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

NATIONAL LOTTERIES COMMISSION

APPOINTMENT OF A SERVICE PROVIDER FOR THE TURNKEY SOLUTION FOR THE LEASING OF OFFICE SPACE FOR THE NATIONAL LOTTERIES COMMISSION HEADOFFICE IN GAUTENG FOR A PERIOD OF FIVE (5) YEARS

BID PROCESS	BID REQUIREMENTS
Bid Number	**NLC/2026-017**
Bid Advertisement Date	**18 November 2026**
Compulsory Briefing Session (Note that attendance is mandatory. Failure to attend the compulsory briefing session will lead to a disqualification of bids)	**Date: 26 November 2026 @ 10:00** **Microsoft Teams meeting** **Join:** **https://teams.microsoft.com/meet/3478452646515598?p=EBGU4AKm3qqmLqbyZh**
Closing Date and Time	**14 December 2026 @ 11:00** *(South African Standard Time)*
Bid Validity Period	**160 business working days *from the closing date***
Submission Instructions	**The bid document must be submitted via E-TENDER SUBMISSION - https://www.etenders.gov.za/** Enquiries ONLY must be emailed to: maureen@nlcsa.org.za or quotation@nlcsa.org.za

1. INTRODUCTION AND BACKGROUND

1.1. The National Lotteries Commission (The NLC) is a public entity established by Lotteries Act No. 57 of 1997, as amended to regulate the South African lotteries industry. The functions of the 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)".

1.2. 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.

1.3. The NLC intends to lease office space in Gauteng to accommodate approximately 350 employees for a period of five (5) years. The office premises must be strategically located with strong transport connectivity and must support fully outsourced facilities management, maintenance, repairs, and Occupational Health and Safety (OHS) compliance. A turnkey solution including office furniture and complete tenant installations is required.

1.4. A qualified and experienced commercial real estate agent is required to identify suitable properties, facilitate site evaluations, lead negotiations, and support the conclusion of a lease agreement that meets operational, financial, and compliance requirements. The turnkey solution shall include all necessary infrastructure, installations, fixtures, fittings, furniture and associated services required for the effective occupation and operation of the premises, subject to the detailed specifications and exclusions contained in this TOR.

2. PURPOSE AND SCOPE OF THE TERMS OF REFERENCE

The purpose of the Terms of Reference (TOR) is to request proposals for a full turnkey solution for the leasing of office space for the NLC Head Office for a period of five (5) years. The appointed bidder is expected to provide office space for leasing as follows:

2.1. Role of the Accredited Estate Agent/Commercial Property Broker

- Identify and present suitable office buildings that meet the stated requirements.
- Conduct market analysis and rental benchmarking.
- Assist in lease negotiation and finalization of lease agreements.
- Conduct due diligence on landlord's ownership, building compliance, and zoning.
- Manage all liaison between landlord and tenant up to occupancy.

- Perform an accessibility assessment for employees with disabilities and advise on the suitability of the office buildings
- Provide professional advice on market trends and valuation.
- Ensure that building management, maintenance, repairs, and OHS compliance are fully outsourced to the landlord or a facilities management provider for the lease duration
- Deliver a turnkey office solution ready for occupation within 4 months of appointment or as agreed with the NLC.

2.2. Location

- Along the N1 Major Highway corridor between Pretoria and Midrand
- Ensure accessibility via **public transport**, including:
    - Bus routes
    - Minibus taxi routes
    - E-hailing services
    - Gautrain stations and feeder routes
    - In a secure area
    - In a safe neighborhood within close access to food outlets
    - Gated and access-controlled office park

2.3. Site Accessibility

- Universally accessible location
- Easy access for visitors and/or suppliers
- Enclosed/covered Parking bays for Staff (310) and Five (5) Parking bays for people living with disability
- Visitors open parking bays (25) and five (5) Parking bays for people living with disability

2.4. Building Type

- A or B+ grade commercially zoned building as per SAPOA or relevant bodies
- Floor space ranging from 7 500 square meters to 9 500 square meters excluding common areas (provide building plans approved by relevant Municipality)
- Ready for the occupation space as per the NLC's requirements.
- Shop front - (Space that will be easily modified)
- Accessible to People Living with Disabilities
- Environmental aligned – Green energy saving

2.5. Lease Requirements

- 5-year lease contract/agreement
- Parking for both visitors and staff (345 parking bays)
- Building Maintenance
    - Maintenance of electricity backup systems (generator or solar)
    - Maintenance of plumbing
    - Electrical maintenance (lights, plugs)
    - Air-conditioning system maintenance
    - Fire Extinguishers and Fire Systems, which make provision for hydrants and hose reels in accordance with SABS 0400
    - Maintenance of outside spaces and common areas. (including gardens)
    - Compliance with all OHS requirements
    - Building aesthetics (painting, bird proofing, etc)
    - Provision of adequate water reserve tank capacity to ensure continuity of operations during water supply interruptions.

2.6. Amenities

The bidder shall provide a desirable or useful feature of space, which will include the following pause areas

- 2 Kitchen and eating area for staff on each Floor
- 10 x Boardroom – 20-seater (minimum 40m^2)
- 2 x conference room – 200 people classroom style
- 6 x Meeting rooms (minimum 12m^2 each)
- 10 x Storage rooms (minimum 12m^2 each)
- Canteen Area and common areas
- Staff restrooms (Male, female and universally accessible toilets – Minimum of 3 Female toilet cubicles and 2 male cubicles with 3 urinals) on each floor
- Visitors' restrooms (Male, female; and accessible toilets)- Minimum of 2 Female cubicles and 2 male cubicles with 1 urinal on each Floor.
- 3 x restrooms for People Living with Disabilities

- Heating Ventilation and Air Conditioning (HVAC) system must be provided and remain the responsibility of the landlord for the duration of the lease agreement.
- Designated smoking areas
- Sick Bay or first aid room
- Wellness Spaces *(example - outdoor seating and shaded areas, quiet reflection spaces, staff wellness courtyards, informal meeting gardens).*

2.7. Elevator Requirements

Provision for two elevators where the space on offer is in a multi-story building from the basement to all floors, as well as a service elevator.

2.8. ICT Requirements:

- Permit NLC to appoint an ISP for optic Fibre broadband last mile connectivity to the office building.
- 1 x Server room (minimum 20m^2) with HVAC and Raised flooring.
- Patch room in each floor at a minimum of 10m^2 with HVAC and Raised Flooring

2.9. Signage requirements

- Permission for space for internal and external signage.

2.10. Security requirements

- The building should be at an access-controlled (boom/motorized gate, etc.) property. Gated perimeter fencing or equivalent security measures for a stand-alone building. In the case of an office located within a building or complex, the bidder must provide universal access control as well as security for the assets of staff and visitors.
    - There must be a CCTV camera installed on perimeter-boundary walls/fence
    - Access to the landlords control room
    - Response alarm
- The building must be suited for a full visitor entry management system
- The building must allow for the installation of the tenants' own biometric access control system and CCTV for the inside of the office space.
- 1 x Security Control and Server Room (minimum 30m^2) with HVAC and Raised flooring.

2.11. Building design and compliance

The landlord to provide the Certificate of Compliance (COC) for:

- Plumbing
- Electricity
- Mechanical verification
- Fire protection
- Add all other related certifications as per the bylaws

2.12. Layout type

The layout should be a split as follows:

- Front office inclusive of reception – 30%, meeting room and visitors' restrooms.
- Back Office- enclosed offices with predominantly open plan 60%, kitchen and staff eating area, staff restrooms, server room, storerooms and boardroom.
- The landlord should attach a draft floor plan in accordance with the office layout in the proposed building/space.

3. DELIVERABLES

The appointed bidder must provide:

- Building maintenance.
- Provision of a back-up standby generator (700Kva)
- Provision of a back-up water tank/ supply (20 000 liters)
- Maintenance of electricity backup systems (generator or solar)
- Maintenance of plumbing
- Electrical maintenance (lights, plugs)
- Air-conditioning system maintenance
- Fire Extinguishers and Fire Systems
- Water reserve tanks
- Smoking Area
- Common area maintenance

4. REPORTING REQUIREMENTS

The service provider will report to the NLC Corporate Services division.

5. DURATION OF THE PROJECT

The expected duration of the lease will be Five (5) years from the date of signing a lease agreement, whilst the tenant installation is expected to take 4 months which may be effective on the date of appointment and purchase order, the date of signing of a service level agreement (SLA) where applicable, or as directed and at the discretion of the NLC.

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 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 RFP must be forwarded to bids@nlcsa.org.za cc and maureen@nlcsa.org.za

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 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. Biddersshall refrain from incorporating any additional stipulations in their proposal submitted in terms hereof other than in the form of a clearly marked recommendation that the NLC may in its solediscretion, elect to import or to ignore. Any such inclusion shall not be used for any purpose ofinterpretation unless it has been so imported or acknowledged by the NLC.

2.2.3 It remains the exclusive domain and election of the NLC as to which of these stipulations areapplicable 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 commitmentand 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 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.

2.7 Occupational Injuries and Diseases Act 13 of 1993

2.7.1 The Bidder warrants that all its employees (including the employees of any subcontractor 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.

2.8 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 to assess the content of its tender proposal and award the bid. The Bidder is advised that Bidder Personal Information may be passed on to third partiesto whom the commission is compelled by law to provide such information. For example, whereappropriate, the commission is compelled to submit information to the 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's 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 the National Treasury's e-Tender portal:

2.8.3.3 contract description and bid number.

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

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

2.8.3.6 contract period.

2.8.3.7 names of directors, and

2.8.3.8 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's 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. Validity Period

3.1 The Commission requires a validity period of 160 Business 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 stateand 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. General rules and instructions

5.1 News and press releases

5.1.1 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.

5.2 Precedence of documents

5.2.1 This RFP consists of several 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.

5.2.2 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 their proposal submitted in terms hereof other than in the form of a clearly marked recommendation that the NLC may, in its solediscretion, elect to import or to ignore. Any such inclusion shall not be used for any purpose ofinterpretation unless it has been so imported or acknowledged by the NLC.

5.2.3 It remains the exclusive domain and election of the NLC as to which of these stipulations areapplicable 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.

5.3 Preferential procurement reform

5.3.1 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 commitmentand track record to B-BBEE in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.

5.4 Language

5.4.1 Bids shall be submitted in English.

5.5 Gender

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

5.6 Headings

5.6.1 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.

5.7 Occupational Injuries and Diseases Act 13 of 1993

5.7.1 The Bidder warrants that all its employees (including the employees of any subcontractor 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.

5.8 Processing of the Bidder's Personal Information

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

5.8.2 All Personal Information collected will be processed in accordance with POPIA and with the Commission's Data Privacy Policy.

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

5.8.3.1 The commission personnel participating in procurement/award procedures, and

5.8.3.2 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 the National Treasury's e-Tender portal:

5.8.3.3 contract description and bid number.

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

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

5.8.3.6 contract period.

5.8.3.7 names of directors, and

5.8.3.8 date of completion/award.

5.8.4 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's PAIA manual.

5.8.5 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.

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 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, it is 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 RFP should be submitted maureen@nlcsa.org.za **5 days** 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 RFP 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 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.

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.

8.4 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 **14 December 2026 @ 11:00** Standard South African Time.**The bid document must be submitted via E-TENDER SUBMISSION - https://www.etenders.gov.za/**

Home Page - eTenders Portal

- Search by Organ of State
- Type the National Lotteries Commission on the window
- All Tenders advertised by NLC will pop up
- Click on the one you want to bid for
- Click on the +sign
- And start your e-submission process

Stage 2: Mandatory and Administrative Compliance

2.1 Administrative Compliance

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

Evaluation Criteria	Supporting Document/Content
SCM - SBD 1 - Invitation to Bid	**Fully Completed** Standard and duly signed
SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	**Fully Completed** Standard and duly signed
B-BBEE Certificate/ Sworn Affidavit in terms of Codes of Good Practice. In case of Joint Venture (JV), bidders must submit consolidated B-BBEE Certificate/Sworn Affidavit	BEE Certificate/Sworn Affidavit

Whether the Service Provider tax affairs in order	Valid SARS Tax Pin
Original Signed consent form in terms of the Protection of Personal Information Act No.4 2013 (POPIA)	POPIA Consent Form
Registered with the Central Supplier Database (CSD). Submit the recent CSD Report.	Full recent CSD Report with SARS Tax Compliance Status

2.2 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 conditions specified below. Failure to comply with the requirements below will disqualify your bid submission: -

EVALUATION CRITERIA	SUPPORTING DOCUMENT
1. Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorized person.	**Fully Completed** and duly signed Standard Bidding Document (SBD 4) Forms
2. Joint Venture agreements must be submitted where applicable	Signed and Valid JV Agreement with supporting documents
3. Agent must be registered with the Property Practitioners Regulatory Authority (PPRA) and submit a valid Fidelity Fund Certificate issued by the Property Practitioner's Regulatory Authority.	Copy of Fidelity Fund Certificate
4. Attendance of compulsory briefing session.	MS Teams attendance register

Stage 3: Technical Evaluation

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

RATING	DEFINITION	SCORE
Excellent	**Exceeds** the requirement. Exceptional demonstration by the bidder of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	**5**
Good	**Satisfies** the requirement with **minor additional benefits**. Above average demonstration by the bidder of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.	**4**
Acceptable	**Satisfies** the requirement. Demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	**3**
Minor Reservations	Satisfies the requirement with **minor reservations**. Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	**2**
Serious Reservations	Satisfies the requirement with **major reservations**. Considerable reservations of the bidder's relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.	**1**
Unacceptable	**Does not meet the requirement**. Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.	**0**

3.2 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 Physical Property Evaluation. Technical evaluation will be conducted using the following criteria: -

Technical Evaluation Criteria	Points Weightings	Scoring Guideline (1 to 5)
1. Company Experience		
Experience in the provision/ leasing of corporate office accommodation. The bidder must complete **annexure A** and provide list contactable references and submit a detailed company profile	30	• > 10 years' experience = **5 Points** • > 8 years and < 10 years of experience = **4 points** • > 5 years and < 8 years' experience = **3 points** • > 4 years and < 5 years' experience =**2 points** • > 3 years and ≤ 4 years' experience = **1 points** • > 3 years' experience = **0 points**
2. Capacity and ability of key personnel		
The Bidder must be able to demonstrate the experience for the key Project/Contract Manager. The bidder is required to demonstrate their bidder's suitability with respect to its capacity/ ability to execute and deliver on the project, based on same/similar (previous) work having been undertaken within the scope and scale of this work. The bidder profile must also provide a CV of contract manager, their experience, achievements and certified copies of qualifications (National Diploma in Property related Studies)	30	• > 11 years' experience = **5 Points** • > 9 years and ≤ 11 years of experience = **4 points** • > 7 years and ≤ 9 years' experience = **3 points** • > 5 years and ≤ 7 years' experience =**2 points** • > 3 years and ≤ 5 years' experience = **1 points** • ≤ 3 years' experience = **0 points**

The commission reserves the right to validate the information provided with individual client organizations.		
3. Reference Letters		
Provide written reference letters for previously performed from contactable existing / recent clients within the past five (5) years. Reference should be presented in a form of a written letter on an official letterhead from clients where services (Estate Agent services.) have been provided, the date on the letters must not be older than five (5) years and must be signed and be dated. Reference letters must reflect the date when the services where rendered, not older than 5 years. Letters must include the company name, contact name, address, phone number, duration of contract, value of the contract, a brief description of the services that you provided. Letters from the same client will be regarded as one (1) letter. Appointment letters and purchase orders will not be considered, and no points will be allocated. The commission reserves the right to validate the information provided with individual client organizations.	40	• Five relevant reference letters= **5 Points** • Four relevant reference letters= **4 Points** • Three relevant reference letters= **3 Points** • Two relevant reference letters= **2 Points** • One relevant reference letter= **1 Point** • No relevant reference letters provider or no letters attached= **0 Points**
Total	**100**	
Minimum Qualifying Score	**70**	

Stage 4: PROPERTY REQUIREMENT EVALUATION

This section will evaluate buildings submitted by bidders who passed stage three above. The bidders must submit signed mandates or authorisations from the property owner for all proposed buildings to ensure that the bidder is authorised to market these properties as part of their response to this tender. Only the proposed properties with the relevant mandates or authorisations will be evaluated under this stage.

Bidders will be evaluated based on the suitability of the proposed property, and physical evaluations will take place at the proposed properties. Where the proposed properties are still under construction, bidders are required to submit the approved plans and layouts.

The proposed property must be located on the N1 Major Highway corridor between Pretoria and Midrand and must be A or B+ grade commercially zoned building as per SAPOA or relevant bodies. The minimum threshold for Physical Property Suitability evaluation is **75 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. The Physical Property Suitability 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)
1. Building accessible by public transport: Bus (including Gautrain bus) and taxi route. (provide GPS Coordinates)	10	• Located within 500 metres from bus or taxi stop = **5 points** • Located within 1km from taxi or bus stop **= 4 points** • Located within 2km from bus or taxi stop **= 3** • Located within 3km from bus or taxi stop **= 2 points** • Located within 5km from bus or taxi stop **= 1 point** • Located more than 5km from bus or taxi stop = **0 points**

Technical Evaluation Criteria	Points Weightings	Scoring Guideline (1 to 5)
2. Proximity to food outlets (provide GPS Coordinates)	5	• Located within 1 km from food outlets = **5 points** • Located within 2km from food outlets = **4 points** • Located within 3km from food outlets = **3** • Located within 4km from food outlets = **2 points** • Located within 5km from food outlets = **1 point** • Located more than 5km from food outlets = **0 points**
3. Size of building of the Gross lettable Area	25	• Square metres >= 9500 m^2 = **5 points** • Square metres >= 8000 m^2 and < 9500 m^2 = **4 points** • Square metres >= 7500 m^2 and < 7999 m^2 = **3 points** • Square metres >= 7001 m^2 and < 7499 m^2 = **2 points** • Square metres >=6501 m^2 and < 6999 m^2 = **1 point** • Less than 6500 m2 = **0 points**
4. The bidders be able to demonstrate the following Parking requirements. Provision of adequate safe parking secure on-site parking (250 secured and 5 for people living with disability parking bays for Staff and 15 visitor parking bays and five (5) accessible parking spaces)	10	• Secured and undercover (basement) parking for disabled staff/visitors = **5 points** • Access controlled secured parking bays (covered bays) = **4 points** • Access controlled open parking = **3 points** • Access controlled parking outside the site = **2 points** • No parking, less the required number = **0 points**
5. Allowance for signage – external and internal	5	• Internal and External Signage available **= 5 points** • No internal or external signage = **0 Points**
6. Ready for occupation as per the NLC's requirements.	5	• Yes = 5 points

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

Technical Evaluation Criteria	Points Weightings	Scoring Guideline (1 to 5)
		• No = 0 points
7. Green building with back-up electricity and water (Generator/Solar and Back up Tank)	5	• Yes = 5 points • No = 0 points
8. ICT requirements as per 2.8 of the requirements above included	5	• Yes = 5 points • No = 0 points
9. Security requirements as per 2.10 of the requirements above included	5	• Yes = 5 points • No = 0 points
10. Building compliance to basic OHS requirements (including but not limited to accessibility to persons with disabilities and emergency services, lifts/elevators, escalators, emergency evacuation points, maximum occupancy capacity)	5	• Yes = 5 points • No = 0 points
11. Compliance with layout split as per 2.11 above	5	• Yes = 5 points • No = 0 points
12. Allowance for shopfitting and interior redesign	5	• Yes = 5 points • No = 0 points
13. Availability of separate male, female, and People living with Disabilities (PwD) toilets	10	• More than 5 separate toilets + more than 1 disabled toilet per Floor = **5 points** • 5 separate toilets + 1 disabled toilet per floor = **4 points** • 4 separate toilets + 1 disabled toilet per Floor = **3 points** • 5 Unisex + 1 disabled toilet per Floor = **2 points** Noncompliance to the requirement = **0 points**
Total Points	**100**	

Stage 5: The 80/20 Principle based on Price and Specific Goals as stated below :

Evaluation on Price and Specific Goals as per PPR2022. The 80/20 Principle is based on Price and Specific Goals for the NLC. The following formula to be used to calculate the points out of 80 for price, inclusive of all applicable taxes. A maximum of 80 points is allocated for price on the following basis:

Evaluation Criteria	Final Weighted Scores
Price The following formula will be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes: $Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$ *Where:* *Ps = Score for the Bid under consideration* *Pt = Price of Bid under consideration* *P min = Price of lowest acceptable Bid*	80

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

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 has 100% black Ownership	8	**8**	CSD report /B-BBEE/Sworn Affidavit
Tenderer who has 51% to 99% black ownership	4		
Tenderer who has less than 51% black ownership	0		
2. Procurement from entities who are women Owned		**4**	CSD report /B-BBEE/Sworn Affidavit
Tenderer who has 100% women ownership	4		
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30% women ownership	0		
3. Black Youth Ownership		**4**	CSD report /B-
Tenderer who has 100% youth ownership	4		
Tenderer who has 30% to 99% youth ownership	2		

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

Stage 6: Mandatory documents required for the evaluation Building Prior to contract award

Estate Agents are required to submit the required mandatory requirement for the building to be considered responsive and compliance with the terms and conditions specified below. Failure to comply with the requirements below will disqualify the proposed building.

MANDATORY SUPPORTINGDOCUMENTS **Proof of Compliance with local municipality bylaws**	**COMPLY Please Tick with X**	**NOT COMPLY Please Tick X**
• Electrical Certificate of Compliance		
• Plumbing Certificate of compliance		
• Waste Management Certificate or proof of compliance to bylaws		
• Heating Ventilation and Air Conditioning (HVAC) system Certificate of compliance		
• Fire Safety certificate of compliance		
• LIFT certificate of Compliance in a multi-story building.		
• Parking bylaws.		
• Building Occupancy certification		

Stage 7: Due Diligence, Contract and Award

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

Furthermore, bidders will be expected to submit audited financial statements or Reviewed financial Statements or bank rating for the for the qualifying building prior to the finalization of the final award.

ANNEXURE A

PRICING SCHEDULE: APPOINTMENT OF A SERVICE PROVIDER FOR THE TURNKEY SOLUTION FOR THE LEASING OF OFFICE SPACE FOR THE NATIONAL LOTTERIES COMMISSION HEAD OFFICE IN GAUTENG FOR A PERIOD OF FIVE (5) YEARS

Name of bidder……

Description	Price (Vat Inclusive)
Professional service fee (percentage or fixed fee)	**R**
Commission expectations (percentage or fixed fee)	**R**
Cost breakdown of additional services	**R**
TOTAL COSTS EXCLUDING VAT	**R**
15% VAT	**R**
TOTAL COST INCLUDING VAT	**R**

Note: The rental rates, tenant installations (including furniture) and any other costs will be negotiated with bidders whose proposed buildings meet the minimum scoring in stage 4. This will include the desired layout, planning and move of NLC staff to the new premises.

.

Signature of Bidder:_____Date: _____

NVITATION TO BID (SBD1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL LOTTERIES COMMISSION					
BID NUMBER:	**NLC 2026-017**	CLOSING DATE:	**14 December 2026**	Time	**11:00**
DESCRIPTION	**APPOINTMENT OF A SERVICE PROVIDER FOR THE TURNKEY SOLUTION FOR THE LEASING OF OFFICE SPACE FOR THE NATIONAL LOTTERIES COMMISSION HEADOFFICE IN GAUTENG FOR A PERIOD OF FIVE (5) YEARS**				

BID RESPONSE DOCUMENTS MUST BE SUBMITTED VIA BELOW LINK

The bid document must be submitted via **E-TENDER SUBMISSION - https://www.etenders.gov.za/**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	**Maureen Senyatsi**	CONTACT PERSON	**Supply Chain Management**
TELEPHONE NUMBER	**(012) 432 1470**	TELEPHONE NUMBER	**(012) 432 1300**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**maureen@nlcsa.org.za**	E-MAIL ADDRESS	**quotation@nlcsa.org.za**

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRALSUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	YES ☐ NO ☐ [IF YES ENCLOSE PROOF]		*ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?*	YES ☐ NO ☐ [IF YES, ANSWER QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

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

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

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

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

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……

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

DATE: ……

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1. Any person (natural or juristic) may make an offer 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2. If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES [ ] NO [ ]**

If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.3 Does the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder have a relationship with any person who is employed by the institution procuring the required goods or services? **YES [ ] NO [ ]**

2.3.1 If YES, complete the details of the relationship with the person employed by the institution procuring the required goods or services in table below.

Name of person in bidder	**Name of person at institution**	**Nature of the relationship**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

2.4 Does the bidder or any of its directors / trustees / shareholders / members / partners have any interest[1] in any other related enterprise / company / trust, whether or not that enterprise / company / trust is bidding[2] for this requirement? **YES [ ] NO [ ]**

2.4.1 If YES, complete the details of the related enterprise / company / trust in the table below:

Registering authority	**Name of related enterprise / company / trust**	**Registration number**	**Description of interest**

If the available rows are insufficient, please attach the referenced table as an annexure or add additional rows.

3 GENERAL DECLARATION

I, ……....., the undersigned, in submitting the accompanying bid for this requirement, do hereby make the following statements, on behalf of the bidder, that I certify to be true and complete in every respect:

3.1 I have read and understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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

[1] Includes ‘‘beneficial interest’’ and ‘‘personal financial interest’’ as defined in the Companies Act 71 of 2008
[2] Includes open competitive bidding / limited bidding/ requests for quotations/ requests for proposals/ unsolicited bids

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.

3.5 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.

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

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

I CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT.

I ACCEPT THAT THE INSTITUTION PROCURING THE REQUIRED GOODS OR SERVICES MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME, THE BIDDER AND ANY OF ITS DIRECTORS / TRUSTEES / SHAREHOLDERS / MEMBERS / PARTNERS IF THIS DECLARATION IS FOUND TO BE FALSE.

…… ……
Signature Date

…… ……...
Designation Name of bidder

SBD 6.1

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

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

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

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:

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

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 has 100% black Ownership	8	**8**	
Tenderer who has 51% to 99% black ownership	4		
Tenderer who has less than 51% black ownership	0		
2. Procurement from entities who are women Owned		**4**	
Tenderer who has 100% women Ownership	4		
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30 % women ownership	0		
3. Youth Ownership		**4**	
Tenderer who has 100% youth ownership	4		

Tenderer who has 30% to 99% youth ownership	2		
Tenderer who has less than 30% youth ownership	0		
4.Procurement from Disabilities			
Tenderer who has 20% or more owners with disability	4	**4**	
Tenderer who has less than 20% but more than 10% owners with disability	2		
Tenderer who has less than 10% owners with disability	0		
Total points for specific goals		**20**	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm……

5.2. Company registration number: ……..

5.3 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct.

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

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

iv) may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering process.

(b) recover costs, losses or damages it has incurred or suffered as a result of

that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable 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 *caudolateral 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 PERSONALINFORMATION FOR THE PURPOSE OF PROCUREMENT OF GOODS AND SERVICES APPLICATION, IN LINE WITH THE NLC's SUPPLY CHAIN MANAGEMENT POLICY, IN TERMS OF SECTION 11(1)(a) OF THE PROTECTION OF PERSONALINFORMATION ACT,2013 (ACT NO.4 OF 2013) (**"POPIA"**).

TO: NATIONAL LOTTERIES COMMISSION

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).

2. 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.

3. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—

3.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;

3.2 dissemination by means of transmission, distribution or making available in any other form; or

3.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.

4. “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—

4.1 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.

4.2 information relating to the education or the medical, financial, criminal or employment history of the person.

4.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person.

4.4 the biometric information of the person.

4.5 the personal opinions, views or preferences of the person.

4.6 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.

4.7 the views or opinions of another individual about the person; and

4.8 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