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#### NATIONAL LOTTERIES COMMISSION

#### THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE

## FURNITURE FOR THE NATIONAL LOTTERIES COMMISSION OFFICES

BID PROCESS	BID REQUIREMENTS
Bid Number	NLC/2025-001-001
Bid Advertisement Date	07 February 2025
Closing Date and Time	28 February 2025 @ 11:00 (South African Standard Time)
Bid Validity Period	120 Calendar days from the closing date
Submission Instruction	Bidders must <b>submit One hard copy and one electronic via USB.</b> <b>Documents</b> be submitted in hand to the address below:
	The Senior Manager: Supply Chain Management National Lotteries Commission
	333 Grosvenor Street Block D,
	Hatfield Gardens Pretoria
	0083
	One hard copy and one electronic via USB



#### 1. INTRODUCTION AND BACKGROUND

The National Lotteries Commission (The NL C) is a public entity established by Lotteries Act No. 57 of1997, 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 and Competition are responsible for the adjudication of the funding applications as per the Lotteries Act and applicable Regulations.

The NLC fumiture and fittings has reached its end of life across the 9 provincial offices. For the organization to continue to execute its mandate as stipulated in the Lotteries Act. The seeks services of a suitably qualified service provider for the supply, delivery and installation of office furniture and equipment across all the 9 provincial offices.

### 2. PURPOSE AND SCOPE OF THE TERMS OF REFERENCE

No	Description	Quantity
1	Operational Chairs	314
2	Boardroom Chairs	182
3	Microwaves	20
5	Bar Fridge	7
6	Urn	6
7	Electric Kettle	18
8	Fridge Freezer	24
9	Flatscreen TV	26
10	Sever Units	8
11	File cabinet	160
12	Mobile pedestal	176
13	Dimond cluster Desk	41
14	Dimond Managerial desk	24
15	Dimond Loop Desk	8
16	Storage unit	17



17	Ottaman	36
18	Coffee table	8

2.1 Summary of the Items to be delivered

# 2.2. Address/Location of Delivery Sites

	Province	Address
1	Head Office	Block D, Hatfield Gardens333 Grosvenor Street
		Hatfield
		PRETORIA
		0083
2	Eastern Cape Provincial Office	7 Rochester Street
		Vincent
		East London
		5214
3	Limpopo Provincial Office	No. 5 Landros Mare Street
		Polokwane
		0699
4	Mpumalanga Provincial Office	29 Roodt Street
		Sonheuwel Dorp
		Nelspruit
		1200
5	Northern Cape Provincial Office	11 A Schmidtsdrift Road
		Kimberley
		8301
6	North West Provincial Office	12 Visser Street,
		Golfview
		Mafikeng
		2745
7	Western Cape Provincial Office	Century City – Location to be confirmed
8	Kwazulu- Natal Provincial Office	20 Kingsmead Boulevard.
		Kingsmead Office Park
		DURBAN
9	Free State Provincial Office	280 – 282 Stateway, Bedelia
		Welkom
		9459



3. DELIVERABLES

The appointed bidder must deliver items outlined in the Table 3.1 - 3.9 below to site addresses/locations mentioned in Section 2 above.

3.1.	HEAD OFFICE: HATFIELD PRETORIA		
#	Description	Illustrative Image	Quantity
2	<ul> <li>Synchronised mechanism with seat slider</li> <li>Back structure in black polyamide reinforced with fiberglass with grey breathable high-elastic WINTEX mesh upholstery</li> <li>Dual directional height adjustable lumbar support</li> <li>3D Armrests with soft PU pads, adjustable in height with pivot and sliding function</li> <li>5-Star black nylon base with 60mm castors</li> <li>Optional headrest with height &amp; angle adjustment in grey mesh</li> <li>Moulded foam seat upholstered in standard grey fabric</li> <li>Multi-function (Knee-tilt) mechanism, lockable in 5 positions</li> <li>Backrest with integrated headrest on High back chair</li> <li>Aluminium arms with black leather-look padding</li> <li>5-Star polished aluminium base with 50mm castors</li> <li>Available in high back, medium back &amp; visitors chair options</li> </ul>	Image: Constrained state         Operational Chair         Image: Constrained state         Image: Constate<	22
3	<ul> <li>45 Litre 900W Contrabass Convection Oven</li> <li>Six different modes - microwave, grill, convection, microwave grill, microwave convection, and grill</li> <li>Silver or Black</li> </ul>	Microwave oven	12



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4	<ul> <li>Net volume 90L</li> <li>A energy rated</li> <li>Integrated handle</li> <li>Reversible door</li> <li>Adjustable levelling feet</li> <li>LED illumination</li> <li>Inox door finish</li> </ul>	Bar fridge	7
5	<ul> <li>Stainless steel</li> <li>20 litres, 3, kg, Thermostat controlled</li> <li>220 volts plug in</li> <li>Anti boil dry feature and Safety cut out switch</li> </ul>	Urn	6
6	<ul> <li>1.7 litres</li> <li>Boil dry protection and Automatic power off</li> <li>Power source – AC</li> <li>2200 W</li> <li>Cordless and stainless steel</li> </ul>	Electric kettle	10
7	<ul> <li>Capacity: 446 liters (324 liters refrigerator, 122 liters freezer)</li> <li>Dimensions: 700mm (width) x 700mm (depth) x 1850mm (height)</li> <li>Bottom freezer</li> <li>Energy Rating: A++</li> <li>Linear Cooling™</li> <li>Door Cooling+</li> <li>Smart Inverter Compressor</li> <li>Multi Air Flow</li> <li>Zero Clearance</li> </ul>	Fridge freezer	16
8	<ul> <li>4K 8m pixels, NEO QLED smart TV, 55"inch, HDMI ports, USB ports, anti-reflection, neutral quantum Processor 4k, quantum matrix technology, Wi-Fi connectivity</li> <li>Safety locking screw, adjustable frame, close to wall design, Bracket type (flat screen) material metal.</li> </ul>	Neo QLED         Flat Screen	2



9	<ul> <li>4 Door Storage Cabinet</li> <li>measuring 1600 x 450 x 825mm</li> <li>22mm thick top and base</li> <li>lockable doors</li> <li>Finish Colour – White and black</li> <li>Material - wood</li> </ul>		1
10	<ul> <li>900 (D) x 400 (D) x 1500 (H)</li> <li>Laminated white finish</li> <li>4-tier hinge door cabinet, including timber shelves</li> <li>laminates paired with white</li> <li>key locking system</li> </ul>	Storage Cabinet	10



2.2.	2.2. EASTERN CAPE PROVINCIAL OFFICE: EAST LONDON			
#	Description	Illustrative Image	Quantity	
1	<ul> <li>Synchronised mechanism with seat slider</li> </ul>		18	
	<ul> <li>Back structure in black polyamide reinforced with fiberglass with grey breathable high-elastic WINTEX mesh upholstery</li> </ul>			
	<ul> <li>Dual directional height adjustable lumbar support</li> </ul>			
	<ul> <li>3D Armrests with soft PU pads, adjustable in height with pivot and sliding function</li> </ul>	Operational		
	<ul> <li>5-Star black nylon base with 60mm castors</li> </ul>	Operational Chair		
	<ul> <li>Optional headrest with height &amp; angle adjustment in grey mesh</li> </ul>			
	<ul> <li>Moulded foam seat upholstered in standard grey fabric</li> </ul>			
2	<ul> <li>Multi-function (Knee-tilt) mechanism, lockable in 5 positions</li> </ul>		20	
	<ul> <li>Backrest with integrated headrest on High back chair</li> </ul>			
	<ul> <li>Aluminium arms with black leather-look padding</li> </ul>			
	<ul> <li>5-Star polished aluminium base with 50mm castors</li> </ul>			
	<ul> <li>Available in high back, medium back &amp; visitors chair options</li> </ul>	Boardroom Chair		
	Black genuine leather upholstery			



	ber of the dtic group	
3	<ul> <li>38mm Top,</li> <li>20 seater table</li> <li>Pedestal base with hinge door in paired finish</li> <li>laminates paired with anthracite, black or stone grey</li> </ul>	
4	<ul> <li>4-WAY DUAL BENCH - 3200 (L)</li> <li>16mm Rectangular top with power gap</li> <li>Laminates White</li> <li>3200 (L) x 1650 (W) x 722 (H)</li> <li>Black rectangular steel legs</li> <li>Modesty panel</li> <li>Desk based screen as shown in</li> </ul>	
	<ul><li>the picture</li><li>Cable tray</li><li>Recessed intermediate legs</li></ul>	Diamond Desk
5	<ul> <li>DIAMOND MANAGERIAL TOPS (1800 (L) X 800 (W)</li> <li>DIAMOND EXTENSION TOP (1000 (L) X 600 (W))</li> <li>Modesty panel</li> <li>Cable management tray</li> <li>Diamond loop leg structures</li> <li>Rectangular desk leg structure - single workstation</li> <li>1800 (I) x 800 (w) x 722 (h)</li> </ul>	3 <b>Dimon Managerial Desk</b>
6	<ul> <li>2000 (L) x 1000 (W) x 722 (H)</li> <li>16mm Top, Laminated white wood finish</li> <li>Triangular leg profile / Connects to storage block on dropped extension / Includes 2 x cable outlets as shown in the picture.</li> <li>Modesty panel</li> <li>Cable tray</li> <li>Dimon Storage Extension open 2000(L) 550(w) 545(H)</li> </ul>	
		Dimond Loop Desk



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7	<ul> <li>2000 (W) x 450 (D) x 1279 (H)</li> <li>2 x Frosted glass hinge doors includes timber</li> <li>shelves / 4 x Solid hinge Black door compartments</li> <li>laminates paired with white</li> </ul>	LEO Wall Unit	1
8	• 900 (D) x 400 (D) x 1500 (H)		20
	<ul> <li>Laminated white finish</li> <li>4-tier hinge door cabinet, including timber shelves</li> <li>laminates paired with white</li> <li>key locking system</li> </ul>		
		Filling cabinet	
9	<ul> <li>400 (W) 500 (D) 600(H)pedestal</li> <li>1 x Floating pen &amp; pencil tray, 2 x standard drawers &amp; 1 x deep filer / Central locking</li> <li>Black steel finish</li> </ul>	Steel Mobile Pedestal	22
10	<ul> <li>4 Door Storage Cabinet</li> <li>measuring 1600 x 450 x 825mm</li> <li>22mm thick top and base</li> <li>lockable doors</li> <li>Finish Colour – White and black</li> <li>Material - wood</li> </ul>		2



a memo	er of the dtic group		1
11	<ul> <li>Capacity: 446 liters (324 liters refrigerator, 122 liters freezer)</li> <li>Dimensions: 700mm (width) x 700mm (depth) x 1850mm (height)</li> <li>Bottom freezer</li> <li>Energy Rating: A++</li> <li>Linear Cooling™</li> <li>Door Cooling+</li> <li>Smart Inverter Compressor</li> <li>Multi Air Flow</li> <li>Zero Clearance</li> </ul>		1
12	<ul> <li>45 Litre 900W Contrabass Convection Oven</li> <li>Six different modes - microwave, grill, convection, microwave grill, microwave convection, and grill</li> <li>Silver or Black</li> </ul>		1
13	<ul> <li>1.7 litres</li> <li>Boil dry protection and Automatic power off</li> <li>Power source – AC</li> <li>2200 W</li> <li>Cordless and stainless steel</li> </ul>		1
14	<ul> <li>4K 8m pixels, NEO QLED smart TV, 55"inch, HDMI ports, USB ports, anti-reflection, neutral quantum Processor 4k, quantum matrix technology, Wi-Fi connectivity</li> <li>Safety locking screw, adjustable frame, close to wall design, Bracket type (flat screen) material metal.</li> </ul>	Neo QLED	3
15	<ul> <li>1300 (L) x 660 (W) x 745 (H)</li> <li>Ottoman with fixed back on black round steel legs</li> <li>upholstery</li> </ul>		4



16	<ul> <li>Toba Coffee Table Set</li> <li>One top has a black finish and the other top an oak finish, clear oak finish</li> <li>(Diameter: 800 mm) (Height 370 mm)( Thickness of top: 20 mm)</li> <li>(Diameter: 650 mm)(Height: 260 mm)( Thickness of top: 20 mm)</li> </ul>		1	
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2.3.	NORTHERN CAPE PROVINCIAL	OFFICE: KIMBERLEY	
#	Description	Illustrative Image	Quantity
1	<ul> <li>Synchronised mechanism with seat slider</li> <li>Back structure in black polyamide reinforced with fiberglass with grey breathable high-elastic WINTEX mesh upholstery</li> <li>Dual directional height adjustable lumbar support</li> <li>3D Armrests with soft PU pads, adjustable in height with pivot and sliding function</li> <li>5-Star black nylon base with 60mm castors</li> <li>Optional headrest with height &amp; angle adjustment in grey mesh</li> <li>Moulded foam seat upholstered in standard grey fabric</li> </ul>	Operational Chair	18
2	<ul> <li>Multi-function (Knee-tilt) mechanism, lockable in 5 positions</li> <li>Backrest with integrated headrest on High back chair</li> <li>Aluminium arms with black leather-look padding</li> <li>5-Star polished aluminium base with 50mm castors</li> <li>Available in high back, medium back &amp; visitors chair options</li> <li>Black genuine leather upholstery</li> </ul>	Boardroom Chair	20
3	<ul> <li>38mm Top</li> <li>20 seater table</li> <li>Pedestal base with hinge door in paired finish</li> <li>laminates paired with anthracite, black or stone grey</li> </ul>		1



a member	of the dtic group		
4	<ul> <li>4-WAY DUAL BENCH - 3200 (L)</li> <li>16mm Rectangular top with power gap</li> <li>Laminates White</li> <li>3200 (L) x 1650 (W) x 722 (H)</li> <li>Black rectangular steel legs</li> <li>Modesty panel</li> <li>Desk based screen as shown in the picture</li> <li>Cable tray</li> <li>Recessed intermediate legs</li> </ul>	Diamond Desk	5
5	<ul> <li>DIAMOND MANAGERIAL TOPS (1800 (L) X 800 (W)</li> <li>DIAMOND EXTENSION TOP (1000 (L) X 600 (W))</li> <li>Modesty panel</li> <li>Cable management tray</li> <li>Diamond loop leg structures</li> <li>Rectangular desk leg structure - single workstation</li> <li>1800 (I) x 800 (w) x 722 (h)</li> </ul>	The second se	3
6	<ul> <li>2000 (L) x 1000 (W) x 722 (H)</li> <li>16mm Top, Laminated white wood finish</li> <li>Triangular leg profile / Connects to storage block on dropped extension / Includes 2 x cable outlets as shown in the picture.</li> <li>Modesty panel</li> <li>Cable tray</li> <li>Dimon Storage Extension open 2000(L) 550(w) 545(H)</li> </ul>		1
7	<ul> <li>2000 (W) x 450 (D) x 1279 (H)</li> <li>2 x Frosted glass hinge doors includes timber</li> <li>shelves / 4 x Solid hinge Black door compartments</li> <li>laminates paired with white</li> </ul>		1



a member	of the dtic group	
8	<ul> <li>900 (D) x 400 (D) x 1500 (H)</li> <li>Laminated white finish</li> <li>4-tier hinge door cabinet, including timber shelves</li> <li>laminates paired with white</li> <li>key locking system</li> </ul>	20
9	<ul> <li>400 (W) 500 (D) 600(H)pedestal</li> <li>1 x Floating pen &amp; pencil tray, 2 x standard drawers &amp; 1 x deep filer / Central locking</li> <li>Black steel finish</li> </ul>	22
10	<ul> <li>4 Door Storage Cabinet</li> <li>measuring 1600 x 450 x 825mm</li> <li>22mm thick top and base</li> <li>lockable doors</li> <li>Finish Colour – White and black</li> <li>Material - wood</li> </ul>	2
11	<ul> <li>Capacity: 446 liters (324 liters refrigerator, 122 liters freezer)</li> <li>Dimensions: 700mm (width) x 700mm (depth) x 1850mm (height)</li> <li>Bottom freezer</li> <li>Energy Rating: A++</li> <li>Linear Cooling™</li> <li>Door Cooling+</li> <li>Smart Inverter Compressor</li> <li>Multi Air Flow</li> <li>Zero Clearance</li> </ul>	1



a member	of the dtic group		
12	<ul> <li>45 Litre 900W Contrabass Convection Oven</li> <li>Six different modes - microwave, grill, convection, microwave grill, microwave convection, and grill</li> <li>Silver or Black</li> </ul>		1
13	<ul> <li>1.7 litres</li> <li>Boil dry protection and Automatic power off</li> <li>Power source – AC</li> <li>2200 W</li> <li>Cordless and stainless steel</li> </ul>		1
14	<ul> <li>4K 8m pixels, NEO QLED smart TV, 55"inch, HDMI ports, USB ports, anti-reflection, neutral quantum Processor 4k, quantum matrix technology, Wi-Fi connectivity</li> <li>Safety locking screw, adjustable frame, close to wall design, Bracket type (flat screen) material metal.</li> </ul>	Neo QLED	3
15	<ul> <li>1300 (L) x 660 (W) x 745 (H)</li> <li>Ottoman with fixed back on black round steel legs</li> <li>upholstery</li> </ul>		4



16	<ul> <li>Toba Coffee Table Set</li> <li>One top has a black finish and the other top an oak finish, clear oak finish</li> <li>(Diameter: 800 mm) (Height 370 mm)(Thickness of top: 20 mm)</li> <li>(Diameter: 650 mm)(Height: 260 mm)(Thickness of top: 20 mm)</li> </ul>		1
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2.4.	2.4. MPUMALANGA PROVINCIAL OFFICE: NELSPRUIT		
#	Description	Illustrative Image	Quantity
1	<ul> <li>Synchronised mechanism with seat slider</li> </ul>		18
	<ul> <li>Back structure in black polyamide reinforced with fiberglass with grey breathable high-elastic WINTEX mesh upholstery</li> </ul>		
	<ul> <li>Dual directional height adjustable lumbar support</li> </ul>		
	<ul> <li>3D Armrests with soft PU pads, adjustable in height with pivot and sliding function</li> </ul>	Operational	
	<ul> <li>5-Star black nylon base with 60mm castors</li> </ul>	Chair	
	<ul> <li>Optional headrest with height &amp; angle adjustment in grey mesh</li> </ul>		
	<ul> <li>Moulded foam seat upholstered in standard grey fabric</li> </ul>		
2	<ul> <li>Multi-function (Knee-tilt) mechanism, lockable in 5 positions</li> </ul>		20
	<ul> <li>Backrest with integrated headrest on High back chair</li> </ul>		
	<ul> <li>Aluminium arms with black leather-look padding</li> </ul>		
	<ul> <li>5-Star polished aluminium base with 50mm castors</li> </ul>		
	<ul> <li>Available in high back, medium back &amp; visitors chair options</li> </ul>	Boardroom Chair	
	Black genuine leather upholstery		



	r of the dtic group		
3	<ul> <li>38mm Top,</li> <li>20 seater table</li> <li>Pedestal base with hinge door in paired finish</li> <li>laminates paired with anthracite, black or stone grey</li> </ul>	<image/> <section-header></section-header>	1
4	<ul> <li>4-WAY DUAL BENCH - 3200 (L)</li> <li>16mm Rectangular top with power gap</li> <li>Laminates White</li> <li>3200 (L) x 1650 (W) x 722 (H)</li> <li>Black rectangular steel legs</li> <li>Modesty panel</li> <li>Desk based screen as shown in the picture</li> <li>Cable tray</li> <li>Recessed intermediate legs</li> </ul>	Diamond Desk	5
5	<ul> <li>DIAMOND MANAGERIAL TOPS (1800 (L) X 800 (W)</li> <li>DIAMOND EXTENSION TOP (1000 (L) X 600 (W))</li> <li>Modesty panel</li> <li>Cable management tray</li> <li>Diamond loop leg structures</li> <li>Rectangular desk leg structure - single workstation</li> <li>1800 (I) x 800 (w) x 722 (h)</li> </ul>	Dimon Managerial Desk	4
6	<ul> <li>2000 (L) x 1000 (W) x 722 (H)</li> <li>16mm Top, Laminated white wood finish</li> <li>Triangular leg profile / Connects to storage block on dropped extension / Includes 2 x cable outlets as shown in the picture.</li> <li>Modesty panel</li> <li>Cable tray</li> <li>Dimon Storage Extension open 2000(L) 550(w) 545(H)</li> </ul>	<image/>	1



a membe	<ul> <li>2000 (W) x 450 (D) x 1279 (H)</li> <li>2 x Frosted glass hinge doors includes timber</li> <li>shelves / 4 x Solid hinge Black door compartments</li> <li>laminates paired with white</li> </ul>	1
8	<ul> <li>900 (D) x 400 (D) x 1500 (H)</li> <li>Laminated white finish</li> <li>4-tier hinge door cabinet, including timber shelves</li> <li>laminates paired with white</li> <li>key locking system</li> </ul>	
9	<ul> <li>400 (W) 500 (D) 600(H)pedestal</li> <li>1 x Floating pen &amp; pencil tray, 2 x standard drawers &amp; 1 x deep filer / Central locking</li> <li>Black steel finish</li> </ul>	22
10	<ul> <li>4 Door Storage Cabinet</li> <li>measuring 1600 x 450 x 825mm</li> <li>22mm thick top and base</li> <li>lockable doors</li> <li>Finish Colour – White and black</li> <li>Material - wood</li> </ul>	2



a member	of the dtic group		
11	<ul> <li>Capacity: 446 liters (324 liters refrigerator, 122 liters freezer)</li> <li>Dimensions: 700mm (width) x 700mm (depth) x 1850mm (height)</li> <li>Bottom freezer</li> <li>Energy Rating: A++</li> <li>Linear Cooling™</li> <li>Door Cooling+</li> <li>Smart Inverter Compressor</li> <li>Multi Air Flow</li> <li>Zero Clearance</li> </ul>		1
12	<ul> <li>45 Litre 900W Contrabass Convection Oven</li> <li>Six different modes - microwave, grill, convection, microwave grill, microwave convection, and grill</li> <li>Silver or Black</li> </ul>		1
13	<ul> <li>1.7 litres</li> <li>Boil dry protection and Automatic power off</li> <li>Power source – AC</li> <li>2200 W</li> <li>Cordless and stainless steel</li> </ul>		1
14	<ul> <li>4K 8m pixels, NEO QLED smart TV, 55"inch, HDMI ports, USB ports, anti-reflection, neutral quantum Processor 4k, quantum matrix technology, Wi-Fi connectivity</li> <li>Safety locking screw, adjustable frame, close to wall design, Bracket type (flat screen) material metal.</li> </ul>	Neo QLED	3



15	<ul> <li>1300 (L) x 660 (W) x 745 (H)</li> <li>Ottoman with fixed back on black round steel legs</li> <li>upholstery</li> </ul>	4
16	<ul> <li>Toba Coffee Table Set</li> <li>One top has a black finish and the other top an oak finish, clear oak finish</li> <li>(Diameter: 800 mm) (Height 370 mm)( Thickness of top: 20 mm)</li> <li>(Diameter: 650 mm )(Height: 260 mm)( Thickness of top: 20 mm)</li> </ul>	1



2.5	NORTH-WEST PROVINCIAL OFFIC	CE: MAHIKENG	
#	Description	Illustrative Image	Quantity
1	<ul> <li>Synchronised mechanism with seat slider</li> <li>Back structure in black polyamide reinforced with fiberglass with grey breathable high-elastic WINTEX mesh upholstery</li> <li>Dual directional height</li> </ul>	Operational Chair	18
	<ul> <li>adjustable lumbar support</li> <li>3D Armrests with soft PU pads, adjustable in height with pivot and sliding function</li> </ul>		
	<ul> <li>5-Star black nylon base with 60mm castors</li> </ul>		
	<ul> <li>Optional headrest with height &amp; angle adjustment in grey mesh</li> </ul>		
	<ul> <li>Moulded foam seat upholstered in standard grey fabric</li> </ul>		
2	<ul> <li>Multi-function (Knee-tilt) mechanism, lockable in 5 positions</li> </ul>		20
	<ul> <li>Backrest with integrated headrest on High back chair</li> </ul>		
	<ul> <li>Aluminium arms with black leather-look padding</li> </ul>		
	<ul> <li>5-Star polished aluminium base with 50mm castors</li> </ul>		
	<ul> <li>Available in high back, medium back &amp; visitors chair options</li> </ul>	Boardroom Chair	
	Black genuine leather upholstery		



a member	of the dtic group	
3	<ul> <li>38mm Top</li> <li>20 seater table</li> <li>Pedestal base with hinge door in paired finish</li> <li>laminates paired with anthracite, black or stone grey</li> </ul>	1ECCENTRIC BOARDROOM
4	<ul> <li>4-WAY DUAL BENCH - 3200 (L)</li> <li>16mm Rectangular top with power gap</li> <li>Laminates White</li> <li>3200 (L) x 1650 (W) x 722 (H)</li> <li>Black rectangular steel legs</li> <li>Modesty panel</li> <li>Desk based screen as shown in the picture</li> <li>Cable tray</li> <li>Recessed intermediate legs</li> </ul>	5 Diamond Desk
5	<ul> <li>DIAMOND MANAGERIAL TOPS (1800 (L) X 800 (W)</li> <li>DIAMOND EXTENSION TOP (1000 (L) X 600 (W))</li> <li>Modesty panel</li> <li>Cable management tray</li> <li>Diamond loop leg structures</li> <li>Rectangular desk leg structure - single workstation</li> <li>1800 (l) x 800 (w) x 722 (h)</li> </ul>	3 Dimon Managerial Desk
6	<ul> <li>2000 (L) x 1000 (W) x 722 (H)</li> <li>16mm Top, Laminated white wood finish</li> <li>Triangular leg profile / Connects to storage block on dropped extension / Includes 2 x cable outlets as shown in the picture.</li> <li>Modesty panel</li> <li>Cable tray</li> <li>Dimon Storage Extension open 2000(L) 550(w) 545(H)</li> </ul>	Image: Dimond Loop Desk



a member	of the dtic group	
7	<ul> <li>2000 (W) x 450 (D) x 1279 (H)</li> <li>2 x Frosted glass hinge doors includes timber</li> <li>shelves / 4 x Solid hinge Black door compartments</li> <li>laminates paired with white</li> </ul>	1
8	<ul> <li>900 (D) x 400 (D) x 1500 (H)</li> <li>Laminated white finish</li> <li>4-tier hinge door cabinet, including timber shelves</li> <li>laminates paired with white</li> <li>key locking system</li> </ul>	
9	<ul> <li>400 (W) 500 (D) 600(H)pedestal</li> <li>1 x Floating pen &amp; pencil tray, 2 x standard drawers &amp; 1 x deep filer / Central locking</li> <li>Black steel finish</li> </ul>	22
10	<ul> <li>4 Door Storage Cabinet</li> <li>measuring 1600 x 450 x 825mm</li> <li>22mm thick top and base</li> <li>lockable doors</li> <li>Finish Colour – White and black</li> <li>Material - wood</li> </ul>	2



a member	of the dtic group		
11	<ul> <li>Capacity: 446 liters (324 liters refrigerator, 122 liters freezer)</li> <li>Dimensions: 700mm (width) x 700mm (depth) x 1850mm (height)</li> <li>Bottom freezer</li> <li>Energy Rating: A++</li> <li>Linear Cooling™</li> <li>Door Cooling+</li> <li>Smart Inverter Compressor</li> <li>Multi Air Flow</li> <li>Zero Clearance</li> </ul>		1
12	<ul> <li>45 Litre 900W Contrabass Convection Oven</li> <li>Six different modes - microwave, grill, convection, microwave grill, microwave convection, and grill</li> <li>Silver or Black</li> </ul>		1
13	<ul> <li>1.7 litres</li> <li>Boil dry protection and Automatic power off</li> <li>Power source – AC</li> <li>2200 W</li> <li>Cordless and stainless steel</li> </ul>		1
14	<ul> <li>4K 8m pixels, NEO QLED smart TV, 55"inch, HDMI ports, USB ports, anti-reflection, neutral quantum Processor 4k, quantum matrix technology, Wi-Fi connectivity</li> <li>Safety locking screw, adjustable frame, close to wall design, Bracket type (flat screen) material metal.</li> </ul>	Neo QLED	3



15	<ul> <li>1300 (L) x 660 (W) x 745 (H)</li> <li>Ottoman with fixed back on black round steel legs</li> <li>upholstery</li> </ul>	4
16	<ul> <li>Toba Coffee Table Set</li> <li>One top has a black finish and the other top an oak finish, clear oak finish</li> <li>(Diameter: 800 mm) (Height 370 mm)( Thickness of top: 20 mm)</li> <li>(Diameter: 650 mm )(Height: 260 mm)( Thickness of top: 20 mm)</li> </ul>	1



#	Description	Illustrative Image	Quantity
# 1	<ul> <li>Synchronised mechanism with seat slider</li> <li>Back structure in black polyamide reinforced with fiberglass with grey breathable high-elastic WINTEX mesh upholstery</li> <li>Dual directional height adjustable lumbar support</li> <li>3D Armrests with soft PU pads, adjustable in height with pivot and sliding function</li> <li>5-Star black nylon base with 60mm castors</li> <li>Optional headrest with height &amp; angle adjustment in grey</li> </ul>	Indistrative image	18
	<ul> <li>mesh</li> <li>Moulded foam seat upholstered in standard grey fabric</li> </ul>		
2	<ul> <li>Multi-function (Knee-tilt) mechanism, lockable in 5 positions</li> <li>Backrest with integrated headrest on High back chair</li> <li>Aluminium arms with black leather-look padding</li> <li>5-Star polished aluminium base with 50mm castors</li> <li>Available in high back, medium back &amp; visitors chair options</li> <li>Black genuine leather upholstery</li> </ul>	FourtheadBoardroom Chair	20



a member o	f the dtic group		
3	<ul> <li>38mm Top</li> <li>20 seater table</li> <li>Pedestal base with hinge door in paired finish</li> <li>laminates paired with anthracite, black or stone grey</li> </ul>	ECOCENTRIC BOARDROOM	1
4	<ul> <li>4-WAY DUAL BENCH - 3200 (L)</li> <li>16mm Rectangular top with power gap</li> <li>Laminates White</li> <li>3200 (L) x 1650 (W) x 722 (H)</li> <li>Black rectangular steel legs</li> <li>Modesty panel</li> <li>Desk based screen as shown in the picture</li> <li>Cable tray</li> <li>Recessed intermediate legs</li> </ul>	Diamond Desk	5
5	<ul> <li>DIAMOND MANAGERIAL TOPS (1800 (L) X 800 (W)</li> <li>DIAMOND EXTENSION TOP (1000 (L) X 600 (W))</li> <li>Modesty panel</li> <li>Cable management tray</li> <li>Diamond loop leg structures</li> <li>Rectangular desk leg structure - single workstation</li> <li>1800 (I) x 800 (w) x 722 (h)</li> </ul>	Dimon Managerial Desk	3
6	<ul> <li>2000 (L) x 1000 (W) x 722 (H)</li> <li>16mm Top, Laminated white wood finish</li> <li>Triangular leg profile / Connects to storage block on dropped extension / Includes 2 x cable outlets as shown in the picture.</li> <li>Modesty panel</li> <li>Cable tray</li> <li>Dimon Storage Extension open 2000(L) 550(w) 545(H)</li> </ul>		1



member o	f the dtic group	 
7	<ul> <li>2000 (W) x 450 (D) x 1279 (H)</li> <li>2 x Frosted glass hinge doors includes timber</li> <li>shelves / 4 x Solid hinge Black door compartments</li> <li>laminates paired with white</li> </ul>	1
8	<ul> <li>900 (D) x 400 (D) x 1500 (H)</li> <li>Laminated white finish</li> <li>4-tier hinge door cabinet, including timber shelves</li> <li>laminates paired with white</li> <li>key locking system</li> </ul>	20
9	<ul> <li>400 (W) 500 (D) 600(H)pedestal</li> <li>1 x Floating pen &amp; pencil tray, 2 x standard drawers &amp; 1 x deep filer / Central locking</li> <li>Black steel finish</li> </ul>	
10	<ul> <li>4 Door Storage Cabinet</li> <li>measuring 1600 x 450 x 825mm</li> <li>22mm thick top and base</li> <li>lockable doors</li> <li>Finish Colour – White and black</li> <li>Material - wood</li> </ul>	2



	<ul> <li>Capacity: 446 liters (324 liters refrigerator, 122 liters freezer)</li> <li>Dimensions: 700mm (width) x 700mm (depth) x 1850mm (height)</li> <li>Bottom freezer</li> <li>Energy Rating: A++</li> <li>Linear Cooling™</li> <li>Door Cooling+</li> <li>Smart Inverter Compressor</li> <li>Multi Air Flow</li> <li>Zero Clearance</li> </ul>		1
12	<ul> <li>45 Litre 900W Contrabass Convection Oven</li> <li>Six different modes - microwave, grill, convection, microwave grill, microwave convection, and grill</li> <li>Silver or Black</li> </ul>		1
13	<ul> <li>1.7 litres</li> <li>Boil dry protection and Automatic power off</li> <li>Power source – AC</li> <li>2200 W</li> <li>Cordless and stainless steel</li> </ul>		1
14	<ul> <li>4K 8m pixels, NEO QLED smart TV, 55"inch, HDMI ports, USB ports, anti- reflection, neutral quantum Processor 4k, quantum matrix technology, Wi-Fi connectivity</li> <li>Safety locking screw, adjustable frame, close to wall design, Bracket type (flat screen) material metal.</li> </ul>	Neo QLED	3



a momber o	the dic group	
15	<ul> <li>1300 (L) x 660 (W) x 745 (H)</li> <li>Ottoman with fixed back on black round steel legs</li> <li>upholstery</li> </ul>	6
16	<ul> <li>Toba Coffee Table Set</li> <li>One top has a black finish and the other top an oak finish, clear oak finish</li> <li>(Diameter: 800 mm) (Height 370 mm)(Thickness of top: 20 mm)</li> <li>(Diameter: 650 mm)(Height: 260 mm)(Thickness of top: 20 mm)</li> </ul>	1



3.7	3.7 LIMPOPO PROVINCIAL OFFICE: POLOKWANE				
#	Description	Illustrative Image	Quantity		
1	<ul> <li>Synchronised mechanism with seat slider</li> <li>Back structure in black polyamide reinforced with fiberglass with grey breathable high-elastic WINTEX mesh upholstery</li> <li>Dual directional height</li> </ul>		18		
	adjustable lumbar support				
	<ul> <li>3D Armrests with soft PU pads, adjustable in height with pivot and sliding function</li> </ul>	Operational Chair			
	<ul> <li>5-Star black nylon base with 60mm castors</li> </ul>				
	<ul> <li>Optional headrest with height &amp; angle adjustment in grey mesh</li> </ul>				
	<ul> <li>Moulded foam seat upholstered in standard grey fabric</li> </ul>				
2	<ul> <li>Multi-function (Knee-tilt) mechanism, lockable in 5 positions</li> </ul>		20		
	<ul> <li>Backrest with integrated headrest on High back chair</li> </ul>				
	<ul> <li>Aluminium arms with black leather-look padding</li> </ul>				
	<ul> <li>5-Star polished aluminium base with 50mm castors</li> </ul>				
	<ul> <li>Available in high back, medium back &amp; visitors chair options</li> </ul>	Boardroom Chair			
	Black genuine leather upholstery				



a member	of the dtic group		
3	<ul> <li>38mm Top,</li> <li>20 seater table</li> <li>Pedestal base with hinge door in paired finish</li> <li>laminates paired with anthracite, black or stone grey</li> </ul>		
		ECOCENTRIC BOARDROOM	
4	<ul> <li>4-WAY DUAL BENCH - 3200 (L)</li> <li>16mm Rectangular top with power gap</li> <li>Laminates White</li> <li>3200 (L) x 1650 (W) x 722 (H)</li> <li>Black rectangular steel legs</li> <li>Modesty panel</li> <li>Desk based screen as shown in the picture</li> <li>Cable tray</li> <li>Recessed intermediate legs</li> </ul>	6 Diamond Desk	
5	DIAMOND MANAGERIAL TOPS     (1) X 2020 (14)	3	
	<ul> <li>(1800 (L) X 800 (W)</li> <li>DIAMOND EXTENSION TOP (1000 (L) X 600 (W))</li> <li>Modesty panel</li> <li>Cable management tray</li> <li>Diamond loop leg structures</li> <li>Rectangular desk leg structure - single workstation</li> <li>1800 (I) x 800 (w) x 722 (h)</li> </ul>	Dimon Managerial Desk	
6	<ul> <li>2000 (L) x 1000 (W) x 722 (H)</li> <li>16mm Top, Laminated white wood finish</li> <li>Triangular leg profile / Connects to storage block on dropped extension / Includes 2 x cable outlets as shown in the picture.</li> <li>Modesty panel</li> <li>Cable tray</li> <li>Dimon Storage Extension open 2000(L) 550(w) 545(H)</li> </ul>		
		Dimond Loop Desk	



	of the dtic group	
7	<ul> <li>2000 (W) x 450 (D) x 1279 (H)</li> <li>2 x Frosted glass hinge doors includes timber</li> <li>shelves / 4 x Solid hinge Black door compartments</li> <li>laminates paired with white</li> </ul>	1
8	<ul> <li>900 (D) x 400 (D) x 1500 (H)</li> <li>Laminated white finish</li> <li>4-tier hinge door cabinet, including timber shelves</li> <li>laminates paired with white</li> <li>key locking system</li> </ul>	20
9	<ul> <li>400 (W) 500 (D) 600(H)pedestal</li> <li>1 x Floating pen &amp; pencil tray, 2 x standard drawers &amp; 1 x deep filer / Central locking</li> <li>Black steel finish</li> </ul>	22
10	<ul> <li>4 Door Storage Cabinet</li> <li>measuring 1600 x 450 x 825mm</li> <li>22mm thick top and base</li> <li>lockable doors</li> <li>Finish Colour – White and black</li> <li>Material - wood</li> </ul>	2



	of the dtic group		
11	<ul> <li>Capacity: 446 liters (324 liters refrigerator, 122 liters freezer)</li> <li>Dimensions: 700mm (width) x 700mm (depth) x 1850mm (height)</li> <li>Bottom freezer</li> <li>Energy Rating: A++</li> <li>Linear Cooling™</li> <li>Door Cooling+</li> <li>Smart Inverter Compressor</li> <li>Multi Air Flow</li> <li>Zero Clearance</li> </ul>		1
12	<ul> <li>45 Litre 900W Contrabass Convection Oven</li> <li>Six different modes - microwave, grill, convection, microwave grill, microwave convection, and grill</li> <li>Silver or Black</li> </ul>		1
13	<ul> <li>1.7 litres</li> <li>Boil dry protection and Automatic power off</li> <li>Power source – AC</li> <li>2200 W</li> <li>Cordless and stainless steel</li> </ul>		1
14	<ul> <li>4K 8m pixels, NEO QLED smart TV, 55"inch, HDMI ports, USB ports, anti-reflection, neutral quantum Processor 4k, quantum matrix technology, Wi-Fi connectivity</li> <li>Safety locking screw, adjustable frame, close to wall design, Bracket type (flat screen) material metal.</li> </ul>	Neo QLED	3

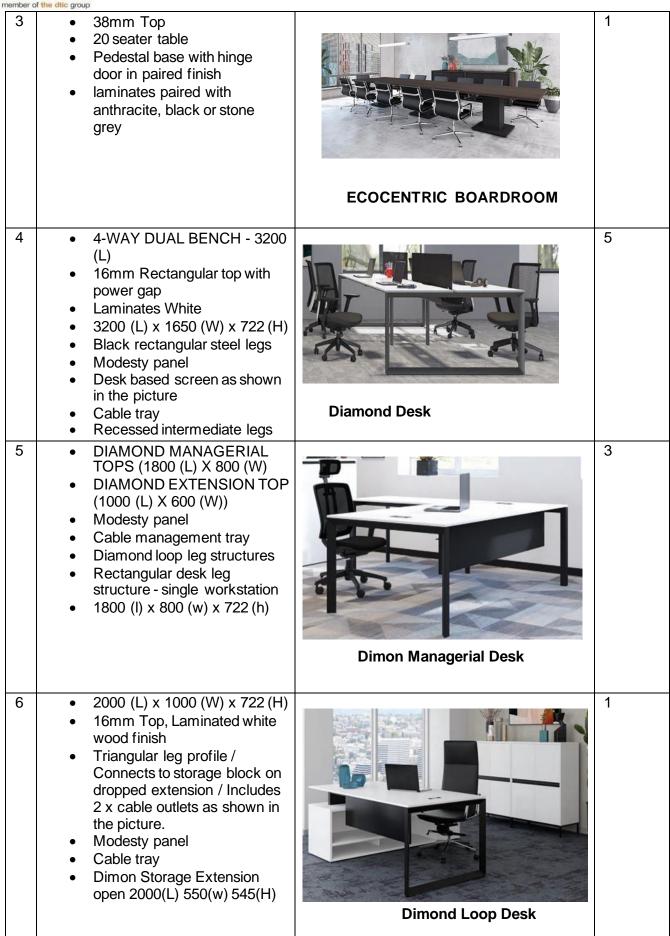


15	<ul> <li>1300 (L) x 660 (W) x 745 (H)</li> <li>Ottoman with fixed back on black round steel legs</li> <li>upholstery</li> </ul>	6
16	<ul> <li>Toba Coffee Table Set</li> <li>One top has a black finish and the other top an oak finish, clear oak finish</li> <li>(Diameter: 800 mm) (Height 370 mm)( Thickness of top: 20 mm)</li> <li>(Diameter: 650 mm )(Height: 260 mm)( Thickness of top: 20 mm)</li> </ul>	1



3.8 3.8 Western cape Provincial Office: Cape Town				
#	Description	Illustrative Image	Quantity	
1	<ul> <li>Synchronised mechanism with seat slider</li> </ul>		18	
	<ul> <li>Back structure in black polyamide reinforced with fiberglass with grey breathable high-elastic WINTEX mesh upholstery</li> </ul>			
	<ul> <li>Dual directional height adjustable lumbar support</li> </ul>			
	<ul> <li>3D Armrests with soft PU pads, adjustable in height with pivot and sliding function</li> </ul>	Operational Chair		
	<ul> <li>5-Star black nylon base with 60mm castors</li> </ul>			
	<ul> <li>Optional headrest with height &amp; angle adjustment in grey mesh</li> </ul>			
	<ul> <li>Moulded foam seat upholstered in standard grey fabric</li> </ul>			
2	<ul> <li>Multi-function (Knee-tilt) mechanism, lockable in 5 positions</li> </ul>		20	
	<ul> <li>Backrest with integrated headrest on High back chair</li> </ul>			
	<ul> <li>Aluminium arms with black leather-look padding</li> </ul>			
	<ul> <li>5-Star polished aluminium base with 50mm castors</li> </ul>			
	<ul> <li>Available in high back, medium back &amp; visitors chair options</li> </ul>	Boardroom Chair		
	<ul> <li>Black genuine leather upholstery</li> </ul>			







i member o	f the dtic group	
7	<ul> <li>2000 (W) x 450 (D) x 1279 (H)</li> <li>2 x Frosted glass hinge doors includes timber</li> <li>shelves / 4 x Solid hinge Black door compartments</li> <li>laminates paired with white</li> </ul>	1
8	<ul> <li>900 (D) x 400 (D) x 1500 (H)</li> <li>Laminated white finish</li> <li>4-tier hinge door cabinet, including timber shelves</li> <li>laminates paired with white</li> <li>key locking system</li> </ul>	20
9	<ul> <li>400 (W) 500 (D) 600(H)pedestal</li> <li>1 x Floating pen &amp; pencil tray, 2 x standard drawers &amp; 1 x deep filer / Central locking</li> <li>Black steel finish</li> </ul>	22
10	<ul> <li>4 Door Storage Cabinet</li> <li>measuring 1600 x 450 x 825mm</li> <li>22mm thick top and base</li> <li>lockable doors</li> <li>Finish Colour – White and black</li> <li>Material - wood</li> </ul>	2



a member o	f the dtic group		
11	<ul> <li>Capacity: 446 liters (324 liters refrigerator, 122 liters freezer)</li> <li>Dimensions: 700mm (width) x 700mm (depth) x 1850mm (height)</li> <li>Bottom freezer</li> <li>Energy Rating: A++</li> <li>Linear Cooling™</li> <li>Door Cooling+</li> <li>Smart Inverter Compressor</li> <li>Multi Air Flow</li> <li>Zero Clearance</li> </ul>		1
12	<ul> <li>45 Litre 900W Contrabass Convection Oven</li> <li>Six different modes - microwave, grill, convection, microwave grill, microwave convection, and grill</li> <li>Silver or Black</li> </ul>		1
13	<ul> <li>1.7 litres</li> <li>Boil dry protection and Automatic power off</li> <li>Power source – AC</li> <li>2200 W</li> <li>Cordless and stainless steel</li> </ul>		1
14	<ul> <li>4K 8m pixels, NEO QLED smart TV, 55"inch, HDMI ports, USB ports, anti- reflection, neutral quantum Processor 4k, quantum matrix technology, Wi-Fi connectivity</li> <li>Safety locking screw, adjustable frame, close to wall design, Bracket type (flat screen) material metal.</li> </ul>	Neo QLED	3



3.9	3.9 KWA ZULU NATAL PROVINCIAL OFFICE: DURBAN				
#	Description	Illustrative Image	Quantity		
1	<ul> <li>Synchronised mechanism with seat slider</li> <li>Back structure in black polyamide reinforced with fiberglass with grey breathable high-elastic WINTEX mesh upholstery</li> <li>Dual directional height adjustable lumbar support</li> <li>3D Armrests with soft PU pads, adjustable in height with pivot and sliding function</li> <li>5-Star black nylon base with 60mm castors</li> <li>Optional headrest with height &amp; angle adjustment in grey mesh</li> <li>Moulded foam seat upholstered in standard grey fabric</li> </ul>	<image/> <image/>	18		
2	<ul> <li>Multi-function (Knee-tilt) mechanism, lockable in 5 positions</li> <li>Backrest with integrated headrest on High back chair</li> <li>Aluminium arms with black leather-look padding</li> <li>5-Star polished aluminium base with 50mm castors</li> <li>Available in high back, medium back &amp; visitors chair options</li> <li>Black genuine leather upholstery</li> </ul>	For the second secon	20		



member o	f the dtic group	
3	<ul> <li>38mm Top,</li> <li>20 seater table</li> <li>Pedestal base with hinge door in paired finish</li> <li>laminates paired with anthracite, black or stone grey</li> </ul>	1         ECOCENTRIC BOARDROOM
4	<ul> <li>4-WAY DUAL BENCH - 3200 (L)</li> <li>16mm Rectangular top with power gap</li> <li>Laminates White</li> <li>3200 (L) x 1650 (W) x 722 (H)</li> <li>Black rectangular steel legs</li> <li>Modesty panel</li> <li>Desk based screen as shown in the picture</li> <li>Cable tray</li> <li>Recessed intermediate legs</li> </ul>	5 Diamond Desk
5	<ul> <li>DIAMOND MANAGERIAL TOPS (1800 (L) X 800 (W)</li> <li>DIAMOND EXTENSION TOP (1000 (L) X 600 (W))</li> <li>Modesty panel</li> <li>Cable management tray</li> <li>Diamond loop leg structures</li> <li>Rectangular desk leg structure - single workstation</li> <li>1800 (I) x 800 (w) x 722 (h)</li> </ul>	3 Dimon Managerial Desk
6	<ul> <li>2000 (L) x 1000 (W) x 722 (H)</li> <li>16mm Top, Laminated white wood finish</li> <li>Triangular leg profile / Connects to storage block on dropped extension / Includes 2 x cable outlets as shown in the picture.</li> <li>Modesty panel</li> <li>Cable tray</li> <li>Dimon Storage Extension open 2000(L) 550(w) 545(H)</li> </ul>	Image: Dimond Loop Desk



7	<ul> <li>2000 (W) x 450 (D) x 1279 (H)</li> <li>2 x Frosted glass hinge doors includes timber</li> <li>shelves / 4 x Solid hinge Black door compartments</li> <li>laminates paired with white</li> </ul>	1
8	<ul> <li>900 (D) x 400 (D) x 1500 (H)</li> <li>Laminated white finish</li> <li>4-tier hinge door cabinet, including timber shelves</li> <li>laminates paired with white</li> <li>key locking system</li> </ul>	20
9	<ul> <li>400 (W) 500 (D) 600(H)pedestal</li> <li>1 x Floating pen &amp; pencil tray, 2 x standard drawers &amp; 1 x deep filer / Central locking</li> <li>Black steel finish</li> </ul>	22
10	<ul> <li>4 Door Storage Cabinet</li> <li>measuring 1600 x 450 x 825mm</li> <li>22mm thick top and base</li> <li>lockable doors</li> <li>Finish Colour – White and black</li> <li>Material - wood</li> </ul>	2



nember of the	e dtic group		
11	<ul> <li>Capacity: 446 liters (324 liters refrigerator, 122 liters freezer)</li> <li>Dimensions: 700mm (width) x</li> </ul>		1
	<ul> <li>700mm (depth) x 1850mm (height)</li> <li>Bottom freezer</li> <li>Energy Rating: A++</li> <li>Linear Cooling<sup>™</sup></li> <li>Door Cooling+</li> <li>Smart Inverter Compressor</li> <li>Multi Air Flow</li> <li>Zero Clearance</li> </ul>		
12	<ul> <li>45 Litre 900W Contrabass Convection Oven</li> <li>Six different modes - microwave, grill, convection, microwave grill, microwave convection, and grill</li> <li>Silver or Black</li> </ul>		1
13	<ul> <li>1.7 litres</li> <li>Boil dry protection and Automatic power off</li> <li>Power source – AC</li> <li>2200 W</li> <li>Cordless and stainless steel</li> </ul>		1
14	<ul> <li>4K 8m pixels, NEO QLED smart TV, 55"inch, HDMI ports, USB ports, anti-reflection, neutral quantum Processor 4k, quantum matrix technology, Wi- Fi connectivity</li> <li>Safety locking screw, adjustable frame, close to wall design, Bracket type (flat screen) material metal.</li> </ul>	Neo QLED	3

#### 3. REPORTING REQUIREMENTS

The service provider will report to the NLC Supply Chain Management & Facilities (SCM&F) Department.

#### 4. DURATION OF THE PROJECT

The duration of the project will be three months (3) from the date of signing the Service Level Agreement (SLA).



#### SECTION 2: NOTICE TO BIDDERS

#### SECTION 2: NOTICE TO BIDDERS

#### 1. Terms and conditions of Request for Proposals (RFP)

- 1.1 This document may contain confidential information that is the property of the NLC.
- 1.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFP without prior written permission from the NLC.
- 1.3 All copyright and intellectual property herein vests with the NLC.
- 1.4 Late and incomplete submissions will not be accepted.
- 1.5 No services must be rendered, or goods delivered before an official NLC Purchase Orderform has been received.
- 1.6 This RFP will be evaluated in terms of the 80/20 preference point system.
- 1.7 Suppliers are required to register on the Central Supplier Database at <u>www.csd.gov.za</u>.
- 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 RFP must be forwarded to <u>bids@nlcsa.org.za</u> cc <u>penelope@nlcsa.org.za</u>

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



acknowledged by the NLC.

It remains the exclusive domain and election of the NLC as to which of these stipulations are applicable and to what extent. Bidders 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 National Industrial Participation Programme
- 2.4.1 The Industrial Participation policy, which was endorsed by Cabinet on 30 April 1997, is applicable to contracts that have an imported content. The NIP is obligatory and therefore must be complied with. Bidders are required to sign and submit the Standard Bidding Document (SBD).
- 2.5 Language
- 2.5.1 Bids shall be submitted in English.
- 2.6 Gender
- 2.6.1 Any word implying any gender shall be interpreted to imply all other genders.
- 2.7 Headings
- 2.7.1 Headings are incorporated into this RFP 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.
- 2.8 Occupational Injuries and Diseases Act 13 of 1993
- 2.8.1 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 torequest 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.
- 2.9 Processing of the Bidder's Personal Information
- 2.9.1 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'sDatabase of Restricted Suppliers.

- 2.9.2 All Personal Information collected will be processed in accordance with POPIA and with the commission Data Privacy Policy.
- 2.9.3 The following persons will have access to the Personal Information collected:
- 2.9.3.1 The commission personnel participating in procurement/award procedures; and
- 2.9.3.2 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:
- 2.9.3.3 contract description and bid number.
- 2.9.3.4 names of the successful bidder(s) and preference points claimed.
- 2.9.3.5 the contract price(s) (if possible).
- 2.9.3.6 contract period.
- 2.9.3.7 names of directors; and
- 2.9.3.8 date of completion/award.
- 2.9.4 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.
- 2.9.5 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. Validity Period

- 3.1 The Commission requires a validity period of 120 Days [from closing date] against this RFP.
- 3.2 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 is not finalized within the validity period.

#### 4. National Treasury's Central Supplier Database

- 4.1 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.
- 4.2 The Commission may not award business to a bidder who has failed to register on the CSD.
- 4.3 Only foreign suppliers with no local registered entity need not register on the CSD.



4.4 The CSD can be accessed at https://secure.csd.gov.za/

#### 5. Confidentiality

- 5.1 Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding;
- 5.2 The Commission reserves all the rights afforded to it by POPIA in the processing of any of its information as contained in Bid Proposals.
- 5.3 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.
- 5.4 The Bidder shall notify the NLC in writing of any unauthorised access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

#### 6. Communication

- 6.1 Specific queries relating to this RFP should be submitted <u>bids@nlcsa.org.za</u> before the closing date.
- 6.2 In the interest of fairness and transparency the NLC's response to such a query may be

Made available to other bidders.

- 6.3 It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this RFP between the closing date and the date of the award of the business.
- 6.4 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.

#### 7. Supplier Performance

- 7.1 The National Lotteries Commission conducts regular performance reviews in accordance with the requirements for the classification of the contract and or stakeholder by making use of supplier evaluation forms. The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year and a review at completion of contract for those contracts less than a year.
- 7.2 Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 7.3 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.

7.4 Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

#### Section 3: EVALUATION CRITERIA

#### Stage 1: Tender Closing and Opening

#### 1.1 Tender closing details

The deadline for Tender submission is Standard South African Time. Any late tenders will not be accepted. Tenders are to be submitted to the NLC's tender box at the following physical address:

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

#### 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 folder from the Technical/Functional Response information. The onus is on the Bidder to ensure that all mandatory and required documents are included in the electronic 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: Mandatory and Administrative Compliance

#### **1. Mandatory Compliance**

Bidders are required to submit the required mandatory requirement for their bid submission to be considered responsive and compliance to the terms and condition specified below. Failure to comply with the below requirement will disqualify your bid submission: -

Mandatory Supporting Requirements	Comply/Not Comply Evidence
1. Freight Insurance Cover to the value of 10 000 000,00	Copy of valid cover
2. If coming in as a joint venture, please submit a valid JV agreement.	Signed copy of the JV agreement
3. Full compliance with the technical specification outlined Section 3 of the Deliverables in the part dealing with the scope of work for all furniture and appliances required.	
4. Declaration of Interest (SBD 4)	Signed copy
Fully & Duly Completed and Signed Declaration of Interest Form (SBD 4). All blank spaces	
must be completed. Bidders to indicate items that are not applicable.	
5. Guarantee against manufacturing defects of at least 5 years	Confirmation of warranty

#### 2. Administrative Compliance

All bidders must submit the below Standard Bidding Documents and Certificates for the bid as part of the administrative requirements:

Administrative Supporting Document	Comply/Not Comply
Invitation to Bid (SBD 1)	Signed Copy
Fully & Duly Completed and signed Invitation to BID, Part A and B (SBD 1). All blank spaces must be completed. Bidders to indicate items that are not applicable	
Preference Points/Special Goals Claim Forms (SBD 6.1)	Signed Copy
Fully & Duly Completed and Signed Preference points claim form in terms of PPPFA and its Regulations of	



2022 (SBD6.1). All blank spaces must be completed. Bidders to indicate items that are not applicable	
Original signed consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPIA)	Singed Copy
CSD Report	Copy of the CSD
	report

#### Stage 3: Technical Evaluation

Service providers will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Service providers who fail to meet the minimum threshold will be disqualified and will not be evaluated further on price and special goals as per the Preferential Procurement Regulation of 2022. Technical evaluation will be conducted on site at the proposed office space using the following criteria: -

Technical Evaluation Criteria	Points Weightings	Scoring Guideline (1 to 5)	Scores
<ol> <li>COMPANY CAPABILITY         Number of completed furniture supply, delivery and installation projects in the last 5 years.         Service provider must use Annexure A to respond to this Criteria. Failure to use the Annexure will result in no score allocated.         The service must provide evidence in the form of a copy of the appointment letter, a copy of the purchase order and a delivery note signed by the customer for each project completed. If any one of these are not included for each completed project, no score will be allocated.     </li> </ol>	30	<ul> <li>No project Completed = 0 points</li> <li>1 Project Completed = 1 Point</li> <li>2 Projects Completed = 2 Points</li> <li>3Projects Completed = 3 Points</li> <li>4 Projects Completed = 4 Points</li> <li>5 or more Projects Completed = 5 Points</li> </ul>	
<ul> <li>2. COMPANY EXPERIENCE</li> <li>Number of completed furniture supply and delivery projects for more than R2 million in the last five years.</li> <li>Provide written reference letters contactable existing / recent clients (public / private sector) within the past 5 years from the closing date of the bid.</li> </ul>	30	<ul> <li>Five reference letters that meet the requirements = 5 points</li> <li>Four reference letters that meet the requirements = 4 points</li> <li>Three reference letters that meet the requirements = 3 points</li> <li>Two reference letters that meet the</li> </ul>	



a memb	er of the dtic group		
	References should be presented in a form of a written letter on an official letterhead from clients you supplied and delivered furniture to. The date on the letter must not be older than 5 years from the closing date of this tender. Letters from one client will be regarded as one reference, despite it being for different appointments for the same services. Letters must include the company name, contact name address, phone number, a brief description of the services that you provided and must be signed and dated. Appointment letters/orders from clients must be attached as support for each reference letter. A letter that does not meet any of the requirements will not be accepted.		<ul> <li>requirements =2 points</li> <li>One reference letter that meet requirements = 1 points</li> <li>None of the reference letters meet the requirements or no reference letters submitted = 0 Points</li> </ul>
3.	ORGANIZATIONAL FINANCIAL CAPABILITY The service provider must demonstrate financial capability by submitting proof of credit facility from a reputable financial institution registered with the Financial Services Conduct Authority (FSCA) and National Credit Regulator of SA. The proof must be on a letterhead that shows name of the institution, has a company logo, company contact details and signed and dated. The proof must not be older than three	25	<ul> <li>Access to finance above More than R10million = 5 points</li> <li>Access to finance of more than R8millon - R10mill = 4 points</li> <li>Access to finance of more than R6millon - R8mill = 3 points</li> <li>Access to finance of more than R4millon - R6mill = 2 points</li> <li>Access to finance of more than R4millon - R4mill = 1 point</li> <li>Access to finance of less than</li> </ul>
4.	months. PROJECT IMPLEMENTATION PLAN:	15	R2millon - R10mill = <b>0 points</b>
	PROJECT DELIVERY TIMEFRAME The bidder must submit project plan to outlines how long the project will be implemented across all sites from the date of signing the SLA.		<ul> <li>Project implemented within 12 weeks</li> <li>= 5</li> <li>Project implemented within 13 weeks</li> <li>= 4 points</li> </ul>



otal Points	100
	weeks = 0 points
	Project implemented more than 16
	= 1 points
	<ul> <li>Project implemented within 16 weeks</li> </ul>
	= 2 points
	<ul> <li>Project implemented within 15 weeks</li> </ul>
	= 3 points
	<ul> <li>Project implemented within 14 weeks</li> </ul>

The bidders who scored 70% will be evaluated further on 80/20

#### Stage 4: Evaluation on Price and Specific Goals as Per PPR2022 The 80/20

#### Principle based on Price and special goals for the NLC.

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

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

)

Ps = 80 (1 + Pmax) Ps = 80 (1 + Pmax)

Ps	=	Points scored for price of bid under
		consideration
Pt	=	Price of bid under consideration
Pmax	=	Price of highest acceptable bid

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

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

## 4.2.1 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
Tenderer who have 100% black Ownership	8		CSD report /B-BBEE Certificate /
Tenderer who have 51% to 99% black ownership	4		B-BBEESworn Affidavit
Tenderer who have less than 51% black ownership	0	8	
2. Procurement from entities who are			



Black women Owned			CSD report /B-BBEE Certificate
Tenderer who have 100% women	4		/ B-BBEESworn Affidavit
Ownership			
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0	4	
3. Black Youth Ownership			
Tenderer who have 100% black	4	4	CSD report /B-BBEE Certificate
youth ownership		-	
Tenderer who have 30% to 99%	2		/ B-BBEESworn Affidavit
black youth ownership			
Tenderer who have less than	0		
30% black youth ownership			
4. Procurement from Disabilities			
Tenderer who have 20% or more	4		Letter from the Doctor
owners with disability			
Tenderer who have less than	2	4	confirming disability and CSD
20% but more than 10% owners with disability			report
Tenderer who have less than 10% owners with	0		
disability			
Total points for specific goals		20	
Total Points (Price + Specific Goals)		100	

#### Stage 5: Due Diligence

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

#### Stage 6: Contract and Award

The stage is for negotiation after receipt of formal tenders and before the conclusion of contracts with suppliers/contractors submitting the lowest acceptable tender with a view to obtaining an improvement in price, delivery, or content, in circumstances which do not put other tenderers at a disadvantage or affect adversely their confidence or trust in the competitive system. Bidders may berequested to provide their best and final offers based on contract negotiations.



# THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE FOR THE NATIONAL LOTTERIES COMMISSION OFFICES

#### Section 4: INVITATION TO BID (SBD 1)

YOU ARE	HERE	<b>BY IN</b>	VITED						
BID NUMBE R:	NLC2 023	024-	ISSU E DAT E:	07/02/2025	CLOSIN GDATE:	28/2/2025	CLOSI NG TIME:	11:00 	
DESCRIP TION									
COMMISSION OFFICES									
BID RESP	BID RESPONSE DOCUMENTS								
BIDDING P MAY BED	IRECT	ED T	• -	RIES		AL ENQUIRIES D TO:		=	
CONTA		SCM					SCM		
CT						TPERSON			
PERSO N									
TELEPHO		0124	32 1 3 0 9				012 432	1309	
NE					TELEPH	ONE NUMBER			
NUMBER									
FACSIMI LE						LE NUMBER			
E-MAIL	ı				E-MAIL A	DDRESS			
ADDRESS SUPPLIER		RMA	ΓΙΟΝ						
NAME OF BIDDER									
POSTAL									
ADDRE SS									
STREET									
ADDRE SS			]						
TELEPHO NE NUMBER		COD	E			NUMBER			
CELLPHO NE									

FACSIMI LE NUMBER	CODE			NUMBEF	२			
E-MAIL ADDRESS								
VAT REGISTRATI ONNUMBER	Y							
SUPPLIER COMPLIAN CESTATUS	COMPLIAN CE SYSTEM PIN:		O R	CENTR AL SUPPL IER DATAB ASE	RE( REF	IQUE GISTRATION FERENCE MBER:	I N	
				, OL	MA			
B-BBEE STATUS LEVEL		-	B-BBEE \$ LEVELSV AFFIDAV	VORN		[TICK APPLICA BOX	BLE	
VERIFICATIO N CERTIFICATE	Yes	No				Yes No		

RFP2023-007 – WORK STUDY						
1 ARE YOU THE ACCREDITED REPRESENTA TIVE IN SOUTH AFRICA FOR THEGOODS /SERVICES /WORKS OFFERE D?	Yes [IF YES I	No ENCLOSE PROOF]	2 ARE YOU A FOREIGNBASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES, ANSWER QUESTIONAIR E BELOW ]		
QUESTIONNAIR	ETOBIDDING	G FOREIGN SU	PPLIERS			
IS THE ENTITY A AFRICA (RSA)?)		F THE REPUB	LIC OF SOUTH			
DOES THE ENTI THE RSA?YES	TY HAVE A BF NO	RANCH IN				
DOES THE ENTI 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 FORMOF TAXATION?YES NO						
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FORA TAX COMPLIANCE STATUS SYSTEM 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

#### 1. TAX COMPLIANCE REQUIREMENTS

- 1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 1.2 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.
- 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 1.6 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 THEBID 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 institution	State

<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.

#### SBD4

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/NO
 2.2.1 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 productsor 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 time of the official bid opening or of the awarding of the contract.

<sup>2</sup> 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.

- 3.5 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.
- 3.6 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

## 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
  - the 90/10 system for requirements with a Rand value above 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 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 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	
SPECIFIC GOALS	
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 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10  

$$Ps = 80 \left(1 - \frac{\frac{Pt - P}{min}}{\frac{P min}{P}}\right) \text{ or } Ps = 90 \left(1 - \frac{\frac{Pt - P min}{P}}{\frac{P min}{P}}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 (1 + \frac{\frac{80/20}{Pt - P}}{\frac{max}{P max}}) \text{ or } Ps = 90 (1 + \frac{\frac{Pt - P}{max}}{\frac{Pmax}{Pmax}})$$

Where

Ps = Points scored for price of tender under consideration Pt = Price of tender under consideration Pmax = Price of highest 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 either the 80/20 or 90/10 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 or 90/10 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 90/10 and 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 areBlack Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Tenderer who have 100% black Ownership	8		Copies of ID's/3 months CIPC
Tenderer who have 51% to 99% black ownership	4	8	Report from the closing date of the bid/ CSD Recent Report
Tenderer who have less than 51% black ownership	0	0	•
2. Procurement from entities who are Black women Owned			B-BBEE Certificate / B- BBEESworn Affidavit
Tenderer who have 100% women Ownership	4	4	
Tenderer who have 30% to 99% women ownership	2	-	
Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership	-	4	B-BBEE Certificate / B-
Tenderer who have 100% black youth ownership	4		BBEESworn Affidavit
Tenderer who have 30% to 99% black youth ownership	2		DDEESWOITI AITIUAVIL
Tenderer who have less than 30% black youth ownership	0		
4.Procurement from Disabilities			
Tenderer who have 20% or more owners with disability	4	4	Letter from the Doctor confirming disability and
Tenderer who have less than 20% but more than 10% owners with disability	2		CSDreport
Tenderer who have less than 10% owners with disability	0		
Total points for specific goals		20	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name of company/firm.....
- 4.4. Company registration number: .....
- 4.5. TYPE OF COMPANY/ FIRM

- Υ Partnership/Joint Venture / Consortium
- Υ One-person business/sole propriety
- Υ Close corporation
- Υ Public Company
- Υ Personal Liability Company
- Υ (Pty) Limited
- Υ Non-Profit Company
- Y 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;
  - i) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - ii) 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.



- "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.
- "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, f inancial, 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

 $\Box$  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

Project number	Name of Customer/	Project Value	Duration of the project	Project start date	Project end date	Reference person Name & Contact Details
1						
2						
3						
4						
5						
6						
7						

## ANNEXURE A: COMPANY EXPERIENCE/TRACK RECORD (to be completed by service provider) : NLC/2024-023