



NATIONAL LOTTERIES COMMISSION

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDER HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION HEAD OFFICE FOR A PERIOD OF TWELVE (12) MONTHS

BID PROCESS	BID REQUIREMENTS
Bid Reference Number	RFP/2023-027
Bid Advertisement Date	27/03/2022
Bid Closing Date and Time	04/04/2023 @11:00 (South African Standard Time)
Bid Validity Period	120 business working days <i>from the closing date</i>
Bid Submission Instruction	The original bid document must be submitted at the below address via USB for the attention of Penelope Soyingwa The Senior Manager: Supply Chain & Facilities National Lotteries Commission 333 Grosvenor Street Hatfield Gardens Pretoria 0183 012 432 1300

INTRODUCTION AND FUNCTION OF THE NATIONAL LOTTERIES COMMISSION

The National Lotteries Commission (The Commission) 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 Commission 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.

1. BACKGROUND

In accordance with the provision of Occupational Health and Safety Act (no:85 of 1993), all National and Provincial government Departments are obliged to provide a clean, healthy, hygienic, and safe working environment

The National Lotteries Commission intends to appoint the service provider to render hygiene services, fumigation/pest control for its head office at 333 Grosvenor Street, Hatfield.

In line with the requirements of the Public Finance Management Act (PFMA) No. 1 of 1999, as amended and Treasury Regulations, the NLC invites suitably qualified and experienced service provider to render cleaning services, hygiene services, fumigation/pest control for its head office at 333 Grosvenor Street, Hatfield.

2. PURPOSE OF THE TERMS OF REFERENCE

The purpose of the terms of (TOR) is to appoint an experienced service provider for the provision of hygiene services for the NLC Head Office for a period of twelve (12) months. The NLC prides itself in ensuring compliance with various legislations of the country. The appointed professional service provider will provide the NLC with hygiene services and ensure that the building is compliant to regulations governing hygiene and cleaning services sector, enabling the NLC to focus on its core business functions.

3. SCOPE OF WORK AND DELIVERABLES

3.1. Fumigation/Pest control

- Fumigate the office with the chemicals that are harmless to humans, and as and when requested by NLC.
- Ad hoc fumigation with relevant paste or pesticides as and when required.

3.2. Supply, installation, and maintenance of dispensers.

Supply, installation, and maintenance of equipment (Lease contract)

- Supply and installation of 30 stainless steel range liquid gel seat wipes dispensers.
- Supply and installation of 30 stainless steel range automated air freshener dispenser
- Supply of 18 x 20 litre stainless steel range pedal operated feminine hygiene disposal bins.
- Supply and installation of 18 stainless steel range feminine hygiene disposal bag dispenser.
- Supply and installation of 30 stainless steel range 3 tier toilet roll dispensers in all toilet cubicles.
- Supply and installation of 18 stainless steel range hand sanitiser dispensers for bathrooms
- Supply and installation of 18 stainless steel range soap/foam dispensers for bathrooms
- Supply and installation of 18 stainless steel range hand lotion dispensers for the bathrooms.
- Supply and installation of 18 stainless steel range bathroom hand towel dispensers.
- Supply and installation of 18 stainless steel range wall wastepaper disposal bins for bathrooms.
- Supply and installation of 18 stainless steel range condom dispensers.
- Supply and installation of 8 stainless steel range kitchen hand towel dispensers.
- Supply and installation of 8 stainless steel range hand sanitiser dispensers for the kitchens.
- Supply and installation of 8 stainless steel range soap/ foam dispensers for the kitchens.
- Supply and installation of 8 stainless steel range dishwasher soap dispensers for the kitchens.

Dispensers should be placed in the bathrooms and kitchens as follows:

<u>333 GROSVENOR STREET (HATFIELD)</u>			
<u>AREA</u>	<u>FEMALE BATHROOMS</u>	<u>MALE BATHROOMS</u>	<u>INCAPACITATED BATHROOMS</u>
<u>GROUND FLOOR</u>	4 toilets 3 basins 4 pedal operated feminine hygiene disposal bins 4 feminine hygiene disposal bag dispensers 2 hand soap dispensers 2 hand lotion dispensers 2 hand sanitizer dispensers 2 hand towel dispensers 4 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll dispenser 2 wall wastepaper disposal bins 2 condom dispensers	3 toilets 4 basins 3 urinals 2 hand soap dispensers 2 hand lotion dispensers 2 hand sanitizer dispensers 2 hand towel dispensers 4 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll dispenser 2 wall wastepaper disposal bins 2 condom dispensers	1 toilet 1 basin 1 sanitary bin 1 hygiene bag dispenser 1 hand soap dispenser 1 hand lotion dispenser 1 hand sanitizer dispenser 1 hand towel dispenser 1 seat wipes dispenser 1 air freshener dispenser 1 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bin 1 condom dispenser

<u>FIRST FLOOR</u>	4 toilets 3 basins 4 pedal operated feminine hygiene disposal bins 4 feminine hygiene disposal bag dispensers 2 hand soap dispensers 2 hand lotion dispensers 2 hand sanitizer dispensers 2 hand towel dispensers 4 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll dispenser 2 wall wastepaper disposal bins 2 condom dispensers	3 toilets 4 basins 3 urinals 2 hand soap dispensers 2 hand lotion dispensers 2 hand sanitizer dispensers 2 hand towel dispensers 4 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll dispenser 2 wall wastepaper disposal bins 2 condom dispensers	1 toilet 1 basin 1 sanitary bin 1 hygiene bag dispenser 1 hand soap dispenser 1 hand lotion dispenser 1 hand sanitizer dispenser 1 hand towel dispenser 1 seat wipes dispenser 1 air freshener dispenser 1 x 3 tier toilet roll dispenser 1 wall wastepaper disposal bin 1 condom dispenser
<u>SECOND FLOOR</u>	4 toilets 3 basins 4 pedal operated feminine hygiene disposal bins 4 feminine hygiene disposal bag dispensers 2 hand soap dispensers 2 hand lotion dispensers 2 hand sanitizer dispensers 2 hand towel dispensers 4 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll dispenser 2 wall wastepaper disposal bins 2 condom dispensers	3 toilets 4 basins 3 urinals 2 hand soap dispensers 2 hand lotion dispensers 2 hand sanitizer dispensers 2 hand towel dispensers 4 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll dispenser 2 wall wastepaper disposal bins 2 condom dispensers	
<u>THIRD FLOOR</u>	4 toilets 3 basins 4 pedal operated feminine hygiene disposal bins 4 feminine hygiene disposal bag dispensers 2 hand soap dispensers 2 hand lotion dispensers 2 hand sanitizer dispensers 2 hand towel dispensers 4 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll dispenser 2 wall wastepaper disposal bins 2 condom dispensers	3 toilets 4 basins 3 urinals 2 hand soap dispensers 2 hand lotion dispensers 2 hand sanitizer dispensers 2 hand towel dispensers 4 seat wipes dispensers 4 air freshener dispensers 4 x 3 tier toilet roll dispenser 2 wall wastepaper disposal bins 2 condom dispensers	

<u>KITCHENS</u>	
<u>GROUND FLOOR</u>	
Equipment	Quantity

Dishwasher soap dispenser	2
Hand foam/soap dispenser	2
Kitchen hand towel dispenser	2
Hand sanitizer dispenser	2
<u>FIRST FLOOR</u>	
Dishwasher soap dispenser	2
Hand foam/soap dispenser	2
Kitchen hand towel dispenser	2
Hand sanitizer dispenser	2
<u>SECOND FLOOR</u>	
Dishwasher soap dispenser	2
Hand foam/soap dispenser	2
Kitchen hand towel dispenser	2
Hand sanitizer dispenser	2
<u>THIRD FLOOR</u>	
Dishwasher soap dispenser	2
Hand foam/soap dispenser	2
Kitchen hand towel dispenser	2
Hand sanitizer dispenser	2

3.3. Supply and delivery of consumables

The successful service provider will be expected to supply consumables monthly for staff complement approximately \pm two hundred and fifty (250) staff complement as follows:

Description	Quantities of equipment
3.3.1 Replenish hand paper roller towel for kitchens and bathrooms	26
3.3.2 Replenish hand liquid / foam soap.	26
3.3.3 Replenish dishwasher soap for kitchens	8
3.3.4 Replenish hand lotion dispensers.	18
3.3.5 Replenish liquid antibacterial gel for seat wipes dispenser	30
3.3.6 Replenish air fresheners for dispensers twice a month and replacement of batteries as and when required.	30
3.3.7 Replenish double ply first grade biodegradable toilet paper.	\pm 250 staff compliments
3.3.8 Collection of feminine hygiene disposal bins and replenish waste liners with antimicrobial protection once a week.	18
3.3.9 Replenish feminine hygiene disposal bag	18
3.3.10 Replenish wall wastepaper bin liners.	18
3.3.11 Supply anti-urinal mats – gradual fragrance release 30+ days.	12
3.3.12 Supply 100 litres of 70% alcohol-based sanitizer once a month.	26

3.4. Monthly Servicing of Hygiene Equipment

- Monthly repair, replacement and replenishing of hygiene equipment's.
- Replacement of batteries in hygiene equipment.
- Repair and/or replace of broken hygiene equipment's.

3.5. Deep cleaning

- Deep cleaning with hot steam and harmless chemical to remove stains for 30 bowls, 30 basins, 12 urinals and 8 kitchen sinks on quarterly basis.
- Deep cleaning of carpet every six months which will be arranged on weekend.
- Fabric furniture wash every six months for approximately 30 chairs/couches and 55 bar stools.
- Deep cleaning of all floors and carpeted areas in cases of flooding as per area of the office.
- Once off deep cleaning of tiled areas as per area of the office.

4. DELIVERABLES

- The service provider must ensure that the office is continuously healthy and hygienic to enable a conducive working environment as per the OHS act.
- The service provider must provide sufficient equipment and dispensers to enable smooth running of cleaning services.
- The service provider must continuously sufficient consumables and cleaning materials as required.
- The service provider must ensure that enough supplies are kept in the storage provided as a backup in case of sudden shortage thereof.
- The service provider must develop and monitor a schedule for fumigation, carpet cleaning and deep cleaning.
- The service provider must ensure that the deployed staff is always representable and identifiable

5. REPORTING REQUIREMENTS

- The service provider will report to the Facilities Management Department.
- The service provider will convene monthly meetings with the Facilities Management Section or his/her delegate
- Submit a monthly comprehensive report on all activities.

6. DURATION OF THE PROJECT

The expected duration of the contract is twelve (12) months after the signing of the service level agreement (SLA).

7. ROLES AND RESPONSIBILITY

- NLC will provide support all reasonable requests of the service provider to enable the service provider to perform its duties in terms of the contract.
- NLC will provide a storage facility.

8. CONFIDENTIALITY OF INFORMATION

- Any patents or copyright developed from this project will belong to the NLC.
- The service provider will sign a confidentiality agreement regarding the protection of NLC information that is not in the public domain.

9. VALIDITY PERIOD

- The bid documents submitted will be held and considered valid for a period of 150 days after the closing date.
- Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions, if the internal evaluation process are not finalized within the validity period.

10. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

- Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.
- The NLC may not award business to a bidder who has failed to register on the CSD.
- Only foreign suppliers with no local registered entity need not register on the CSD.
- The CSD can be accessed at <https://secure.csd.gov.za/>

11. CONFIDENTIALITY

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

12. PRICES

- All services' pricing should be inclusive of all taxes etc. and payment shall be made in South African Rand.
- Bidders are required to use the pricing schedule available as "Annexure 1" for the prices.

13. COMMUNICATION

- Specific queries relating to this bid should be submitted hand delivered to the NLC Head Office before the closing date.
- In the interest of fairness and transparency the NLC's response to such a query may be made available to other bidders.

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

SECTION: EVALUATION CRITERIA

The NLC will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA) and the Preferential Procurement Regulation of 2022 using the four (4) phases outlined below: -

Stage 1: Administrative and Mandatory Compliance

1.1 Administrative Compliance

Bidders are required to submit the required documents for administrative compliance.

The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document
1. Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorized person. Bid must be neatly packed and indexed.	Bid Proposal; Standard Bidding Document (SBD 1, 3.1, & 6.4) Forms & Pricing Schedule
2. Signed consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPIA) (Consent Forms Attached to the Bid as part of the SBDs).	Signed POPIA Consent Form
3. Submission of electronic bid document in a form of universal serial bus (USB) will be accepted. Due to COVID 19, no hand delivery of physical documents will be accepted. Only electronic bid document submitted on/or before the closing date and time will be submitted	USB only (in an envelope clearly marked with contact details and company name)
4. Company registration certificate	Certified CK certificate
5. Compile list of company directors with Name, Surnames and ID numbers (not shareholder certificate)	Annexure
6. Whether the Bid proposal was submitted on time	Tender Submission Register (sign)

1.1 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.

EvaluationCriteria	Supporting Document
<ul style="list-style-type: none"> • Latest CSD Registration with a Compliant Tax Compliant Status (not older than 7 days) 	CSD Report
<ul style="list-style-type: none"> • Standard Bidding Documents (SBD 4) Declaration of Interest and (SBD 6.2) Local Production and Content (annexure C, D,E) 	Fully Completed Standard Bidding Documents
<ul style="list-style-type: none"> • Proof of a valid affiliation with the credited cleaning services bodies or association, Cleaning Association of South Africa (CASA) for the company. 	Original or Certified Copy
<ul style="list-style-type: none"> • Proof of valid membership of National Contract Cleaners Association (NCCA) provided. 	Original or Certified Copy
<ul style="list-style-type: none"> • Proof of valid membership of South African Pest Control Association (SAPCA) provided. 	Original or Certified Copy
<ul style="list-style-type: none"> • Valid Compensation for Occupational Injuries and Diseases Act, No.130 of 1993 (COIDA) letter of Good Standing 	Original or Certified Copy
<ul style="list-style-type: none"> • Proof of waste hazard transportation certificate for the company. 	Original or Certified Copy

Local Production and Content (SBD 6.2)

Bidders are hereby notified that the minimum threshold for local production and content for steel construction materials are tabulated below. Bidders are to identify components relevant for the scope of work bidding for: -

Steel Construction Materials	Components	Local Content Threshold
Steel	<u>Steel</u>	100%
Fasteners	Bolts, nuts, rivets and nails	100%

- Bidders are further notified that bids in respect of steel and components for construction must contain a specific bidding condition which states that:
- Only locally produced or locally manufactured steel products and components for construction with a stipulated minimum threshold for local production and content will be considered.
- If the quantity of steel products and components for construction required cannot be wholly sourced from South African (SA) based manufacturers and/or at the designated local content threshold stipulated in the above table at any time,

bidders and the procuring entities should obtain a written exemption from the DTI. The DTI, in consultation with the procuring organ of state and the local industry, will consider the exemption applications on a case-by-case basis.

- Bidders must clearly indicate in their bids the quantities to be supplied and the level of local content for each product.
- The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of bid; and only the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 must be used to calculate local content.

Stage 2:

2.1 Technical evaluation

The following rating scale will be used to evaluate bid proposals:

Table 1: Rating Scale

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the bidder 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 bidder 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 bidder 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 bidder's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting	1

	evidence.	
Unacceptable	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	0

Only bidders that have met the mandatory pre-qualification criteria will be evaluated on the functionality of their proposals considering the below aspects of the bid proposal during the evaluation stage. Bidders who score a minimum of 70 points or more will be considered for the next phase 3 of the evaluation process (Price and special goals).

Category & Criteria Description	Weightings (%)	Scoring Matrix(0 to 5)
1. Company Experience and Expertise	50%	
<p>Reference Letters</p> <p>Provide five (5) written reference letters for previously performed hygiene services from contactable previous or existing / recent clients within the past five (5) years from the date of closing of the bid.</p> <p>Reference should be presented in a form of a written letter on an official letterhead from clients where similar services (cleaning service, hygiene services and pest control/fumigation) have been provided, the date on the letters must not be older than five (5) years from the date of closing the bid and must be signed and be dated.</p> <p>Letters must include the company name, contact name, address, phone number, duration of contract, value of the contract, a brief description of the services that you provided.</p> <p>Letters from the same client will be regarded as</p>	15%	<ul style="list-style-type: none"> - Irrelevant or No reference letters = 0 - 1 reference letter for Hygiene and Fumigation services = 1 - 2 reference letters for Hygiene and Fumigation services = 2 - 3 reference letters for Hygiene and Fumigation services = 3 - 4 reference letters for Hygiene and Fumigation services = 4 - 5 reference letters for Hygiene and Fumigation services = 5

<p>one (1) letter.</p> <p>(Appointment letters and purchase orders will not be considered and no points will be allocated.</p>		
<p>Company Experience & Organogram (Including Bidders' Profile)</p> <p>A minimum of 5 years' operational experience of the bidder in providing Cleaning, Hygiene and Pest Control/Fumigation services. <i>The year of registration of the company will not automatically be interpreted as experience.</i> Practical experience in rendering hygiene services must be supported by experience, scope of work, start and end date (project period), value of the tender and company names or clients that a company have served. Information will be subject to verification</p>	<p>15%</p>	<ul style="list-style-type: none"> - No information provided = 0 - Company profile with relevant company experience in Hygiene and Fumigation Services for a minimum period of 5 years or more = 5 - Company profile with relevant company experience in Hygiene and Fumigation Services for 4 - 5 years = 4 - Company profile with relevant company Experience in Hygiene and Fumigation Services for 3 – 4 years = 3 - Company profile with relevant company experience in Hygiene and Fumigation Services for a minimum period of 2 - 3 years = 2 - Company profile with relevant company experience in Hygiene and Fumigation Services for 1 – 2 years = 1
<p>Capacity and ability to deliver effective hygiene services</p> <p>CV demonstrating experience of the Account Manager – overseeing the whole account operations. (Copies of all certificates must be certified).</p>	<p>20%</p>	<p>Relevant qualification and CV of the Director/Manager /Site Manager/Key Accounts Manager</p> <p>Sub - Weight-10</p>

Educational qualifications and professional registration of allocated key personnel (3 key personnel) for the project under consideration. For each key personnel allocated to the project, the bidders shall submit the following: Curriculum Vitae together with certified proof of qualifications and professional registration.		Category	Degree ,,CV, and memb ership certific ate	Diploma ,CV and member ship certificat e	Minimum 1 year Certifi cate,C V and memb ership certific ate	No Informatio n
		Director/Manager / Site Manager/Key Account Manager	5	4	2	0
		<p>Experience of the Key Personnel (3 key personnel) : Sub - Weight - 10</p> <p>No relevant experience to the project = 0</p> <p>Relevant average of experience of the Key Personnel between 1-2 years = 1</p> <p>Relevant average of experience of the Key Personnel between 2-4 years = 2</p> <p>Relevant average of experience of the Key Personnel between 4-5 years = 3</p> <p>Relevant average of experience of the Key Personnel between 5-6 years = 4</p> <p>Relevant average of experience of the Key Personnel experience above 6 years and above = 5</p>				

3. Project Plan and Methodology	30%	-
(i) Detailed daily duties with time frames with order of preference.		Detailed project plan with all relevant daily, weekly, monthly, quarterly and six-monthly duties. Detailed contingency proposals.

<p>(ii) Detailed weekly, monthly, quarterly and six-monthly duties.</p> <p>(iii) Detailed replenishment frequency of consumables.</p> <p>(iv) The monitoring and assessment of cleaning services checklists.</p> <p>(v) The contingency proposals in cases of unusual circumstances.</p>		<p>checklists monitoring and assessment. Detailed replenishment frequency. Proposal/s to improve project plan regularly =5</p> <ul style="list-style-type: none"> • Detailed project plan with all relevant daily, weekly, monthly, quarterly and six-monthly duties. Detailed contingency proposals. Checklists monitoring and assessment. Replenishment frequency = 4 • Adequate project plan with relevant daily, weekly, monthly, quarterly and six-monthly duties. Adequate contingency proposals. Checklists monitoring and assessment Replenishment frequency = 3 • Generic Project plan with adequate daily, weekly, monthly, quarterly six-monthly duties. Contingency proposal/s, Consumables replenishment = 2 • No Project plan OR Inadequate daily, weekly, monthly, quarterly six-monthly duties = 0
<p>4. Health and Safety Plan</p>	<p>20%</p>	
<p>The service provider shall provide a Health and Safety plan in line with the Occupational Health and Safety Act (OHSA) compliance in the office working environment.</p> <p>(ii) The Health and Safety plan must indicate the induction procedures.</p>		<p>Detailed Health and Safety align to the project for office working environment in compliance with the provision of OHSA and the detailed induction procedures = 5 points.</p> <ul style="list-style-type: none"> • The adequate Health and Safety align to the project for office working environment in compliance with the provision of OHSA and the induction procedures = 3 points. • Neither Health and safety plan, nor inadequate Health and Safety nor align to the project for office working environment = 1 points.
<p>Total Weighting:</p>	<p>100</p>	
<p>MINIMUM QUALIFYING SCORE</p>	<p>70</p>	

Bidders who score a minimum of 70% on functionality will be evaluated further on their price proposal using the price and special goals: -

8.3 Phase 3: The 80/20 Principle based on Price and special goals.

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

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

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

8.3.2 A maximum of 20 points to be awarded to a tenderer for the specific goal specified for the tender as follows:

8.4.2 The evaluation of specific goal will include the following:

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
91% - 100%	8	8	Copies of ID's/ 3 months CIPC Report / CSD Recent Report
81% - 90%	7		
71% - 80%	6		
61% - 70%	5		
51% - 60%	4		
41% - 50%	3		
0% - 40%	0		
2. SMME's and B-BBEE Status Level of Contributor		8	B-BBEE Certificate / B-BBEE Sworn Affidavit
Level 1 - EME /QSE	8		
Level 2 - EME /QSE	7		
Level 1 - Generic / Level 3 EME / QSE	6		
Level 2 - Generic / Level 4 EME / QSE	5		
Level 3 - Generic / Level 5 EME / QSE	4		
Level 4 - 5 Generic / Level 6 EME / QSE	3		
Level 6 - 8 Generic and Non – Compliant / Level 7 - 8 EME / QSE and Non – Compliant	0		
3. Youth Ownership		4	Copies of ID's/

			3 months CIPC Report / CSD Recent Report
81% - 100%	4		
71% - 90%	3		
61% - 80%	2		
51% - 70%	1		
0% - 50%	0		

Stage 5: Due Diligence

The NLC reserves the right to undertake a due diligence exercise on the preferred bidder/s as part of a material risk evaluation aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and will include, but need not be limited to, all or any combination of the following:

- a) Physical inspection of the bidder's offices,
- b) Verification of accuracy, correctness and authenticity of information provided;
- c) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;
- d) Inquiry and reference checking with National Treasury Restricted Suppliers;
- e) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; and
- f) Financial Stability Assessments

4. CONTRACT 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 may be requested to provide their best and final offers based on contract negotiations.

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)							
BID NUMBER:	RFP/2023-027	CLOSING DATE:	27 March 2023	CLOSING DATE:	04 April 2023	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDER HYGIENE SERVICES FOR THE NATIONAL LOTTERIES COMMISSION HEAD OFFICE FOR A PERIOD OF TWELVE (12) MONTHS						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
National Lotteries Commission							
Block D, Hatfield Gardens							
333 Grosvenor Street							
Hatfield							
Pretoria							
0083							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Sereko Mosala			CONTACT PERSON			
TELEPHONE NUMBER	012 432 1414			TELEPHONE NUMBER			
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	penelope@nlcsa.org.za			E-MAIL ADDRESS			
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE				NUMBER		
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE				NUMBER		
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:			OR	CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> 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]							

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
--	--	---	---

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 2.3 BELOW.

**PART B
 TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
 (Proof of authority must be submitted e.g. company resolution)

DATE:



BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder’s declaration

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

2.1.1 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

2.2 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 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
...
.....
...

2.3 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**

2.3.1 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,



NATIONAL LOTTERIES COMMISSION

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disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

-
- 3.5 2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
- 3.6 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.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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



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THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



SBD4



SBD4



SBD4



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

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

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

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 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.
- 1.2 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.
- 1.3 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

- 1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of

this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.5 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

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:

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 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 both 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 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.)

The specific goals allocated points in terms of this tender for black ownership of the entity	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Procurement from entities who are at least 51 % black owned	10	
procurement from women owned entities with (at least 51% black ownership)	6	
EME of QSE who level 3 is or better	4	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. 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]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as 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 *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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



SCM: **CONSENT** **REQUEST FORM**

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

TO: _____

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

PART A

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

PART B

I, _____ (full names), duly authorized, hereby:
Consent to the processing of my/our personal information for the application of procurement of goods and services, in line with the NLC supply chain management policy, in terms of section 11(1)(a) of POPIA.

SPECIFY GOODS AND SERVICES (Edit/Click on services not required):

- Product Information
- Product Updates
- Industry Newsletters
- Price Changes

Method of Communication will be via: Email/Postal

- Give my consent.

By Ticking the next box, I am aware that I am Digitally Signing this Consent request Form:

Full Name:

Date:

WITHDRAWAL OF CONSENT ONCE GIVEN

You may withdraw your consent at any time.

Write or email us at the address above, advising us of your consent withdrawal



SBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the National Lotteries Commission (NLC) approved technical specification number **RFP/2023-027**(Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two-stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the NLC approved technical specification number **RFP/2023-027** as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The NLC approved technical specification number RFP/2023-027 is accessible on <http://www.nlcsa.org.za>. at no cost.

- 1.6 A bid may be disqualified if –
- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
 - (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by

the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of RFP/2023-027 for this bid is/are as follows:

Description of services, works or goods Stipulated minimum threshold.

<u>Steel</u>	100%	100%
Bolts, nuts, rivets and nails	100%	100%

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of (RFP/2023-027):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF NLC RFP/2023-027)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
.....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned,(full names),
do hereby declare, in my capacity as

of(name of bidder entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of **RFP/2023-027**; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of **RFP/2023-027**, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
------------------------------	---

Imported content (x), as calculated in terms of RFP/2023-027	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of RFP/2023-027	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of RFP/2023-027, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of **RFP/2023-027**

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in **RFP/2023-027** may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1_

DATE: _____

WITNESS No. 2

DATE:

Annex C

Local Content Declaration - Summary Schedule

(C1) **Tender No.**
 (C2) **Tender description:**
 (C3) **Designated product(s)**
 (C4) **Tender Authority:**
 (C5) **Tendering Entity name:**
 (C6) **Tender Exchange Rate:**
 (C7) **Specified local content %**

Note: VAT to be excluded from all calculations

Pula EU GBP

Calculation of local content							
Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)

Tender summary			
Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C16)	(C17)	(C18)	(C19)

Signature of tenderer from Annex B

Date: _____

(C20) Total tender value	R 0
(C21) Total Exempt imported content	R 0
(C22) Total Tender value net of exempt imported content	R 0
(C23) Total Imported content	R 0
(C24) Total local content	R 0
(C25) Average local content % of tender	

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1) Tender No. _____
 (D2) Tender description: _____
 (D3) Designated Products: _____
 (D4) Tender Authority: _____
 (D5) Tendering Entity name: _____
 (D6) Tender Exchange Rate: _____

Note: VAT to be excluded from all calculations

EU R 9.00 GBP R 12.00

A. Exempted imported content

Calculation of imported content										Summary	
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value										R 0	

This total must correspond with Annex C - C 21

B. Imported directly by the Tenderer

Calculation of imported content										Summary	
Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)
(D32) Total imported value by tenderer										R 0	

C. Imported by a 3rd party and supplied to the Tenderer

Calculation of imported content										Summary	
Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
(D45) Total imported value by 3rd party										R 0	

D. Other foreign currency payments

Calculation of foreign currency payments					Summary of payments
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)
(D52) Total of foreign currency payments declared by tenderer and/or 3rd party					

Signature of tenderer from Annex B _____

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above R 0

Date: _____

This total must correspond with Annex C - C 23

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
	(E9) Total local products (Goods, Services and Works)		R 0

(E10) **Manpower costs** (Tenderer's manpower cost) R 0

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.) R 0

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.) R 0

(E13) Total local content R 0

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____

Annex C

Local Content Declaration - Summary Schedule

(C1) **Tender No.**
 (C2) **Tender description:**
 (C3) **Designated product(s)**
 (C4) **Tender Authority:**
 (C5) **Tendering Entity name:**
 (C6) **Tender Exchange Rate:**
 (C7) **Specified local content %**

Note: VAT to be excluded from all calculations

Pula EU GBP

Calculation of local content							
Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)

Tender summary			
Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C16)	(C17)	(C18)	(C19)

Signature of tenderer from Annex B

Date: _____

(C20) Total tender value	R 0
(C21) Total Exempt imported content	R 0
(C22) Total Tender value net of exempt imported content	R 0
(C23) Total Imported content	R 0
(C24) Total local content	R 0
(C25) Average local content % of tender	

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

<i>(D1)</i>	Tender No.	<input style="width: 100%;" type="text"/>			
<i>(D2)</i>	Tender description:	<input style="width: 100%;" type="text"/>			
<i>(D3)</i>	Designated Products:	<input style="width: 100%;" type="text"/>			
<i>(D4)</i>	Tender Authority:	<input style="width: 100%;" type="text"/>			
<i>(D5)</i>	Tendering Entity name:	<input style="width: 100%;" type="text"/>			
<i>(D6)</i>	Tender Exchange Rate:	<table style="width: 100%; border: none;"> <tr> <td style="width: 100px; border: none;">Pula <input style="width: 100%;" type="text"/></td> <td style="width: 100px; border: none;">EU <input style="width: 100%;" type="text" value="R 9.00"/></td> <td style="width: 100px; border: none;">GBP <input style="width: 100%;" type="text" value="R 12.00"/></td> </tr> </table>	Pula <input style="width: 100%;" type="text"/>	EU <input style="width: 100%;" type="text" value="R 9.00"/>	GBP <input style="width: 100%;" type="text" value="R 12.00"/>
Pula <input style="width: 100%;" type="text"/>	EU <input style="width: 100%;" type="text" value="R 9.00"/>	GBP <input style="width: 100%;" type="text" value="R 12.00"/>			

Note: VAT to be excluded from all calculations

A. Exempted imported content

Calculation of imported content										Summary	
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
<i>(D7)</i>	<i>(D8)</i>	<i>(D9)</i>	<i>(D10)</i>	<i>(D11)</i>	<i>(D12)</i>	<i>(D13)</i>	<i>(D14)</i>	<i>(D15)</i>	<i>(D16)</i>	<i>(D17)</i>	<i>(D18)</i>
<i>(D19)</i> Total exempt imported value										R 0	

This total must correspond with Annex C - C 21

B. Imported directly by the Tenderer

Calculation of imported content										Summary	
Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
<i>(D20)</i>	<i>(D21)</i>	<i>(D22)</i>	<i>(D23)</i>	<i>(D24)</i>	<i>(D25)</i>	<i>(D26)</i>	<i>(D27)</i>	<i>(D28)</i>	<i>(D29)</i>	<i>(D30)</i>	<i>(D31)</i>
<i>(D32)</i> Total imported value by tenderer										R 0	

C. Imported by a 3rd party and supplied to the Tenderer

Calculation of imported content										Summary	
Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Total imported value
<i>(D33)</i>	<i>(D34)</i>	<i>(D35)</i>	<i>(D36)</i>	<i>(D37)</i>	<i>(D38)</i>	<i>(D39)</i>	<i>(D40)</i>	<i>(D41)</i>	<i>(D42)</i>	<i>(D43)</i>	<i>(D44)</i>
<i>(D45)</i> Total imported value by 3rd party										R 0	

D. Other foreign currency payments

Calculation of foreign currency payments					Summary of payments
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
<i>(D46)</i>	<i>(D47)</i>	<i>(D48)</i>	<i>(D49)</i>	<i>(D50)</i>	<i>(D51)</i>
<i>(D52)</i> Total of foreign currency payments declared by tenderer and/or 3rd party					

Signature of tenderer from Annex B

Date: _____

(D53) Total of imported content & foreign currency payments - *(D32)*, *(D45)* & *(D52)* above R 0

This total must correspond with Annex C - C 23

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
	(E9) Total local products (Goods, Services and Works)		R 0

(E10) **Manpower costs** (Tenderer's manpower cost) R 0

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.) R 0

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.) R 0

(E13) Total local content R 0

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____

Annex C

Local Content Declaration - Summary Schedule

(C1) Tender No.
 (C2) Tender description:
 (C3) Designated product(s)
 (C4) Tender Authority:
 (C5) Tendering Entity name:
 (C6) Tender Exchange Rate:
 (C7) Specified local content %

Note: VAT to be excluded from all calculations

Pula EU GBP

Calculation of local content							
Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)

Tender summary			
Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C16)	(C17)	(C18)	(C19)

Signature of tenderer from Annex B

Date: _____

(C20) Total tender value	R 0
(C21) Total Exempt imported content	R 0
(C22) Total Tender value net of exempt imported content	R 0
(C23) Total Imported content	R 0
(C24) Total local content	R 0
(C25) Average local content % of tender	

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1)
(D2)
(D3)
(D4)
(D5)
(D6)

Tender No.	
Tender description:	
Designated Products:	
Tender Authority:	
Tendering Entity name:	
Tender Exchange Rate:	Pula

Note: VAT to be excluded from all calculations

EU R 9.00 GBP R 12.00

A. Exempted imported content

Calculation of imported content										Summary	
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value											R 0

This total must correspond with Annex C - C 21

B. Imported directly by the Tenderer

Calculation of imported content										Summary	
Tender item no's	Description of imported content	Unit of measure	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Total imported value
(D20)	(D21)	(D22)	(D23)	(D24)	(D25)	(D26)	(D27)	(D28)	(D29)	(D30)	(D31)
(D32) Total imported value by tenderer											R 0

C. Imported by a 3rd party and supplied to the Tenderer

Calculation of imported content										Summary	
Description of imported content	Unit of measure	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Rate of Exchange	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Quantity imported	Total imported value
(D33)	(D34)	(D35)	(D36)	(D37)	(D38)	(D39)	(D40)	(D41)	(D42)	(D43)	(D44)
(D45) Total imported value by 3rd party											R 0

D. Other foreign currency payments

Calculation of foreign currency payments					Summary of payments
Type of payment	Local supplier making the payment	Overseas beneficiary	Foreign currency value paid	Tender Rate of Exchange	Local value of payments
(D46)	(D47)	(D48)	(D49)	(D50)	(D51)
(D52) Total of foreign currency payments declared by tenderer and/or 3rd party					

Signature of tenderer from Annex B

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

Date: _____

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above R 0

This total must correspond with Annex C - C 23

Annex E

Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
	(E9) Total local products (Goods, Services and Works)		R 0

(E10) **Manpower costs** (Tenderer's manpower cost) R 0

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.) R 0

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.) R 0

(E13) Total local content R 0

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: _____