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

REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO PROVIDE ONCE-OFF RECEPTION REVAMP AT THE NATIONAL LOTTERIES COMMISSION (NLC) NORTHWEST AND NORTHERN CAPE

BID PROCESS	BID REQUIREMENTS
RFQ Number	**RFQ 2026 -011-027**
Issue Date	**14 November 2026**
Closing date and time	**03 December 2026 @ 11:00 (SAST)**
RFQ validity period	**12 Weeks 84 calendar days from closing date**
Submissions	The bid document must be submitted via **E-TENDER SUBMISSION - https://www.etenders.gov.za/** Enquiries ONLY can be emailed to: quotation@nlcsa.org.za and maureen@nlcsa.org.za
Compulsory Briefing Meeting	**Yes** **Date: 25 November 2026 @ 10:00** **Microsoft Teams meeting** **Join:** **https://teams.microsoft.com/meet/3126661314684735?p=5NISGkJZhpnzvBwnAd**

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

CONTENTS

THE TENDER

Part T1: Tendering procedures

T1.1 Tender notice and invitation to tender

T1.2 Tender data

Part T2: Returnable documents

T2.1 List of returnable documents

T2.2 Returnable schedules

THE CONTRACT

Part C1: Agreements and Contract data

C1.1 Form of offer and acceptance

C1.2 Contract data

C1.3 Joint Venture Agreement (If Applicable)

Part C2: Pricing data

C2.1 Part 1 - Pricing Instructions

C2.2 Part 2 - Bills of Quantities

Part C3: Scope of Works

C3.1 Special Notes to Bidders

C3.2 Specifications

Bidder's initials

NATIONAL LOTTERIES COMMISSI
a member of the dtic gro

PART T1: TENDERING PROCEDURE

T1.1 Tender Notice and Invitation to Tender

The National Lotteries Commission (NLC) invites suitably qualified and experienced service providers to submit quotations for the provision of once-off Reception Revamp at its Northwest and Northern cape Provincial Office, located in Mahikeng and Kimberley. It is estimated that tenderers must have a CIDB contractor grading designation of **2GB** or higher.

Project Name	Building repairs and Refurbishment	
Tender Number	**RFQ 2026-011-027**	
Tender documents availability	**NLC Website and E-tender Portal**	
Address for submission of tenders	The bid document must be submitted via **E-TENDER SUBMISSION - https://www.etenders.gov.za/**	
Closing date of the tender	**03 December 2026**	
Closing time of the tender	**11:00**	
Compulsory briefing meeting (*Tenderers must sign the attendance register in the name of the tendering entity. Addenda (if any) will be issued only to those tendering entities appearing on the attendance register***)**	Yes ☒ No ☐	
	Meeting venue	**Microsoft Teams meeting** **Join:** **https://teams.microsoft.com/meet/3126661314684735?p=5NlSGkJZhpnzvBwnAd**
	Date	**25 November 2026**
	Time:	**@10:00**
Evaluation criteria	1. Compliance with mandatory or compulsory requirements 2. Reference Letters with Similar Projects 3. Price 4. Preference and Specific Goals	

Mandatory or Compulsory Requirements *(failure to submit or comply with these requirements will lead to automatic disqualification)*	Only those tenderers who are registered with the CIDB or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a **2GB** or higher class of construction work, are eligible to have their tenders evaluated. **Joint ventures are eligible to submit tenders provided that:** 1. every member of the joint venture is registered with the CIDB. 2. the lead partner has a contractor grading designation in the **2GB** or Higher class of construction work; or not lower than one level below the required grading designation in the class of works construction works under considerations and possess the required recognition status. 3. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a **2GB** or higher class of construction work or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations.
	Completed and signed Form of Offer

T1.2 Tender Data

Clause number	Tender Data
	The conditions of tender are the Standard Conditions of Tender as contained in Annex C of Board Notice 423 of 2019 in Government Gazette No. 42622 of 08 August 2019, Construction Industry Development Board (CIDB) Standard for Uniformity in Construction Procurement. (See www.cidb.org.za) which are reproduced without amendment or alteration for the convenience of tenderers as an Annex to this Tender Data. The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies. The following variations, amendments and additions to the Standard Conditions of Tender as set out in the Tender Data below shall apply to this tender.
C.1.1	The Employer is the National Lotteries Commission
C.1.2	**The Tender** **Part T1: Tendering procedures** T1.1 Tender notice and invitation to tender T1.2 Tender data **Part T2: Returnable documents** T2.1 List of returnable documents T2.2 Returnable schedules **The Contract Part C1: Agreements and contract data** C1.1 Form of offer and acceptance C1.2 Contract data

	C1.3 Joint Venture Agreement (If Applicable) **The Contract Part C2: Pricing data** C2.1 Pricing instructions C2.2 Bills of Quantities/ scope of work **Part 3: Scope of work** C3.1 Special Notes to Bidders C3.2 Specifications **Part 4: Site information**
C.1.4	The employer's representative is: Name : Maureen Senyatsi Tel No. : 012 432 1470 Email : maureen@nlcsa.org.za **AND** Name : Simon Fete Tel No. 012 432 1515 Email : simon@nlcsa.org.za However, all communications related to this bid should be directed to the persons indicated under Enquires on this tender document. Attention is also drawn to the fact that verbal information, given by the Employer's agent during site visits/clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the Employer. Only information issued formally by the Employer in writing to Tenderers will be regarded as amending the Tender Documents
C.1.5	The employer reserves to cancel the tender prior to the award of the tender.
C1.6	A two-stage system will not be followed.

C.2.1	**Eligibility in respect of CIDB grading** Only those tenderers who are registered with the CIDB in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a **2GB** or higher class of construction work, are eligible to have their tenders evaluated.
C2.2	**Cost of tendering** The tenderer accepts that, unless otherwise stated in the tender data, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer comply with requirements
C.2.3	**Compulsory site briefing** A compulsory briefing meeting will be held **online Microsoft Teams meeting** **Join: https://teams.microsoft.com/meet/3126661314684735?p=5NISGkJZhpnzvBwnAd** **Date: 25 November 2026 @10:00** Tenderers must sign the attendance list in the name of the tendering entity. Addenda (if any) will be issued only to those tendering entities appearing on the attendance list. **None attendance of the compulsory briefing session will result in disqualification**
C.2.11	**Alterations to the documents** Bidders are required to not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations
C.2.12	**Alternative tender offer** No alternative tender offer is permitted in this tender.
C.2.13.2	***Replace sub-clause C.2.13.2 with the following.*** Return all returnable documents to the employer after completing them in their entirety by writing in by completing fully all forms required.

C.2.13.3	Parts of each tender offer communicated on paper shall be submitted as an original

C.2.13.4	The tender shall be signed by a person duly authorized to do so.
C.2.13.5	The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are: **ONLY RESPONSES submitted via E-TENDER SUBMISSION - https://www.etenders.gov.za/ WILL BE CONSIDERED** **Identification details:** Please mark clearly contents on the submission
C.2.15.1	The closing time for submission of tender offers is as stated in the Tender Notice and Invitation to Tender. Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
C.2.16.1	The tender offer validity period is **12 weeks or 84 days.**
C.2.16.2	The tender accepts that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period stated in C.2.16 lapses before the employer evaluating tender, the contractor reserves the right to review the price based on Consumer Price Index (CPI).
C.2.16.3	**Duration of contract** The expected duration of the contract is 1 month, which may be effective on the date of appointment, the date of signing of a service level agreement (SLA), or as directed and at the discretion of the NLC.
C.3.1	The tenderer is required to indicate how they claim points for each preference point system and attached relevant supporting documents. The specific goals for claiming preference points include the following: - Black Owned Companies - Women - Disabled persons - Promotion of youth

	Proof of CIDB Grading designations Tenders are required to provide proof of registration with the CIDB register of contractors indicating the category of registration, grading as well as the CRS number of the tenderer. ***Letter of Good Standing*** Tender are required to submit, bound with the tender submission, a letter of good from the compensation commissioner indicating that the bidder is in good standing.
C3.2	Notwithstanding any requests for confirmation of receipt of Addenda issued, the tenderer shall be deemed to have received such addenda if the employer can show proof of transmission thereof (or a notice in respect thereof) via electronic mail, facsimile or registered post.
C.3.3	Tenders will **not** be opened immediately after the closing time for tenders.
C.3.4	The tenderers will be evaluated in four stages (i) Stage 1: Compliance with mandatory requirements as stated in Part T1.1 (ii) Stage 2: 3 Reference Letters for Similar Projects (iii) Stage 3: Price (iv) Stage 4: Preference Points and/or Specific Goals Contractors will be required to declare the status of their key staff and any administrative compliance. In cases where there are changes in the key staff, the contractor should provide CVs and qualifications of the new similar competent staff to the NLC. The new staff should have similar skills, qualifications and experience as the staff submitted during tender. Similarly, the contractors will be expected to provide an update on any changes in their administrative compliances – and should submit the required SBD document in such cases. The award will only be issued to contractors with valid Tax Clearance certificates, active CIDB grading and the contractor who meets all the legislative requirement – this shall be verified by SCM in line with the CIDB's SCM Policy.
C.3.5	a) Stage 1: Administrative Compliance: The Compliance or compulsory documents and returnable are detailed in Section T.2.1 of this tender document. Failure to submit, complete or comply with these requirements will lead to automatic disqualification. b) Stage 2: Risk assessment on current projects

Stage 3 and 4:

The procedure for final evaluation of responsive tenders is Method 2 (Financial offer and preference). The total number of tender evaluation points (*TEV)* shall be determined in accordance with the following formula.

TEV = NFO + NP

a) *NFO* is the number of tender evaluation points awarded for the financial offer made. The score for financial offer is calculated using the following formula:

$$P = A * (1 - \frac{(P_o - P_m)}{P_m}$$

Where:

A is 80 since the estimated financial value of works inclusive of VAT is equals or is less than R 50,000,000.00.

P is the points awarded to the bid under consideration

P_m is the lowest Comparative bid price

P_o is the comparative price under consideration

NP is the number of tender evaluation points awarded for preferences claimed in accordance with the Preferencing Schedule in 3.18

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

PART T2: RETURNABLE DOCUMENTS

T2.1: LIST OF RETURNABLE DOCUMENTS

The following documents will form part of the documents submitted to the Contractors as part of the Request for Quotation:

2.1 SBD 1 – Invitation to Bid

2.2 Fully completed Form of Offer

2.3 Bills of Quantities/ Pricing Schedule

2.4 Completed SBD 6.1.

2.5 Proof of CIDB grading designations

2.6 Recent CSD Report with Tax Compliant Status

2.7 SCM Consent Form

2.8 Tax Pin Certificate/Document

2.9 B-BBEE Certificate/ Sworn Affidavit

2.10 Declaration of current projects

2.11 SBD 4 Form- Declaration

2.12 Proof of Valid COIDA

2.13 Five (5) Reference Letters and or Detailed Completion Certificates from Clients within 5 years (Letters/ Completion Certificates must be signed and dated with contactable references) from Clients within 5 years from the closing of the RFQ **(Letters must be signed and dated with email address and contact details). Reference letters for Sub-Contracting will not be accepted. Only reference letters from traceable Clients will be accepted. Reference letters from one Client will be regarded as one. Detailed and signed completion certificate will be accepted**Joint Venture with supporting documents (if applicable)

- A signed Joint Venture Agreement/ Memorandum of Understanding (MoU)
- The authorized representative to sign the tender documents on behalf of all JV members
- Company Registration & Statutory Documents, and including
- Consolidated B-BBEE/ Sworn Affidavit**, etc.**

2.14 Compulsory Briefing Attendance – NLC will verify on teams

2.15 Bidder to provide a two-page CV for an architect or Architectural Technologist with certified copies of qualifications and registration with SACAP.

Failure by the service provider to submit or complete items 2.2, 2.3, 2.5, 2.10, 2.11,2.12,2.13 , 2.14, 2.15 and 2.16. (if applicable) will render their proposal not responsive and will not be considered.

The bidder should also not appear on the National Treasury's list of blacklisted entities

Bidder's initials

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

T 2.2 : RETURNABLE SCHEDULE

	Document Name	Returnable document
	Administrative Requirements	
1.	SBD 1: Invitation to tender	☐ Yes ☐ No
2.	SBD 6.1: Reference Points claim form in terms of the Preferential Procurement Regulations 2017 or amended	☐ Yes ☐ No
3.	Full CSD report	☐ Yes ☐ No
4.	Valid tax clearance certificate or tax pin	☐ Yes ☐ No
5.	B-BBEE Certificate or Sworn Affidavit	☐ Yes ☐ No
6.	Declaration of current projects	☐ Yes ☐ No
7.	SCM Consent Form	☐ Yes ☐ No
	Mandatory Requirements	
8.	SBD 4 Form	☐ Yes ☐ No
9.	Fully Completed Form of offer	☐ Yes ☐ No
10.	Priced bills of quantities	☐ Yes ☐ No
11.	**Proof of CIDB grading: 2GB or higher.**	☐ Yes ☐ No
12.	Five (5) Reference Letters and or Detailed Completion Certificates from Clients within 5 years (Letters/ Completion Certificates must be signed and dated with contactable references) from the closing of the RFQ Reference letters for **Sub- Contracting will not be accepted**. Only reference letters from traceable Clients will be accepted. Reference letter from 1 Client will be regarded as 1. **No Appointment /Award letters and Purchase orders will not be accepted.**	☐ Yes ☐ No
13.	Proof of Valid COIDA	☐ Yes ☐ No
14.	Joint Venture with supporting documents (if applicable) • A signed Joint Venture Agreement/ Memorandum of Understanding (MoU) • The authorized representative to sign the tender documents on behalf of all JV members • Company Registration & Statutory Documents, and including Consolidated B-BBEE/ Sworn Affidavit, etc.	☐ Yes ☐ No
15.	NLC Compulsory Briefing Session Certificate	☐ **Yes** ☐ No
16.	Bidder to provide a two page CV for an architect or Architectural Technologist with certified copies of qualifications and registration with SACAP	☐**Yes** ☐**No**

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

Declaration on the status of administrative compliance

Please indicate, by circling either **Yes** or **No**, whether the administrative information submitted with the original framework tender documents has changed or not. If yes, kindly provide the particulars below and any supporting documents.

……

……

……

……

Signed ---------- Date ----------

Name ---------- Position ----------

Enterprise ----------

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

SBD 1

PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL LOTTERIES COMMISION					
BID NUMBER:	**RFQ 2026-011-027**	**CLOSING DATE**	**03 December 2026**	**CLOSING TIME:**	**11:00am**
DESCRIPTION	**REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO PROVIDE ONCE-OFF RECEPTION REVAMP AT THE NATIONAL LOTTERIES COMMISSION (NLC) NORTHWEST AND NORTHERN CAPE**				
BID RESPONSE DOCUMENTS MUST BE SUBMITTED AS PER BELOW LINK					
The bid document must be submitted via **E-TENDER SUBMISSION - https://www.etenders.gov.za/**					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON	Ms. Maureen Senyatsi				
TELEPHONE NUMBER	012 432 1470	E-MAIL ADDRESS	maureen@nlcsa.org.za		
CONTACT PERSON (TECHNICAL)	Supply Chain Management				
TELEPHONE NUMBER	012 432 1300	E-MAIL ADDRESS	quotation@nlcsa.org.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE NO:	MAAA

Bidder's initials

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]	*ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES/WORKS OFFERED?*	☐Yes ☐No [IF YES, ANSWER THE 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 FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

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, 2022, THE CIDB STANDARD CONDITIONS OF TENDER (ANNEX C) 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).

PART B: TERMS AND CONDITIONS FOR BIDDING

2. TAX COMPLIANCE REQUREMENTS

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.

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

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:……

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 [ ]

2.2 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 submit or not to submit the bid, bidding with the intention not to win

[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

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 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

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) 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).

4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4.1 POINTS AWARDED FOR PRICE

4.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest acceptable tender

5. POINTS AWARDED FOR SPECIFIC GOALS

5.1 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:

5.2 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—

- 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
- 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: The 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO PROVIDE ONCE-OFF RECEPTION REVAMP AT THE NATIONAL LOTTERIES COMMISSION (NLC) NORTHWEST AND NORTHERN CAPE

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**	

Bidder's initials

6. DECLARATION WITH REGARD TO COMPANY/FIRM

6.1 Name of company/firm…….

6.2 Company registration number: ……...

6.3 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]

6.4 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;

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 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 *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 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: (Name of Bidding Entity): _____

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).

   You are kindly requested to submit this Form either by post, facsimile or e-mail to the address, facsimile number or e-mail address as stated above.

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

   2.1 the collection, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation or use.

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

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

3. "Personal information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to-

3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, color, sexual orientation, age, physical or mental health, well- being, disability, religion, conscience, belief, culture, language and birth of the person.

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

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

3.4 the biometric information of the person;

3.5 the personal opinions, views or preferences of the person;

3.6 correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;

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

3.8 the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

_____

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

_____

Signature of Designation person

DECLARATION OF CURRENT PROJECTS

Current value refers to current value of projects for General Building (GB). Please list the current projects which your Company is busy executing in the table below.

If no projects at the moment the tender must indicate/write on this table

Table 1 List of current projects executed by the bidder

1. Do you have the current projects being executed Yes/No?
2. If Yes, please indicate the details on the table below. Please note that it is compulsory to answer the question and if the answer is yes, complete the table. If the question not answered or the table did not complete the points will not be allocated.

Project Description	Project Value	Start date	Planned end date	Client Name	Contact Person number

Bidder's initials

THE CONTRACT

PART C1: AGREEMENT AND CONTRACT DATA

C1.1. FORM OF OFFER AND ACCEPTANCE

Offer

The employer, identified in the acceptance signature block, has solicited offers to enter a contract in respect of the following works:

REQUEST FOR QUOTATION (RFQ) FOR THE APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO PROVIDE ONCE-OFF RECEPTION REVAMP AT THE NATIONAL LOTTERIES COMMISSION (NLC) NORTHWEST AND NORTHERN CAPE.

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of the Form of Offer and Acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICE INCLUSIVE OF VALUE ADDED TAX IS (CONTRACT PRICE)

Rand (in words); R ..... ……

… ..... (in figures)

R……

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the tender data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s) .....

Name(s) .....

Capacity .....

For the tenderer: .....

Name & signature of witness: .....

Date

Acceptance (To be completed by the employer – not the bidder)

By signing this part of this Form of Offer and Acceptance, the *Employer* identified below accepts the tenderer's Offer. In consideration thereof, the *Employer* shall pay the Consultant the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the *Employer* and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.
The terms of the contract, are contained in:

Part C1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
Part C2 Pricing Data
Part C3 Scope of Work and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

The tenderer shall within two weeks of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the *Employer's* agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the *conditions of contract* identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the tenderer (now *Consultant*) within five working days of the date of such receipt notifies the *Employer* in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

For the Employer

Signature .....

Name .....

Capacity .....

NATIONAL LOTTERIES COMMISSION

Name and address of organization……..

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

PART C2: PRICING DATA

C2.1 CONTRACT DATA

The Conditions of Contract are clauses 1 to 41 of the **JBCC Principal Building Agreement (Edition 6.2 of)** published by the Joint Building Contracts Committee.

Copies of these conditions of contract may be obtained from the Association of South African Quantity Surveyors (011-3154140), Master Builders Association (011-205-9000; 057-3526269) South African Association of Consulting Engineers (011-4632022) or South African Institute of Architects (051- 4474909; 011-4860684; 053-8312003;)

The JBCC Principal Building Agreement makes several references to the Contract Data for specific data, which together with these conditions collectively describe the risks, liabilities, and obligations of the contracting parties and the procedures for the administration of the Contract. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the JBCC Principal Building Agreement.

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

PART C2.2: BILLS OF QUANTITIES/ PRICING SCHEDULE

The Estimated dimensions of the Specification are not limited to the following and are re-measurable
NB: The Pricing Schedule is for Northwest and Northern Cape

Item	DESCRIPTION/SPECIFICATION	UNIT	QTY	Rate	Amount
1	Health and safety compliance	sum	1	R	R
2	Site inspection, assessment and Labour	sum	1	R	R
3	Interior design concept and layout	sum	1	R	R
4	3D and rendered images	sum	1	R	R
5	New Furniture, reception desk, fittings and finishes specifications	sum	1	R	R
6	Final drawings and design documentation	sum	1	R	R
7	Removal and demolition of existing reception finishes and fittings	item	1	R	R
8	Construction and alteration of reception counters	item	1	R	R
9	Removing old flooring Installation of new flooring and skirting	item	1	R	R
10	Wall finishes, painting and decorative finishes	item	1	R	R
11	Installation of ceilings and lighting, where required	item	1	R	R

12	Electrical work and power points, where required	item	1	R	R
13	Installation of reception paneling and TV mounting wall	item	1	R	R
14	Installation of wall cladding, branding and signage	item	1	R	R
15	Installation of doors, partitions and glazing, where required	Item	1	R	R
16	Final cleaning, removal of rubble and disposal of waste	Item	1	R	R
17	Testing, inspection and handover	item	1	R	R
18	Provide as build Drawings for the proposed changes	item	1	R	R
19	Reconfiguration and modernization of the public bathrooms for Free State office	Item	1	R	R
	Contingency	**item**	**15%**	R	R
	Total			**R**	**R**
	Vat 15%			**R**	**R**
	Grand Total			**R**	**R**

PART C3 SCOPE OF WORKS

The scope of work comprises the revamping and refurbishment of the National Lotteries Commission (NLC) reception area to achieve a modern, professional and functional appearance. This includes interior design, space planning, preparation of 3D visualizations, drawings, specifications and a Bill of Quantities (BOQ), followed by the construction, installation and finishing of the approved design. The works include, but are not limited to, the following:

- The service provider must provide all Labour, materials, tools, equipment and transport required for the work.
- The service provider must identify any specialist subcontractors required for electrical, architectural or other regulated work and ensure they hold the applicable qualifications and registrations.

Site Inspection and Assessment

- Conduct a site inspection of the existing reception area.
- Assess the existing layout, finishes, furniture, lighting, electrical points and other relevant installations.
- Identify areas requiring alteration, replacement or improvement.
- Take measurements and assess site conditions.
- Review the existing NLC floor Reception plans, which will be provided to assist with design and pricing.

Interior Design Concept and Layout

- Develop an interior design concept for a modern and professional reception area.
- Propose an efficient layout for the reception desk, visitor seating, circulation and access.
- Recommend suitable colours, materials, finishes, furniture and fittings.
- Ensure the proposed design reflects the NLC's corporate identity.
- Ensure the layout considers accessibility, safety, functionality and visitor management.

3D Visualisations and Rendered Images

- Prepare 3D visualisations and rendered images of the proposed reception area.
- Present the proposed design from relevant viewpoints.
- Illustrate the proposed furniture, finishes, lighting, branding and reception counter.
- Incorporate reasonable design revisions following feedback from NLC.

Furniture, Fittings and Finishes Specifications

- Specify the proposed reception desk, visitor seating and associated furniture.
- Recommend suitable flooring, wall finishes, ceilings, lighting and decorative elements.
- Specify doors, partitions, glazing and signage where required.
- Provide material specifications, dimensions, finishes and quantities where applicable.

Design Presentation and Approval

- Present the proposed design to NLC for review and approval.
- Incorporate feedback and amendments agreed with NLC.

Construction and Revamping Works

- Removal of existing finishes, fittings and furniture where required.
- Demolition and alteration of existing structures or reception elements where approved.

- Construction, fabrication and installation of the new reception counter.
- Installation of flooring, skirting, wall finishes and painting.
- Installation or alteration of ceilings and lighting where required.
- Electrical works, power points where required.
- Installation of furniture, fittings, partitions and glazing where specified.
- Installation of corporate branding, signage and decorative features.
- Removal and lawful disposal of construction waste.
- The reception area must remain safe and accessible during the project, with work planned to minimise disruption to operations.

PART C3.1: SPECIAL NOTES TO BIDDERS

The following special conditions are for compliance and attention to bidders:

1.1. NLC reserve the right to call interviews with short-listed bidders before final selection.

1.2. NLC reserve the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include surprise site visits.

1.3. NLC reserve the right to appoint the bidder that proves to be fully capable and qualified to handle and execute the job.

1.4. The proposals submitted must be in line with the detailed specification.

1.5. NLC reserve the right to cancel or withdraw this bid if:

i. Due to changed circumstances, there is no longer a need for this services; or

ii. Funds are no longer available to cover the total envisaged expenditure; or

iii. No acceptable bids are received; or

iv. There is a material irregularity in the Bid process.

1.6. In the case of sub-contracting or joint venture agreement, NLC will enter into a single contract with the principal bidder.

1.7. Bidders who are not registered on Central Supplier Database (CSD) must register before submission of bids.

1.8. Any completion of the bid document in pencil or erasable ink will not be acceptable and will automatically disqualify the submitted bid.

1.9. Successful bidder will be required to sign and enter into a formal contract upon the award.

1.10. Notwithstanding shortcomings and/or inconsistencies, if any, in this specification, which is only a minimum specification, a bidder shall make provision for a complete solution that will deliver the required service efficiently and cost-effectively.

1.11. Bid documents must be submitted physically to the closing address as reflected on the Tender document.

1.12. Bids received after the closing date and time will not be accepted for consideration.

1.13. This request for bid document contains confidential information about NLC, which has been provided to supply potential bidders with the data necessary to provide a holistic response.

1.14. No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party, in any manner whatsoever without the prior written permission of NLC.

1.15. Any reproduction or transmission of information contained in this document except for the sole purpose of responding to this bid is strictly prohibited.

References to NLC must not be made in any literature, promotional material, and brochures or sales presentations without the express written consent of NLC

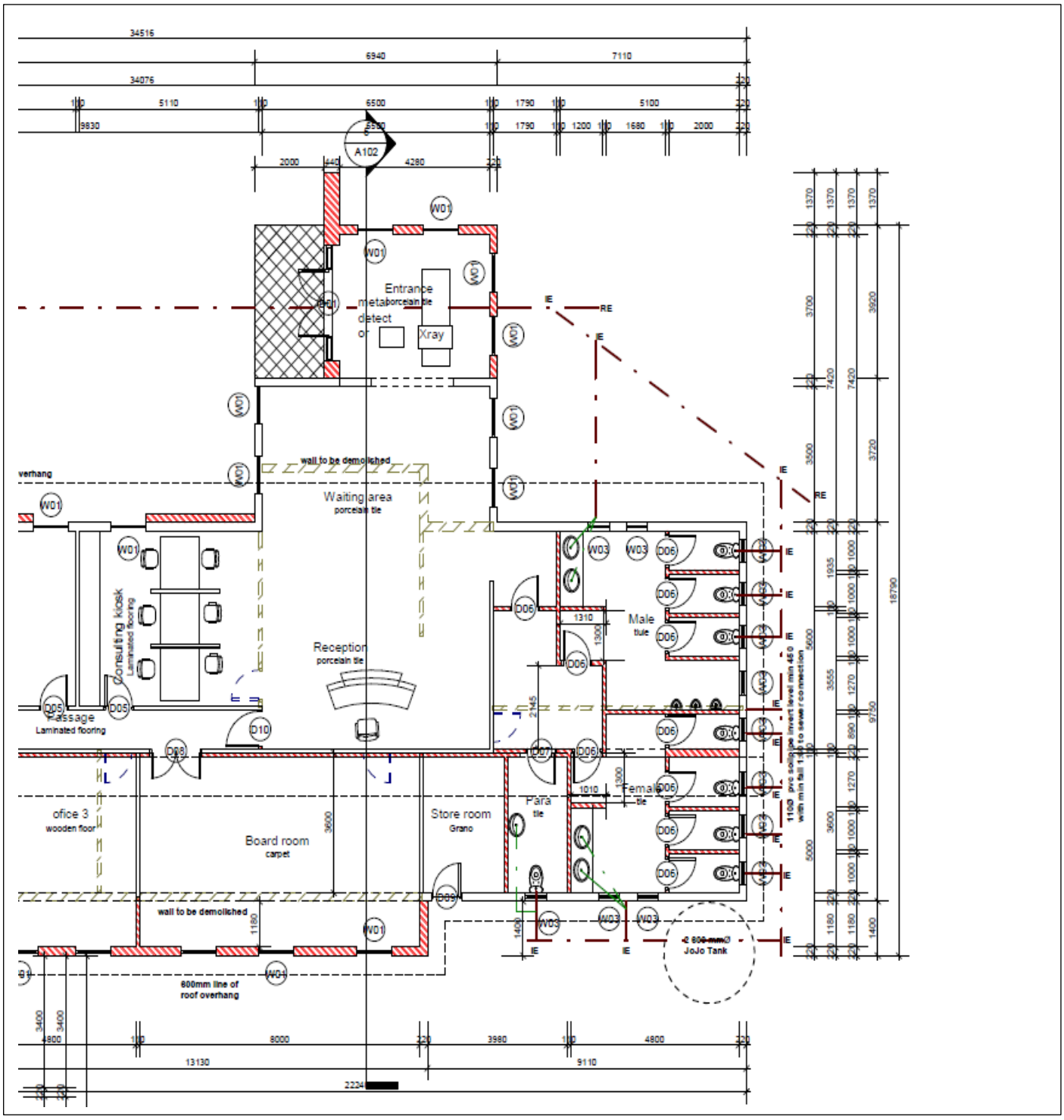
1.16. in whole or in part to any party, in any manner whatsoever without the prior written permission of NLC.

1.17. Any reproduction or transmission of information contained in this document except for the sole purpose of responding to this bid is strictly prohibited.

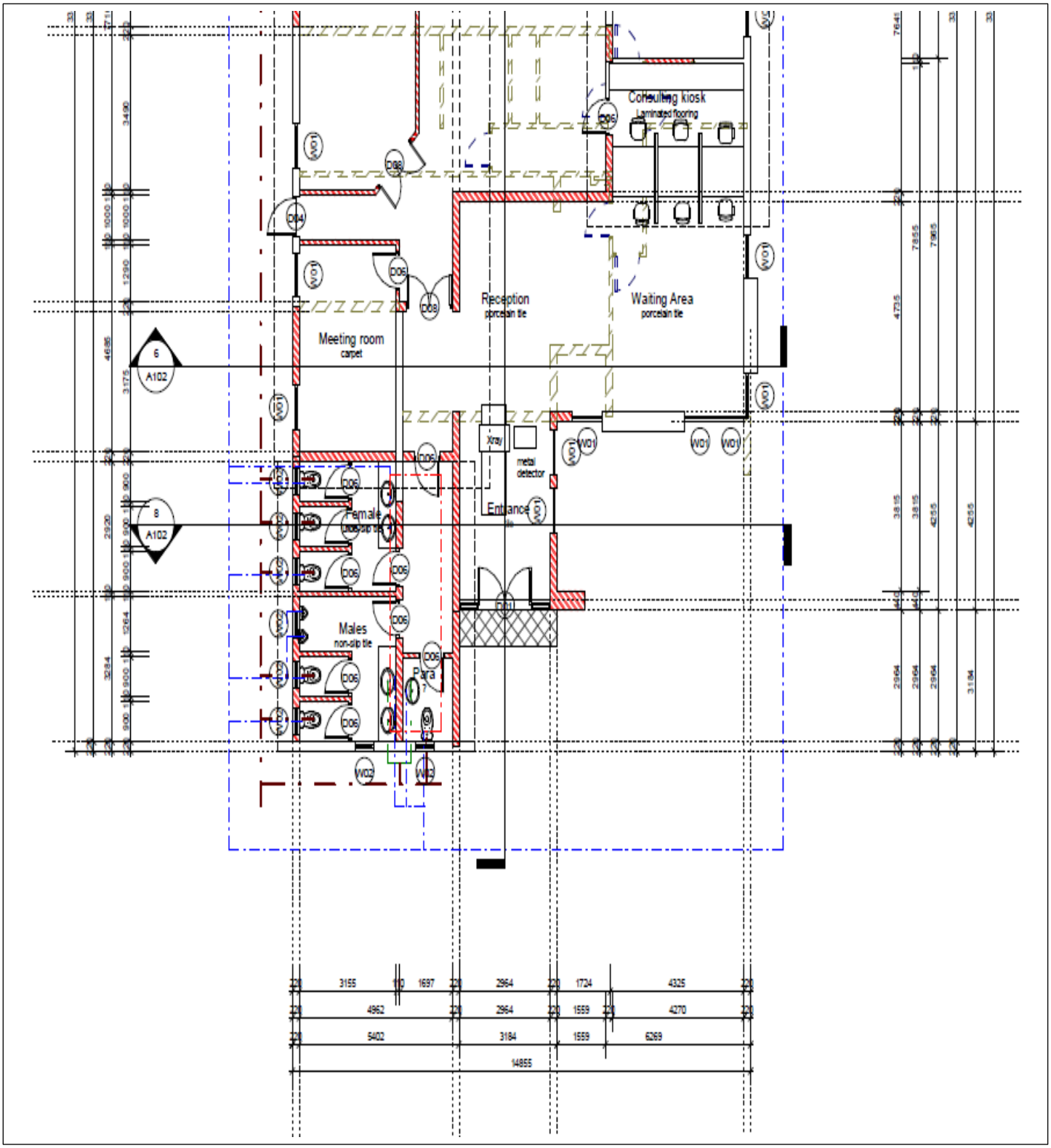
References to NLC must not be made in any literature, promotional material, and brochures or sales presentations without the express written consent of NLC

PART C3.2: SPECIFICATIONS

Reception Area Northwest.



Reception Area Northern Cape



PART C4 SITE INFORMATION

12 Visser Street,
Mafikeng
2745

11A Schmidt's Drift Road
Kimberley
8300