

NATIONAL LOTTERIES COMMISSION

REQUEST FOR DESIGN AND PRODUCTION OF MARKETING COLLATERALS

BID PROCESS	BID REQUIREMENTS
RFQ Number	RFQ2025-008-004
RFQ Description	APPOINTMENT OF A SUPPLIER FOR DESIGN AND PRODUCTION OF MARKETING COLLATERALS FOR THE NATIONAL LOTTERIES COMMISSION
RFQ Issue Date	06 August 2025
Place where advertised	NLC Website and E-tender (only)
Submissions	All submissions Must be addressed to Supply Chain Management, NLC Submission of Quotation through USB at the below address: 333 Grosvenor Street, Block D, Hatfield Gardens Hatfield, Pretoria, 0083 Enquiries ONLY can be emailed to: penelope@nlcsa.org.za
Closing date and time	11 August 2025 @11:00
RFQs Validity Period	The validity period of the quotation requested must be 120 days from the closing date.

SECTION 1: INTRODUCTION AND BACKGROUND AND SCOPE OF REQUIREMENTS

1. INTRODUCTION AND BACKGROUND

The National Lotteries Commission (The NLC) is a public entity established by Lotteries Act No. 57 of 1997, as amended to regulate the South African lotteries industry. The functions of the NLC can be divided into two categories, namely “regulation of National Lottery and other Lotteries” and “administration of the National Lottery Distribution Trust Fund (NLDTF)”.

The Distributing Agencies (DA's) who are appointed by the Minister of Trade & Industry are responsible for the adjudication of the funding applications as per the Lotteries Act and applicable Regulations.

2. PURPOSE

The National Lotteries Commission (NLC) seeks to appoint a suitably qualified and experienced service provider for the design and production of marketing collaterals that meet professional standards, align with the NLC's brand identity, and support the organisation's communications objectives.

The selected bidder will be responsible for producing high-quality, durable, and visually compelling materials suitable for various campaigns, events, stakeholder engagements, exhibitions, and general brand visibility.

This RFQ specifically targets service providers in the **MARKETING AND COMMUNICATIONS INDUSTRY** — those with a proven track record in the design and production of a wide range of marketing and branding materials for the government or public sector. Bidders who do not demonstrate relevant and verifiable industry experience will be disqualified.

3. SCOPE OF REQUIREMENT/ WORK

Design and Production of Marketing Collaterals

The appointed service provider will be responsible for the **design, branding, production, and delivery** of the following branded marketing collateral items for the NLC. All items must adhere to the NLC's **Corporate Identity Manual** and quality standards.

The scope includes the supply of the following items:

3.1 Branded Promotional Items

- **Steel Flasks**
Durable stainless-steel flasks branded with the NLC logo.
- **Leather Notebooks**

Executive-style black leather notebooks, embossed or printed with the NLC logo.

- **Notebook with Built-in Power Bank**

Innovative notebooks with an integrated power bank charger, suitable for professionals on the move.

- **Mouse Pads**

Full-colour branded mouse pads featuring the NLC's logo and branding.

- **Pens (Standard)**

Branded writing pens suitable for mass distribution at events.

- **Pens (Executive Range)**

Premium black, blue, and gold pens for executive use, engraved or printed with the NLC identity.

- **Lanyards**

Branded lanyards in **NLC Blue**, including quality clips and safety breakaways.

- **Coasters with Stand**

A set of branded coasters with a matching stand for corporate gifting or internal use.

- **Gift Bags**

Reusable, professionally branded gift bags suitable for various corporate and public engagements.

- **Folders**

Presentation folders (with pockets), professionally printed and branded, used for meetings, events, and document packaging.

3.2 Branded Apparel

- **Slazenger T-Shirts**

High-quality branded T-shirts in **Black, Red, and Blue**, suitable for both formal campaigns and casual events.

Note: T-shirts must be produced in both male and female cuts.

- **Blazers (Unisex)**

Smart branded blazers for NLC representatives, tailored for a unisex fit and professional appearance.

Note: Blazers must be produced in both male and female cuts.

- **Winter Jackets (Unisex)**

Warm, weather-resistant jackets branded with the NLC identity for seasonal use.

Note: Jackets must be produced in both male and female cuts.

3.3 Other Marketing and Event Items

- **Woven Bags**

Durable branded woven bags, ideal for exhibitions, campaigns, and outreach programmes.

- **Commissioner's Appreciation Board**

A custom-designed recognition board or plaque that showcases the Team of the Week or Month, aligned with the NLC's brand and design theme.

The board must be:

- Visually engaging and professionally finished
- Designed for interchangeable names or photos (e.g. sliding slots, magnetic frames, or pin-on options)
- Durable and suitable for display in a prominent NLC office area

- **Notebooks**

Branded standard notebooks for internal and external use, different from executive leather versions.

Notes:

- All items must be presented for design approval prior to final production.
- Shortlisted bidders will be requested to submit **samples** of selected items for evaluation against quality, durability, and adherence to branding.
- Deliverables must include **packaging and distribution logistics**.

4. **REPORTING REQUIREMENTS**

The service provider will report to the NLC Stakeholder Management, Marketing and Communications (SMMC) Department.

5. **DURATION OF THE PROJECT**

The expected duration of the project is two (2) weeks after the receipt of the appointment letter and the purchase order.

6. **VALIDITY PERIOD**

6.1 The NLC requires a validity period of 60 days from the closing date of this RFQ.

6.2 Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions. A written letter will be sent to every responsive bidder 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.

7. FORMAL BRIEFING SESSION

No briefing session.

SECTION 2: NOTICE TO BIDDERS

8. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

- 8.1 This document may contain confidential information that is the property of the NLC.
- 8.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ without prior written permission from the NLC.
- 8.3 All copyright and intellectual property herein vests with the NLC.
- 8.4 Late and incomplete submissions will not be accepted.
- 8.5 No services must be rendered, or goods delivered before an official Commission Purchase Order form has been received.
- 8.6 This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act No. 5 of 2000 and Preferential Procurement Regulations (PPR) of 2022.
- 8.7 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.
- 8.8 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za, suppliers must provide their CSD registration number (and attach CSD Registration report) and ensure that the tax matters are compliant.
- 8.9 All questions regarding this RFQ must be forwarded to quotation@nlcsa.org.za and penelope@nlcsa.org.za

9. GENERAL TERMS AND CONDITIONS

- 9.1 A bid submitted in response to this RFQ will constitute a binding offer which will remain binding and irrevocable for a period of 60 days from the closing date of this RFQ.
- 9.2 Unless or until a binding contract is concluded between the NLC and the successful Bidder, the offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder. No services must be rendered, or goods delivered before an official NLC Purchase Order form has been issued.
- 9.3 The NLC reserves the right to amend, modify, withdraw or terminate this RFQ or any of the requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate

or reimburse any Bidder or person.

9.4 Should this RFQ be amended, the NLC undertakes to publicize or send each Bidder in writing the amended RFQ. No oral amendments by the Bidder or the NLC shall be considered.

9.5 Any attempt to alter the terms and conditions or the scope of work may result in the bid being considered non responsive.

Precedence of documents

9.5.1 This RFQ consists of several sections (see list). Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFQ and the stipulations in any other document attached hereto, or the RFQ submitted hereto, the relevant stipulations in this RFQ shall take precedence.

9.5.2 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 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 NLC.

9.5.3 It, however, remains the exclusive domain and election of NLC as to which of these stipulations are applicable and to what extent. Bidders hereby acknowledge that the decision of NLC 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.

9.6 News and press releases

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

9.7 Preferential procurement reform

9.7.1. NLC shall apply the principles of the PPPFA to this proposal read together with the PPR.

9.8 National Industrial Participation Program

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

9.9 It is compulsory for a Bidder submitting a bid to be registered on the National Treasury's Central Supplier Database ("CSD") and ensure that it remains registered for the duration of the services and/or contract, if successful. The Bidder must provide their CSD registration number and attach their CSD Summary report.

- 9.10 The Bidder needs to ensure that it is tax compliant at the time of submitting its Bid and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation issued by the South African Revenue Services (“SARS”) confirming it is tax compliant upon request by the NLC.
- 9.11 The NLC reserves the right to conduct site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its response to this Bid.
- 9.12 This RFQ is not intended to form the basis of a decision to enter into any transaction with the NLC and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- 9.13 Neither the NLC or any of its respective directors, officers, employees, agents, representatives or advisors will assume any responsibility for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to this RFQ.
- 9.14 No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFQ. Failure to comply with this requirement may, within the sole discretion of the NLC, result in disqualification of the relevant entity.
- 9.15 Any material change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall be brought to the attention of the NLC Supply Chain Management (“SCM”) section in writing. The NLC shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may in its sole discretion disqualify the Bidder from any further participation in the bid process.
- 9.16 Any requirement set out in this RFQ which stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NLC, and unless the contrary is expressed, may be waived by the NLC in its sole discretion at any stage in the bid process.
- 9.17 The NLC and its advisors shall rely on a bid as being accurate and complete in relation to the information and proposals provided therein by the bidders.
- 9.18 All Bids submitted to NLC shall become the property of the NLC and will not be returned to the Bidders. The NLC will make all reasonable efforts to maintain information contained in proposals in confidence.
- 9.19 A Bid submitted by the Bidder shall be considered irregular if it shows any omissions, or irregularities of any kind. However, the NLC reserves the right to waive any irregularities and to make an award in the best interest of the organisation.
- 9.20 The NLC reserves the right to accept or reject in part or whole any Bid submitted and to waive any technicalities if this is in the best interest of the organization.
- 9.21 The NLC reserves the right to require a Bidder to provide a formal presentation of its RFQ at a date and time to be determined by the NLC. The NLC shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. The Bidder shall bear all expenses.
- 9.22 All costs associated with the preparation and submission of the Bid remain the responsibility of the Bidder.

The costs shall not be chargeable to the NLC by the successful or unsuccessful Bidder.

- 9.23 All Bids must be formulated and submitted in accordance with the requirements of this RFQ.
- 9.24 Bids received after the closing date and time as specified in this RFQ shall be rejected.
- 9.25 The NLC is not obliged to appoint a bidder with the lowest price, if, based on its sole discretion and assessment, the said bidder does not exhibit or demonstrate adequate capacity or full comprehension of the scope of work to be undertaken. In this regard, the NLC may appoint the lower-ranked bidder provided that the reasons for such deviation are properly justified and accurately recorded.
- 9.26 A Bidder or any party acting on behalf of a Bidder shall not make any announcement or press releases concerning this RFQ or the awarding of any resulting agreement without the prior written consent of, and then only in co-ordination with, the NLC.
- 9.27 The assessment and award of the bid shall be conducted in accordance with applicable legislation.
- 9.28 Processing of Bidder's Personal Information
- 9.28.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFQ is collected and processed to assess the content of its tender proposal and award the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation, the Preferential Procurement Regulations, 2022. The Bidder is advised that Bidder's Personal Information may be passed on to third parties to whom NLC is compelled by law to provide such information. For example, where appropriate, NLC is compelled to submit information to the National Treasury's Database of Restricted Suppliers.
- 9.28.2 All Personal Information collected will be processed in accordance with POPIA and with the NLC Data Privacy Policy.
- 9.28.3 The following persons will have access to the Personal Information collected:
- 9.28.3.1 NLC personnel participating in procurement/award procedures; and
- 9.28.3.2 Members of the public: within seven working days from the time the bid is awarded, the following information will have to be made available on the National Treasury's e-Tender portal.
- 9.29 All Personal Information of the Bidder, including its employees, representatives, associates, and sub-contractors required under this RFQ is collected and processed for the purpose of assessing the content of its bid proposal and awarding the bid. By submitting a bid, the Bidder consents to the use of its Personal Information as stipulated in this RFQ.
- 9.30 A Bidder's Personal Information may be passed on to third parties to whom the NLC is compelled by law to provide such information. For example, where appropriate, the NLC is compelled to submit information to the National Treasury's Database of Restricted Suppliers.
- 9.31 All Personal Information collected will be processed in accordance with the Protection of Personal Information Act, 2013 (POPIA) and with the NLC Data Privacy Policy.

- 9.32 It is prohibited for Bidders to attempt, either directly or indirectly, to canvass or engage in any manner with any officer or employee of the NLC in respect of this RFQ between the closing date and the date of award of this bid
- 9.33 Any word implying any gender shall be interpreted to imply all other genders.
- 9.34 Bids shall be submitted in English.
- 9.35 In this RFQ, the words “service provider” “supplier” will be used interchangeably to refer to the Bidder.
- 9.36 Rejection of all Bids/Quotations and Disclaimer
- 9.36.1 The NLC reserves the right to reject all bids when deemed necessary. This is justified when there is lack of effective competition, or bids/quotation are not substantially responsive.

10. CONFIDENTIALITY

- 10.1 Bids submitted for this Request for Quotations will not be revealed to any other bidders and will be treated as contractually binding.
- 10.2 The Commission reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in the proposal/ quotations.
- 10.3 The Bidder acknowledges that it will obtain and have access to personal information of The Commission and agrees that it shall only process the information disclosed by the Commission in terms of this bid award and only for the purposes as detailed in this RFQ and in accordance with any applicable law.
- 10.4 The Bidder shall notify the Commission in writing of any unauthorised access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

11. COMMUNICATION

- 11.1 Specific queries relating to this RFQ should be submitted quotation@nlcsa.org.za and penelope@nlcsa.org.za before the closing date.
- 11.2 In the interest of fairness and transparency the Commission’s response to such a query may be made available to other bidders.
- 11.3 It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the Commission in respect of this RFQ between the closing date and the date of the award of the business.
- 11.4 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.

12. SUPPLIER PERFORMANCE

- 12.1 The NLC conducts regular performance reviews in accordance with the requirements for the classification of the contract and/or stakeholder by making use of supplier evaluation forms. The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year and a review at completion of contract for those contracts less than a year.
- 12.2 Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 12.3 Non-performance will be addressed with at least a formal letter advising specific non-performing areas and stating remedial action/s required within specific time frames. Non-adherence to remedial actions shall lead to escalating performance management actions.
- 12.4 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

The Commission will evaluate all proposals in terms of the Preferential Procurement Regulation of 2022 and Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The below phases evaluation criteria will be considered in evaluating the proposals, being:

13. STAGE 1: RFQ CLOSING DATE AND SUBMISSION INSTRUCTIONS AND FORMAT

RFQ Closing Details

- 13.1 The deadline for RFQ submission is **11 August 2025 @ 11:00** Standard South African Time.
- 13.3 The onus is on the Bidder to ensure that all administrative and mandatory required documents are included in their submission.
- 13.4 Submissions must be prominently marked with the full details of the tender namely Bidder's Name, RFQ No and Title.

14. BID FORMAT

- 14.1 Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions.
- 14.2 Financial/pricing information must be presented in a separate attachment from the Technical/Functional Response information.
- 14.3 The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.
- 14.4 Submissions must be prominently marked with the full details of the tender namely Bidder's Name, Tender No and Tender Title.
- 14.5 Tender submissions received after submission date and time will be declared late and will not be accepted

for consideration by the NLC.

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

- Network
- Loadshedding
- Traffic
- Struggling to find parking
- Courier arriving late

15. STAGE 2: ADMINISTRATIVE COMPLIANCE

15.1 All bid respondents must submit required documents that comply with all this RFQ.

15.2 The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document/Content
SCM - SBD 1 - Invitation to Bid	Fully Completed Standard and duly signed
SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Fully Completed Standard and duly signed
CSD Registration	Proof of CSD registration
Original Signed consent form in terms of the Protection of Personal Information Act No.4 2013 (POPIA)	POPIA Consent Form
BBBEE Certificate in terms of Codes of Good Practice-Valid	A valid BEE Certificate/Sworn affidavit

Stage 3: Mandatory Requirements

Bidders are required to fully comply with the mandatory requirements as specified and failure to meet the requirements below will result in disqualification.

Technical Evaluation/Requirement	Supporting Document
1. Fully Completed Standard Bidding Document: SBD 4	Fully Completed SBD 4

2. Industry Experience	All bidders must provide the following supporting documentation and information as part of their submission. Failure to comply will result in disqualification. a) Affiliations and Professional Memberships. Bidders must demonstrate alignment with recognised industry bodies. Submit one (1) valid proof of affiliation verifiable or contactable, membership, or accreditation with organisations such as: • Marketing Association of South Africa (MASA) • Printing South Africa • Institute of Marketing Management (IMM) South Africa • Association for Communication and Advertising (ACA) • Public Relations Institute of Southern Africa (PRISA) • Advertising Regulatory Board (ARB) • Brand South Africa • Or relevant These affiliations will be used to assess industry standing, professionalism, and compliance with marketing and communications standards.
3. Bidders are required to fully comply with the specification in paragraph 4 above. Failure to comply fully with the specification will lead to disqualification.	Fully completed pricing schedule for all requirements as per the specification.

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, resources & quality measures required to provide the goods / services, with little or no supporting evidence.	0

Bidders
who

comply with **mandatory requirements** will be evaluated on their reference letters and samples provided.

Bidders are required to submit reference letters upon or before the closing date and will be scored as follows

Evaluation Criteria		Weight (%)
Contactable Reference Letters from Government and Public Sector institutions from the last 5 years. Bidders must provide a minimum of five (5) contactable reference letters, exclusively from: - Provincial or national government departments - State-owned entities (SOEs) - Other public sector organizations (Municipalities) Each reference letter must include: - Scope of work undertaken - Duration and value of the project/contract - All bidders must submit 5 purchase orders along with their Proof of deliveries for work completed.	30%	No references or irrelevant letters = 0 points One (1) relevant reference = 1 point Two (2) relevant reference letters = 3 points Three (3) relevant reference letters = 5 points Four (4) relevant reference Letters = 4 points Five (5) relevant reference letters = 5 points

Only bidders who comply with **mandatory requirements** will be required to submit physical samples of the proposed items/services for inspection and assessment within two days. These samples will form part of the evaluation process and will be scored based on the following criteria:

Evaluation Criteria	Weight (%)
Material Quality	15%
Functionality / Fit	15%
Finish & Durability	15%
Aesthetic / Presentation	15%

Added Value / Innovation	10%
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Scoring Scale

Score	Performance Level
5	Excellent
4	Good
3	Acceptable
2	Minor reservations
1	Major Reservations
0	Unacceptable

Only bidders who score a minimum of 70 points on the evaluation of reference letters and samples will be evaluated on the next stage of price and specific goals.

Stage 5 Price and Specific Goals as Per PPR2022 The 80/20 Principle based on Price and special goals for the NLC.

The following formula 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:

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

A maximum of 20 points will be awarded to a bidder for the specific goals specified for the RFQ.

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Tenderer who have 100% black Ownership	8	8	Copies of ID's/3months CIPC Report from the closing date of the bid/ CSD Recent Report B-BBEE Certificate /
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 Sworn Affidavit
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership			
Tenderer who have 100% youth ownership	4	4	B-BBEE Certificate /
Tenderer who have 30% to 99% youth Ownership	2		
Tenderer who have less than 30% youth Ownership	0		
4. Procurement from Disabilities			
Tenderer who have 20% or more owners with disability	4	4	Letter from the Doctor Confirming
Tenderer who have less than 20% but more than 10% owners with disability	2		
Tenderer who have less than 10% owners with disability	0		disability and CSD report
Total points for specific goals		20	

Stage 5: Due Diligence

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

Stage 6: Contract and Award

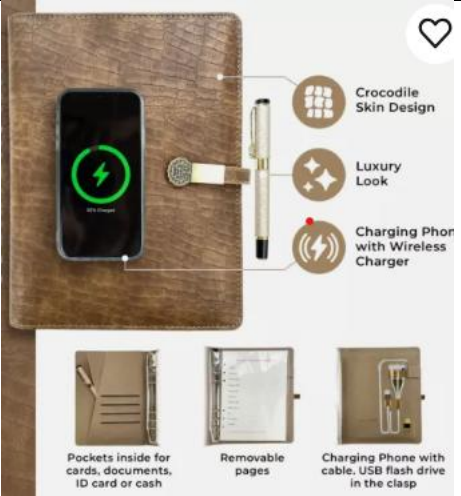
The stage is for negotiation after receipt of formal tenders and before the conclusion of contracts with suppliers/contractors submitting the lowest acceptable tender with a view to obtaining an



improvement in price, delivery, or content, in circumstances which do not put other tenderers at a disadvantage or affect adversely their confidence or trust in the competitive system. Bidders maybe requested to provide their best and final offers based on contract negotiations.

ANNEXURE A: PRICING SCHEDULE: DESIGN AND PRODUCTION OF MARKETING COLLATERALS

Description				
Design and Production of Marketing Collaterals				
Note: All items must be branded with NLC logo.				
The appointed service provider will be required to share design samples, and hand deliver branded samples for approval before production.				
No:	Name	Quantity	Description	Pictures
1.	Steel flask	370	- Engraved logo 17.5 (h) cm - stainless steel and PP 550ml - stainless steel outer wall with PP inner	
2.	Leather Notebook Colour: Black	100	- Branded with blind embossed NLC logo Visual PU faux soft leather waterproof. - Thick 100gsm undated lined 200 planner pages. Size 250 mm x 150 mm.	

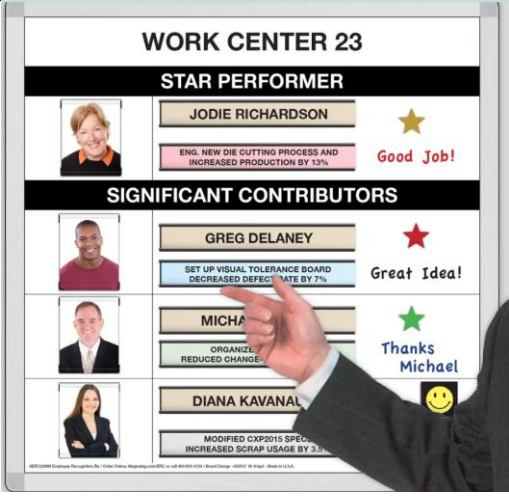
3.	Notebook with a power bank charger	50	• Branded with blind embossed NLC logo • Smart notebook with a power bank/wireless charger	
4.	Lanyards Colour- NLC BLUE	300	• Altitude Candy-stripe Dome Lanyard • Size: 90cm (l) x 0,5cm (w) • Digital dome sticker (NLC logo) • Material: polyester	
5.	Coasters with a stand	200 units	• Material: Bamboo • Size: 10cm (diameter) x 0.5cm (h) • Branding Options: Laser Engraving • 5 coasters per Stand • Yellow	

6.	Slazenger T-Shirts Colour- BLACK, RED AND BLUE	370	• Embroidered NLC logo • Slazenger branding OR GOOD QUALITY • Over Collar 2 Buttons • Fastening Placket • Short Sleeves • Lightweight Standard Fit • Washable at 40 Degrees	 
7.	Mouse pad	370	• Branded non-reflective hard surface • Product size: 21.5×17.5×0.2CM • Product weight: 20g	

8.	Pens	350	Ballpoint Pen 1mm Black Ink	
9.	Pens (Executives) Colour: Black, Blue and Gold	100	• Deli S19 pen • Black gel ink pen • Size: 0,5 mm	
10.	Gift bags	370	• Material: 100% Recycled Paper & 100gsm Kraft Paper • Size 18 x 10 x 23cm • Matte finish • 230g/m2 art card paper • Colourful Screen Print logo	

11.	Folders	350	• Size-A4 Kraft board file folder single pocket. Too thick and bigenough to hold heavy files/ documents.	 
12.	Blazers Unisex	15	• Embroidered with NLC logo • Colour: Black blazer • 100% Polyester fabric • Regular fit • 1 button 2 patch pockets Nickle buttons	
13.	Winter Jackets Unisex	15	• Brand: Alex Varga or similar quality • This jacket has 2 handy front pockets with zippers • It has a velcro closure on the cuffs	

			At the bottom of the jacket is a drawstring with cord stoppers It must be embroidered with NLC logo at the front	
14.	Woven Bags	150	Features: - Jute sack bag with robust cord grips and loop closure - Size: 1.00kg - En	
22.	Commissioner's Appreciation board	1	- Size: 2m x1m - Recognition and Awards - Magnetic Dry-Erase Whiteboard System N.B. Board will be Installed at NLC Head Office.	Examples: 

				
23.	Notebooks	370	- Material PU faux soft leather waterproof. - Floral engraving with NLC logo. - Thick 100gsm undated lined 200 planner pages. Size 250 mm x 150 mm. Graphic Panel - Full colour	
Note: All items must be branded with NLC logo and samples must be provided in digital samples for approval. NLC will provide content/ messaging. The appointed service provider will be required to share design samples, and hand deliver branded samples for approval before production.				

NAME OF COMPANY _____ SIGNATURE _____

DATE: _____

INVITATION TO BID (SBD 1) PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS							
BID NUMBER:		ISSU E DATE:		CLOSIN GDATE:		CLOSIN GTIME:	
DESCRIPTION							
BID RESPONSE MUST BE HAND DELIVERED TO 333 Grosvenor Street, Block D, Hatfield Gardens Hatfield, Pretoria, 0083							
BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACTPERSON	Supply Chain Management			CONTACT PERSON	Penelope Soyingwa		
TELEPHONENUMBER	012 432 1300			TELEPHONE NUMBER	012 432 1414		
FACSIMILENUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	quotation@nlcsa.org.za			E-MAIL ADDRESS	penelope@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 STATUS LEVEL 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]		
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**

- i.
- ii.
- iii.
- iv.

BIDDING

TAX COMPLIANCE REQUIREMENTS

BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

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.

APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

v. BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

vi. 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 maybe 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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

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

Tenderer who have 100% women Ownership	4	4	
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women Ownership	0		
3. Black 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