

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A HEALTH AND SAFETY RISK ASSESSMENT FOR THE NATIONAL LOTTERIES COMMISSION.

REQUEST FOR QUOTATION [RFQ]NO	RFQ/2025-004-009
RFQ DESCRIPTIONS	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SUITABLY QUALIFIED SERVICE PROVIDER TO CONDUCT A HEALTH AND SAFETY RISK ASSESSMENT ON A ONCE OFF BASIS.
FOR DELIVERY TO	All submissions must be addressed to Senior Manager: Supply Chain Management, National Lotteries Commission 333 Grosvenor Street Block D Hatfield Gardens Hatfield, Pretoria 0183 (ONLY USBs WILL BE ACCEPTED)
ISSUE DATE	09 April 2025
CLOSING DATE	23 April 2025
CLOSING TIME	11h00
RFQ VALIDITY PERIOD	The validity period of the quotation requested is 120 days.
E-MAIL ADDRESS	Enquiries: maureen@nlcsa.org.za
FINANCIAL PROPOSAL SHOULD BE SUBMITTED IN A SEPARATE FOLDER	
ONLY USB SUBMISSIONS WILL BE ACCEPTED (No hard copies will be accepted)	

SECTION 1: BACKGROUND, OVERVIEW AND RFP 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 (Lotteries Act), to regulate the National Lottery and other lotteries and societies.
- 1.2. 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.
- 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 OHS Act (85 of 1993) in South Africa mandates that employers ensure a safe and healthy working environment. NLC is expected to comply with the OHS Act, and failure to comply could damage the credibility and reputation of NLC.
- 2.2. An organization conducts a baseline risk assessment to identify, evaluate, and control workplace hazards before they cause harm. This assessment provides a foundational understanding of the risks associated with operations. It helps in preventing accidents, protecting employee health, and improving workplace safety. Additionally, it supports the development of control measures, enhances safety culture, and reduces financial and operational risks. A baseline risk assessment is essential for creating a safer, more efficient, and legally compliant work environment.
- 2.3. The appointed service provider will be expected to provide an objective assessment of NLC's health and safety status. The assessment shall consider, but not be limited to:
 - 2.3.1. routine and non-routine activities and situations.
 - 2.3.2. infrastructure, equipment, materials, substances and the physical condition of the workplace.
 - 2.3.3. human factors.
 - 2.3.4. how the work is performed.
 - 2.3.5. how work is organized, social factors [including workload, work hours, victimization, harassment and bullying], leadership and the culture in the organization
 - 2.3.6. past relevant incidents, internal or external to the organization, including emergencies, and their causes.
 - 2.3.7. potential emergencies.

2.3.8. people, including consideration of:

- those with access to the workplace and their activities, including workers, contractors, visitors and other persons.
- those in the vicinity of the workplace who can be affected by the activities of the organization.
- workers at a location not under the direct control of the organization.

2.3.9. other issues, including consideration of:

- the design of work areas, processes, installations, machinery/equipment.
- operating procedures and work organization, including their adaptation to the needs and capabilities of the workers involved.
- situations occurring in the vicinity of the workplace caused by work-related activities under the control of the organization.
- situations not controlled by the organization and occurring in the vicinity of the workplace that can cause injury and ill health to persons in the workplace.

2.3.10. actual or proposed changes in organization, operations, processes, activities and the OH&S management system

2.3.11. changes in knowledge of, and information about, hazards.

3. OBJECTIVE

The objectives of this Health and Safety Risk Assessment are to:

- 3.1. Identify potential health and safety hazards within NLC premises.
- 3.2. Assess the risks associated with identified hazards.
- 3.3. Recommend appropriate control measures to mitigate risks.
- 3.4. Ensure compliance with the Occupational Health and Safety Act (OHSA) and other applicable laws.
- 3.5. Develop an action plan for continuous improvement of workplace safety.

4. SCOPE OF WORK

The appointed service provider will be expected to:

- 4.1. Conduct a physical inspection of NLC offices to identify workplace hazards, including physical, chemical, biological, and ergonomic risks.

NLC office's location:

#	Provincial office	Location	Own / Lease	Number of floors	Office size in square meters	Staff complement
1	Head Office and Gauteng office	Pretoria	N/A	3	6 478m2	217
2	Eastern Cape	East London	Own	1	474.90m2	18

#	Provincial office	Location	Own / Lease	Number of floors	Office size in square meters	Staff complement
3	Free State	Welkom	Own	1	588.96m2	15
4	KwaZulu - Natal	Durban	Lease	1	700m2	16
5	Limpopo	Polokwane	Lease	1	600m2	21
6	Mpumalanga	Nelspruit	Own	1	460.90m2	17
7	North West	Mafikeng	Own	1	588.96m2	15
8	Northern Cape	Kimberely	Own	1	385.00m2	10

Note: The appointed bidder must conduct a physical inspection of the head office. Bidders are required to select one additional NLC-owned and one leased office of their choice to physically inspect. ***In summary, at least three offices must be inspected, one of which MUST be the Head Office.***

The travelling costs should be considered in the bidder's quote.

- 4.1.1 Conduct interviews and/or surveys to determine how work is organized, social factors [including workload, work hours, victimization, harassment and bullying], leadership and the culture in the organization.
- 4.1.2 Conduct interviews and/or surveys to determine the hazards and risks associated with the NLC fleet, and officials travelling to/ from Monitoring & Evaluation (M&E) site visits.
- 4.1.3 In consideration of the above 4.1.1, 4.1.2 and 4.1.3:
 - Assess the likelihood and severity of identified risks.
 - Provide recommendations for risk control and mitigation strategies.
 - Compile a detailed risk assessment report with findings and action plans.

5. DELIVERABLES

- 5.1. An inception report outlining the methodology, work plan, and timelines.
- 5.2. A Comprehensive Risk Assessment Report, including:
 - Identified hazards and risks
 - Risk evaluation and prioritization
 - Recommended corrective and preventive actions
- 5.3. A Health and Safety Action Plan for implementation.
- 5.4. A Final Report incorporating feedback from the NLC.
- 5.5. Final report presentation and handover to the NLC OHS unit.

6. DURATION OF THE PROJECT

- 6.1. The assessment should be completed within a period of 5 months from the date of appointment. The service provider shall submit a detailed work plan with clear timelines for each phase of the project.

7. FORMAL BRIEFING SESSION

- 7.1. No briefing session.

8. VALIDITY PERIOD

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

SECTION 2: NOTICE TO BIDDERS

9. TERMS AND CONDITIONS OF REQUEST FOR PROPOSALS (RFP)

- 9.1. This document may contain confidential information that is the property of the NLC.
- 9.2. No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFP without prior written permission from the NLC.
- 9.3. All copyright and intellectual property herein vests with the NLC.
- 9.4. Late and incomplete submissions will not be accepted.
- 9.5. No services must be rendered, or goods delivered before an official NLC Purchase Order form has been received.
- 9.6. This RFP will be evaluated in terms of the 80/20 preference point system.
- 9.7. Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.
- 9.8. Suppliers must provide their CSD registration number (and attach a CSD Registration report) and ensure that the tax matters are compliant.
- 9.9. All questions regarding this RFP must be forwarded to maureen@nlcsa.org.za
- 9.10. Any supplier who has reasons to believe that the RFP specification is based on a specific brand must inform the NLC via the email addressed in 6.9.

10. GENERAL RULES AND INSTRUCTIONS

10.1. News and press releases

10.1.1. Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement without the consent of, and then only in co-ordination with, the NLC.

10.2. Precedence of documents

10.2.1. This TOR 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 TOR and the stipulations in any other document attached hereto, or the TOR submitted hereto, the relevant stipulations in this TOR shall take precedence.

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

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

10.3. Preferential procurement reform

10.3.1. 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 (SMMEDevelopment) etc.

10.4. Language

10.4.1. Bids shall be submitted in English.

10.5. Gender

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

10.6. Headings

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

10.7. Occupational Injuries and Diseases Act 13 of 1993

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

10.8. Processing of the Bidder's Personal Information

10.8.1. All Personal Information of the Bidder, its employees, representatives, associates and subcontractors ("Bidder Personal Information") required under this RFP is 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 collected commission is compelled to submit information to National Treasury's Database of Restricted Suppliers.

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

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

10.8.3.1. The commission personnel participating in procurement/award procedures; and

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

10.8.3.3. contract description and bid number.

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

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

10.8.3.6. contract period.

10.8.3.7. names of directors; and

10.8.3.8. date of completion/award.

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

10.8.5. In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in the consent form attached below.

11. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

11.1. 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 the state and facilitate the verification of certain key supplier information.

- 11.2. The Commission may not award business to a bidder who has failed to register on the CSD.
- 11.3. Only foreign suppliers with no locally 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. Bids submitted for this Request for Proposals will not be revealed to any other bidders 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 Bid Proposals.
- 12.3. The Bidder acknowledges that it will obtain and have access to personal information of the NLC and agrees that it shall only process the information disclosed by the NLC in terms of this bid award and only for the purposes as detailed in this RFP and in accordance with any applicable law.
- 12.4. The Bidder shall notify the NLC in writing of any unauthorised access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

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 NLC's response to such a query may be made available to other bidders.
- 13.3. It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this RFP between the closing date and the date of the award of the business.
- 13.4. Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

14. TECHNICAL EVALUATION

The following rating scale will be used to evaluate proposals:

14.1. STAGE 1: TENDER CLOSING AND OPENING

Tender closing details

The deadline for Tender submission is **23 April 2025 @ 11:00** Standard South African Time. Any late tenders will not be accepted. Tenders (USBs) 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

14.2. BID FORMATS

14.2.1. Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions.

14.2.2. 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.

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

14.2.4. Tender submissions received after submission date and time will be declared late and will not be accepted for consideration by the NLC

14.2.5. 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.
- Courier arriving late.

14.3. STAGE 2: ADMINISTRATIVE COMPLIANCE

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

Evaluation Criteria	Supporting Document
SBD 1: Invitation to tender	Fully Completed Standard Bidding Documents

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

14.4. STAGE 3: MANDATORY COMPLIANCE

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation. The Mandatory Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document
1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	JV Agreement
2. Bidders must submit a fully completed declaration of interest form (failure to declare honestly will lead to bidder being disqualified)	SBD 4
3. South African Institute of Occupational Safety and Health (SAIOSH) Corporate membership	Valid certified copy of Certificate
4. Project Leader must hold a SAMTRAC certificate	Valid Certified copy of Certificate

Note: Only bidders who comply with this stage's requirements will proceed to stage 3. (Please submit certified true copies not older than 6 months before the closing date). Failure to comply with the above mandatory requirements will render your submission non-responsive and unacceptable.

14.5. STAGE 4: FUNCTIONALITY EVALUATION REQUIREMENT

- The following rating scale will apply for this RFQ

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

14.5.1 FUNCTIONALITY EVALUATION

The table below indicates the criteria which the service provider is expected to demonstrate, and which will form part of the evaluation criteria during the evaluation of the prospective service providers' proposals. The following weighting system will apply and only bidders scoring a minimum of 70 points or more will be eligible to migrate to the next evaluation phase of this bid and bidders with a scoring of below 70 points will be disqualified and not be evaluated any further.

EVALUATION CRITERIA	Scoring matrix (0-5)	Weight (%)
1. Company Experience		
The Bidder must have a minimum of five (5) years of experience in conducting health and safety risk assessments in a similar environment. The bidders must provide the list of clients with the duration of the project and the year/s in which project were implemented. The list must be supported by contactable reference numbers in case NLC intends to verify the information submitted.	- No relevant experience = 0 Point 1 - 3 years relevant experience. = 1 point 3 - 5 years relevant experience. = 3 points 5 years and more relevant experience. = 5 points	20%
2. Key Personnel Experience/Capabilities		
The bidder must provide the company profile which contain the entity's organizational structure, as well as a profile of the Team Leader, their experience, and achievements in delivering a similar service. Abbreviated Curriculum Vitae (CV's) and copies of qualification of the Team Leader. CV'S must be no longer than one page, shall be included in your proposal. Qualifications to be considered: The National Diploma or above in Safety Management, Environmental health/management/science, Operations Management, Industrial Engineering, Industrial Psychology or any other relevant qualification. Certification to be considered: ISO 45001: 2015 Internal audit / implementation course.	Experience of the Team: - No relevant experience and qualifications = 0 Point - Relevant tertiary qualification + ISO 45001 certificate 2 and less than 3 years' experience = 1 points - Relevant tertiary qualification + ISO 45001 certificate 3 and less than 5 years' experience = 3 points - Relevant tertiary qualification + ISO 45001 certificate and 5 years and more experience = 5 points	30%
3. Project Plan / Methodology		
The bidder must provide a project implementation plan which details how the service will be carried out. The project plan must have deliverables and time frames and systems/tools to be used.	- No plan provided = 0 Point - The bidder provides a plan, and it takes more	20%

EVALUATION CRITERIA	Scoring matrix (0-5)	Weight (%)
Project must be delivered within 5 months from date of appointment.	than 4 months to execute = 2 Points. - The bidder provides a plan with 4 months to execute = 3 Points. - The bidder provides a plan with less than 4 months to execute = 5 Points.	
4. Contactable references		
The bidder is required to provide three (3) contactable client references where their services can be verified. References should be presented in the form of a written letter on an official letterhead from clients where similar services have been provided and may not be longer than five (5) years. The letters must be dated and signed by the clients. No appointment letters from clients will be accepted as reference letters.	- No reference letters = 0 points - One (1) relevant reference letter = 2 points - Two (2) relevant reference letters = 3 points - Three (3) or more relevant reference letters = 5 points	30%
Total		100%
Minimum qualifying score required		70%

15. SECTION 4 TECHNICAL SPECIFICATION REQUIREMENTS

- 15.1. Bidders are required to comply with the specifications stipulated in the table above for all the requirements listed and the specification for the proposed response must be submitted together with the bid response as 'Annexure 1'. Failure to comply with the specifications provided will result in disqualification.

15.2. STAGE 4: EVALUATION OF PRICE AND SPECIFIC GOALS

The 80/20 Principle is based on Price and special goals for the NLC.

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

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

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

Ps = Points scored for price of bid under Consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

15.3. A maximum of 20 points to be awarded to a tenderer for the specific goal specified

15.4. THE EVALUATION OF SPECIFIC GOAL WILL INCLUDE THE FOLLOWING:

DESCRIPTION	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/3 months CIPC Report from the closing date of the bid/ 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. Procurement from 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		

DESCRIPTION	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
4.Procurement from Disabilities Owned			
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	

16. STAGE 5: DUE DILIGENT

- 16.1. The NLC reserves the right to undertake a due diligence exercise on the preferred bidder/s as part of a material risk evaluation aimed at determining to its satisfaction the validity of the information provided by the Bidder.



PRICING SCHEDULE – APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A HEALTH AND SAFETY RISK ASSESSMENT FOR THE NATIONAL LOTTERIES COMMISSION.

RFQ/2025-004-009

Name of bidder.....

#	PROVINCIAL OFFICE	LOCATION ¹	QUANTITY	TOTAL COST PER BUILDING ²
1	Head Office and Gauteng office	Pretoria	1	R
2	Eastern Cape	East London	1	R
3	Free State	Welkom	1	R
4	KwaZulu - Natal	Durban	1	R
5	Limpopo	Polokwane	1	R
6	Mpumalanga	Nelspruit	1	R

¹ Bidders must submit the offer to cover all the locations as listed, failure to do so will render the offer non-responsive.

² The cost must be inclusive of transport and all other related cost to cover the scope of services



#	PROVINCIAL OFFICE	LOCATION ¹	QUANTITY	TOTAL COST PER BUILDING ²
7	North West	Mafikeng	1	R
8	Northern Cape	Kimberely	1	R
SUB-TOTAL EXCLUDING VAT				R
VAT @ 15%				R
TOTAL OFFER INCLUSIVE OF VAT AND ALL RELATED COST				R

INVITATION TO BID (SBD 1)

PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS

BID NUMBER:	RFQ/2025-004 -009	ISSUE DATE:	09 APRIL 2025	CLOSING DATE:	23 APRIL 2025	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A HEALTH AND SAFETY RISK ASSESSMENT FOR THE NATIONAL LOTTERIES COMMISSION						

BID RESPONSE MUST BE SUBMITTED TO THE BELOW ADDRESS

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

BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO

TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACTPERSON	Maureen Senyatsi	CONTACT PERSON	SCM
TELEPHONENUMBER	012 432 1470	TELEPHONE NUMBER	012 432 1300
FACSIMILENUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	maureen@nlcsa.org.za	E-MAIL ADDRESS	quotation@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 COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA
B-BBEE STATUSLEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] Yes ☐ No ☐

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

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?	Yes ☐ No ☐ [IF YES ENCLOSE PROOF]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes ☐ No ☐ [IF YES, ANSWER QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES ☐	NO ☐
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES ☐	NO ☐
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES ☐	NO ☐
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES ☐	NO ☐
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION	YES ☐	NO ☐
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.		

PART B
TERMS AND CONDITIONS FOR BIDDING

TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE: _____

SECTION 5: BIDDER'S DISCLOSURE (SBD 4)

1 PURPOSE OF THE FORM

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

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

2 Bidder's Declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

YES/NO

2.1.3 If so, furnish particulars:

.....

.....

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

YES/NO

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

.....

3 DECLARATION

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

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

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

- 3.5 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

3. Youth Ownership		4	
Tenderer who have 100% youth ownership	4		
Tenderer who have 30% to 99% youth ownership	2		
Tenderer who have less than 30% youth ownership	0		
4. Procurement from Disabilities		4	
Tenderer who have 20% or more owners with disability	4		
Tenderer who have less than 20% but more than 10% owners with disability	2		
Tenderer who have less than 10% owners with disability	0		
Total points for specific goals		20	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

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

5.2. Company registration number:

5.3 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

5.4 I, the undersigned, who is duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state;

- iv) may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audialteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	

SCM:
CONSENT
REQUEST FORM

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

TO: _____

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

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

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

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

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

Signature of Designation person