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

NATIONAL LOTTERIES COMMISSION

REQUEST FOR PRICEQUOTATION FOR THE APPOINTMENT OF A CATERING SERVICE PROVIDER FOR THE NATIONAL LOTTERIES COMMISSION: EDUCATION AND AWARENESS WORKSHOP IN THE EASTERN CAPE

BID PROCESS	BID REQUIREMENTS
RFQ Number	**RFQ2026-011-018**
RFQ Description	**EDUCATION AND AWARENESS WORKSHOP IN THE EASTERN CAPE**
RFQ Issue Date	**11 November 2026**
Place where advertised	E-TENDER
Submissions	All the quotations must be submitted on the email below: Calvin.kabinde@nlcsa.org.za and Penelope.soyingwa@nlcsa.org.za
Closing date and time	**13 November 2026 @ 11:00**
RFQs Validity Period	The validity period of the quotation requested must be 60 days from the closing date.

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1. INTRODUCTION AND BACKGROUND

The National Lotteries Commission (The NL C) is a public entity established by Lotteries Act No. 57 of1997, as amended to regulate the South African lotteries industry. The functions of the NLC can be divided into two categories, namely "regulation of National Lottery and other Lotteries" and "administration of the National Lottery Distribution Trust Fund (NLDTF)".

The Distributing Agencies (DA's) who are appointed by the Minister of Trade & Industry are responsible for the adjudication of the funding applications as per the Lotteries Act and applicable Regulations.

2. PURPOSE

The NLC requires a suitably qualified service provider for the provision of catering services for the National Lotteries Commission education and awareness workshop in the Eastern Cape province.

3. SPECIFICATION

Below is a detailed specification for the required catering service.

SPECIFICATION FOR CATERING SERVICES			
DESCRIPTION OF EVENT: EDUCATION AND AWARENESS WORKSHOP EC			
DATE REQUIRED: 17 November 2026			
BREAK FAST TIME: N/A			
LUNCH TIME: 12:00 pm			
VENUE: KwaMaqoma Town Hall, 50 Campbell Street, KwaMaqoma (Fort Beaufort), Eastern Cape Province			
DAY			
ITE M NO.	**ITEMS**	**DESCRIPTION**	**NO. OF DELEGAT ES**
CATERING			
1.	**STARCH:**	● 2 starch, (Rice/Dumpling/Samp and pap)	**200**
2.	**MEAT**	● Meat x2 – Roasted/Grilled Chicken, Lamb/beef- (Chicken, Lamb/Beef)	
3.	**VEGIES**	● 2 vegies (Beetroot & Spinach/ Morogo without cream	
4.	**SALADS**	● 2 salads (Chakalaka & potato salad	
5.	**BEVERAGE S**	Bottled Water (still): Bottled Water to comply with the South African National Bottled Water Association (SANBWA)in terms of other legal, hygiene, food safety and quality, packaging, and environmental legislation.	**200**
6.		Variety of soft drinks: 100% Fruit Juice – (bottle or can) /Soft drinks - (bottle or can)1 drink per person	**200**

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SPECIFICATION FOR CATERING SERVICES			
DESCRIPTION OF EVENT: EDUCATION AND AWARENESS WORKSHOP EC			
DATE REQUIRED: 24 November 2026			
BREAK FAST TIME: N/A			
LUNCH TIME: 12:00 pm			
VENUE: Nqamakwe TRC Hall, Nqamakwe, Eastern Cape Province			
DAY			
ITE M NO.	**ITEMS**	**DESCRIPTION**	**NO. OF DELEGATES**
CATERING			
7.	**STARCH:**	● 2 starch, (Rice/Dumpling/Samp and pap)	**110**
8.	**MEAT**	● Meat x2 – Roasted/Grilled Chicken, Lamb/beef-(Chicken, Lamb/Beef)	
9.	**VEGIES**	● 2 vegies (Beetroot & Spinach/ Morogo without cream	
10.	**SALADS**	● 2 salads (Chakalaka & potato salad	
11.	**BEVERAGES**	Bottled Water (still): Bottled Water to comply with the South African National Bottled Water Association (SANBWA)in terms of other legal, hygiene, food safety and quality, packaging, and environmental legislation.	**200**
12.		Variety of soft drinks: 100% Fruit Juice – (bottle or can) /Soft drinks - (bottle or can)1 drink per person	**110**

SPECIFICATION FOR CATERING SERVICES

PLEASE NOTE THE FOLLOWING: VERY IMPORTANT

1. **Please bring your own cutlery, plates, table clothes, Cups, and Serviettes.**
2. **Please deliver food on time.**
3. **Please print out this specification and come with it every day.**
4. **The catering company is to use refuse bags and remove waste generated within the facility after the service**

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1. REPORTING REQUIREMENTS

The service provider will report to the Corporate Performance Management Division

2. DURATION OF THE PROJECT

The expected duration of the project is **once off** after receiving the appointment letter and the purchase order.

3. REPORTING REQUIREMENTS

The service provider will report to the Corporate Performance Management Division

4. DURATION OF THE PROJECT

The expected duration of the project is two (2) days after the receival of the appointment letter and the purchase order. or as directed and at the discretion of the NLC." The successful bidder will be expected to commence work from the date of appointment until the last item has been delivered, as per the delivery dates to be communicated with the appointed bidder/s on an as and when required basis.

6. VALIDITY PERIOD

6.1 The NLC requires a validity period of 60 days from the closing date of this RFQ.

6.2 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 responsive bidder 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 bid and bid price becomes legally binding in the procurement process. Any bidder, that 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.

7. FORMAL BRIEFING SESSION

No briefing session.

SECTION 2: NOTICE TO BIDDERS

8. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

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

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

8.3 All copyright and intellectual property herein vests with the NLC.

8.4 Late and incomplete submissions will not be accepted.

8.5 No services must be rendered, or goods delivered before an official Commission Purchase Order form

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has been received.

8.6 This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act No. 5 of 2000 and Preferential Procurement Regulations (PPR) of 2022.

8.7 Suppliers are required to register on the Central Supplier Database at www.csd.gov.za.

8.8 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.

8.9 All questions regarding this RFQ must be forwarded to quotation@nlcsa.org.za and penelope@nlcsa.org.za

9. GENERAL TERMS AND CONDITIONS

9.1 A bid submitted in response to this RFQ will constitute a binding offer which will remain binding and irrevocable for a period of 60 days from the closing date of this RFQ.

9.2 Unless or until a binding contract is concluded between the NLC and the successful Bidder, the offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder. No services must be rendered, or goods delivered before an official NLC Purchase Order form has been issued.

9.3 The NLC reserves the right to amend, modify, withdraw or terminate this RFQ or any of the requirements set out herein at any time (and from time to time), without prior notice and without liability to compensate or reimburse any Bidder or person.

9.4 Should this RFQ be amended, the NLC undertakes to publicize or send each Bidder in writing the amended RFQ. No oral amendments by the Bidder or the NLC shall be considered.

9.5 Any attempt to alter the terms and conditions or the scope of work may result in the bid being considered non responsive.

9. Precedence of documents

9.5.1 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.

9.5.2 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.

9.5.3 It, however, remains the exclusive domain and election of NLC as to which of these stipulations are applicable and to what extent. Bidders hereby acknowledge 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

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required to ensure the necessary consensus.

9.6 News and press releases

9.6.1 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.

9.7 Preferential procurement reform

9.7.1. NLC shall apply the principles of the PPPFA to this proposal read together with the PPR.

9.8 National Industrial Participation Program

9.8.1 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").

9.9 It is compulsory for a Bidder submitting a bid to be registered on the National Treasury's Central Supplier Database ("CSD") and ensure that it remains registered for the duration of the services and/or contract, if successful. The Bidder must provide their CSD registration number and attach their CSD Summary report.

9.10 The Bidder needs to ensure that it is tax compliant at the time of submitting its Bid and remains tax compliant for the duration of the contract and/or services, if successful, and undertakes to provide supporting documentation issued by the South African Revenue Services ("SARS") confirming it is tax compliant upon request by the NLC.

9.11 The NLC reserves the right to conduct site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its response to this Bid.

9.12 This RFQ is not intended to form the basis of a decision to enter into any transaction with the NLC and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.

9.13 Neither the NLC or any of its respective directors, officers, employees, agents, representatives or advisors will assume any responsibility for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to this RFQ.

9.14 No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFQ. Failure to comply with this requirement may, within the sole discretion of the NLC, result in disqualification of the relevant entity.

9.15 Any material change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall be brought to the attention of the NLC Supply Chain Management ("SCM") section in writing. The NLC shall be the sole arbiter as to what constitutes a material change in the control and/or composition of any Bidder and may in its sole discretion disqualify the Bidder from any further participation in the bid process.

9.16 Any requirement set out in this RFQ which stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of the NLC, and unless the contrary is expressed, may be waived by the NLC in its sole discretion at any stage in the bid process.

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9.17 The NLC and its advisors shall rely on a bid as being accurate and complete in relation to the information and proposals provided therein by the bidders.

9.18 All Bids submitted to NLC shall become the property of the NLC and will not be returned to the Bidders. The NLC will make all reasonable efforts to maintain information contained in proposals in confidence.

9.19 A Bid submitted by the Bidder shall be considered irregular if it shows any omissions, or irregularities of any kind. However, the NLC reserves the right to waive any irregularities and to make an award in the best interest of the organisation.

9.20 The NLC reserves the right to accept or reject in part or whole any Bid submitted and to waive any technicalities if this is in the best interest of the organization.

9.21 The NLC reserves the right to require a Bidder to provide a formal presentation of its RFQ at a date and time to be determined by the NLC. The NLC shall provide adequate instructions and clarification regarding the purpose and scope of the presentation. The Bidder shall bear all expenses.

9.22 All costs associated with the preparation and submission of the Bid remain the responsibility of the Bidder. The costs shall not be chargeable to the NLC by the successful or unsuccessful Bidder.

9.23 All Bids must be formulated and submitted in accordance with the requirements of this RFQ.

9.24 Bids received after the closing date and time as specified in this RFQ shall be rejected.

9.25 The NLC is not obliged to appoint a bidder with the lowest price, if, based on its sole discretion and assessment, the said bidder does not exhibit or demonstrate adequate capacity or full comprehension of the scope of work to be undertaken. In this regard, the NLC may appoint the lower-ranked bidder provided that the reasons for such deviation are properly justified and accurately recorded.

9.26 A Bidder or any party acting on behalf of a Bidder shall not make any announcement or press releases concerning this RFQ or the awarding of any resulting agreement without the prior written consent of, and then only in co-ordination with, the NLC.

9.27 The assessment and award of the bid shall be conducted in accordance with applicable legislation.

9.28 Processing of Bidder’s Personal Information

9.28.1 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, the Preferential Procurement Regulations, 2022. The Bidder is advised that Bidder’s 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 the National Treasury’s Database of Restricted Suppliers.

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

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

9.28.3.1 NLC personnel participating in procurement/award procedures; and

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

9.29 All Personal Information of the Bidder, including its employees, representatives, associates, and sub-contractors required under this RFQ is collected and processed for the purpose of assessing the content of its bid proposal and awarding the bid. By submitting a bid, the Bidder consents to the use of its Personal Information as stipulated in this RFQ.

9.30 A Bidder's 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.

9.31 All Personal Information collected will be processed in accordance with the Protection of Personal Information Act, 2013 (POPIA) and with the NLC Data Privacy Policy.

9.32 It is prohibited for Bidders to attempt, either directly or indirectly, to canvass or engage in any manner with any officer or employee of the NLC in respect of this RFQ between the closing date and the date of award of this bid

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

9.34 Bids shall be submitted in English.

9.35 In this RFQ, the words "service provider" "supplier" will be used interchangeably to refer to the Bidder.

9.36 Rejection of all Bids/Quotations and Disclaimer

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

10. CONFIDENTIALITY

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

10.2 The Commission reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in the proposal/ quotations.

10.3 The Bidder acknowledges that it will obtain and have access to personal information of The Commission and agrees that it shall only process the information disclosed by the Commission in terms of this bid award and only for the purposes as detailed in this RFQ and in accordance with any applicable law.

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

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11. COMMUNICATION

11.1 Specific queries relating to this RFQ should be submitted penelope@nlcsa.org.za before the closing date.

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

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

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

12. SUPPLIER PERFORMANCE

12.1 The NLC 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.

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

12.3 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.

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

SECTION 3: EVALUATION CRITERIA

The Commission will evaluate all proposals in terms of the Preferential Procurement Regulation of 2022 and Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). The below phases evaluation criteria will be considered in evaluating the proposals, being:

13. STAGE 1: RFQ CLOSING DATE AND SUBMISSION INSTRUCTIONS AND FORMAT

RFQ Closing Details

13.1 The deadline for RFQ submission is **13 November 2026 @ 11:00** Standard South African Time.

13.2 Any late RFQ will not be accepted. Proposals are to be submitted to the below address: calvin.kabinde@nlcsa.org.za and penelope@nlcsa.org.za.

13.3 The onus is on the Bidder to ensure that all administrative and mandatory required documents are included in their submission.

13.4 Submissions must be prominently marked with the full details of the tender namely Bidder's Name, RFQ No and Title.

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14. BID FORMAT

14.1 Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions.

14.2 Financial/pricing information must be presented in a separate attachment from the Technical/Functional Response information.

15. STAGE 2: ADMINISTRATIVE COMPLIANCE

15.1 All bid respondents must submit required documents that comply with all this RFQ.

15.2 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	Fully 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
• BBBEE Certificate/ Sworn Affidavit in terms of Codes of Good Practice	BEE Certificate/Sworn Affidavit
• Registered with the Central Supplier Database (CSD). Recent Central Supplier Database (CSD)	Full CSD Report with SARS Tax Compliance Status

Stage 3: Mandatory Requirements

Bidders are required to fully comply with the mandatory requirements as specified and failure to meet the requirements below will result in disqualification.

Technical Evaluation/Requirement	Supporting Document
1. Fully Completed Standard Bidding Document: SBD 4	Fully Completed SBD 4
2. Bidders are required to attach their quotations. Failure to comply fully with the specification will lead to disqualification.	Fully completed pricing Quotation
3. Proof of residence from the local municipality within Eastern Province	A valid proof of residence (**EASTERN CAPE**)

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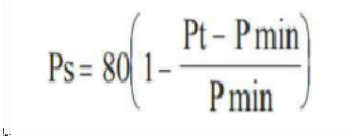
1. Procurement from entities who are Black Owned	Sub-points for specific goals	Maximum points forspecific goals	Relevant Evidence
Tenderer who have 100% black Ownership	8	8	CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are Black women Owned		4	CSD report /B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 100% women Ownership	4		
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership		4	CSD report
Tenderer who have 100% black youth ownership	4		
Tenderer who have 30% to 99% black youth ownership	2		
Tenderer who have less than 30% black youth ownership	0		
4.Procurement from Disabilities		4	Letter from the Doctor confirming disability and CSDreport
Tenderer who have 20% or more owners with disability	4		
Tenderer who have less than 20% but more than 10% owners with disability	2		
Tenderer who have less than 10% owners with disability	0		

Stage 5 Price and Specific Goals as Per PPR2022 The 80/20 Principle based on Price and special 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:

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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:  *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.

Stage 5: Due Diligence

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

Stage 6: Contract and Award

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

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INVITATION TO BID (SBD 1)
PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS							
BID NUMBER:	**RFQ-2026-011-018**	ISSUE DATE:	**11 November 2026**	CLOSI NG DATE:	**13 November 2026**	CLOSING TIME:	**11:00**
DESCRIPTION	**REQUEST FOR PRICEQUOTATION FOR THE APPOINTMENT OF A CATERING SERVICE PROVIDER FOR THE NATIONAL LOTTERIES COMMISSION: EDUCATION AND AWARENESS - EASTERN CAPE PROVINCE**						

BID RESPONSE MUST BE SUBMITTED ON THE BELOW EMAIL:

calvin.kabinde@nlcsa.org.za **and** Penelope.soyingwa@nlcsa.org.za

BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACTPERSON	**NLC**	CONTACT PERSON	**SCM**
TELEPHONENUMBER	**012 432 1302**	TELEPHONE NUMBER	**012 432 1414**
FACSIMILENUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS		E-MAIL ADDRESS	Calvin.kabinde@nlcsa.org.za

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE			NUMBER	
CELL PHONENUMBER					
FACSIMILENUMBER	CODE			NUMBER	
E-MAIL ADDRESS					
VATREGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA

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B-BBEE STATUSLEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] Yes No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLEBOX] Yes No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?	YES ☐ NO ☐ [IF YES ENCLOSE PROOF]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	YES ☐ NO ☐ [IF YES, ANSWER QUESTIONNAIREBELOW]

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

PART B

TERMS AND CONDITIONS FOR BIDDING

TAX COMPLIANCE REQUIREMENTS

i. BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

ii. 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 ANDTAX STATUS.

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

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

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

vi. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIERDATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDERTHE 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

1. PURPOSE OF THE FORM

1.1. Any person (natural or juristic) may make an offer in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2. If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

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

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

Full Name	Identity Number	Name of organ of state

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

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

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

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

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

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

[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

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

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

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

3 GENERAL DECLARATION

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

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

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

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

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win 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.

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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

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)

1.2 To be completed by the organ of state

(*Delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**80**
SPECIFIC GOALS	**20**
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

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 thistender the tenderer will be allocated points based on the goals stated in table 1 below as may besupported 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 pointsystem 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 thatthe 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 the80/20 preference point system.

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

1. Procurement from entities who areBlack Owned	Sub-points for specific goals	Maximum points forspecific goals	Relevant Evidence
Tenderer who have 100% black Ownership	8	8	
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		

2. Procurement from entities who are Black women Owned			
Tenderer who have 100% women Ownership	4	4	
Tenderer who have 30% to 99% women ownership	2		
Tenderer who have less than 30% women ownership	0		
3. Black Youth Ownership		4	
Tenderer who have 100% black youth ownership	4		
Tenderer who have 30% to 99% black youth ownership	2		
Tenderer who have less than 30% black youth ownership	0		
4.Procurement from Disabilities			
Tenderer who have 20% or more owners with disability	4	4	
Tenderer who have less than 20% but more than 10% owners with disability	2		
Tenderer who have less than 10% owners with disability	0		

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 indicatedin 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 thesatisfaction 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 theconditions 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 resultof having to make less favourable arrangements due to such cancellation.

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audialteram 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: _____

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). 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.

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

1.2 the collection, receipt, recording, organisation, collation, storage, updating or

modification, retrieval, alteration, consultation or use;

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

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

2. "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—

2.1 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;

2.2 information relating to the education or the medical, financial, criminal or employment history of the person;

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

2.4 the biometric information of the person;

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

2.6 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.

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

2.8 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