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NATIONAL LOTTERIES COMMISSION

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER STAKEHOLDER ENGAGEMENT AND EVENTS MANAGEMENT SERVICES FOR THE NATIONAL LOTTERIES COMMISSION ON AN AS-AND-WHEN-REQUIRED BASIS

BID PROCESS	BID REQUIREMENTS
Tender Number	**NLC2025-019**
Tender Description	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER STAKEHOLDER ENGAGEMENT AND EVENTS MANAGEMENT SERVICES FOR THE NATIONAL LOTTERIES COMMISSION ON AN AS-AND-WHEN-REQUIRED BASIS
Tender Issue Date	**2025/11/13**
Compulsory Briefing Session	**2025/11/28 @11:00**
Submissions	All submissions Must be addressed to Supply Chain Management, NLC Submission of proposals through (*online submission on e-tender*) Enquiries ONLY can be emailed to: penelope@nlcsa.org.za
Closing date and time	**2025/12/09 @11:00**
Place where bid is advertised	E-tender and NLC Website
Tender Validity Period	The validity period of the Proposals requested must be 120 days from the closing date.

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER STAKEHOLDER ENGAGEMENT AND EVENTS MANAGEMENT SERVICES FOR THE NATIONAL LOTTERIES COMMISSION ON AN AS-AND-WHEN-REQUIRED BASIS

SECTION 1: INTRODUCTION, BACKGROUND AND SCOPE OF REQUIREMENTS.

1. INTRODUCTION

1.1. The National Lotteries Commission mandate

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

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.

1.2. Stakeholder Engagement and Events Management Services

To support its strategic goals related to stakeholder relations, visibility, and public engagement, the NLC seeks to appoint a panel of suitably qualified and experienced service providers to deliver stakeholder engagement and events management services on an as-and-when-required basis over a three-year period. These services are critical in fostering collaborative relationships, enhancing transparency, and demonstrating the impact of the NLC's work.

2. BACKGROUND

The NLC plays a central role in regulating lotteries and distributing funding to non-profit and community-based organisations across the country. Over the years, the Commission

has implemented governance, operational, and communication reforms to better serve the public and its stakeholders.

Stakeholder engagement and events management have become important tools in supporting the NLC's transformation efforts, regulatory responsibilities, and impact storytelling. Effective stakeholder engagement ensures that beneficiaries, partners, and collaborators are informed, included, and involved in shaping the organisation's direction. Events, in turn, provide platforms for visibility, interaction, and showcasing the NLC's contributions to national development.

In alignment with its responsibilities under the Public Finance Management Act (PFMA) Section 51(1)(a), the NLC must ensure effective systems of engagement and outreach. Appointing a panel of experienced providers will ensure consistent, professional, and responsive support in the execution of stakeholder and event-driven activities.

3. OBJECTIVE

The primary objective of this Terms of Reference is to appoint a panel of suitably **QUALIFIED AND EXPERIENCED** (in the MARKETING AND COMMUNICATIONS INDUSTRY) service providers to render **MARKETING AND BRANDING** services to the National Lotteries Commission (NLC) on an as-and-when-required basis over a three-year period.

The specific objectives are to:

- Support the NLC in strengthening its brand identity and positioning across various platforms and stakeholder groups.
- Develop and implement integrated marketing and branding strategies that reflect the NLC's transformation progress and strategic direction.
- Ensure consistent, clear, and accurate messaging in support of the NLC's modernisation efforts, regulatory mandate, and grant-making functions.
- Provide professional design, production, and creative services that enhance the quality, appeal, and relevance of the NLC's communications and promotional materials.

- Assist in the development and rollout of internal and external campaigns that improve public awareness, stakeholder engagement, and media relations.
- Mitigate risks of misinformation and misaligned narratives by supporting proactive and coordinated brand communication initiatives.
- Provide rapid response branding and design support for time-sensitive projects and events.
- Maintain compliance with corporate identity standards and ensure alignment with governance and regulatory requirements.

4. SCOPE OF WORK AND DELIVERABLES

The panel of Marketing and Branding service providers will be required to render a full suite of stakeholder engagement and events services on an as-and-when-required basis. Services include but are not limited to:

4.1 Stakeholder Mapping and Engagement

- Conduct stakeholder analysis and profiling.
- Develop engagement strategies aligned with the NLC's Stakeholder Engagement Framework.
- Plan and implement stakeholder interaction plans using appropriate communication platforms and tools.
- Support relationship-building initiatives with key stakeholder groups.

4.2 Stakeholder Feedback and Perception Monitoring

- Implement stakeholder feedback mechanisms such as surveys and consultation sessions.
- Collect, analyse, and report on stakeholder insights and perceptions.
- Recommend actions based on feedback for improved engagement and communication.

4.3 Event Management and Coordination

- Conceptualise, plan, and execute events including conferences, workshops,

roundtables, launches, exhibitions, and roadshows.

- Provide full logistical support including venue sourcing, event branding, registration management, protocol, catering, and technical support.
- Manage on-site and virtual events, ensuring alignment with the NLC's communication objectives and branding standards.

4.4 Event Marketing and Promotion

- Develop event-specific communication plans and promotional content.
- Design and disseminate invitations, digital flyers, and social media posts.
- Promote events using owned, earned, and paid channels to maximise reach and attendance.

4.5 Post-Event Reporting and Analysis

- Compile detailed post-event reports including key outcomes, media coverage, attendance stats, lessons learned, and photo documentation.
- Provide strategic recommendations for future engagements.

4.6 Stakeholder Relationship Management

- Maintain a stakeholder database, including updated contact information, engagement history, and classification by interest or influence.
- Provide tools or platforms for tracking stakeholder interactions and maintaining long-term engagement.

5. REPORTING LINE

The appointed service providers will report to the **Manager: Stakeholder Management**, **Marketing and Communication (SMMC),** or their delegate in the SMMC Department of the NLC.

Responsibilities include:

- Submitting regular progress updates and activity reports.
- Participating in planning and review sessions.

- Ensuring all deliverables are completed within agreed timeframes and quality standards.
- Proactively addressing challenges and proposing mitigation plans.

6. DELIVERY AND COMPLIANCE

- Service providers must ensure that all services are delivered in line with NLC requirements, branding guidelines, and approved timeframes.
- High responsiveness, quality assurance, and stakeholder satisfaction are essential.
- The NLC reserves the right to request revisions or replacements for work that does not meet expectations or specifications.

7. RESOURCE AND HUMAN CAPACITY

The service provider must have:

- Adequate infrastructure, software, capital resources and systems to deliver stakeholder and event management services.
- An experienced Project Leader as the designated point of contact.
- A team of skilled professionals with experience in:
    - Stakeholder mapping and engagement
    - Events planning and coordination
    - Communications and media relations
    - Virtual / hybrid event technology
    - Reporting and evaluation

8. CONFIDENTIALITY AND COMPLIANCE

Service providers must comply with all applicable laws and regulations including the **Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA)** and NLC internal policies. Confidentiality of information must be strictly maintained throughout the term of engagement.

9. REPORTING REQUIREMENTS AND DURATION OF THE PROJECT

The duration of the contract is three (3) years which may be effective on the date of

appointment, the date of signing of a service level agreement (SLA), or as directed and at the discretion of the NLC." The successful bidder will be expected to commence work from the date of appointment until the last item has been delivered, as per the delivery dates to be communicated with the appointed bidder/s on an as and when required basis.

10. PANEL UTILISATION

10.1 Work or task orders must be monitored and distributed fairly and equitably among the panel members.

10.2 The allocation of work must be based on market-related rates/prices and may be on a rotation basis to ensure that all members of the panel are given an opportunity.

10.3 Work or task orders are placed against contracts with sufficient funds and time available for the completion of the supply/services.

10.4 Work or task orders are supported by a purchase order number confirming the order/commitment.

10.5 The program targets and objectives are monitored and tracked which must be supported by a list and proof of rotation and this report must be drawn every quarter to determine adherence.

10.6 The NLC reserves the rights to negotiate with the enlisted members of the panel the service cost fee / rates at inception and / or at any time during the life of the contract to standardise them across the panel. The NLC reserves the right to re-negotiate the prices if the market environment has changed to ensure prices stay on the market-related level.

11. VALIDITY PERIOD

11.1 The NLC requires a validity period of 120 days from the closing date of this RFP.

11.2 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.

12. COMPULSORY BRIEFING SESSION

28 NOVEMBER 2025 @11:00 – NLC OFFICE 333 GROSVENOR STREET, BLOCK D.

SECTION 2: NOTICE TO BIDDERS

1. TERMS AND CONDITIONS OF REQUEST FOR THE TENDER (RFP)

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

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

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

1.4 Late and incomplete submissions will not be accepted.

1.5 No services must be rendered, or goods delivered before an official Commission Purchase Order form has been received.

1.6 This RFP 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.

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

1.8 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.

2. GENERAL TERMS AND CONDITIONS

2.1 A bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of 120 days from the closing date of this RFP.

2.2 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.

2.3 The NLC reserves the right to amend, modify, withdraw or terminate this RFP 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.

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

2.5 Any attempt to alter the terms and conditions or the scope of work may result in the bid being considered nonresponsive.

2.6 Precedence of documents

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

2.6.2 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.

2.6.3 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.

2.7 News and press releases

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

2.8 Preferential procurement reform

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

2.9 National Industrial Participation Program

2.9.1 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").

2.10 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.

2.11 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.

2.12 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.

2.13 This RFP 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.

2.14 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 RFP.

2.15 No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. Failure to comply with this requirement may, within the sole discretion of the NLC, result in disqualification of the relevant entity.

2.16 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.

2.17 Any requirement set out in this RFP 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.

2.18 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.

2.19 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.

2.20 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.

2.21 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.

2.22 The NLC reserves the right to require a Bidder to provide a formal presentation of its RFP 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.

2.22 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.

2.23 All Bids must be formulated and submitted in accordance with the requirements of this RFP.

2.24 Bids received after the closing date and time as specified in this RFP shall be rejected.

2.25 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.

2.26 A Bidder or any party acting on behalf of a Bidder shall not make any announcement or press releases concerning this RFP or the awarding of any resulting agreement without the prior written consent of, and then only in co-ordination with, the NLC.

2.27 The assessment and award of the bid shall be conducted in accordance with applicable legislation.

2.28 Processing of Bidder's Personal Information

2.28.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFP 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.

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

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

2.28.3.1 NLC personnel participating in procurement/award procedures; and

2.28.3.2 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.

2.29 All Personal Information of the Bidder, including its employees, representatives, associates, and sub-contractors required under this RFP 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 RFP.

2.30 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.

2.31 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.

2.32 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 RFP between the closing date and the date of award of this bid

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

2.34 Bids shall be submitted in English.

2.35 In this RFP, the words “service provider” “supplier” will be used interchangeably to refer to the Bidder.

2.36 Rejection of all Bids/Proposals s and Disclaimer

2.36.1 The NLC reserves the right to reject all bids when deemed necessary. This is justified when there is lack of effective competition, or bids/Proposals are not substantially responsive.

3. CONFIDENTIALITY

3.1 Bids submitted for this Request for Proposals s will not be revealed to any other bidders and will be treated as contractually binding.

3.2 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/ Proposals s.

3.3 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 RFP and in accordance with any applicable law.

3.4 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.

4. COMMUNICATION

4.1 Specific queries relating to this RFP should be submitted bids@nlcsa.org.za and penelope@nlcsa.org.za before the closing date.

4.2 In the interest of fairness and transparency the Commission’s response to such a query may be made available to other bidders.

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

4.4 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.

5. SUPPLIER PERFORMANCE

5.1 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.

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

5.3 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.

5.4 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:

STAGE 1: RFP CLOSING DATE AND SUBMISSION INSTRUCTIONS AND FORMAT

1. RFP Closing Details

1.1 The deadline for Bid submission is **09 December 2025 @11:00** Standard South African Time bidders will be submitted via e-Tender portal. (no physical submissions will be accepted)

1.2 No late submissions will be accepted.

1.3 The onus is on the Bidder to ensure that all administrative and mandatory required documents are included in their submission.

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

2. BID FORMAT

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

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

2.3 The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic submission.

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

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

2.6 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

STAGE 2: ADMINISTRATIVE COMPLIANCE

1.1 All bid respondents must submit required documents that comply with all this RFP.

1.2 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 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 complete declaration of interest form (failure to declare honestly will lead to bidder being disqualified).	SBD 4.
3. Attending the formal briefing session is compulsory	Attendance register and signed Briefing session certificate

4, Bidders must demonstrate affiliation with relevant professional bodies in the South African stakeholder engagement and events industry. **Copies of Affiliation Valid Certificates acceptable for verification are:** • **SAACI**: *Southern African Association for the Conference Industry* • **PRISA: PRISA –** *Public Relations Institute of Southern Africa* • **MASA –** *Marketing Association of South Africa* • **SAEMA –** *South African Events Management Association* • **EXSA –** *Exhibition and Events Association of Southern Africa* • **CEPA –** *Council of Event Professionals Africa (under SACIA)* • **SACIA –** *Southern African Communications Industries Association* • **SA Events Council / SA** *Events Safety Council* • **ConfSA –** *Conference South Africa* • **ASEFSA –** *Association of Social Engagement Facilitators of Southern Africa*	**Bidders must be affiliated with at least one recognised South African professional bodies.**
4. COIDA certificate	The service provider must be registered with the Compensation Fund and provide a valid COIDA certificate or Letter of Good Standing.

STAGE 4 TECHNICAL PROPOSAL EVALUATION

Table 1: Rating Scale

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the Service Provider of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	**5**
Good	Satisfies the requirement with minor additional benefits. Above average demonstration by the Service Provider of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	**4**
Acceptable	Satisfies the requirement. Demonstration by the Service Provider of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	**3**
Minor Reservations	Does not meet 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	Does not meet 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**

1.1. Only bid proposals that meet the mandatory requirements will be evaluated on functionality criteria.

1.2. The bidder must score a minimum of 70%, during stage 4 to be recommended for appointment as panellists for the above-mentioned bid.

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

CELEBRATING 25 YEARS of NLC 1999-2024

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Info Centre: 086 00 65383
Web: www.nlcsa.org.za
National Lotteries Commission (NLC)
P.O Box 1556
Brooklyn Square 0083, Pretoria

EVALUATION CRITERIA	Scoring Matrix	% Weight
1. Company Experience and Capability		
1.1. Written Reference Letters		**40%**
Bidders must provide a minimum of **five (5)** reference letters from different state entities **(i.e., government departments, public entities, state-owned enterprises, or municipalities)** for stakeholder engagement and events management services as described in **Section 1** of this RFP, rendered within the past five (5) years from the closing of the bid. Multiple reference letters from one organisation will be regarded as one reference letter, regardless of the number of projects completed with that organisation. Reference Letter Requirements: **Each letter must:** • Be printed on the official letterhead of the respective state entity and public sector • Be signed and dated by an	• 5 valid reference letters with POE = **5 Points** • 4 valid reference letters with POE = **4 Points** • 3 valid reference letters with POE = **3 Points** • 2 valid reference letters with POE = **2 Points** • 1 valid and relevant reference letter with supporting POE = **1 Point** • No reference letters submitted = **0 Points**	

EVALUATION CRITERIA	Scoring Matrix	% Weight
authorised official • Clearly outline the services provided, specifically relating to Category 4 (Scope) of this RFP. **Supporting Evidence (POE):** The bidder must provide proof of execution for each reference letter submitted, demonstrating experience in stakeholder engagement and event management. Acceptable evidence includes: N.B. ALL REFERENCE LETTERS MUST BE ACCOMPANIED BY PURCHASE ORDER (PO) ❖ Copy of the official **Purchase Order (PO)** from the previous work done (compulsory) – **supported by one** or more **of the following:** • Links to video recordings or livestreams of stakeholder events, webinars, road shows, or conferences		

EVALUATION CRITERIA	Scoring Matrix	% Weight
• Photographic evidence from large-scale events, exhibitions, summits, or public activations involving stakeholders and VIPs • Samples of invitations, programmes, event branding collateral (e.g. banners, gazebos, delegate packs), or post-event reports • Summaries of implemented stakeholder perception surveys and feedback tools • Proof of stakeholder database management, communication tools, or engagement tracking reports • Event close-out report (Printed A4/A5 booklet for previous events conducted or held) ◆ **Multiple reference** letters from the same client will be regarded as one reference for evaluation purposes. ◆ Only references for similar stakeholder engagement and event management work completed **within the last five (5) years will be accepted.**		
1.2. Company Experience &		**20%**

EVALUATION CRITERIA	Scoring Matrix	% Weight
Capability		
The Bidder must demonstrate a minimum of five (5) years of experience in implementing and managing large-scale conferences / events (Minimum of 50 up to maximum 2500+ delegates including VIPs / VVIPs). Submit a detailed company profile with past projects, and areas of expertise.	• **5 Points** – 5 years of relevant experience • **4 Points** – 4 years of relevant experience • **3 Points** – 3 years of relevant experience • **2 Points** – 2 years of relevant experience • **1 Point** – 1 year of relevant experience • **0 Points** – Less than 1 year or no relevant experience provided	
2. Resource Capacity and Ability to Implement Bidder(s) are required to demonstrate that they have the necessary resources and relevant expertise to successfully undertake and complete stakeholder management and events management projects as outlined in the Terms of Reference. **AN ORGANOGRAM AND A SUMMARY OF THE TEAM MEMBERS ROLES, EXPERIENCE AND QUALIFICATIONS MUST BE INCLUDED *IN A MATRIX FORMAT.***		
2.1. Experience and Qualifications of Project Manager and Team Leader The Project Manager and Team Leader must have more than five (5) years of experience in managing and delivering large-scale stakeholder engagement programmes, perception surveys, and high-level events		**40%**

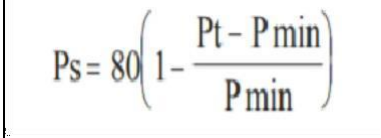
EVALUATION CRITERIA	Scoring Matrix	% Weight
involving VIPs and VVIPs, across public and private sectors. They must also possess relevant qualifications in stakeholder relations, events management, communications, public relations, project management, business management. *Bidders must propose a Project Manager and a Team Leader as part of the project team. The evaluation will consider both their qualifications and relevant work experience, scored as follows:*		
A. Experience of Project Manager The Project Manager must have a minimum of five **(5) years'** experience in leading and delivering large-scale stakeholder engagement programmes, perception surveys**, and high-level events involving VIPs and VVIPs** across both public and private sectors. They should hold a relevant qualification in Stakeholder Relations, Events Management, Communications, Public Relations, Project Management or Business Management. The abridged CV, accompanied by copies of (preferably certified) of qualifications verifiable with SAQA or any educational body, must detail specific experience in	**Project Manager** **Qualifications (0 – 5 points): 10%** • 5 points – bachelor's degree (NQF 7) • 4 points – National Diploma / Advanced Diploma (NQF 6) • 3 points – Higher Certificate (NQF 5) • 0 points – No qualification provided _____ **Experience (0 – 5 points): 10%** • 5 points – 5 years relevant project management experience • 4 points – 4 years of relevant experience • 3 points – 3 years of relevant experience	**20%**

EVALUATION CRITERIA	Scoring Matrix	% Weight
stakeholder engagement strategy development, event planning and management, stakeholder relationship building, Project Management, and crisis communication. At least three (3) contactable references must be included for verification.	• 2 points – 2 years of relevant experience • 1 point – 1 year of relevant experience • 0 points – Less than 1 year or no CV submitted	
B. Experience of a Team Leader The Team Leader must have a minimum of five **(5) years'** experience in supporting and executing stakeholder engagement strategies, high-level event planning, and managing stakeholder relationships. A relevant qualification in Stakeholder Relations, Events Management, Communications, Public Relations, Project Management. The abridged CV must be submitted with copies (preferably certified) of qualifications verifiable with SAQA or any educational body, and include at least three (3) contactable references for verification.	**Team Leader** **Qualifications (0 – 5 points): 10%** • **5 points** – bachelor's degree (NQF 7) • **4 points** – National Diploma / Advanced Diploma (NQF 6) • **3 points** – Higher Certificate (NQF 5) • **0 points** – No qualification provided --- **Experience (0 – 5 points): 10%** • 5 points – 5 years of relevant team leadership experience	**20%**

EVALUATION CRITERIA	Scoring Matrix	% Weight
	• 4 points – 4 years of relevant experience • 3 points – 3 years of relevant experience • 2 points – 2 years of relevant experience • 1 point – 1 year of relevant experience • 0 points – Less than 1 year or no CV submitted	
Total:		**100%**

Total Weighting:	
Minimum qualifying score required:	70

STAGE 5: EVALUATION OF PRICE AND SPECIFIC GOALS

Evaluation Criteria	Final Weighted Scores
Price The following formula will be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:  *Where:* *Ps = Score for the Bid under consideration Pt = Price of Bid under consideration Pmin = Price of lowest acceptable Bid*	80

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

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

DESCRIPTION	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
1. Procurement from entities who are black Owned		**8**	Copies of ID's/3 Report from closing date of the bid/ CSD Recent Report
Tenderer who has 100% black Ownership	8		
Tenderer who has 51% to 99% black	4		
Tenderer who has less than 51% black ownership	0		
2. Procurement from entities who are Owned		**4**	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 100% women ownership	4		
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30% ownership	0		

3. Procurement from Black Youth Ownership		**4**	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 100% youth ownership	4		
Tenderer who has 30% to 99% ownership	2		
Tenderer who has less than 30% youth	0		
4.Procurement from Disabilities Owned			
Tenderer who has 20% or more owners with disability	4	**4**	Letter from the Doctor disability and CSD report
Tenderer who has less than 20% but more than 10% owners with disability	2		
Tenderer who has less than 10% owners with disability	0		

INVITATION TO BID (SBD 1) PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS							
BID NUMBER:		ISSUE DATE:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION	**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER STAKEHOLDER ENGAGEMENT AND EVENTS MANAGEMENT SERVICES FOR THE NATIONAL LOTTERIES COMMISSION ON AN AS-AND-WHEN-REQUIRED BASIS**						

BID RESPONSE MUST BE SUBMITTED VIA THE BELOW ADDRESS
e-Tender portal (online submission)

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Supply Chain Management**	CONTACT PERSON	**Penelope Soyingwa**
TELEPHONE NUMBER	**012 432 1300**	TELEPHONE NUMBER	**012 432 1414**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	Proposals @nlcsa.org.za	E-MAIL ADDRESS	penelope@nlcsa.org.za

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE			NUMBER	
CELL PHONE NUMBER					
FACSIMILE NUMBER	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 BESUBMITTED 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 FOREIGNBASED SUPPLIER FOR THE GOODS ☐ /SERVICES /WORKS OFFERED?	Yes ☐ No ☐ [IF YES, ANSWER QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS		
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES ☐	NO ☐
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES ☐	NO ☐
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES ☐	NO ☐
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES ☐	NO ☐
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION	YES ☐	NO ☐
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FORA TAX COMPLIANCE STATUS SYSTEM PINCODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.		

PART B

i.

ii.

TERMS AND CONDITIONS FOR 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 ANDTAX STATUS. APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THESARS 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 SUPPLIERDATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDERTHE 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 interestin the enterprise, in table below.

Full Name	**Identity Number**	**Name of State institution**

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

YES/NO

2.1.2 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 isfound 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 deliveryparticulars 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, disclosedby 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 institutionin relation to this procurement process prior to and during the bidding processexcept to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specificationsor 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, bidsthat 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 CorruptActivities Act No 12 of 2004 or any other applicable legislation.

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

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

…… ……

Signature Date

…… ……

Position Name of bidder

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

SBD 6.1

SECTION 6: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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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 Proposals s, 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:

Tel: +27(12)432 1300
Info Centre: 086 00 65383
Web: www.nlcsa.org.za
National Lotteries Commission (NLC)
P.O Box 1556
Brooklyn Square 0083, Pretoria

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

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 thistender the tenderer will be allocated points based on the goals stated in table 1 below as may besupported 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 the80/20 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			
Tenderer who have 20% or more owners with disability	4	**4**	
Tenderer who have less than 20% but more than10% 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 indicatedin 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 thesatisfaction 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 theconditions 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 resultof 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 PERSONALINFORMATION 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 goodsand 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 limitedto—

3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic orsocial 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