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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF INTERNAL CONTROL RESOURCES SERVICES ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF SIX (6) MONTHS.

BID PROCESS	BID REQUIREMENTS
RFQ Number	**RFQ2026-011-031**
RFQ Description	**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF INTERNAL CONTROL RESOURCES SERVICES ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF SIX (6) MONTHS.**
RFQ Issue Date	**17 November 2026**
Submissions	All submissions Must be addressed to Supply Chain Management, NLC Submission of proposals through (*online submission on e-tender*)
Closing date and time	**25 November 2026 @11:00**
Place where bid is advertised	NLC website
RFQs Validity Period	90 Days

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TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF INTERNAL CONTROL REVIEW ON AN AS AND WHEN REQUIRED BASIS FOR A PERIOD OF SIX (6) MONTHS.

SECTION 1: INTRODUCTION, BACKGROUND AND 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 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)".

2. BACKGROUND

PFMA S(51)(1)(a) requires that "An accounting authority for a public entity must ensure that that public entity has and maintains effective, efficient, and transparent systems of financial and risk management and internal control. In line with the requirements of the Public Finance Management Act No. 1 of 1999 ("PFMA") and Treasury Regulations, the NLC seeks to request a proposal from a suitably qualified service providers of internal control review resources.

NLC is on a path to revitalize its operations and reputation ensuring that it can meet its mandate efficiently and effectively. The Internal Control Function provides second-line assurance and oversight over the design and effectiveness of key Finance and Supply Chain Management (SCM) controls. As the NLC continues to enhance its internal control environment, additional internal control support services are required to ensure compliance. To address this need, the NLC invites proposals from suitably qualified service providers to provide Internal Control Support Services as outlined in this Request for quotation (RFQ), supporting the organisation in strengthening compliance, and control effectiveness.

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3. OBJECTIVE

To appoint a service provider for the provision of suitably qualified internal control resources services on an as and when required basis.

4. SCOPE OF WORK

NLC is calling for proposals from experienced service providers with a proven track record for the provision of suitably qualified internal control review resources on an as and when required basis

4.1 Successful suppliers will be required to work collaboratively with the internal control manager to:

4.1.1 Conduct internal control assessments and compliance reviews across Finance and Supply Chain Management (SCM) processes to evaluate the effectiveness of controls and adherence to applicable policies, procedures, and legislative requirements.

4.1.2 Assist with conducting internal control reviews in accordance with the approved work plan.

4.1.3 Assist in the development, enhancement, implementation, and maintenance of the Internal Control Framework to strengthen governance, risk management, and control processes.

4.1.4 Identify control weaknesses, process inefficiencies, and opportunities for continuous improvement, and provide practical recommendations to enhance operational effectiveness.

4.1.5 Perform compliance monitoring and review activities to assess adherence to internal policies, procedures, regulatory requirements, and best practices.

4.1.6 Monitor and follow up on the implementation of agreed management corrective actions to ensure timely closure of identified findings and mitigation of associated risks.

4.1.7 Prepare high-quality working papers, assessment reports, compliance review reports, dashboards, and management presentations that clearly communicate findings, risks, recommendations, and progress updates.

4.1.8 Support the Internal Control Manager in the execution of special projects, investigations, process reviews, and other internal control-related assignments as required.

4.1.9 Maintain accurate and detailed timesheets, ensuring all work performed, hours worked, project activities, and deliverables are appropriately recorded and supported.

4.1.10 Assist in to maintain and update irregular and fruitless expenditure register

4.1.11 Assist to perform assessments of irregular and fruitless expenditure

5. DELIVERABLES

The envisaged services providers are expected to provide expertise, capacity, and resources to enable NLC Internal control unit to perform internal controls reviews.

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SECTION 2: NOTICE TO SERVICE PROVIDERS

6. Terms and conditions of Request for quotations (RFQ)

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

6.2. 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.

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

6.4. Late and incomplete submissions will not be accepted.

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

6.6. This RFQ will be evaluated in terms of the 80/20 preference point system.

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

6.8. Suppliers must provide their CSD registration number (and attach a CSD Registration report) and ensure that the tax matters are compliant.

6.9. All questions regarding this RFQ must be forwarded to lucky@nlcsa.org.za

6.10. Any supplier who has reasons to believe that the specification is based on a specific brand must inform the NLC via the email addressed in 1.9

7. General rules and instructions

7.1. News and press releases

7.1.1. 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, the NLC.

7.2. Precedence of documents

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

7.2.2. Where this RFQ is silent on any matter, the relevant stipulations addressing such matter, and which appear in section 217 of the constitution of the republic shall take precedence. 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 the NLC may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by the NLC.

7.2.3. It remains the exclusive domain and election of the NLC as to which of these stipulations are applicable and to what extent. Bidders are hereby acknowledging that the decision of the commission in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the Bidder(s). The Bidder(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

7.3. Preferential procurement reform

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

7.4. National Industrial Participation Programme

7.4.1. 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).

7.5. Language

7.5.1. Bids shall be submitted in English.

7.6. Gender

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

7.7. Headings

7.7.1. 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.

7.8. Occupational Injuries and Diseases Act 13 of 1993

7.8.1. 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. the commission 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 the commission.

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7.9. Processing of the Bidder's Personal Information

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

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

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

7.9.3.1. The commission personnel participating in procurement/award procedures; and

7.9.3.2. 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 National Treasury's e-Tender portal:

7.9.3.2.1. contract description and bid number.

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

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

7.9.3.2.4. contract period.

7.9.3.2.5. names of directors; and

7.9.3.2.6. date of completion/award.

7.9.4. The commission will ensure that the rights of the Bidder and of its employees and representatives (i.e., the right of access and the right to rectify) are effectively guaranteed in accordance with the procedures as specified in the commission PAIA manual.

7.9.5. In signing this document, the Bidder consents to the use of its Personal Information for the purposes as specified in section 2.9.1 above.

8. DURATION OF THE PROJECT

The project must be completed within SIX (06) Months and may be effective on the date of appointment, the date of signing of a service level agreement (SLA), or as directed and at the discretion of the NLC. 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.

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9. VALIDITY PERIOD

9.1. The NLC requires a validity period of 90 days from the closing date of this RFQ.

9.2 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.

10. FORMAL BRIEFING SESSION

No briefing session.

11. GENERAL TERMS AND CONDITIONS

11.1 A bid submitted in response to this RFQ will constitute a binding offer which will remain binding and irrevocable for a period of 120 days from the closing date of this RFQ.

11.2 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.

11.3 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.

11.4 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.

11.5 Any attempt to alter the terms and conditions or the scope of work may result in the bid being considered nonresponsive.

11.6 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.

11.7 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.

11.8 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.

11.9 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.

11.10 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.

11.11 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.

11.12 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.

11.13 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.

11.14 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.

11.15 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.

11.16 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.

11.17 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.

11.18 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.

11.19 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.

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

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

11.22 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.

11.23 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.

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

11.25 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.

11.26 In this RFQ, the words “service provider” “supplier” will be used interchangeably to refer to the Bidder.

11.27 Rejection of all Bids/Quotations and Disclaimer

11.27.1 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.

12. CONFIDENTIALITY

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

12.2 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.

12.3 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.

12.4 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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13. COMMUNICATION

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

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

12.3 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.

12.4 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.

14. SUPPLIER PERFORMANCE

13.1 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.

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

13.3 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.

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

15. ETHICAL CONDUCT, INTEGRITY AND ANTI-CORRUPTION REQUIREMENTS

15.1 General Ethical Conduct

15.1.1 Bidders are required to conduct themselves with the highest standards of honesty, integrity, transparency, professionalism and ethical behavior throughout the procurement process and, where appointed, for the duration of the contract.

15.1.2. Bidders must comply with all applicable legislation, regulations and ethical standards governing public sector procurement in South Africa.

15.1.3. Bidders must refrain from any conduct that may compromise, or create the perception of compromising, the fairness, competitiveness, transparency or integrity of the procurement process.

15.2. Anti-Bribery, Corruption and Improper Influence

15.2.1. Bidders must not directly or indirectly offer, promise, solicit, provide or accept any bribe, gratification, gift, benefit or other inducement intended to improperly influence any procurement decision or contract-related activity.

15.2.2. Bidders must not attempt to improperly influence any NLC employee, official, committee member or other person involved in the procurement process.

15.2.3. Any suspected or actual corrupt, fraudulent or unethical conduct relating to the procurement process must be reported promptly through the NLC's designated reporting channels.

15.3. Conflict of Interest

15.3.1. Bidders must disclose any actual, potential or perceived conflict of interest that may affect the integrity of the procurement process or the execution of the contract.

15.3.2. Bidders must not exploit personal, business, financial or other relationships with NLC officials to obtain an unfair advantage.

15.3.3. Where a conflict of interest arises during the contract period, the appointed service provider must disclose such conflict to the NLC without undue delay.

15.4. Fair Competition and Bid Integrity

15.4.1. Bidders must independently prepare and submit their proposals and must not engage in collusive bidding, bid rigging, price fixing, market allocation or any other anti-competitive conduct.

15.4.2. Bidders must not misrepresent their qualifications, experience, capabilities, resources, pricing or any other information submitted as part of their proposals.

15.4.3. Bidders must not knowingly submit false, misleading, fraudulent or materially inaccurate information.

15.5. Confidentiality and Responsible Conduct

15.5.1. Bidders must protect confidential information obtained during the procurement process and must not use such information to obtain an unfair competitive advantage.

15.5.2. Bidders must not seek to obtain confidential information relating to competing bidders, evaluation processes or procurement decisions through unauthorised means.

15.5.3. All communications relating to the procurement process must be conducted through the designated NLC communication channels, unless otherwise authorised.

15.6. Ethical Conduct During Contract Execution

15.6.1. Successful bidders must ensure that their employees, representatives, agents and subcontractors comply with the ethical requirements contained in these Terms of Reference.

15.6.2. Service providers must act in good faith, avoid fraudulent practices, maintain accurate records and exercise due care and professionalism in fulfilling their contractual obligations.

15.6.3. Service providers must promptly disclose any circumstances that could compromise their independence, objectivity or ability to perform their contractual obligations ethically.

15.7. Non-Compliance

15.7.1. Any suspected breach of these ethical requirements may be investigated by the NLC.

15.7.2. Where misconduct is established, the NLC may take appropriate action, subject to applicable legislation, procurement requirements and contractual provisions. Such action may include:

- Disqualification of a bid, where legally justified.
- Cancellation or termination of a contract in accordance with its terms and applicable law.
- Referral to the relevant law enforcement or regulatory authorities.
- Recovery of losses or damages, where legally permissible.
- Initiation of applicable supplier restriction processes through the relevant authorities.

15.7.3. The NLC reserves the right to take appropriate action where a bidder or service provider is found to have engaged in conduct that compromises the integrity of the procurement process or contractual relationship.

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:

STAGE 1: RFQ CLOSING DATE AND SUBMISSION INSTRUCTIONS AND FORMAT

1.1 The closing date for Bid submission is **25 November 2026 @11:00** Standard South African Time bidders will be submitted via e-Tender portal. (no physical submissions will be accepted)

1.2 No late submissions will be accepted.

STAGE 2: ADMINISTRATIVE COMPLIANCE

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

2.2 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
CSD Registration	Proof of CSD registration
Bidder's tax compliance confirmation	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 / Sworn Affidavit in terms of Codes of Good Practice-Valid	A valid BEE Certificate/Sworn Affidavit

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. The Mandatory Compliance Evaluation will include the following:

Criteria	Supporting Document
1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	JV Agreement
2. Bidders must submit a fully completed declaration of interest form (failure to declare honestly will lead to bidder being disqualified)	SBD 4
3. Bidders are required to fully comply with the pricing schedule. Failure to comply fully with the specification will lead to disqualification. (Market related)	Fully completed pricing schedule for all resources.

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STAGE 4 TECHNICAL PROPOSAL EVALUATION

Table 1: Rating Scale

Rating	Definition	Score
Excellent	Exceeds the requirement. Exceptional demonstration by the Service Provider 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 Service Provider 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 Service Provider of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.	**3**
Minor Reservations	Does not meet 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	Does not meet the requirement with major reservations. Considerable reservations of the Service Provider'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 Service Provider has the ability, understanding, experience, skills, resources & quality measures required to provide the goods / services, with little or no supporting evidence.	**0**

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4.1 The evaluation for the Technical and Functional threshold will include the following:

	Evaluation CRITERIA	SCORE	WEIGHTING
A	**COMPANY EXPERIENCE**		**40**
	Bidder to demonstrate relevant expertise and capacity of providing suitably qualified and experienced internal control review/ internal/ external audit resources related to the required scope of work. Proven bidder's experience and technical capabilities in providing internal control review/ internal/ external audit resources which is clearly articulated in their company profile.	• >10 years' experience in providing internal controls reviews/ internal or external audit= **(5)** • > 7 and ≤ 9 years' experience in providing internal controls reviews/ internal or external audit = **(4)** • > 5 and ≤ 7 years' experience in providing internal controls reviews/ internal or external audit = **(3)** • > 3 and ≤ 5 years' experience in providing internal controls reviews/ internal or external audit = **(2)** • > 1 and ≤ 3 years' experience in providing internal controls reviews/ internal or external audit = **(1)** • ≤ 1 year experience in providing internal controls reviews/ internal or external audit = **(0)**	
B	**PROJECT LEAD EXPERIENCE**		**30**
	Provide qualifications and experience of a **Project Lead Profile.** Detailed CV reflecting full experience (i.e places worked, job title, duration and functions performed) which are aligned to the job profile and qualifications requirements listed in the table above. Copy of Qualification and any accreditations/memberships to be submitted. *(foreign qualifications must be accompanied by SAQA verification)* **Note: Replacement resources must be of the same or similar experience and qualifications**	**Rating scale of 0 – 5 to be applied:** • >10 years' internal controls reviews/ internal or external audit experience and an accounting or audit related degree or equivalent = **(5)** • > 8 and ≤ 10 years' internal controls reviews/ internal or external audit experience and accounting or audit related degree or equivalent = **(4)** • > 6 and ≤ 8 years' internal controls reviews/ internal or external audit experience and an accounting or audit related degree or equivalent = **(3)** • > 4 and ≤ 6 years' internal controls reviews/ internal or external audit experience and an accounting or audit related degree or equivalent = **(2)** • > 2 and ≤ 4 years' internal controls reviews/ internal or external audit experience and an accounting or audit related degree or equivalent = **(1)**	

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		≤ 1 year internal controls reviews/ internal or external audit experience and an accounting or audit related degree or equivalent = **(0)**	
C	**REFERENCE LETTER SCORE**		**WEIGHTING**
	Provide reference letters from **public sector clients** to whom similar services have been rendered in the last five (5) years (from date of closing of the RFQ). The reference letters must be in a company letterhead and should include the following information: company name, name of contact person, address, phone number, brief description of the services rendered, and the letter must indicate/state overall customer satisfaction/ performance level. NLC reserves the right to contact the clients for reference checks.	• Eight (8) or more reference letters from public sector clients within the last 5 years = **(5)** • Six (6) to Seven (7) reference letters from public sector clients within the last 5 years = **(4)** • Five (5) to six (6) reference letters from public sector clients within the last 5 years = **(3)** • Three (3) to four (4) reference letters from public sector clients within the last 5 years = **(2)** • One (1) to two (2) reference letters from public sector clients within the last 5 years = **(1)** • No reference letters from public sector clients within the last 5 years = **(0)**	**30**
	It is the responsibility of the bidder to ensure that the clients are contactable.		
	TOTAL		**100**

Total Weighting:	**100**
Minimum qualifying score required:	**70**

Stage 5: Pricing and Special goal

Pricing Schedule: Please refer to Annexure B

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

The evaluation for Pricing and Special goals will include the following:

1. Procurement from entities who are Black Owned	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Tenderer who have 100% black Ownership	8	**8**	Copies of ID's/3 months CIPC Report fromthe closing date of the bid/ CSD Recent Report
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are women Owned		**4**	B-BBEE Certificate / B-BBEESworn 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**	B-BBEE Certificate /
Tenderer who have 100% black youth ownership	4		

Tenderer who have 30% to 99% black youth ownership	2		B-BBEESworn Affidavit
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**	Letter from the Doctor confirming disability and CSD report
Tenderer who have less than 20% but more than 10% owners with Disability	2		
Tenderer who have less than 10% owners with disability	0		
Total points for specific goals		**20**	
TOTAL SCORE:		**80+20**	

Stage 6: Due Diligence

NLC reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

Stage 7: 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 may be requested to provide their best and final offers based on contract negotiation.

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INVITATION TO BID (SBD 1) PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS							
BID NUMBER:	**RFQ2O26-011-031**	ISSUE DATE:	**17/11/2026**	CLOSNGDATE:	**25/11/2026**	CLOSING TIME:	11:00
DESCRIPTION	**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SUITABLY QUALIFIED INTERNAL CONTROL RESOURCES SERVICES ON AN AS AND WHEN REQUIRED BASIS.**						

BID RESPONSE MUST BE SUBMITTED VIA THE BELOW EMAIL
All submissions Must be addressed to Supply Chain Management, NLC Submission of proposals through (*online submission on e-tender*)

BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACTPERSON	**Supply Chain Management**	CONTACT PERSON	**Penelope Soyingwa**
TELEPHONENUMBER	**012 432 1308**	TELEPHONE NUMBER	**012 432 1309**
FACSIMILENUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**Innocent.Tshakela@nlcsa.org.za**	E-MAIL ADDRESS	**lucky@nlcsa.or g.za**

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELL PHONENUMBER				
FACSIMILENUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				

SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCESYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER:MAAA
B-BBEE STATUSLEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] Yes No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] Yes No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs)MUST BESUBMITTED 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 FOREIGNBASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		Yes ☐ No ☐ [IF YES, ANSWER QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				YES ☐	NO ☐
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				YES ☐	NO ☐
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				YES ☐	NO ☐
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				YES ☐	NO ☐
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION				YES ☐	NO ☐
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FORA TAX COMPLIANCE STATUS SYSTEM PINCODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

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 AND TAX STATUS.

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

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

iv.

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

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

v.

vi.



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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(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:

……
……
……
…

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.

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.

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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

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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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that,if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must,in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

1. Procurement from entities who are black Owned	**Sub - points for specific goals**	**Maximum points for specific goals**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
Tenderer who 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 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% youth ownership	4		
Tenderer who have 30% to 99% youth Ownership	2		
Tenderer who have less than 30% 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 than10% owners with disability	2		
Tenderer who have less than 10% owners with disability	0		
Total points for specific goals		**20**	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm……

5.2. Company registration number: ……..

5.3 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

i) The information furnished is true and correct.

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

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

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

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

(a) disqualify the person from the tendering process.

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less 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: .....

.....

.....

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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). After you have indicated your wishes in Part B,

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

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

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

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

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

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

3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, color, sexual orientation, age, physical or mental health, well- being, disability, religion,

conscience, belief, culture, language and birth of the person;

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

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

3.4 the biometric information of the person;

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

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

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

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

the person.

_____

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

_____

Signature of Designation person