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

# NATIONAL LOTTERIES COMMISSION

## REQUEST FOR PRICE QUOTATION FOR THE CATERING SERVICES FOR RECULATORY COMPLIANCE EDUCATION AND AWARENESS SESSION, WENTWORTH YOUTH CENTRE, KWAZULU NATAL.

| BID PROCESS | BID REQUIREMENTS |
|---|---|
| RFQ Number | RFQ2026-011-038 |
| RFQ Issue Date | 23 November 2026 |
| Closing Date and Time | 25 November 2026 @ 11:00 |
| RFQ Validity Period | 60 (Sixty days from closing date) |
| RFQs are to be submitted to the following: | The quotation and supporting documents must be submitted on the website below: **eTender** |

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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 compliance education and awareness session in Kwambonambi Local Municipality Hall, KwaZulu Natal.

## 3. SPECIFICATION

Below is a detailed specification for the required catering service.

| SPECIFICATION FOR CATERING SERVICES<br>11 DECEMBER 2026 | | |
|---|---|---|
| **DESCRIPTION OF EVENT:** RC Education & Awareness on Society and Other Lotteries and Participants Protection Programmes | | |
| **DATE REQUIRED:** 11 December 2026 | | |
| **BREAKFAST TIME:** 08h00 | | |
| **LUNCH TIME:** 12h30 | | |
| **AFTERNOON TEATIME:** N/A | | |
| **VENUE:** Wentworth Youth Centre, KZN | | |
| **BREAKFAST** | | |
| **ITEM NO.** | **ITEMS DESCRIPTION** | **NO. OF DELEGATES** |
| 1 | **Welcome Tea**<br>• Individual (sachets) Coffee, Cappuccino, Tea bags, (Different Flavors) Provide enough water for tea | 100 |
| 2 | • Assorted Muffins & Assorted sandwiches (without tomatoes) | 100 |
| 3 | **Take Away Coffee Cups**<br>• Disposable Coffee cups | 100 |
| 4 | • 350ml water bottles | 100 |
| **LUNCH** | | |
| **ITEM NO.** | **ITEMS DESCRIPTION** | **NO OF DELGATES** |
| 1 | Beef stew | 100 |
| 2 | Roasted drumsticks | 100 |
| 3 | 03 Vegetable (Pumpkin, Spinach and Chakalaka) | 100 |
| 4 | Rice and Pap | 100 |
| 5 | Variety of drinks (coke, liquid fruit, and others) | 100 |

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| SPECIFICATION FOR CATERING SERVICES<br>11 DECEMBER 2026 | | |
|---|---|---|
| 6 | Disposable Takeaways Food Containers for Serving Lunch | 100 |
| **Temporary Ablution Facilities** | | |
| | N/A | |

**The Specification should be sent to SCM office three (3) days before the meeting in order to source quote.**

**Please note the following: VERY IMPORTANT**

- **Please bring your own disposable cutlery, plates, table clothes, and Serviettes.**
- **Please deliver food on time.**
- **Please print out this specification and come with it every day.**
- **Please bring container to store food away in case the meeting continues until late.**

## 4. REPORTING REQUIREMENTS

The service provider will report to the National Lotteries Commission

## 5. DURATION OF THE PROJECT

The expected duration of the service is one day (as per the day specified) after receipt of the appointment letter and the purchase order.

## 6. SECTION 2: NOTICE TO BIDDERS

### 6.1 Terms and Conditions of Request for Quotation (RFQ)

6.1.1 This document may contain confidential information that is the property of the Commission.

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

6.1.3 All copyright and intellectual property herein vests with the Commission.

6.1.4 Late and incomplete submissions will not be accepted.

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

6.1.6 This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act of 2000 and PPR 2022.

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

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

6.1.9 All questions regarding this RFQ must be forward to quotation@nlcsa.org.za. And innocent.tshakela@nlcsa.org.za

6.1.11 Any supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the Commission via email.

## 7. General rules and instructions

7.2.1 News and press releases

7.2.1.1. Bidders or their agents shall not make any news releases concerning this RFQ or the awarding of the same or any resulting agreement(s) without the consent of, and then only in coordination with, the Commission.

7.2.2. Precedence of documents

7.2.2.1. 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.

7.2.2.2. Where this RFQ is silent on any matter, the relevant stipulations addressing such matter, and which appear in the PPPFA shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that the Commission 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 Commission.

7.2.2.3. It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFP. It, however, remains the exclusive domain and election of the Commission as to which of these stipulations are applicable and what extend

7.2.2.4. 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.

7.2.3. Preferential procurement reform

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7.2.3.1. The commission supports B-BBEE as an essential ingredient of its business. In accordance with government policy, the commission 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.

7.2.4. National Industrial Participation Programme.

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

7.2.5. Language

7.2.5.1. Bids shall be submitted in English.

7.2.6. Gender

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

7.2.7. Headings

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

7.2.8. Occupational Injuries and Diseases Act 13 of 1993

7.2.8.1 The Bidder warrants that all its employees (including the employees of any 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.

7.2.9. Processing of the Bidder's Personal Information

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

7.2.9.2 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

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National Treasury's Database of Restricted Suppliers.

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

7.2.9.4 The commission will ensure that the rights 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.

7.2.9.5 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. National Treasury's Central Supplier Database

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

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

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

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

## 9 Confidentiality

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

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

9.3 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 Refund in accordance with any applicable law.

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

## 10 Communication

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10.1 Specific enquiries relating to this RFQ should be innocent.tshakela@nlcsa.org.za

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

10.3 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.

## 11 Supplier Performance

11.1 The National Lotteries Commission conducts regular performance reviews in accordance with the requirements for the classification of the contract and or stakeholder by making use of supplier evaluation forms. The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year and a review at completion of contract for those contracts less than a year.

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

11.3 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.

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

## 12 SECTION 3: EVALUATION CRITERIA

The Commission will evaluate all proposals in terms of the Preferential Procurement Regulation of 2022 and the 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

#### 12.1 RFQ Closing Details

The deadline for RFQ submission is **25 November 2026 @ 11:00** Standard South African Time.

Any late RFQ will not be accepted. Proposals are to be submitted on the website below: **eTender**

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## Stage 2: Administrative Compliance

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

| Evaluation Criteria | Supporting Document |
|---|---|
| • Signed standard bidding documents (SBD Forms). It is required that the bidder must provide correct information and declaration in the SBD Forms duly signed by the authorized person | Fully Completed Standard Bidding Documents<br>SBD 1<br>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.

| Evaluation Criteria | Supporting Document |
|---|---|
| 1. Fully completed Standard Bidding Documents (SBD4) | SBD 4 |
| 2. Bidder must submit complete and signed Quotation | Quotation |
| 3. A Certificate from the local municipality within Kwa-Zulu Natal Province of acceptability for food premises (**COA**). | A valid certified copy of municipality certification (**Kwa-Zulu Natal Province**) |

**Note to Bidders:**

**Bidders may be requested, at the behest of the NLC, to submit via courier services to the SCM unit of the NLC, within a minimum of 3 working days from the date of request, hard copies of certified qualifications, memberships certificates, COIDA etc. which may have been requested for assessment. Failure to submit the information within the requested period shall render the bidder non-responsive.**

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## Stage 4: Evaluation on Price and Specific Goals as per PPR2022. The 80/20 Principle is 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:

| | |
|---|---|
| **Price**<br>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:<br>$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$<br>*Where:*<br>*Ps = Score for the Bid under consideration Pt*<br>*= Price of Bid under consideration Pmin*<br>*= Price of lowest acceptable Bid* | 80 |
| **TOTAL SCORE:** | **80** |

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

| DESCRIPTION | Sub - points for specific goals | Maximum points for specific goals | Relevant Evidence |
|---|---|---|---|
| 1. Procurement from entities who are black Owned | | **8** | Copies of ID's/3 months CIPC Report from the closing date of the bid/ CSD Recent Report |
| Tenderer who have 100% black Ownership | 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 | | **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 | | |

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| DESCRIPTION | Sub - points for specific goals | Maximum points for specific goals | Relevant Evidence |
|---|---|---|---|
| 3. Procurement from Youth Ownership | | **4** | B-BBEE Certificate / B-BBEESworn Affidavit |
| 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 Owned | | | |
| 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** | |

### Stage 5: Due Diligence, Contract and Award

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 of the information provided by the Bidder.

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-2026-011-038** | ISSUE DATE: | **23 November 2026** | CLOSING DATE: | **25 November 2026** | CLOSING TIME: | **11:00** |
| DESCRIPTION | **REQUEST FOR PRICE QUOTATION FOR THE CATERING SERVICES FOR RECULATORY COMPLIANCE EDUCATION AND AWARENESS SESSION, WENTWORTH YOUTH CENTRE, KWAZULU NATAL.** | | | | | | |
| **BID RESPONSE MUST BE SUBMITTED ON THE BELOW WEBSITE:** | | | | | | | |
| **ETENDER** | | | | | | | |

| **BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO** | | **TECHNICAL ENQUIRIES MAY BE DIRECTED TO:** | |
|---|---|---|---|
| CONTACTPERSON | **NLC** | CONTACT PERSON | **SCM** |
| TELEPHONENUMBER | **012 432 1308** | TELEPHONE NUMBER | **012 432 1302** |
| FACSIMILENUMBER | | FACSIMILE NUMBER | |
| E-MAIL ADDRESS | | E-MAIL ADDRESS | innocent.tshakela@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] |

| **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 ANDTAX STATUS.

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

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

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 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:_____

# BIDDER'S DISCLOSURE

## 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** |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
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| | | |
| | | |
| | | |

**1. the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.**

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.

I CERTIFY THAT THE ABOVE IS CORRECT.

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

…… ……

Signature Date

…… ……...

Designation Name of bidder

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**SBD 6.1**

## SECTION 6: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

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

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

(a) Price; and

(b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of

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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 disposalof 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:

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

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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 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 are Black Owned | Sub - points for specific goals | Maximum pointsfor 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 | | |

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| | | | |
|---|---|---|---|
| **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. 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 than 10% owners with disability | 2 | | |
| Tenderer who have less than 10% owners with disability | 0 | | |
| Total points for specific goals | | **20** | |

## 5. DECLARATIONWITH 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.

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

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

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

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

(a) disqualify the person from the tendering process.

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

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation.

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audial Eram partem* (hear the other side) rule

has been applied; and

(e) forwardthe 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