by the engagement Partner should be produced:

- Audit Planning Memorandum
- Risk and Control Matrix and Audit Program
- Execution Working Papers
- Draft report
- Final report
- A signed letter from the Audit Firm (in the Audit Firm Letterhead) confirming that the audit assignment was conducted in compliance with Global Internal Audit Standards and that the quality assurance principles were followed during the execution of the audit.

5.5. Other requirements:

- The staff should maintain their objectivity by remaining independent of the activities they audit.
- There must be a professionally qualified project manager present throughout the duration of the audit.
- The NLC will not be billed for any unproductive or duplicated time spent on an assignment, for any reason.
- Sufficient time must be spent on assignments to ensure that quality is maintained at the highest standards.

6. DURATION OF THE PROJECT

6.1. The project is expected to commence from the date of issuing of an official order and/or the signing of the Service Level Agreement (SLA) by both parties and must be completed within three (3) months.

SECTION 2: NOTICE TO SERVICE PROVIDERS

7. TERMS AND CONDITIONS OF REQUEST FOR PROPOSALS (RFP/RFQ)

This document may contain confidential information that is the property of the NLC.

7.1. No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFP/RFQ without prior written permission from the NLC.

7.2. All copyright and intellectual property herein vests with the NLC.

7.3. Late and incomplete submissions will not be accepted.

7.4. No services must be rendered or goods delivered before an official NLC Purchase Order form has been received.

7.5. This RFP/RFQ will be evaluated in terms of the 80/20 preference point system.

7.6. Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.

7.7. Suppliers must provide their CSD registration number (and attach a CSD Registration report) and ensure that tax matters are compliant.

7.8. All questions regarding this RFP/RFQ must be forwarded to maureen@nlcsa.org.za,

7.9. Any supplier who has reasons to believe that the RFP/RFQ specification is based on a specific brand must inform NLC via the email address in 7.8.

8. GENERAL RULES AND INSTRUCTIONS

8.1. News and press releases

8.1.1. Service Providers or their agents shall not make any news releases concerning this RFP/RFQ or the awarding of the same or any resulting agreement(s) without the consent of, and then only in coordination with, the NLC.

8.2. Precedence of documents

8.2.1. This RFP/RFQ consists of a number of sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFP/RFQ and the stipulations in any other document attached hereto, or the RFP/RFQ submitted hereto, the relevant stipulations in this RFP/RFQ shall take precedence.

8.2.2. Where this RFP/RFQ is silent on any matter, the relevant stipulations addressing such matter, and which appear in section 217 of the Constitution of the Republic of South Africa, shall take precedence. Service Providers shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that the NLC may in its sole discretion, elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by the NLC.

8.2.3. It remains the exclusive domain and election of the NLC as to which of these stipulations are applicable and to what extent. Service Providers 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 Service Provider(s). The Service Provider(s) shall take care to restrict their enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

8.3. **Preferential procurement reform**

8.3.1. 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.

8.4. **National Industrial Participation Programme**

8.4.1. 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. Service Providers are required to sign and submit the Standard Proposal Document (SBD).

8.5. **Language**

8.5.1. The Proposal shall be submitted in English.

8.6. **Gender**

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

8.7. **Headings**

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

8.8. **Occupational Injuries and Diseases Act 13 of 1993**

8.8.1. The Service Provider 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 RFP/RFQ and/ or subsequent agreement. The commission reserves the right to request the Service Provider to submit documentary proof of the Service Provider's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the commission.

8.9. **Processing of the Service Provider's Personal Information**

8.9.1. All Personal Information of the Service Provider, its employees, representatives, associates, and sub-contractors ("Service Provider Personal Information") required under this RFQ is collected and processed to assess the content of its tender proposal and award the Proposal. The Service Provider is advised that Service Provider 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.

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

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

8.9.3.1. The commission personnel participating in procurement/award procedures, and

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

8.9.3.2.1. Contract description and RFQ number.

8.9.3.2.2. Names of the successful Service Provider(s) and preference points claimed.

8.9.3.2.3. The contract price(s) (if possible).

8.9.3.2.4. Contract period.

8.9.3.2.5. Names of directors.

8.9.3.2.6. Date of completion/award.

8.9.4. The commission will ensure that the rights of the Service Provider 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.

8.9.5. In signing this document, the Service Provider consents to the use of its Personal Information for the purposes as specified in section 2.9.1 above.

9. FORMAL BRIEFING SESSION

9.1. No briefing session.

10. VALIDITY PERIOD

10.1. The Commission requires a validity period of 120 Days from the closing date against this RFP.

10.2. Service Providers are to note that they may be requested to extend the validity period of their quotation, on the same terms and conditions. A written letter will be sent to every bidder who responded to the RFP. In terms of procedural fairness, the bidders will be given an opportunity to respond, in writing, to the terms and conditions of the RFP and the quotation price. Such acceptance of the terms and conditions of quotation and quotation price becomes legally binding in the procurement process. Any bidder that did not respond to the extension of the quotation validity period, in writing, <u>WILL NOT</u> be considered further for the evaluation of the quotation upon expiry of the initial validity period.

11. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

11.1. Service Providers 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.

11.2. The Commission may not award business to a Service Provider who has failed to register on the CSD.

11.3. Only foreign suppliers with no local registered entity need not register on the CSD.

11.4. The CSD can be accessed at https://secure.csd.gov.za/

12. CONFIDENTIALITY

12.1. Proposals submitted for this Request for Proposal will not be revealed to any other Service Providers and will be treated as contractually binding.

12.2. The Commission reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in the Proposals.

12.3. The Service Provider 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 Proposal award and only for the purposes as detailed in this RFQ and in accordance with any applicable law.

12.4. The Service Provider 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, it is knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

13. COMMUNICATION

13.1. Specific queries relating to this RFP should be submitted maureen@nlcsa.org.za, before the closing date.

13.2. In the interest of fairness and transparency, the NL C's response to such a query may be made available to other Service Providers.

13.3. It is prohibited for Service Providers to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this RFP between the closing date and the date of the award of the business.

13.4. Service Providers found to be in collusion with one another will be automatically disqualified and restricted fromdoing business with organs of state for a specified period.

14. SUPPLIER PERFORMANCE

14.1. 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.

14.2. The evaluation is conducted against the deliverables or scope of the contract, with a minimum of an annual review done for contracts longer than a year, and a review at completion of the contract for those contracts less than a year.

14.3. Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.

14.4. Non-performance will be addressed with at least a formal letter advising specific non-performing areas and stating remedial action/s required within specific time frames. Non-adherence to remedial actions shall lead to escalating performance management actions.

14.5. Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

SECTION 3: EVALUATION CRITERIA

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

Stage 1: Tender Closing and Opening

14.1. **Proposal closing details**

The deadline for Proposal submission is **12 August 2025 at 11:00 am** Standard South African Time. Any late tenders will not be accepted. Proposals 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

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

14.2. **Submission Formats**

The proposal documents must be submitted in a PDF format that is protected from any modifications, deletions, or additions. The service provider required the submission of the same proposal documents in an electronic format (USB).

Financial/pricing information must be presented in a separate attachment from the Technical/Functional Response information. The onus is on the Service Provider to ensure that all mandatory and required documents are included in the electronic submission.

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

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

The NLC will not be responsible for any failure or delay in the submission or receipt of the Proposal, including but not limited to:

- Traffic.
- Struggling to find parking.
- The courier is arriving late.

14.3. Stage 2: Administrative Compliance

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

EVALUATION CRITERIA	SUPPORTING DOCUMENT
• Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time	Proposal document
• Whether the proposal document has been duly signed by the authorized Service Provider official	Company resolution as proof of authorised individuals' delegation
• Whether the Proposal contains a priced offer and complete SBD 3.3	Pricing Schedule
• Whether the Service Provider tax affairs in order	Tax Compliance System Pin
• Whether Service Providers 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

14.4. Stage 3: Mandatory Requirement

All service providers must submit mandatory documents that comply with all mandatory requirements. Proposals that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation. The mandatory requirement Evaluation will include the following:

EVALUATION CRITERIA	SUPPORTING DOCUMENT
1. In the event of the Service Provider being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	JV Agreement

2. Service Providers must submit a fully complete declaration of interest form (failure to declare honestly will lead to Service Provider being disqualified)	SBD 4
~~3.~~The Service provider must provide proof that one of the planned resources has attained the Project Management Professional (PMP) Certification and/or PRINCE 2 Certification	A proof of Project Management Professional (PMP) Certification and/or PRINCE 2 Certification

Failure to comply with the above mandatory requirements will render your submission non-responsive and unacceptable.

14.5. Stage 4: Technical evaluation

14.5.1. The following rating scale will be used to evaluate proposals:

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**

14.5.2. Service providers will be evaluated based on functionality. The minimum threshold for functionality is **75 out of 100 points**. Service providers who fail to meet the minimum threshold will be disqualified and will not be evaluated further on price and special goals as per the Preferential Procurement Regulation of 2022. Technical evaluation will be conducted using the following criteria: -

<table>
<tr><th>CRITERIA</th><th colspan="2"></th><th>POINTS</th></tr>
<tr><td rowspan="10">EXPERIENCE: ENGAGEMENT DIRECTOR/PARTNER – INTERNAL AUDIT & ADVISORY</td><td colspan="3">Experience: Engagement Director/Audit Partner</td></tr>
<tr><td colspan="3">The CV must demonstrate experience in managing internal audit engagements.</td></tr>
<tr><td colspan="3">Provide a comprehensive CV demonstrating experience of the Lead Director/Partner in overseeing / leading Internal audit and consulting engagements.</td></tr>
<tr><td>Experience</td><td>Indicator</td><td>Score</td></tr>
<tr><td>10 years' and above internal audit experience on management level</td><td>5</td><td rowspan="6">15</td></tr>
<tr><td>5 years' and less than 10 years' internal audit experience on management level</td><td>4</td></tr>
<tr><td>3 years and less than 5 years' internal audit experience on management level</td><td>3</td></tr>
<tr><td>2 years and less than 3 years' internal audit experience on management level</td><td>2</td></tr>
<tr><td>1 year and less than 2 years' internal audit experience on management level</td><td>1</td></tr>
<tr><td>Less than 1 year internal audit experience on management level or no relevant experience</td><td>0</td></tr>
</table>

<table>
<tr><td colspan="3">CRITERIA</td><td>POINTS</td></tr>
<tr><td rowspan="10">QUALIFICATION (S): ENGAGEMENT DIRECTOR/PARTNER - INTERNAL AUDIT G ADVISORY</td><td colspan="3">Qualifications : Engagement Director / Audit Partner</td></tr>
<tr><td colspan="3">Qualifications: Lead Director / Partner for Internal Audit</td></tr>
<tr><td colspan="3">Confirmation of IIA(SA) good standing letter or SAICA Membership Certificate</td></tr>
<tr><td>Qualifications and membership</td><td>Indicator</td><td>Score</td></tr>
<tr><td>Relevant master’s degree in Accounting, Auditing, Internal Auditing or equivalent or MBL or MBA and CIA or CA(SA)</td><td>5</td><td rowspan="6">5</td></tr>
<tr><td>BCom (Hons) degree in Accounting, Auditing, Internal Auditing or equivalent and CIA or CA (SA) and any additional relevant auditing professional certifications</td><td>4</td></tr>
<tr><td>BCom (Hons) in Accounting, Auditing, Internal Auditing or equivalent, CIA, or CA(SA)</td><td>3</td></tr>
<tr><td>BCom degree in Accounting, Auditing, Internal Auditing or equivalent and CIA</td><td>2</td></tr>
<tr><td>Relevant National Diploma</td><td>1</td></tr>
<tr><td>No qualification submitted</td><td>0</td></tr>
<tr><td rowspan="6">QUALIFICATIONS: SENIOR MANAGER or IT AUDIT: INTERNAL AUDIT</td><td colspan="3">Experience: Senior Internal Audit Manager X1</td></tr>
<tr><td colspan="3">The CV must demonstrate experience in managing Internal Audit Engagements.</td></tr>
<tr><td colspan="3">Provide a comprehensive CV demonstrating experience in overseeing / Managing Internal audit and consulting engagements.</td></tr>
<tr><td>Qualifications and membership</td><td>Indicator</td><td>Score</td></tr>
<tr><td>6 years’ and more Internal Audit management experience</td><td>5</td><td rowspan="2">10</td></tr>
<tr><td>4 years’ and less than 6 years’ Internal audit management experience</td><td>4</td></tr>
</table>

CRITERIA			POINTS
	3 years' and less than 4 years' Internal audit management experience	**3**	
	2 years' and less 3 years' Internal audit management experience	**2**	
	1 year and less 2 years' Internal audit management experience	**1**	
	Less than 1 year Internal Audit management experience or no experience	**0**	
QUALIFICATIONS: SENIOR INTERNAL AUDIT MANAGER	**Qualifications : Senior Internal Audit Manager X1**		
	Confirmation of IIA(SA) good standing membership letter		
	Qualifications and membership	**Indicator**	**Score**
	Relevant BCom (Hons) degree, CIA, or CA (SA) and any additional relevant auditing professional certifications	**5**	**5**
	Relevant BCom (Hons) degree and CIA or CA (SA)	**4**	
	Relevant BCom degree and CIA	**3**	
	Relevant BCom degree	**2**	
	Relevant National Diploma	**1**	
	No qualification submitted	**0**	
EXPERIENCE: SCM AUDIT SPECIALIST	**Experience: SCM Audit Specialist**		
	The CV must demonstrate experience in supervising Internal Audit Engagements.		
	Provide a comprehensive CV demonstrating experience in conducting and overseeing SCM Audit with special focus on ICT related tenders.		
	Experience	**Indicator**	**Score**
	6 years' and more SCM Audit with special focus on ICT related tenders experience	**5**	**10**
	5 years' and less than 6 years' SCM Audit with special focus on ICT related tenders experience	**4**	
	4 years' and less than 5 years' SCM Audit with special focus on ICT related tenders experience	**3**	
	2 years' and less than 4 years' SCM Audit with special focus on ICT related tenders experience	**2**	

<table>
<tr><th>CRITERIA</th><th colspan="2"></th><th>POINTS</th></tr>
<tr><td></td><td>1 year and less than 2 years’ SCM Audit with special focus on ICT related tenders experience</td><td>1</td><td rowspan="2"></td></tr>
<tr><td></td><td>Less than 1 year SCM Audit with special focus on ICT related tenders experience or no experience</td><td>0</td></tr>
<tr><td rowspan="8">QUALIFICATIONS: SCM AUDIT SPECIALIST</td><td colspan="3">Qualifications: SCM Audit Specialist</td></tr>
<tr><td>Qualifications and membership</td><td>Indicator</td><td>Score</td></tr>
<tr><td>Relevant BCom (Hons) degree, CIA, or CA (SA)</td><td>5</td><td rowspan="6">5</td></tr>
<tr><td>Relevant BCom degree and CIA</td><td>4</td></tr>
<tr><td>Relevant BCom (Hons) degree</td><td>3</td></tr>
<tr><td>Relevant BCom degree and Internal Audit Technician (IAT) / Professional Internal Auditor (PIA) certificate</td><td>2</td></tr>
<tr><td>Relevant BCom degree</td><td>1</td></tr>
<tr><td>No relevant qualification submitted</td><td>0</td></tr>
<tr><td rowspan="10">EXPERIENCE: PROJECT GOVERNANCE ASSURANCE SPECIALIST</td><td colspan="3">Experience: Project Governance Assurance Specialist</td></tr>
<tr><td colspan="3">The CV must demonstrate experience in conducting internal audit engagements.</td></tr>
<tr><td colspan="3">Provide a comprehensive CV demonstrating experience of the proposed Project Assurance Specialist with special knowledge of software development processes, Cobit 2019, PMBOK, Prince 2 and CGICTPF, etc.</td></tr>
<tr><td>Experience</td><td>Indicator</td><td>Score</td></tr>
<tr><td>5 years’ and above ICT Project Assurance experience</td><td>5</td><td rowspan="6">15</td></tr>
<tr><td>4 years’ and less than 5 years’ ICT Project Assurance experience</td><td>4</td></tr>
<tr><td>3 years’ and less than 4 years’ ICT Project Assurance experience</td><td>3</td></tr>
<tr><td>2 years’ and less than 3 years’ ICT Project Assurance experience</td><td>2</td></tr>
<tr><td>1 year and less than 2 years’ ICT Project Assurance experience</td><td>1</td></tr>
<tr><td>Less than 1 year ICT Project Assurance experience or no experience</td><td>0</td></tr>
<tr><td></td><td colspan="3">Qualifications: Project Governance Assurance Specialist</td></tr>
</table>

CRITERIA			POINTS
QAULIFICATION (S): PROJECT GOVERNANCE ASSURANCE SPECIALIST	**Qualifications and membership**	**Indicator**	**Score**
	Relevant Honours in IT/ auditing/ equivalent and ISO Certified or PMBOK certified or Prince @ Certified	**5**	**5**
	Relevant Honours in IT/ auditing/ equivalent	**4**	
	Relevant BCom Degree in ICT/ auditing or equivalent	**3**	
	Relevant ~~/~~Diploma in ICT/ auditing or equivalent	**2**	
	Relevant certificate in ICT / auditing or equivalent	**1**	
	No qualification submitted	**0**	
EXPERIENCE: LEGAL EXPERT	**Experience: Legal Expert**		
	The CV must demonstrate experience in conducting internal audit engagements.		
	Provide a comprehensive CV demonstrating experience of the proposed Legal Expert with specific focus on ICT related SLA/ Contracts and expected deliverables		
	Experience	**Indicator**	**Score**
	5 years' and above in ICT (cloud based) related SLA/ Contracts review experience	**5**	**10**
	4 years' and less than 5 years' ICT (cloud based)- related SLA/ Contracts review experience	**4**	
	3 years' and less 4 years' ICT (cloud based)- related SLA/ Contracts review experience	**3**	
	2 years' and less than 3 years' ICT (cloud based)- related SLA/ Contracts review experience	**2**	
	1 years and less than 2 years' ICT (cloud based) related SLA/ Contracts review experience	**1**	
	Less than 1 years ICT (cloud based) related SLA/ Contracts review experience or no experience	**0**	
	Qualifications: Legal Expert		
	Qualifications and membership	**Indicator**	**Score**

CRITERIA			POINTS
QUALIFICATION (S): LEGAL EXPERT	Master of Laws (LLM) and registered attorney/ advocate of High Court	5	5
	Master of Laws (LLM)	4	
	Bachelor of Law (LLB) and registered attorney/ advocate of Magistrate Court	3	
	Bachelor of Law (LLB)	2	
	National Diploma in Law	1	
	No relevant qualification submitted	0	
SERVICE PROVIDER EXPERIENCE IN PROVIDING ICT SYSTEM DEVELOPMENT PROJECTS FROM INITIATION TO PAYMENT.	**The service provider must demonstrate that they have the capacity to render the required services and demonstrate experience in internal audit and advisory services by submitting a company profile.**		
	Experience	**Indicator**	**Score**
	5 years' and above experience in ICT System Development Projects	5	10
	4 years' and less than 5 years' experience = experience in ICT System Development Projects	4	
	3 years' and less than 4 years' experience in ICT System Development Projects	3	
	2 years' and less than 3 years' experience in ICT System Development Projects	2	
	1 year and less than 2 years' experience in ICT System Development Projects	1	
	Less than 1 year experience in ICT System Development Projects	0	
WRITTEN REFERENCE LETTERS.	**Internal audit experience**		
	Service Providers must provide reference letters from contactable references, (from different organizations) within the past seven (7) years from the closing of the Proposal. **Letters from 1 organization will be considered as 1 reference.** **The reference letter must indicate in the letter the services you rendered in line with the scope of work as outlined above.** **The reference letter must be signed and dated, on the company letter head and must have contactable email address and contact number)**		
	No appointment letters from clients will be accepted as reference letters.		
	Reference	**Indicator**	**Score**

<table>
<tr><th colspan="4">CRITERIA</th><th>POINTS</th></tr>
<tr><td rowspan="6"></td><td>Five (5) relevant reference letters</td><td colspan="2">5</td><td rowspan="6">5</td></tr>
<tr><td>Four (4) relevant reference letters</td><td colspan="2">4</td></tr>
<tr><td>Three (3) relevant reference letters</td><td colspan="2">3</td></tr>
<tr><td>Two (2) relevant reference letters</td><td colspan="2">2</td></tr>
<tr><td>One (1) relevant reference letter</td><td colspan="2">1</td></tr>
<tr><td>No relevant reference letter</td><td colspan="2">0</td></tr>
<tr><td rowspan="6">Project approach/ Methodology and implementation plan</td><td colspan="4">Project approach/ Methodology and implementation plan</td></tr>
<tr><td colspan="4">The bidder must provide a methodology/audit approach and a project implementation plan which details how the service will be carried out.</td></tr>
<tr><td>Project approach/ Methodology and implementation plan</td><td colspan="2">Indicator</td><td>Score</td></tr>
<tr><td>Exceptionally well-documented, easy to follow:
• Documentation is impeccably organized and easy to navigate. All key components of the methodology are comprehensively explained.
• Language and grammar are flawless, making it effortless to understand.
• Visual aids and examples are extensive, enhancing clarity.
• Terminology is consistently and precisely defined</td><td colspan="2">5</td><td rowspan="3">20</td></tr>
<tr><td>Well-documented, clear, and concise
• Documentation is well-structured and logically organized.
• Key components of the methodology are explained in detail.
• Language and grammar are clear, with minimal errors.
• Visual aids and examples enhance understanding.
• Terminology is consistent and well-defined.</td><td colspan="2">4</td></tr>
<tr><td>Adequate documentation, some room for improvement
• Documentation provides a basic understanding of the</td><td colspan="2">3</td></tr>
</table>

CRITERIA			POINTS
	methodology. • Most key components are covered but may lack detail. • Structure and organization are reasonable. • Language and grammar are generally clear but may need refinement. • Visual aids and examples are present but could be more comprehensive.		
	Limited documentation, lacking detail • Documentation lacks depth and thoroughness. • Key components of the methodology are briefly mentioned or absent. • Some sections may be incomplete or overly vague. • Minimal use of visual aids or examples. • Language and grammar are somewhat problematic.	**2**	
	Poorly documented, difficult to understand • Documentation is disorganized and lacks structure. • Key concepts are unclear or missing. • Grammar and language usage impede comprehension. • Terminology is inconsistent or undefined. • No visual aids or examples to illustrate concepts.	**1**	
	No Methodology submitted	**0**	
Total:			**100**

14.6. Stage 4: Evaluation on Pricing and Special Goal as per PPR2022

Pricing Schedule: Please refer to Annexure A

Principle based on Price and special goals for the NLC.

The following formula is to be used to calculate the points out of 80 for the price, inclusive of all applicable taxes.

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

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Ps	=	Points scored for price of bid under Consideration
Pt	=	Price of bid under consideration
Pmax	=	Price of highest acceptable bid

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

The evaluation of a specific goal will include the following:

1. Procurement from entities who are Black Owned	Sub - points for specific Goals	Maximum points for specific goals	Relevant Evidence
Tenderer who have 100% black Ownership	8	8	CSD report /B-BBEE Certificate / B-BBEESworn Affidavit
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	CSD report /B-BBEE Certificate / B-BBEESworn 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	CSD report /B-BBEE Certificate / B-BBEESworn Affidavit
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	Letter from the Doctor confirming disability and CSD report
Tenderer who have 20% or more owners 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**	
Total Points (Price + Specific Goals)		**100**	

14.7. Stage 5: Due Diligence

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

14.8. Stage 6: Contract and Award

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

ANNEXURE A: PRICING SCHEDULE - Modernisation Initiation, Procurement, and Payment Process Review

Financial/pricing information must be presented in a separate attachment from the Technical/Functional Response information.

Name of Resource	Level and Capacity	Planning Stage hrs	Execution stage hrs	Reporting stage hrs	Proposed Project budget			
					Total hrs	Hourly rate (VAT incl)	Variable average rate (VAT incl)	Cost (VAT incl)
	Engagement Director/Audit Partner							
	Senior Audit Manager							
	SCM Audit Specialist							
	Project Governance Assurance Specialist							
	Legal Expert							
				Total hrs	**450hrs**			
				Sub-Total audit fee (Vat Incl)				**R**
				Discount amount				**R**
				[A] Sub-Total audit fee (Vat Incl)				**R**
GRAND-TOTAL AUDIT FEE AND DISBURSEMENTS								
							[A] + [B] Grand-Total project fee (Vat Incl)	**R**

NB! Please note that budgeted hours are limited to 450 hours for this project.

INVITATION TO BID (SBD 1)

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS							
BID NUMBER:	**RFQ/2025-007-020**	ISSUE DATE:	**31 July 2025**	CLOSING DATE:	**12 August 2025**	CLOSING TIME:	**11H00**
DESCRIPTION	**REQUEST FOR PROPOSALS TO ASSIST NLC INTERNAL AUDIT WITH MODERNISATION INITIATION, PROCUREMENT, AND PAYMENT PROCESS REVIEW.**						

BID RESPONSE MUST BE SUBMITTED TO THE BELOW ADDRESS
National Lotteries Commission; 333 Grosvenor Street; Block D, Hatfield Gardens Hatfield, Pretoria 0083
ONLY USBs WILL BE ALLOWED

BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACTPERSON	**Supply Chain Management**	CONTACT PERSON	**Maureen Senyatsi**
TELEPHONENUMBER	**012 432 1300**	TELEPHONE NUMBER	**012 432 1470**
FACSIMILENUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	quotation@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 REPRESENTATIV E 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]

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 FORA 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 THEBID 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.

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:

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

Where

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

. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

5. DECLARATION WITH REGARD TO COMPANY/FIRM

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

5.2. Company registration number: …………………………………………………..

5.3 TYPE OF COMPANY/ FIRM

ϒ Partnership/Joint Venture / Consortium
ϒ One-person business/sole propriety
ϒ Close corporation
ϒ Public Company
ϒ Personal Liability Company
ϒ (Pty) Limited
ϒ Non-Profit Company
ϒ 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 PERSONALINFORMATION 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.

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

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Signature of Designation person