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Info Centre: 086 00 65383
Web: www.nlcsa.org.za
National Lotteries Commission (NLC)
P.O Box 1556
Brooklyn Square 0083, Pretoria
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NATIONAL LOTTERIES COMMISSION

REQUEST FOR PRICE QUOTATION FOR THE SUPPLY, INSTALLATION AND MAINTENANCE OF INDOOR OFFICE PLANTS FOR THE NATIONAL LOTTERIES COMMISSION HEAD OFFICE AND PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (36) MONTHS

BID PROCESS	BID REQUIREMENTS
RFQ Number	RFQ 2026-011-030
RFQ Issue Date	16 November 2026
Closing Date and Time	20 November 2026
RFQ Validity Period	120 (Hundred and Twenty Days)
RFQs are to be submitted to the LINK	The bid document must be submitted via E-TENDER SUBMISSION - https://www.etenders.gov.za/ Enquiries ONLY can be emailed to: Maureen@nlcsa.org.za and quotation@nlcsa.org.za
Delivery Address	Head Office and All Provincial Offices

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1. INTRODUCTION

The National Lotteries Commission (NLC) is a public entity established in terms of the Lotteries Act, 1997 (Act No. 57 of 1997), as amended, with a mandate to regulate the National Lottery and other lotteries and administer the National Lottery Distribution Trust Fund.

The NLC invites suitably qualified and experienced service providers to submit quotations for the supply, installation and maintenance of indoor office plants at the NLC Head Office and designated provincial offices for a period of thirty-six (36) months.

2. BACKGROUND

In line with the requirements of the Public Finance Management Act (PFMA) No. 1 of 1999, as amended and Treasury Regulations, the NLC invites suitably qualified and experienced service provider to render the supply, installation and maintenance of indoor office plants services. The NLC seeks to maintain a professional, functional and aesthetically pleasing workplace through the provision and ongoing care of suitably indoor plants.

The appointed service provider will be responsible for supplying and installing the specified plants and planters, maintaining plant health, carrying out routine plant-care activities and replacing plants that no longer meet the required standard.

The service must be delivered at the Head Office and provincial locations identified in the final site schedule, in accordance with the approved specifications and service levels.

3. OJECTIVES

The objective of this Request for Quotation (RFQ) is to appoint a suitably qualified service provider to supply, install and maintain indoor office plants for the NLC over a period of thirty-six (36) months.

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The appointed service provider must:

a. Supply healthy, suitably and non-toxic indoor plants appropriate for office environments.

b. Install and position plants and planters safely, taking account of access, circulation, workplace activities, lighting and other plant-care requirements.

c. Maintain the plants in a clean, healthy and presentable condition through scheduled maintenance.

d. Replace dead, damaged or unacceptable plants within the stipulated service levels.

e. Provide fresh floral arrangements at the specified reception areas in accordance with the approved flower specifications and delivery schedule, where included in the final scope.

The appointed professional service provider will assist in the supply, rental, installation, and maintenance of office plants and ensure compliant to regulations governing the office plants, enabling the NLC to focus on its core business functions.

4. SCOPE OF WORK

The appointed service provider will provide the following services:

a. Supply and installation of indoor office plants and the associated planters in accordance with the approved site allocation schedule.

b. Routine maintenance, including watering, cleaning of leaves and planters, removal of dead leaves and weeds, pruning, fertilising and appropriate pest monitoring and control.

c. Monitoring of plant health and implementation of corrective action where plants deteriorate.

d. Replacement of dead, damaged or unacceptable plants within forty-eight (48) hours of identification or notification, subject to the final approved service-level requirements.

e. Supply and delivery of fresh floral arrangements at the specified locations and times, where included in the final scope of work.

f. Maintenance records and reporting to the NLC Facilities Management Unit.

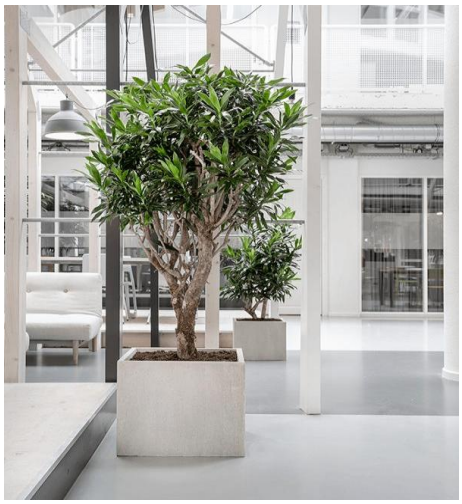
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4.1 DETAILED SPECIFICATION

Below is a detailed specification for the required service:

Plant Description	Pictorial Example	Quantity
Various which include but not limited to the following: Cast Iron plants, Palm plant, Dracaena reflexa, Weeping fig, Chinese evergreen, Yucca Elephantipes, Parasol plant, Reed Palm, Dragon tree, Dracaena Marginata, or any environmentally compliant and non-toxic office plants, Flower bouquet.		
Supply of weekly fresh flowers for placement in the reception bowl: bouquet suitably for this bowl. • Flower specification A beautiful blend of wild and refined Stargazers, delicate roses and striking protea come together with soft seasonal blooms and eucalyptus to create a bouquet that feels both elegant and naturally untamed. • Bowl Specification Material: Ceramic / glazed stoneware Colour: Glossy warm white / ivory Shape: Round, wide bowl with rounded pedestal base Overall diameter: Approx. 9–10 in (23–25 cm) Overall height: Approx. 6–7 in (15–18 cm) Bowl opening: Approx. 7–8 in (18–20 cm) Bowl depth: Approx. 3–4 in (8–10 cm) Base diameter: Approx. 5–6 in (13–15 cm) Finish: Smooth, high-gloss glazed surface Construction: Approx. Rounded bowl body integr a bulbous pedestal. Location: All provinces		**9**

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Palm plant – boardrooms Pot specification: • Capacity: Approximately 40–50 L • Height: Approximately 45–55 cm • Top diameter: Approximately 38–45 cm • Base diameter: Approximately 28–35 cm • Shape: Round or oval, slightly tapered • Material: Lightweight fibre-reinforced com or durable planter material • Colour: Off-white or ivory; matte, speckled finish • Location: All provinces		**13**
Dracaena reflexa Pot specification: • Capacity: Approximately 30–40 L • Height: Approximately 40–50 cm • Top diameter: Approximately 38–45 cm • Base diameter: Approximately 28–35 cm • Shape: Round, tapered or curved • Material: Fiberglass composite or fibre cement • Colour: Matte white • Location: All provinces		**9**
Cast Iron plants. Pot specification: • Capacity: Approximately 40 – 50 L • Shape: Round / cylindrical • Outer Diameter: Approximately 50 cm • Height: Approximately 40 cm • Top Opening: Approximately 45–47 cm • Base Diameter: Approximately 47–49 cm • Material: Fiber cement • Finish: Smooth matte • Colour: Charcoal / dark grey • Location: All provinces		**9**

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Weeping fig Pot specification: • Capacity: Approximately 30 to 40 L • Shape: Round / globe-bowl • Top diameter: Approximately 18–22 in (45–56 cm) • Overall height: Approximately 14–17 in (36–43 cm) • Base diameter: Approximately 10–13 in (25–33 cm) • Colour: Dark brown • Finish: Matte, textured • Material: Ceramic, fiberglass • Location: All provinces		**9**
Chinese evergreen Pot specification: • Capacity: Approximately 25 -30 L • Height: Approximately 30–38 cm • Top diameter: Approximately 35–40 cm • Base diameter: Approximately 25–32 cm • Shape: Round, slightly tapered or flared • Material: Ceramic or lightweight composite • Colour: Blush or dusty pink; matte/satin fluted finish • Location: Head Office		**5**

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Yucca Elephantipes Pot specification: • Capacity: Approximately 20–25 L • Shape: Round / cylindrical • Top diameter: Approximately 30–35 cm • Height: 2 Approximately 5–30 cm • Base diameter: Approximately 27–32 cm • Material: Ceramic or lightweight fibre-cement • Colour: Matte/off-white • Finish: Smooth, minimalist • Drainage: 1 drainage hole recommended, with an internal saucer/tray • Location: All provinces		**5**
Parasol plant Pot specification: • Capacity: Approximately 20-30L • Material: Ceramic • Colour: Terracotta/orange • Shape: Round • Size: Medium • Height: Approximately 20 cm • Diameter: Approximately 22 cm • Finish: Smooth, matte finish • Location: Head Office		**5**
Reed Palm Pot specification: • Capacity: Approximately 25- 35 L • Type: Tall tapered cylindrical planter pot • Shape: Round, slightly tapered — wider at th • Height: Approximately 45–50 cm • Top Diameter: Approximately 28–32 cm • Bottom Diameter: Approximately 18–22 cm • Material: UV-resistant plastic / fiberglass • Composite • Colour: Dark Navy blue / charcoal blue		**9**

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• Finish: Smooth, matte finish • Wall Thickness: Approximately 4-6 mm • Location: All provinces		
Dragon tree Pot specification: • Capacity: Approximately 25 – 35 Litres • Height: Approximately 38–45 cm • Top diameter: Approximately 35–40 cm • Base diameter: Approximately 28–33 cm • Shape: Round or cylindrical • Material: Lightweight cement composite or fibreglass • Colour: Charcoal or dark grey; lightly textured matte finish • Location: Head Office		**5**
	Total Office Plants	**78**
	Total Pot Plants	**78**
	Total amount of office plants and pot plants	**140**

4.2 OFFICES LOCATION/ ADDRESSES

NLC Head Office is located at Hatfield Pretoria and comprises of Provincial offices as detailed on the table below.

NO	PROVINCE	PHYSICAL ADDRESS	QUANTITY
1.	Head Office (Gauteng)	Block D, Hatfield Gardens 333 Grosvenor Street Hatfield PRETORIA, 0083	**30**
2.	Mpumalanga Office	29 Rood Street Sonheuwel Dorp Nelspruit, 1200	**6**
3.	North-West Office	12 Visser Street,	**6**

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		Mafikeng, 2745	
4.	Free State Office	282 Stateway, Bedelia Welkom CBD, 9459	**6**
5.	KwaZulu Natal Office	20 Kingsmead Boulevard Kingsmead Office Park 2nd Floor Marriot Building Durban, 4001	**6**
6.	Eastern Cape Office	No.7 Rochester Road, Vincent East London, 5200	**6**
7.	Western Cape Office	1 Bridgeway City Century City, 7441	**6**
8.	Northern Cape Office	11A Schmidt's Drift Road Kimberley,8300	**6**
9.	Limpopo	No. 5 Landros Mare Street Polokwane,0699	**6**

5. DELIVERABLES AND SERVICE STANDARDS

INDOOR PLANTS

(i) The maintenance of the indoor plants will include the following:

a. Weekly cleaning of the plants. This will include removal of dust on the leaves and removal of dead leaves.
b. Weekly watering of plants;
c. Weekly cleaning of all pots;
d. Weekly removal of weeds around the plants;
e. Monthly application of insecticides;
f. Quarterly fertilizing the plants;
g. Replacement of any plants that are considered to be below acceptable standard.

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FRESH FLOWERS

(i) Supply NLC head office and provincial offices with fresh flowers on a weekly basis. The fresh flowers must be as follows:
   a. Medium mixed bouquet of colourful flowers with greenery.
   b. Fresh flowers are to be displayed in a medium glass vase complementing the flowers.
   c. Fresh flowers are to be delivered weekly.
   d. Weekly delivery of fresh flowers should be by 7h30 every first business day of the week.

5.1 Dead plants should be removed and replaced withing 48 hours, and please note that all office plants are required to be environmentally friendly and not harmful to occupants.
5.2 Office Plants must be optimally positioned so as not to impede movement, access, or workplace activities.
5.3 Plants need to be placed in an adequate environment according to the plant's light, water and space requirements.

6. REPORTING REQUIREMENTS

The service provider will report to the NLC Facilities Management Unit or its designated delegate. The service provider must maintain service records and submit reports at the frequency agreed in the service-level agreement. Reports must identify completed maintenance visits, outstanding issues, plant replacements, pest or health concerns and corrective actions

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7. DURATION OF THE CONTRACT

The expected duration of the contract is 36 months, which will be effective either on the date of appointment or the date of signing of a service level agreement (SLA) and at the discretion and direction of the NLC.

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SECTION 2: NOTICE TO BIDDERS

8. Terms and Conditions of Request for Quotations (RFQ)

- This document may contain confidential information that is the property of the NLC.
- No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ without prior written permission from the NLC.
- All copyright and intellectual property herein vests with the NLC.
- Late and incomplete submissions will not be accepted.
- No services must be rendered or goods delivered before an official NLC Purchase Order form hasbeen received.
- Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.
- Suppliers must provide their CSD registration number (and attach a CSD Summary report) and ensure thattheir tax matters are compliant.

9. General rules and instructions

9.1 News and press releases

9.1.1 Bidders or their agents shall not make any news releases concerning this RFQ or the awarding of the sameor any resulting agreement without the consent of, and then only in coordination with, the NLC.

9.2 Precedence of documents

9.2.1 This RFQ consists of a number of sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFQ and the stipulations in any other document attached hereto, or the RFQ submitted hereto, the relevant stipulationsin this RFQ shall take precedence.

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9.2.2 Where this RFQ is silent on any matter, the relevant stipulations addressing such matter, and which appear in the PPPFA, 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 marked recommendation that the NLC may, in its sole discretion, elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by the NLC.

9.2.3 It is acknowledged that all stipulations in the PPPFA are equally applicable to all matters addressed in this RFQ. It, however, remains the exclusive domain and election of the NLC as to which of these stipulations are applicable and to what extent. Bidders hereby acknowledging that the decision of the NLC 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 their enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

9.3 Preferential procurement reform

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

9.3.2 Bidders must be registered with the central supplier database (CSD) and submit a CSD report reflecting tax compliance.

9.4 The National Industrial Participation Programme

8.4.1. The Industrial Participation policy, which was endorsed by the Cabinet on 30 April 1997, is applicable to contracts that have imported content. The NIP is obligatory and therefore must be complied with. Bidders are required to sign and submit the Standard Bidding Document (SBD).

9.5 Language

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9.5.1 Bids shall be submitted in English.

9.6 Gender

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

9.7 Headings

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

9.8 Occupational Injuries and Diseases Act 13 of 1993

9.8.1 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 RFQ and/ or subsequent agreement. The NLC reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proofacceptable to the NLC.

9.9 Processing of the Bidder's Personal Information

9.9.1 All Personal Information of the Bidder, its employees, representatives, associates, and sub-contractors ("Bidder Personal Information") required under this RFQ is collected and processed to assess the content of its tender proposal and award the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation, including the PPPFA read with the Preferential Procurement Regulations, 2023.

9.9.2 The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the NLC is compelled by law to provide such information. For example, where appropriate, the NLC is compelled to submit information to the National Treasury's Database of Restricted Suppliers.

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

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

9.9.4.1 The NLC personnel are participating in procurement/award procedures.

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

9.9.4.2.1 Contract description and bid number.

9.9.4.2.2 Names of the successful bidder(s) and preference points claimed.

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

9.9.4.2.4 contract period.

9.9.4.2.5 Names of directors and

9.9.4.2.6 date of completion/award.

9.9.5 The NLC 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 it) are effectively guaranteed in accordance with the procedures specified in the NLC PAIA manual.

9.9.6 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.

9.9.7

10 Formal Briefing Session

10.1. There will be no compulsory briefing session.

11 Validity Period

11.1 The NLC requires a validity period of 120 Days against this RFQ. Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions. A written letter will be sent to every bidder who responded to the bid. In terms of procedural fairness, the bidders will be given an opportunity to respond, in writing, to the terms and conditions of the bid and the bid price. Such acceptance of the terms and conditions of the bid and bid price becomes legally binding in the procurement process. Any bidder that

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did not respond to the extension of the bid validity period, in writing, **WILL NOT** be considered further for the bid upon expiry of the initial validity period. 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 finalised within the validity period.

12 National Treasury's Central Supplier Database

12.1 Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information.

12.2 The NLC may not award business to a bidder who has failed to register on the CSD.

12.3 Only foreign suppliers with no local registered entity need not register on the CSD.

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

13 Confidentiality

13.1 Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding.

13.2 The NLC reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in Bid Proposals.

13.3 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 detailed in this RFQ and in accordance with any applicable law.

13.4 The Bidder shall notify the NLC in writing of any unauthorized access to personal information and the information of a third party, through cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such.

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14 Communication

14.1 Specific queries relating to this RFQ should be submitted maureen@nlcsa.org.za, **2 days** before the closing date.

14.2 In the interest of fairness and transparency the NLC's response to such a query may be made available to other bidders.

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

14.4 Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of the state for a specified period.

15 Supplier Performance

15.1 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.

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

15.3 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.

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

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SECTION 3: EVALUATION CRITERIA

16 The NLC will evaluate all proposals in terms of the Preferential Procurement Regulation of 2023 and the Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The phase evaluation criteria below will be considered in evaluating the proposals.

Stage 1: Tender Closing

16.1 Tender closing details

The deadline for RFQ submission is **20 November 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

16.2 Stage 2: Administrative Compliance

All bid respondents must submit required documents that comply with all this request for quotation. The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document
• Signed standard bidding documents (SBD Forms). It is required that the bidder must provide correct information and declaration in the SBD Forms duly signed by the authorized person	Completed Standard Bidding Documents SBD 1 SBD 6.1
• Original signed consent form in terms of the Protection of Personal Information Act 4 of 2013 (POPIA)	POPIA Consent Form

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• B-BBEE Certificate/ Sworn Affidavit in terms of Codes of Good Practice	BEE Certificate/Sworn Affidavit Consolidated BEE Certificate /Sworn Affidavit in the case of a Joint Venture
• Registered with the Central Supplier Database (CSD). Recent Central Supplier Database (CSD)	Full Report with SARS Tax Compliance Status
• CIPC Registrations Documents	CIPC CK Documents

16.3 Stage 3: Mandatory Compliance

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

EVALUATION CRITERIA	SUPPORTING DOCUMENT
1. Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorized person.	Fully Completed Standard Bidding Document (SBD 4) Forms
2. Joint Venture agreements must be submitted in a case of a bidder being in a joint venture.	Signed Joint Venture agreements
3. Pricing proposal (to be submitted on a separate folder from technical proposal	Pricing Proposal showing all costs and applicable taxes
4. The bidder must submit three written reference letters from contactable existing or recent clients for services relating to the supply, installation and maintenance of office plants, completed within the five years preceding the RFQ closing date. Each letter must: Be issued on the client's official letterhead, signed and dated. Be dated within the preceding five years.	Three written reference

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EVALUATION CRITERIA	SUPPORTING DOCUMENT
Include the client's company name, contact person's name, address and telephone number. State the contract duration and contract value. Briefly describe the services provided. Relate to a distinct client. Multiple letters from the same client count as one reference. Appointment letters and purchase orders will not be accepted as substitutes for reference letters.	
5. Valid Compensation for Occupational Injuries and Diseases Act, No.130 of 1993 (COIDA) letter of Good Standing	Valid Copy of the COIDA certificate

16.4 Stage 4: The 80/20 Principle based on Price and Special goal as stated below.

Financial evaluation (*Pricing and Specific goals comparatives)

Price proposals (VAT inclusive) must be presented as per Annexure A Pricing Schedule. The evaluation for Pricing and Specific Goals will include the following:

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

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Points will be awarded to a bidder as follows.

Specific Goals	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
1. Procurement from entities who are black Owned			Copies of ID's/ CIPC Report CSD Recent Report
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			B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 100% women ownership	4	4	
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30% women ownership	0		
3 Youth Ownership			B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 100% youth ownership	4	4	
Tenderer who has 30% to 99% youth ownership	2		
Tenderer who has less than 30% youth ownership	0		
4.Procurement from Disabilities			Letter from the Doctor confirming disability not older than 1 year from the closing date of the RFQ and CSD report
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**	

16.5 Stage 5: Due Diligence, Contract and Award

The NLC reserves the right to undertake a due diligence exercise on the preferred bidder/s as

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part of a material risk evaluation aimed at determining to its satisfaction the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include but need not be limited to. The contract and award stage are for negotiation after receipt of formal tenders and before the conclusion of contracts with suppliers/contractors submitting the lowest acceptable tender with a view to obtaining an improvement in price, delivery or content, in circumstances which do not put other tenderers at a disadvantage or affect adversely their confidence or trust in the competitive system. Bidders may be requested to provide their best and final offers based on contract negotiations.

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INVITATION TO BID (SBD1)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL LOTTERIES COMMISSION					
BID NUMBER:	**RFQ 2026-011-030**	CLOSING DATE:	**20 November 2026**	CLOSING TIME:	**11:00**
DESCRIPTION	**REQUEST FOR PRICE QUOTATION FOR THE SUPPLY, INSTALLATION AND MAINTENANCE OF INDOOR OFFICE PLANTS FOR THE NATIONAL LOTTERIES COMMISSION HEAD OFFICE AND PROVINCIAL OFFICES FOR A PERIOD OF SIXTY (36) MONTHS**				
BID RESPONSE DOCUMENTS 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 1470**
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				

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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: ……

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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.

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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.

[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

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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 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

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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**

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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:

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

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.)

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

_____

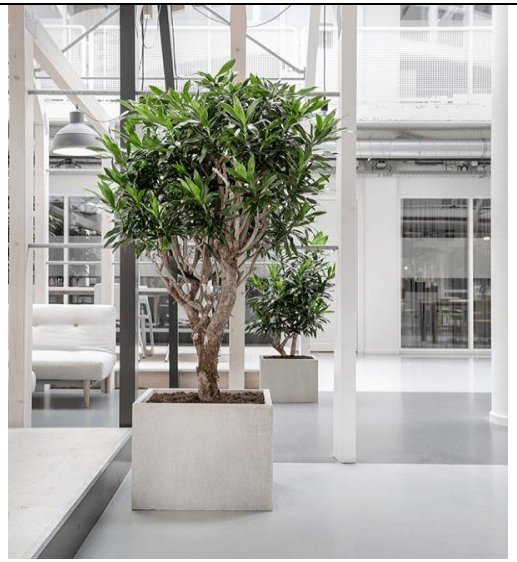
Full names of the designated person on behalf of the Responsible Party

_____

Signature of Designation person

ANNEXURE A: PRICING SCHEDULE

No	Item	Picture	Description	Quantity	Amount
1.	Supply and delivery of Office Plant pot/ vase		Flower specification • A beautiful blend of wild and refined Stargazers, delicate roses and striking protea come together with soft seasonal blooms and eucalyptus to create a bouquet that feels both elegant and naturally untamed. • Flower bouquet (Fresh flowers to be supplied and delivered on weekly basis) Bowl Specification • Material: Ceramic / glazed stoneware • Colour: Glossy warm white / ivory • Shape: Round, wide bowl with rounded pedestal base • Overall diameter: Approx. 9–10 in (23–25 cm) • Overall height: Approx. 6–7 in (15–18 cm) • Bowl opening: Approx. 7–8 in (18–20 cm) • Bowl depth: Approx. 3–4 in (8–10 cm) • Base diameter: Approx. 5–6 in (13–15 cm) • Finish: Smooth, high-gloss glazed surface • Construction: Rounded bowl body integrated with a bulbous pedestal. • Location: All provinces	9	R

2.	Supply and delivery of Office Plant pot		• Palm plant Pot specification: • Size: 40–50 L • Height: 45–55 cm • Top diameter: 38–45 cm • Base diameter: 28–35 cm • Shape: Round or oval, slightly tapered • Material: Lightweight fibre-reinforced composite or durable planter material • Colour: Off-white or ivory; matte, speckled finish • Location: Head Office	13	R
3.	Supply and delivery of Office Plant pot		Dracaena reflexa Pot specification: • Size 30–40 L • Height: 40–50 cm • Top diameter: 38–45 cm • Base diameter: 28–35 cm • Shape: Round, tapered or curved • Material: Fiberglass composite or fibre cement • Colour: Matte white • Location: All provinces	9	R

4	Supply and delivery of Office Plant pot		Cast Iron plants. Pot specification: • Size 40 – 50 L • Shape: Round / cylindrical • Outer Diameter: Approximately 50 cm • Height: Approximately 40 cm • Top Opening: Approximately 45–47 cm • Base Diameter: Approximately 47–49 cm • Material: Fiber cement • Finish: Smooth matte • Colour: Charcoal / dark grey • Location: All provinces	9	R
5.	Supply and delivery of Office Plant pot		Weeping fig Pot specification: • Capacity: Approximately 30 to 40 L • Shape: Round / globe-bowl • Top diameter: Approximately 18–22 in (45–56 cm) • Overall height: Approximately 14–17 in (36–43 cm) • Base diameter: Approximately 10–13 in (25–33 cm) • Colour: Dark brown • Finish: Matte, textured • Material: Ceramic, fiberglass • Location: All provinces	9	R

6.	Supply and delivery of Office Plant pot		Chinese evergreen Pot specification: • Capacity: 25 -30 L • Height: Approximately 30–38 cm • Top diameter: Approximately 35–40 cm • Base diameter: Approximately 25–32 cm • Shape: Round, slightly tapered or flared • Material: Ceramic or lightweight composite • Colour: Blush or dusty pink; matte/satin fluted finish • Location: Head Office	5	R
7.	Supply and delivery of Office Plant pot		Yucca Elephantipes Pot specification: • Capacity: Approximately 20–25 L • Shape: Round / cylindrical • Top diameter: Approximately 30–35 cm • Height: 2 Approximately 5–30 cm • Base diameter: Approximately 27–32 cm • Material: Ceramic or lightweight fibre-cement • Colour: Matte/off-white • Finish: Smooth, minimalist • Drainage: 1 drainage hole recommended, with an internal saucer/tray • Location: Head Office	5	R

8.	Supply and delivery of Office Plant pot		Parasol plant Pot specification: • Capacity: Approximately 20-30L • Material: Ceramic • Colour: Terracotta/orange • Shape: Round • Size: Medium • Height: Approximately 20 cm • Diameter: Approximately 22 cm • Finish: Smooth, matte finish • Location: Head Office	5	R
9.	Supply and delivery of Office Plant pot		Reed Palm Pot specification: • Capacity: Approximately 25- 35 L • Type: Tall tapered cylindrical planter pot • Shape: Round, slightly tapered — wider at the • Height: Approximately 45–50 cm • Top Diameter: Approximately 28–32 cm • Bottom Diameter: Approximately 18–22 cm • Material: UV-resistant plastic / fiberglass • Composite • Colour: Dark Navy blue / charcoal blue Finish: Smooth, matte finish • Wall Thickness: Approximately 4-6 mm • Location: All provinces	9	R

10	Supply and delivery of Office Plant pot		Dragon tree Pot specification: • Capacity: Approximately 25 – 35 Litres • Height: Approximately 38–45 cm • Top diameter: Approximately 35–40 cm • Base diameter: Approximately 28–33 cm • Shape: Round or cylindrical • Material: Lightweight cement composite or fibreglass • Colour: Charcoal or dark grey; lightly textured matte finish • Location: Head Office	5	R
11	Weekly supply and delivery of fresh flower bouquet		A beautiful blend of wild and refined Stargazers, delicate roses and striking protea come together with soft seasonal blooms and eucalyptus to create a bouquet that feels both elegant and naturally untamed.	9 x 36 months	
12	Supply, installation and maintenance		Various which include but not limited to the following:	69	

	of office plants 36 Months		Cast Iron plants, Palm plant, Dracaena reflexa, Weeping fig, Chinese evergreen, Yucca Elephantipes, Parasol plant, Reed Palm, Dragon tree, Dracaena Marginata, or any environmentally compliant and non-toxic office plants. As indicated on the specification.		
				TOTAL	**R**
				VAT @ 15%	**R**
				GRAND TOTAL	**R**