

## NATIONAL LOTTERIES COMMISSION

### REQUEST FOR PRICE QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO HOLD THE ANNUAL LECTURE FOR THE NATIONAL LOTTERIES COMMISSION EMPLOYEES

BID PROCESS	BID REQUIREMENTS
Tender number	RFQ 2025-001-002
Bid Advertisement Date	15 January 2025
Closing date and time	24 January 2025 at 11:00 (South African Standard Time)
Tender validity period	Ninety (90) days from the closing date
Compulsory Briefing meeting	N/A
Submission instruction:	<p>The original bid document must be submitted <b>One</b> hard copy and <b>One</b> USB and be delivered to:</p> <p>Supply Chain Management National Lotteries Commission 333 Grosvenor Street Block D Hatfield Gardens Hatfield, Pretoria, 0083</p> <p><b>NO email or hardcopies submissions will be accepted.</b></p>

## **SECTION 1: BACKGROUND, OVERVIEW AND RFP SCOPE REQUIREMENTS**

### **1. INTRODUCTION**

The National Lotteries Commission (NLC) was established in terms of the Lotteries Act No. 57 of 1997, as amended (Lotteries Act) to regulate the National Lottery as well as other lotteries and societies. The NLC has undergone a transition that was underpinned by changes that brought a new dawn of rebuilding and restoring the integrity of the organisation. Earlier in 2023/24 financial year, the new Commissioner and new Board members were appointed to steer the ship into a new direction. The Department of Trade, Industry and Competition (dtic) as the shareholder also introduced the ministerial impact targets, which has a huge direct and indirect impact on the Strategic Plan of the organisation.

The request for quotations (RFQ) seeks to appoint a service provider to hold the Annual Lecture to the NLC employees.

### **2. BACKGROUND**

The NLC has undergone a transition that was underpinned by changes that brought a new dawn of rebuilding and restoring the integrity of the organisation. Earlier in 2023/24 financial year, the new Commissioner and new Board members were appointed to steer the ship into a new direction. The Department of Trade, Industry and Competition (dtic) as the shareholder also introduced the ministerial impact targets, which has a huge direct and indirect impact on the Strategic Plan of the organisation.

The NLC being a public entity is given the opportunities for its employees to further acquire knowledge about the challenges pertaining to governance, ethical conduct and the required behavioural competencies when dealing with the public funds, such as engagements with the current NLC funded organisations as well as the potential beneficiaries to be funded in the future. The Annual Lecture role is to encourage the NLC to initiate discussions on issues that affect the organisations.

### **3. OBJECTIVE**

The objective is to conduct the Annual Lecture for the NLC employees. The Annual Lecture Sessions will be conducted in the 4th Quarter (2024/2025) and 1<sup>st</sup> Quarter (2025/26). The Annual Lecture sessions will be accessible to a multitude of social media platforms such as the following:

- You Tube Channels; and
- Webinars.

#### 4. SCOPE OF WORK

**The service provider will be responsible for the following tasks herein:**

- Appointment of speakers to participate in the critical dialogue series involving the NLC employees for the 4th Quarter (2024/2025).
- The Annual Lecture sessions to be conducted during working days, in the 2nd week of the month after the service provider appointment.
- The Annual Lecture sessions should have on-demand video streaming capability for conducting
- To provide the Annual Lecture Sessions in a two-way real-time audio and video chat support.
- Demonstrate, through a detailed proposal outlining a clear methodology that has the necessary skills, competencies, and experience to undertake this assignment.
- Provide evidence (including contactable references) of previous experience in implementing Annual Lecture Sessions.
- Demonstrate that it has an intimate understanding of the research environment and be willing to tailor-make and customize the system to suit NLC needs.
- Annual Lecture Solution.
- Partner with NLC for the duration of the contract to ensure optimal utilization and business impact.

#### 5. DELIVERABLES

The appointed service provider is expected to source and appoint relevant, qualified and experienced Speakers to participate in the Annual Lecture for 4th Quarter (2024/2025). The proposed topics include:

- Unpacking of Ethical and Transformational Leadership within the NLC context.
- Professionalization of NLC, especially Grant Making & Regulatory Compliance
- Addressing of underperformance and unstable/anxiety-inducing working environment.

#### 6. DURATION OF THE E-LEARNING PLATFORM

The total duration of the proposed Annual Lecture Sessions will be for a minimum of 1 day per quarter. - 4<sup>th</sup> Quarter (2024/2025) and 1<sup>st</sup> Quarter (2025/2026) and when required. One Speaker is required for each quarter.

## SECTION 2: NOTICE TO BIDDERS

1. Terms and conditions of Request for Quotation
  - 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 RFQ 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 NLC PurchaseOrder form has been received.
  - 1.6 This RFQ will be evaluated in terms of the 80/20 preference point system, where 80 is price and 20 is special goal.
  - 1.7 Suppliers are required to register on the Central Supplier Database at [www.csd.gov.za](http://www.csd.gov.za).
  - 1.8 Suppliers must provide their CSD registration number (and attach a CSD Registration report) and ensure that their tax matters are compliant.
  - 1.9 All questions regarding this RFQ must be forwarded to [maureen@nlcsa.org.za](mailto:maureen@nlcsa.org.za)
  - 1.10 Any supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the NLC via the email addressed in 1.9.
2. General rules and instructions
  - 2.1 News and press releases
    - 2.1.1 Bidders or their agents shall not make any news releases concerning this RFP or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, the NLC.
  - 2.2 Precedence of documents
    - 2.2.1 This RFQ consists of a number of sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFQ and the stipulations in any other document attached hereto, or the RFQ submitted hereto, the relevant stipulations in this RFQ shall take precedence.
    - 2.2.2 Where this RFQ is silent on any matter, the relevant stipulations addressing such matter, and which appear in section 217 of the constitution of the republic shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in

2.2.3 the form of a clearly marked recommendation that the NLC may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by the NLC.

It remains the exclusive domain and election of the NLC as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of the commission in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the 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.

## **2.3** Preferential procurement reform

2.3.1 The Commission supports B-BBEE as an essential ingredient of its business. In accordance with government policy, the NLC insists that the private sector demonstrates its commitment and track record to B-BBEE in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.

## **2.4** Language

2.4.1 Bids shall be submitted in English.

## **2.5** Gender

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

## **2.6** Headings

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

## **2.7** Occupational Injuries and Diseases Act 13 of 1993

2.7.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFP and/or subsequent agreement. The commission reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to the commission.

## 2.8 Processing of the Bidder's Personal Information

2.8.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFP is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the commission is compelled by law to provide such information. For example, where appropriate, the commission is compelled to submit information to National Treasury's Database of Restricted Suppliers.

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

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

2.8.3.1 The commission personnel participating in procurement/award procedures; and

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

2.8.3.2.1 contract description and bid number.

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

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

2.8.3.2.4 contract period.

2.8.3.2.5 names of directors; and

2.8.3.2.6 date of completion/award.

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

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

## 3. Formal Briefing Session

3.1 No briefing session.

## 4. Validity Period

4.1 The Commission requires a validity period of 90 Business Days [from **09 December 2024 to 08 March 2025**] against this RFQ.

- 4.2** 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.
- 5.** National Treasury's Central Supplier Database
- 5.1** 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.
- 5.2** The Commission may not award business to a bidder who has failed to register on the CSD.
- 5.3** Only foreign suppliers with no local registered entity need not register on the CSD.
- 5.4** The CSD can be accessed at <https://secure.csd.gov.za/>
- 6.** Confidentiality
- 6.1** Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding;
- 6.2** The Commission reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in Bid Proposals.
- 6.3** The Bidder acknowledges that it will obtain and have access to personal information of The NLC and agrees that it shall only process the information disclosed by the NLC in terms of this bid award and only for the purposes as detailed in this RFP and in accordance with any applicable law.
- 6.4** 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.
- 7.** Communication
- 7.1** Specific queries relating to this RFQ should be submitted [maureen@nlcsa.org.za](mailto:maureen@nlcsa.org.za) before the closing date.
- 7.2** In the interest of fairness and transparency the NLC's response to such a query may be made available to other bidders.
- 7.3** It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this RFQ between the closing date and the date of the award of the business.

**7.4** 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.

## **8. Supplier Performance**

**8.1** The NLC conducts regular performance reviews in accordance with the requirements for the classification of the contract and 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.

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

**8.3** 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.

## **SECTION 3: EVALUATION CRITERIA**

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

### **Stage 1: Tender Closing and Opening**

#### **1.1 Tender closing details**

The deadline for Tender submission is **24 January 2025 at 11:00am** Standard South African Time. Any late tenders will not be accepted. Tenders are to be submitted to the NLC's tenderbox at the following physical address:

**National Lotteries Commission  
333 Grosvenor Street,  
Block D Hatfield Gardens,  
Hatfield, Pretoria, 0083**



## 1.2 Bid Formats

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

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

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

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

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

- Traffic.
- Struggling to find parking.
- Courier arriving late.

### Stage 2: Administrative Compliance

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

Evaluation Criteria	Supporting Documents
Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time Standard Bidding Documents	SBD 1 SBD 6.1
2. Completed and signed returnable document	Completed and signed Consent (POPIA) form
Whether the Bid document has been duly signed by the authorized bidder	Official Company resolution as proof of authorized individuals' delegation
4. Whether the Bid contains a price offer	Pricing Proposal
5. Whether the Bidder tax affairs in order	Tax Compliance System Pin

<p>6. Whether Bidders have failed to register on the CSD. NB only foreign suppliers with no local registered entity need not register on the CSD</p>	<p>Full report of Central Supplier Database (CSD) registration with Tax Compliant Status</p>
<p>7. Valid Certified Copy of BEE Certificate/Sworn Affidavit</p>	<p>BEE Certificate/ Sworn Affidavit</p>



### 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 Administrative 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. Bidders are required to register with The Professional Speakers Association of Southern Africa (PSASA).	Copy of current accreditation with PSASA

#### Note to Bidders:

Bidders may be requested, at the behest of the NLC, to submit via courier services to the SCM unit of the NLC, within a minimum of 3 working days from date of request hard copy certified qualifications, memberships certificates, COIDA etc. which may have been requested for mandatory or functionality assessment.

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

### Stage 4: Technical Evaluation

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

Table 1: Rating Scale

Rating	Definition	Score
<b>Excellent</b>	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.	<b>5</b>

<b>Good</b>	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.	<b>4</b>
<b>Acceptable</b>	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.	<b>3</b>
<b>Minor Reservations</b>	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.	<b>2</b>
<b>Serious Reservations</b>	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 evidence.	<b>1</b>
<b>Unacceptable</b>	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.	<b>0</b>

4.2 The evaluation for the Technical and Functional threshold will include the following:

Rating scale of 0 – 5 as specified in the above table to be applied.

### Functionality

Bidders must score a minimum of 70% to be considered for phase 4 of price and special goals.

<b>EVALUATION CRITERIA</b>		
<b>1. COMPANY EXPERIENCE</b>	<b>SCORING MATRIX (0-5)</b>	<b>WEIGHT (%)</b>
Bidders are required to submit their company profile demonstrating that they have the capacity to render the required service. The profile must contain the entity's years of experience in annual lecture platform implementation and management, as well as demonstrate list of clients for similar services and the years the services were provided, company organogram and list of key resources.	<ul style="list-style-type: none"> <li>Company profile with no relevant company experience = <b>0 point</b>.</li> <li>Company profile with relevant company experience for 2 years up to and including – 3 years = <b>1 point</b>.</li> <li>Company profile with company experience of more than 3 up to and including – 4 years = <b>2 points</b>,</li> <li>Company profile with company experience more than 4 up to and</li> </ul>	<b>15%</b>



including- 6 years = **3 points**,

- Company profile with company experience of more than 6 up to and including- 8 years = **4 points**,
- Company profile with company experience for more than 8 years = **5 points**.

**2. KEY PERSONNEL EXPERIENCE/ CAPABILITIES**

The Team and Lead Facilitator must have exposure to a minimum of six (6) years' experience in annual lecture facilitation and coordination as per scope of work and have a relevant post-graduate qualification. As evidence of experience the bidder should provide updated CVs for no longer than 2 pages and qualifications of allocated project team.

Average Experience of the Team:  
 No CV submitted, or no experience provided. = **0 points**.  
 1 year up to and including -2 years of relevant experience = **1 point**.  
 2 years up to and including- 4 years of relevant experience = **2 points**.  
 4 years up to and including 6- years of relevant experience = **3 points**.  
 6 years up to and including 8- years of relevant experience = **4 points**. 8 years or more years of relevant experience = **5 points**.

**25%**

**3. BIDDER EXPERIENCE AND EXPERTISE**

The bidder is required to provide a **maximum of five (5)** contactable client references by demonstrating a track record in conducting annual lectures and service delivery of similar size (public or private). References should be presented in the form of a written letter on an official letterhead, dated duly signed by an authorized person reflecting the level of service and performance provided by the bidder from clients demonstrating experience in annual lecture implementation and continuous support of annual lecture platform and the references **may not be older than four (4) years** from the closing of the

- No references = **0 points**
- One (1) relevant reference = **1 points**
- Two (2) relevant reference = **2 points**
- Three (3) relevant reference letters = **3 points**
- Four (4) relevant reference letters = **3 points**
- Five (5) relevant reference letters = **4 points**

RFQ.

Bidders should note that multiple reference letters from the same company/client will be regarded as one. Proof of registration and Accredited Certificates with relevant professional bodies should be provided.

#### 4. METHODOLOGY

Provide detailed and comprehensive technical proposals on how the annual lectures will meet the requirements, as per scope of work.

#### Points Allocations:

- Does not meet the requirement. Does not comply and/or provide insufficient information relating to the requirements outlined. = **0 points.**
- Satisfies the requirements with major reservations. Considerable reservations of the service provider's understanding of services, with little or no supporting evidence. = **1 point.**
- Satisfies the requirement with minor reservations. Some minor reservations of the service provider's understanding of services, = **2 points.**
- Satisfies the requirement. Demonstration by the service provider of the understanding of services, with supporting evidence. = **3 points.**
- Satisfies the requirement. Above average demonstration by the service provider of the relevant service required. = **4 points.**
- Exceeds the requirement. Exceptional demonstration by the service provider of the service understanding. = **5 Points.**

**25%**

5. PROJECT PLAN		
<p>The bidder must provide a project implementation plan which details how the service will be carried out. The project plan must demonstrate an understanding of the scope by submitting a detailed proposal that includes the plan in demonstrating how the scope of work will be delivered, methodology, implementation plan and the approach on how the project will be managed through its entire life cycle according to the following key aspects:</p> <ol style="list-style-type: none"> <li>1. Comprehensive project plan</li> <li>2. Detailed response to project mapping methodology and response to the scope of work</li> <li>3. Inclusion of a draft SLA with detailed work plan</li> </ol>	<p><b>Points Allocation</b></p> <ul style="list-style-type: none"> <li>• Does not meet the requirement. Does not comply and/or provide insufficient information relating to the requirements outlined. = <b>0 points.</b></li> <li>• Satisfies the requirements with major reservations. Considerable reservations of the service provider's understanding of services, with little or no supporting evidence. = <b>1 point.</b></li> <li>• Satisfies the requirement with minor reservations. Some minor reservations of the service provider's understanding of services, = <b>2 points.</b></li> <li>• Satisfies the requirement. Demonstration by the service provider of the understanding of services, with supporting evidence. = <b>3 points.</b></li> <li>• Satisfies the requirement. Above average demonstration by the service provider of the relevant service required. = <b>4 points.</b></li> </ul> <p>Exceeds the requirement. Exceptional demonstration by the service provider of the service understanding. = <b>5 Points.</b></p>	<b>15%</b>
<b>Total</b>		<b>100%</b>
<b>Minimum qualifying score required:</b>		<b>70%</b>

**Minimum qualifying score Required to move to the next stage of evaluation: 70%**

## Stage 5: Pricing and Special Goals

Pricing Schedule: Please refer to 'Annexure A'

The evaluation for Pricing and Special goal will include the following:

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Tenderer who have 100% Black Ownership	8	<b>8</b>	CSD Report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 51% to 99% Black Ownership	4		
Tenderer who have less than 51% Black Ownership	0		
<b>2. Procurement from entities who are women Owned</b>			
Tenderer who have 100% Women Ownership	4	<b>4</b>	CSD Report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% Women Ownership	0		
<b>3. Black Youth Ownership</b>			
Tenderer who have 100% Black Youth Ownership	4	<b>4</b>	CSD Report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 30% to 99% Black Youth Ownership	2		
Tenderer who have less than 30% Black Youth Ownership	0		
<b>4. Procurement from Disabilities</b>			
Tenderer who have 20% or more Owners with Disability	4	<b>4</b>	Letter from the Doctor confirming disability and CSD Report
Tenderer who have less than 20% but more than 10% Owners With Disability	2		
Tenderer who have less than 10% Owners with Disability	0		
Total points for Specific Goals		<b>20</b>	
Total Points (Price + Specific Goals)		<b>100</b>	

## **Stage 6: Due Diligence, Contract and Award**

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

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 negotiation.



**PRICING SCHEDULE: APPOINTMENT OF A SERVICE PROVIDER FOR THE ANNUAL LECTURE FOR THE NATIONAL LOTTERIES COMMISSION**

**RFQ/2025 – 001 -002**

**Name of bidder.....**

Please provide prices (VAT Inclusive) for the appointment of a service provider for the Annual Lecture with the Speakers for the National Lotteries Commission. Please provide the fees by using the table below:

Description	Price (Vat Inclusive)
<p><b>1. Planning and Preparation for the Annual Lecture in the form of the following:</b></p> <ul style="list-style-type: none"> <li>• On- demand video streaming capability for conducting live sessions.</li> <li>• Provision for two-way real-time audio and video chat support.</li> </ul>	
<p><b>2. Once-off Annual Lecture Sessions to be accessible to a multitude of social media platforms such as the following:</b></p> <ul style="list-style-type: none"> <li>• You Tube Channels</li> <li>• Webinars</li> </ul>	
<p><b>3. Speakers to participate in the Annual Lecture and 2 speakers will be required. One for Q4 (2024/35 Financial Year and the other for Q1 (2025/26 Financial Year.</b></p>	
<p><b>4. The full report of the Annual Lecture Solution should be provided.</b></p>	
<p><b>TOTAL AMOUNT (VAT INCLUSIVE)</b></p>	

.....

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**Signature**

**Date:**

# INVITATION TO BID (SBD 1)

## PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS							
BID NUMBER:	RFQ/2025-001 - 002	ISSUE DATE:	15 January 2025	CLOSING DATE:	24 January 2025	CLOSING TIME:	11H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SOURCE THE SPEAKER/S FOR THE ANNUAL LECTURE FOR THE NATIONAL LOTTERIES COMMISSION EMPLOYEES						
BID RESPONSE MUST BE SUBMITTED TO THE BELOW ADDRESS							
National Lotteries Commission 333 Grosvenor Street Block D, Hatfield Gardens Hatfield, Pretoria 0083							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Supply Chain Management			CONTACT PERSON	Maureen Senyatsi		
TELEPHONE NUMBER	012 432 1300			TELEPHONE NUMBER	012 432 1470		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	<a href="mailto:quotation@nlcsa.org.za">quotation@nlcsa.org.za</a>			E-MAIL ADDRESS	<a href="mailto:maureen@nlcsa.org.za">maureen@nlcsa.org.za</a>		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE				NUMBER		
CELL PHONENUMBER							
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] <input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] Yes <input type="checkbox"/> No <input type="checkbox"/>		

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

1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES ENCLOSE PROOF]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes <input type="checkbox"/> No <input type="checkbox"/> [IF YES, ANSWER QUESTIONNAIRE BELOW]
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION	YES <input type="checkbox"/>	NO <input type="checkbox"/>
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.		

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**TAX COMPLIANCE REQUIREMENTS**

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

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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

DATE: \_\_\_\_\_

## SECTION 5: BIDDER'S DISCLOSURE (SBD 4)

### 1 PURPOSE OF THE FORM

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

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

### 2 Bidder's Declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

**YES/NO**

2.1.3 If so, furnish particulars:

.....

.....

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

**YES/NO**

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

.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and

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

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

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

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

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

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

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

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)

1.2 To be completed by the organ of state

*(Delete whichever is not applicable for this tender).*

a) The applicable preference point system for this tender is the **80/20** preference point system.

b) The **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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



Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

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

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

<b>3. Youth Ownership</b>		<b>4</b>	
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		
<b>4. Procurement from Disabilities</b>		<b>4</b>	
Tenderer who have 20% or more owners with disability	4		
Tenderer who have less than 20% but more than 10% owners with disability	2		
Tenderer who have less than 10% owners with disability	0		
<b>Total points for specific goals</b>			

## 5. DECLARATION WITH REGARD TO COMPANY/FIRM

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

5.2. Company registration number: .....

### 5.3 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state;

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

<p>.....</p> <p><b>SIGNATURE(S) OF TENDERER(S)</b></p> <p><b>SURNAME AND NAME:</b> .....</p> <p><b>DATE:</b> .....</p> <p><b>ADDRESS:</b> .....</p> <p>.....</p> <p>.....</p>
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# SCM: CONSENT REQUEST FORM

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

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

1. In terms of the PROTECTION OF PERSONAL INFORMATION ACT, consent for processing of personal information of a data subject (the person/entity to whom personal information relates) must be obtained for the purpose of processing of application for procurement of goods and services, in line with the NLC's supply chain management policy, and storage of your personal data by means of any form of electronic communication, including automatic calling machines, facsimile machines, SMSs or e-mail, which is prohibited unless written consent to the processing is given by the data subject. You may only be approached once for your consent by us (NLC). After you have indicated your wishes in Part B,  
  
you are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated above.
2. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
  - 2.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

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

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

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Signature of Designation person