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REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A DULY QUALIFIED SERVICE PROVIDER TO PROVIDE MICROSOFT TRAINING ON EXCEL – BASIC, INTERMEDIATE AND ADVANCE FOR THE NATIONAL LOTTERIES COMMISSION FOR A PERIOD OF SIX MONTHS

BID PROCESS	BID REQUIREMENTS
RFQ Number	RFQ 2026-011-048
Bid Advertisement Date	27 November 2026
Closing date and time	04 December 2026 @ 11:00
RFQ Validity Period	120 (Hundred and Twenty Days from the closing date)
Submission instruction:	The bid document must be submitted via E-TENDER SUBMISSION – https://www.etenders.gov.za/ No emails submissions will be accepted
Enquiries ONLY can be emailed to	quotation@nlcsa.org.za and copy maureen@nlcsa.org.za

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SECTION 1: BACKGROUND, OVERVIEW AND RFP SCOPE OF REQUIREMENTS

1. INTRODUCTION

The National Lotteries Commission (NLC) is a public entity established by the Lotteries Act No. 57 of 1997 as amended, to regulate the National Lottery and other lotteries and to administer the National Lottery Distribution Trust Fund ("NLDTF"). In December 2014, the Lotteries Amendment Act 32 of 2013 was promulgated, and the Regulations thereof were published on 14 April 2015.

2. BACKGROUND OF TRAINING REQUIREMENTS

During the 2023/24 financial year skills audit exercise was conducted for the NLC employees, this resulted in skills audit gaps that were identified as well as recommendations being made on how to close those gaps. Prioritized Learning & Development training interventions for the whole organization were recommended as part of reskilling and upskilling NLC employees which will assist in closing the gaps identified. The Microsoft excel came highly recommended as a critical and urgent training intervention to be implemented. Human Capital Management (HCM) designed a Learning and Development (L&D) plan that will is currently used in implementing the L&D priorities training interventions.

The NLC seeks to appoint legally registered (QCTO Accredited) Training Service Provider (TSP) to implement the identified and prioritized Learning & Development intervention (Microsoft Excel) that are aimed at developing and strengthening the capacity of the NLC employees to enable them to manage and deliver their programs in an effective, accountable and sustainable manner. This will assist in building the skills necessary to create, manage and optimize the use of Excel by the NLC employees.

The training is computer-based, individual employees receive login credentials, and employees must be able to access/attend the training from the NLC location that is most operationally appropriate to them across Head Office and the Provincial Offices. The NLC seeks to appoint a suitably qualified and experienced service provider with an intimate understanding of the research environment to conduct Microsoft training

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session.

3. PURPOSE

The purpose of the request for price quotations (RFQs) is to appoint a duly qualified and experienced service provider to provide Microsoft Training on Excel - Basic, Intermediate and Advance for a period of six (6) months.

4. OBJECTIVE

The key objective of the RFQ is to appoint competent and experienced QCTO Accredited Training service provider with a proven national track record in implementing the Microsoft Excel – Basic, Intermediate and Advanced training intervention for the NLC employees at their respective provincial offices, including Head Office.

5. SCOPE OF WORK

The scope of work entails the following:

5.1 Computer-Based Training Platform and Employee Access

The appointed Training Service Provider (TSP) shall provide a computer-based Microsoft Excel training programme accessible through an online training platform to the NLC employees.

5.1.1 The TSP shall provide each participating NLC employee with individual login credentials to access the training platform for the duration of the training programme.

5.1.2 The training platform shall provide access to the approved Microsoft Excel Basic, Intermediate and Advanced training content, learning materials, practical exercises, assessments and other agreed learning resources.

5.1.3 NLC employees shall be permitted to participate in the training from their respective NLC offices or another NLC-designated location, depending on their operational requirements and preferred attendance location.

5.1.4 The training arrangement shall accommodate NLC employees based at Head Office, and the following Provincial Offices: Gauteng, Eastern Cape, Free State, KwaZulu-Natal, Limpopo, Mpumalanga, Northern Cape, North West and Western Cape.

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5.1.5 Where employees attend the training in person from an NLC office, the TSP shall ensure that the computer-based training platform and associated learning resources are accessible and usable from that location.

5.1.6 The TSP shall provide technical and learner support to employees throughout the duration of the programme, including assistance with login access, navigation of the platform and reasonable troubleshooting relating to the training platform.

5.1.7 The TSP shall ensure that employees can access the training platform during the approved training period using their allocated credentials and that access is monitored for participation and completion purposes.

5.1.8 The TSP shall provide NLC with appropriate participation, attendance, progress, assessment and completion reports generated from the training platform.

5.2 Training Delivery Model

The training shall be delivered through a computer-based learning platform and shall support flexible participation by NLC employees located at Head Office and the NLC Provincial Offices.

The TSP shall provide a delivery model that enables employees to access the training platform while attending the training in person at their respective NLC office or another NLC-approved location, subject to operational requirements and the arrangements agreed with NLC Human Capital Management.

The TSP shall, where required, facilitate scheduled virtual or instructor-led sessions through the training platform and provide practical exercises and learning activities that can be completed using the platform.

The proposed delivery model shall consider the geographical distribution of NLC employees and ensure equitable access to the training programme, regardless of the employee's location.
The TSP should give clarity as to how they will manage geographically dispersed learners.

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5.3 Detailed Project Plan

The bidder shall submit a detailed implementation plan demonstrating how the Microsoft Excel training will be delivered across NLC Head Office and Provincial Offices.

The project plan shall, at a minimum, indicate:

a) proposed training schedule and duration for each level;
b) proposed delivery methodology;
c) platform access and learner registration process;
d) arrangements for issuing and managing individual login credentials;
e) arrangements for employees attending from different NLC locations;
f) trainer and learner support arrangements;
g) platform technical requirements and accessibility requirements;
h) monitoring of learner participation, attendance, progress and completion;
i) assessment methodology;
j) reporting arrangements to NLC Human Capital Management; and
k) arrangements for addressing learners who experience access or technical difficulties.
their respective provincial offices, including Head Office.

5.4 The training package for Basic Microsoft Excel, Intermediate Microsoft Excel and Advanced Microsoft Excel should be provided to NLC Staff as follows:

MICROSOFT PACKAGES			
HEAD OFFICE (DEPARTMENTS/DIVISIONS) & PROVINCIAL OFFICES			
DEPARTMENTS/OFFICES	**EMPLOYEE COMPLEMENTS**	**NUMBER OF DAYS/MONTHS**	**PROPOSED DATES**
PROVINCIAL OFFICES			
Internal Audit & Advisory Services	22		
Regulatory Compliance	15		
Business Development	10		
Commissioner's Office and	13		

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Corporate Performance & Monitoring			
Legal Services	5		
Stakeholder Management, Marketing & Communication	19		
Grant Funding & DA Members	25		
Finance	49		
Information & Communications Technology	22		
Enterprise Risk Management	6		
Company Secretary Office	6		
Gauteng Provincial Office	19		
Limpopo Provincial Office	26		
Mpumalanga Provincial Office	17		
Eastern Cape Provincial Office	19		
Western Cape Provincial Office	16		
Northern Cape Provincial Office	14		
North-West Provincial Office	18		
Free State Provincial Office	11		
Kwa-Zulu Natal Provincial Office	20		
TOTAL	**370**		

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6. DELIVERABLES

The legally registered (QCTO Accredited) Training Service Provider (TSP) to implement the following:

LEARNING & DEVELOPMENT PRIORITISED TRAINING INTERVENTION IMPLEMENTATION			
HEAD OFFICE (DEPARTMENTS/ DIVISIONS) & PROVINCIAL OFFICES			
L&D Training Course	**Number of Participants**	**Number of Days/ Months**	**Proposed Dates**
Basic Microsoft Excel	Bidder to propose	Bidder to propose	Bidder to propose
Intermediate Microsoft Excel	As above	As above	As above
Advanced Microsoft Excel	As above	As above	As above

The appointed service provider is expected to deliver the following:

6.1 Planning and preparation for the training of the NLC employees.
6.2 One session per week (2–4 hours per session).
6.3 Practical exercises between sessions.
6.4 Grouped by competency level to improve learning effectiveness.
6.5 Attendance monitoring and assessment records retained for governance, audit, and reporting purposes.
6.6 Provide the overall full report on the Microsoft Excel training.

6.7 Training Platform Access

Provide each participating NLC employee with individual login credentials and access to the approved computer-based Microsoft Excel training platform for the duration of the programme.

6.8 Multi-Location Access

Ensure that the training platform and learning materials are accessible to NLC employees participating from Head Office and the NLC Provincial Offices.

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6.9 Learner Support

Provide learner and technical support throughout the programme, including assistance with account activation, login credentials, platform navigation and reasonable technical difficulties.

6.10 Progress and Completion Monitoring

Monitor and provide reports on learner registration, logins, participation, training progress, assessments, completion and any learners requiring additional support.

6.11 Final Training Report

Submit a consolidated final report to NLC Human Capital Management detailing participation by location, courses completed, attendance/engagement, assessment outcomes, completion rates, challenges experienced, and recommendations.

7. REPORTING REQUIREMENTS

The service provider will report to the Human Capital Management Department.

8. DURATION OF THE PROJECT

The expected duration of the contract is 6 months, which may be effective on the date of appointment, the date of signing of a service level agreement (SLA), or as directed at the discretion of the NLC

SECTION 2: NOTICE TO BIDDERS

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

1.1 This document may contain confidential information that is the property of NLC.

1.2 No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a quotation in response to this RFQ without prior written permission from NLC.

1.3 All copyright and intellectual property herein vests with NLC.

1.4 Late and incomplete submissions will not be accepted.

1.5 No services must be rendered, or goods delivered, before an official NLC Purchase Order form has been received.

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1.6 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za, Suppliers must provide their CSD registration number (and attach CSD Registration report) and ensure that the Tax Matters are compliant.

1.7 All questions regarding this RFQ must be forwarded to quotation@nlcsa.org.za and *maureen@nlcsa.org.za* within 2 days after the RFQ has been issued.

2. General rules and instructions

2.1 News and press releases

2.1.1 Bidders or their agents shall not make any news releases concerning this RFQ or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with, NLC.

2.2 Precedence of documents

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

2.2.2 Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that 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 NLC.

2.2.3 It is, however, remains the exclusive domain and election of NLC as to which of these stipulations are applicable and to what extent. Bidders hereby acknowledging that the decision of 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 its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

2.3 Preferential procurement reform

2.3.1 NLC shall apply the principles of the Preferential Procurement Policy Framework Act, (Act No.5 of 2000) to this proposal read together with the Preferential No. 5 of 2000) to

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this proposal read together with the Preferential

2.3.2 Procurement Regulations published with effect from 16 January 2023 ("the Preferential Procurement Regulations, 2022").

2.4 National Industrial Participation Program

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

2.5 Language

2.5.1 Bids shall be submitted in English.

2.6 Gender

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

2.7 Headings

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

2.8 Occupational Injuries and Diseases Act 13 of 1993

2.8.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFQ and/ or subsequent agreement.

2.8.2 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 proof acceptable to NLC.

2.9 Processing of the Bidder's Personal Information

2.9.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFQ is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation, the Preferential Procurement

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Regulations, 2022. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom NLC is compelled by law to provide such information. For example, where appropriate, NLC is compelled to submit information to National Treasury's Database of Restricted Suppliers.

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

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

2.9.4 NLC personnel participating in procurement/award procedures; and

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

2.10. Rejection of all Bids/Quotations and Disclaimer

2.11. The NLC reserves the right to reject all bids when deemed necessary. This is justified when there is lack of effective competition, or bids/quotations are not substantially responsive.

3. Supplier Performance

3.1 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.

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

3.3 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.

3.4 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

Stage 1: Tender Closing and Opening

The deadline for RFQ submission is **04 December 2026 @ 11:00** Standard South African Time. Any late RFQ will not be accepted. Proposals must be submitted online as below:

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

Home Page - eTenders Portal

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

Stage 2: Administrative Compliance

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation. The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document/Content
SCM - SBD 1 - Invitation to Bid	**Fully Completed** Standard and duly signed
SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	**Fully Completed** Standard and duly signed
Whether Service Providers have failed to register on	Proof of CSD registration reflecting

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Evaluation Criteria	Supporting Document/Content
the Central Supplier Database (CSD). Only foreign suppliers with no local registered entity need not register on the CSD	Tax Compliant Status
Whether the Service Provider tax affairs in order	Valid SARS Tax Pin
Original Signed consent form in terms of the Protection of Personal Information Act No.4 2013 (POPIA)	POPIA Consent Form
B-BBEE Certificate in terms of Codes of Good Practice-Valid/ Sworn Affidavits	A valid B-BBEE Certificate/Sworn affidavit. Consolidated B-BBEE Certificate / Sworn Affidavit in the event of the Joint Venture (JV)

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/Content
SCM - SBD 4 - Invitation to Bid	Fully Completed Standard and duly signed
In the event of the bidder being in a JV	Valid JV Agreement with supporting documents
Bidder must submit price proposal according to the NLC Pricing Schedule	Fully completed Pricing Schedule See Annexure 1
Bidder must be registered with **the Quality Council for Trades and Occupations, commonly known as QCTO**	Certified valid copy of the QCTO Accredited certificate in the name of the bidder

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Stage 4: Technical Evaluation

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

Table 1: Rating Scale

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

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The evaluation for the Technical / Functional threshold will include the following:

Rating scale of 0 – 5 as defined above to be applied

ITEM NO.	EVALUATION CRITERIA	SCORING MATRIX 0 – 5 POINTS	WEIGHTING
1.	**COMPANY EXPERIENCE**		**15%**
	Bidders must submit company profile/ corporate information of not more than 7 pages. The company profile/corporate information should include details of experience as a service provider with details, amongst others, number of years in business providing the implementation of Microsoft Excel training in basic, Intermediate and advance **Years of experience will be counted from the closing date of the bid. The NLC reserves the right to verify all details provided**	• Company profile with experience of > 9 years **= 5 Points** • Company profile with experience of > 7 years and ≤ 9 years **= 4 Points** • Company profile with experience of > 5 years and ≤ 7 years **= 3 Points** • Company profile with experience of > 3 years and ≤ 5 years **= 2 Points** • Company profile with experience of > 2 years and ≤ 3 years **= 1 Point** • Company profile with experience of ≤ 2 years / No company profile **= 0 Point**	

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2.	REFERENCE LETTERS		20%
	Provide written reference letters for the Microsoft Excel training performed previously in basic, intermediate and advanced from contactable existing / recent clients within the past five (5) years from the closing of the bid. Reference letters should be presented as follows: • The date on the letters must not be older than 5 years from the closing date of the bid and must be duly signed and be dated. • Letters should include the company name, contact name, email address, phone number, duration of contract, value of the contract, a brief description of the services provided. **Letters that do not comply with the above will not be considered. Letters from the same client will be regarded as 1 letter. Appointment letters and purchase orders will not be considered, and no points will be allocated.** **The NLC reserves the right to validate the information provided by individual client organizations.**	No references = **0 Point** • One (1) relevant reference letter **= 1 Point** • Two (2) relevant reference letter **= 2 Points** • Three (3) relevant reference letters **= 3 Points** • Four (4) relevant reference letters **= 4 Points** • Five (5) relevant reference letters **= 5 Points**	

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3.	PROJECT PLAN / METHODOLOGY		30%
	Detailed methodology that will be followed for a tender process in a public entity, as well as methodology and approach for applying a review to RFQ processes for compliance to legislative prescripts and policy.	**i) Exceptionally well-documented, easy to follow: = (5)** • Documentation is impeccably organized and easy to navigate. • All key components of the methodology are comprehensively explained. • Language and grammar are flawless, making it effortless to understand. • Visual aids and examples are extensive, enhancing clarity. • Terminology is consistently and precisely defined. **ii) Well-documented, clear, and concise = (4)**	

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		• Documentation is well-structured and logically organized. • Key components of the methodology are explained in detail. • Language and grammar are clear, with minimal errors. • Visual aids and examples enhance understanding. • Terminology is consistent and well-defined. **iii) Adequate documentation, some room for improvement = (3)** • Documentation provides a basic understanding of the methodology. • Most key components are covered but may lack detail. • Structure and organization are reasonable.	

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		• Language and grammar are generally clear but may need refinement. • Visual aids and examples are present but could be more comprehensive. **iv) Limited documentation, lacking detail = (2)** • Documentation lacks depth and thoroughness. • Key components of the methodology are briefly mentioned or absent. • Some sections may be incomplete or overly vague. • Minimal use of visual aids or examples. • Language and grammar are	

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		somewhat problematic. **v) Poorly documented, difficult to understand = (1)** • Documentation is disorganized and lacks structure. • Key concepts are unclear or missing. • Grammar and language usage impede comprehension. • Terminology is inconsistent or undefined. • No visual aids or examples to illustrate concepts. **vi) No Methodology submitted = (0)**	

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5.	**LEAD FACILITATOR EXPERIENCE**		**35%**
5.1	**EXPERIENCE**		**20%**
	Provide experience of a Facilitator. Detailed CV reflecting full experience (i.e. places worked, job title, duration and functions performed) aligned to the job profile and qualifications requirements listed in the table below. The CV must demonstrate working experience with at least 3 years' experience at in delivering the relevant service	**Rating scale of 0 – 5 to be applied:** • >10 years' relevant experience = (5) • >9 and ≤10 years' relevant experience = (4) • >8 and ≤9 years' relevant experience = (3) • >6 and ≤8 years' relevant experience = (2) • >3 and ≤6 years' relevant experience = (1) • ≤3 years' relevant experience = (0)	
5.2	**Qualification**		**15%**
	Detailed CV detailing relevant Qualifications. CVs must be accompanied by certified copy /copies of relevant qualification/s. **(SAQA verification must be submitted with foreign qualifications)**	• **NQF Level 9 or higher** relevant qualification = (5) • **NQF Level 8** relevant qualification = (4)	

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		• **NQF Level 7** relevant qualification = (3) • **NQF Level 6** relevant qualification = (2) • **NQF Level 5 or lower** relevant qualification = (1) • **No relevant qualification** = (0)	
	Total Points		**100**
	Minimum Qualifying Criteria		**70**

Only bidders that score above 70 points for the functional evaluation criteria will be further considered in the process for further evaluation

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Stage 5: Evaluation on Price and Specific Goals as per PPR 2022. The 80/20 Principle is based on Price and specific goals for the NLC.

The following formula to be used to calculate the points out of 80 for price, inclusive of all applicable taxes. A maximum of 80 points is allocated for price on the following basis:

Price The following formula will be used to calculate the points out of 80 for price in respect of a bid 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 Pmin* = *Price of lowest acceptable Bid*	80
TOTAL SCORE:	**80**

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

DESCRIPTION	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Procurement from entities who are black Owned			
Tenderer who has 100% black Ownership	8	**8**	Copies of ID's/ CIPC / CSD Recent Report
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 /
Tenderer who has 100% women ownership	4		

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DESCRIPTION	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Tenderer who has 30% to 99% women ownership	2	**4**	Sworn Affidavit
Tenderer who has less than 30% women ownership	0		
3. Procurement from Youth Ownership		**4**	B-BBEE Certificate / B-BBEESworn Affidavit
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 Owned			
Tenderer who has 20% or more owners with disability	4	**4**	Letter from the Doctor not older than 1 year confirming disability and CSD report
Tenderer who has less than 20% but more than 10% owners with disability	2		
Tenderer who has less than 10% of owners with disability	0		
Total points for specific goals		**20**	

Stage 5: Due Diligence, Contract and Award

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

The contract and award stage is for negotiation after receipt of formal tenders and before the conclusion of contracts with suppliers/contractors submitting the lowest acceptable tender to obtain an improvement in price, delivery or content, in circumstances which do not put other tender at a disadvantage or adversely affect 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					
BID NUMBER:	**RFQ/2026-011-048**	CLOSING DATE:	**04 December 2026**	CLOSING TIME:	**11:00**
DESCRIPTION	**REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A DULY QUALIFIED SERVICE PROVIDER TO PROVIDE MICROSOFT TRAINING ON EXCEL – BASIC, INTERMEDIATE AND ADVANCE FOR THE NATIONAL LOTTERIES COMMISSION FOR A PERIOD OF SIX MONTHS**				

BID RESPONSE MUST BE SUBMITTED VIA

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	**Raesetje.Manala@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 THEMANNER 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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BIDDER'S DISCLOSURE (SBD 4)

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 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

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

……
……

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2.4 Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract? **YES/NO**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

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

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

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

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

3.7 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 ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS 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.

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

1. Procurement from entities who are Black Owned	**Sub - points for specific goals**	**Maximum points for specific goals**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
Tenderer who has 100% black Ownership	8	**8**	
Tenderer who has 51% to 99% black ownership	4		
Tenderer who has less than 51% black ownership	0		
2. Procurement from entities who are women Owned		**4**	
Tenderer who has 100% women Ownership	4		
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30% women ownership	0		
3. Youth Ownership		**4**	
Tenderer who has 100% youth ownership	4		
Tenderer who has 30% to 99% youth ownership	2		
Tenderer who has less than 30% youth ownership	0		
4.Procurement from Disabilities			
Tenderer who has 20% or more owners with disability	4	**4**	
Tenderer who has less than 20% but more than 10% owners with disability	2		
Tenderer who has less than 10% owners with disability	0		
Total points for specific goals		**20**	

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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

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PRICING SCHEDULE: REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO FACILITATE THE MICROSOFT TRAINING SESSION FOR THE NATIONAL LOTTERIES COMMISSION EMPLOYEES

Pricing shall be inclusive of all costs associated with the implementation of the Microsoft Excel training programme, including training content, platform access, individual learner login credentials, learner support, assessments, progress monitoring, reporting and any other costs necessary for the successful delivery of the programme for the NLC employees. The bidder shall clearly indicate any costs associated with platform licensing, user access, technical support, implementation, maintenance or other services required for the six-month contract period.

NAME OF THE BIDDING COMPANY:_____

Item	Description	Quantity	PRICE	TOTAL
1	Planning and preparation for the Microsoft Training Platform		**R**	**R**
2	Microsoft Training Platform accessibility for 370 NLC staff (online), where NLC officials are provided with login credentials and able to access the platform at their respective locations.		**R**	**R**
3	Reports on the Microsoft Training Sessions		**R**	**R**
			TOTAL COSTS EXCLUDING VAT	**R**

15% VAT	**R**
TOTAL COST INCLUDING VAT	**R**

Signature of Bidder:_____ **Date:**_____