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National Lotteries Commission (NLC)
P.O Box 1556
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NATIONAL LOTTERIES COMMISSION

REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A DULY QUALIFIED TRAINING PROVIDER TO PROVIDE PFMA BID COMMITTEES TRAINING FOR THE NATIONAL LOTTERIES COMMISSION.

BID PROCESS	BID REQUIREMENTS
RFQ Number	RFQ2026-011-047
Bid Advertisement Date	27 NOVEMBER 2026
Closing date and time	03 DECEMBER 2026
RFQ Validity Period	120 (Hundred and Twenty Days)
Submission instruction:	The bid document must be submitted via E-TENDER SUBMISSION – https://www.etenders.gov.za/ No emails submissions will be accepted
Enquiries ONLY can be emailed to	quotation@nlcsa.org.za and copy lucky@nlcsa.org.za

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SECTION 1: BACKGROUND, OVERVIEW AND RFP SCOPE OF REQUIREMENTS

1. INTRODUCTION

The National Lotteries Commission (NLC) was established in terms of the Lotteries Act No. 57 of 1997, as amended (Lotteries Act) to regulate the National Lottery as well as other lotteries and societies. The NLC aims to ensure that funds raised through the National Lottery are distributed equitably and expeditiously across South Africa to advance social upliftment of communities in need with the aim of addressing poverty and reducing inequalities in line with the National Development Plan. The Commission is required to apply principles of openness and transparency in the exercise of its functions assigned to it in terms of the Lotteries Act No 57 of 1997.

2. BACKGROUND OF TRAINING REQUIREMENTS

For the current financial year, 2026/27, the NLC has appointed three (3) bid committees which are composed of old and new bid committee members. As part of continuous training intervention, all appointed participating committee members are due to attend the PFMA Bid Committees training to enhance and strengthen their roles in the committees as well as compliance to all Legislations governing Supply Chain Management (SCM). The BSC and BEC draw from a common pool of NLC managers, specialists and supervisors, who rotate between these committees depending on the nature of the procurement. BAC members are fixed executive members and require a distinct governance-focused programme.

The NLC hereby invites suitably qualified and experienced service providers to submit quotations for the training of members of its bid committees, namely the Bid Specification Committee (BSC), Bid Evaluation Committee (BEC) and Bid Adjudication Committee (BAC).
Public sector procurement is governed by section 217 of the Constitution of the Republic of South Africa, the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), the Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 and its regulations, and National Treasury instructions and practice notes. Bid committee members must apply these prescripts consistently to ensure that procurement is fair, equitable, transparent, competitive and cost-effective. The Department therefore requires a service provider to capacitate its bid committee members so that they can execute their responsibilities competently and with integrity.

3. PURPOSE

The purpose of this RFQ is to appoint a service provider to train bid committee members of the NLC.

4. OBJECTIVE

The objectives of the training are to:

- Equip BSC, BEC and BAC members with a sound understanding of the legislative and policy framework governing public sector procurement.
- Clarify the roles, responsibilities and delegations of each bid committee.
- Strengthen members' ability to draft compliant specifications, evaluate bids fairly and make defensible recommendations.
- Promote ethical conduct, declaration of interests and the prevention of fraud, corruption and irregular expenditure.
- Reduce the risk of irregular, fruitless and wasteful expenditure, audit findings and procurement disputes.

5. SCOPE OF WORK

5.1. The appointed service provider will be required to:

- Conduct training needs analysis in consultation with the NLC prior to the training.
- Develop and submit a detailed implementation plan demonstrating how the PFMA bid committee training will be delivered. The plan must distinguish the integrated BSC/BEC programme from the executive BAC programme.
- Develop and customise training material aligned to the NLC SCM policy, delegations of authority and the latest National Treasury circulars, instruction notes and prescripts. Content must be tailored separately to operational specification/evaluation responsibilities and executive adjudication/oversight responsibilities.
- Facilitate 3 face-to-face BSC/BEC training sessions of three (3) days each, accommodating a maximum of thirty (30) participants per session (ninety (90) participants in total), and one (1) separate face-to-face BAC executive training session of 2 days for the fixed BAC membership (number to be confirmed by the NLC). The NLC will provide a training venue in Pretoria, Gauteng. Dates shall be agreed with the NLC.
- Use practical learning methods, including case studies, scenario-based exercises, mock evaluations and assessments.
- Provide each participant with a training manual, templates and checklists (in hard copy and/or electronic format).

- The training would be through a contact platform with the intention to support flexible participation by the bid committees.
- Issue certificates of attendance to participants who complete the training, or certificates of competence only where a valid competency assessment has been completed and passed.
- Submit an attendance register, assessment results and a close-out report with recommendations within 5 working days after the final session.

5.2 Training Content:

Component A (BSC/BEC — 3 days per session) and Component B (BAC Executives — 2 days)**.** The training provider must cover the following minimum content, tailored to the 2 audiences and supported by practical exercises:

- Component A — Day 1: Legislative framework (Constitution section 217, PFMA, Treasury Regulations, PPPFA and applicable regulations, National Treasury instructions); NLC SCM Policy and delegations; demand planning, market research, BSC/BEC/BAC roles and segregation of duties; drafting clear, objective and non-restrictive specifications and terms of reference.
- Component A — Day 1 (continued): Mandatory and functionality requirements, measurable evaluation criteria, scoring methodologies and thresholds; practical review of defective terms of reference.
- Component A — Day 2: Bid receipt, administrative compliance and responsiveness; application of published criteria; functionality scoring; price and specific goals; B-BBEE verification as applicable; CSD and eTender Portal checks; bid clarifications and arithmetic errors.
- Component A — Day 2 (continued): Mock evaluation, individual and consensus scoring, preparation of evaluation reports and defensible recommendations; record keeping and audit trails.
- Component A — Day 3: Ethics, declarations of interest, confidentiality, fraud and bid rigging prevention; common audit findings; validity extensions, bid cancellations, deviations, variations and expansions; procurement objections and disputes; case studies and knowledge assessment.
- Component B — Day 1: BAC executive governance, statutory accountability, delegated authority and separation of responsibilities; critical review of BEC recommendations and evaluation reports; compliance with published criteria; identifying material procedural defects.

- Component B — Day 1 (continued): When and how to refer recommendations back to the BEC; limits on BAC substitution of evaluation findings; documenting reasons and defensible recommendations or decisions.
- Component B — Day 2: Ethical leadership, conflicts of interest, irregular expenditure risk, common AGSA findings, deviations, cancellations, litigation exposure and oversight of exceptional procurement decisions.
- Component B — Day 2 (continued): Executive-level adjudication case studies, managing dissent, recording deliberations and decisions, and knowledge assessment.
- Both components must reflect applicable legislation and National Treasury prescripts in force at the time of delivery, with relevant transitional provisions addressed. Provide manuals, practical templates and checklists appropriate to each audience.

6. DELIVERABLES

The deliverables are summarised below. Training dates are subject to confirmation by the NLC; all sessions must be priced on the basis of the specified duration and participant limits.

No.	Deliverable
1	Training needs analysis
2	Customised training material
3	Facilitated training: 3 BSC/BEC sessions of 3 days each, maximum thirty (30) participants per session (maximum ninety (90) in total); and 1 separate BAC executive session of 2 days for fixed BAC members (number to be confirmed). Dates to be agreed with the NLC.
4	Practical learning methods
5	Participant resources
6	Certificates
7	Close-out documentation

7. REPORTING REQUIREMENTS

The service provider will report to the NLC SCM Department.

8. DURATION OF THE PROJECT

The expected duration of the contract is 3 months, which may be effective on the date of appointment, the date of signing of a service level agreement (SLA), or as directed at the discretion of the NLC.

SECTION 2: NOTICE TO BIDDERS

1. Terms and Conditions of Request for Quotations

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

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

1.3 All copyright and intellectual property herein vests with NLC.

1.4 Late and incomplete submissions will not be accepted.

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

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

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

2. General rules and instructions

2.1 News and press releases

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

2.2 Precedence of documents

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

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

discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by NLC.

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

2.3 Preferential procurement reform

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

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

2.4 National Industrial Participation Program

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

2.5 Language

2.5.1 Bids shall be submitted in English.

2.6 Gender

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

2.7 Headings

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

2.8 Occupational Injuries and Diseases Act 13 of 1993

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

2.8.2 NLC reserves the right to request the Bidder to submit documentary proof of the Bidder's registration and "good standing" with the Compensation Fund, or similar proof acceptable to

NLC.

2.9 Processing of the Bidder's Personal Information

2.9.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors ("Bidder Personal Information") required under this RFQ is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The assessment and award of the bid shall be conducted in accordance with applicable legislation, the Preferential Procurement Regulations, 2022. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom NLC is compelled by law to provide such information. For example, where appropriate, NLC is compelled to submit information to National Treasury's Database of Restricted Suppliers.

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

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

2.9.4 NLC personnel participating in procurement/award procedures; and

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

2.10. Rejection of all Bids/Quotations and Disclaimer

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

3. Supplier Performance

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

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

3.3 Non-performance will be addressed with at least a formal letter advising specific non-performing areas and stating remedial action/s required within specific time frames. Non-adherence to remedial actions shall lead to escalating performance management actions.

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

SECTION 3: EVALUATION CRITERIA

Stage 1: Tender Closing and Opening

The deadline for RFQ submission is **03 December 2026 @ 11:00** Standard South African Time. Any late RFQ will not be accepted. Proposals must be submitted online as below:

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

Home Page - eTenders Portal

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

Stage 2: Administrative Compliance

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

Evaluation Criteria	Supporting Document/Content
1. Standard Bidding Document (SBD) 1 - Invitation to Bid	Fully Completed SBD 1 and duly signed
2. SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Fully Completed SBD 1 and duly signed
3. Registration with the Central Supplier Database (CSD). Only foreign suppliers with no local registered entity need not register on the CSD	Proof of recent CSD registration reflecting Tax Compliant Status
4. Bidder's tax matters/affairs in order	Valid SARS Tax Pin

Evaluation Criteria	Supporting Document/Content
5. Consent form in terms of the Protection of Personal Information Act No.4 2013 (POPIA)	Completed and signed POPIA Consent Form
6. B-BBEE Certificate in terms of Codes of Good Practice-Valid/ Sworn Affidavits	A valid B-BBEE Certificate/Sworn affidavit. Consolidated B-BBEE Certificate / Sworn Affidavit in the event of a Joint Venture (JV)

Stage 3: Mandatory Compliance

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

Evaluation Criteria	Supporting Document/Content
1. SBD 4 – Bidders Disclosure	Fully Completed and duly signed SBD 4
2. In the event of the bidder being in a JV	Valid JV Agreement/ Memorandum of Understanding – completed and duly signed by all parties
3. Bidder must submit price proposal according to the NLC Pricing Schedule	Fully and signed completed NLC Pricing Schedule See *Annexure 1*
4. Relevant South African Qualifications Authority (SAQA) accreditation for unit standard "Demonstrate knowledge and insight into a bid committee system applicable to an Organ of State in South Africa – code 337061" or equivalent accreditation for bid committee training	Relevant valid (as at the close of the RFQ) SAQA accreditation or equivalent

Bidders who do not meet all the above mandatory requirements will be disqualified.

Stage 4: Technical Evaluation

The following rating scale to be used for evaluation of bid proposals:

Table 1: Rating Scale

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

Rating scale of 0 – 5 as defined above to be applied in Table 2 below:

Table 2: Functionality / Technical Criteria

Criterion	Description	Weig ht
1. Experience of the company	Number of similar public sector bid committee training assignments completed by the company, supported by reference letters in the name of the company. • 1 reference letter = **1** • 2 reference letters **= 2** • 3 reference letters **= 3** • 4 reference letters **= 4** • 5 or more reference letters **= 5** Valid letters must include the company name, contact name address, phone number, a brief description of the similar services (bid committee training within public sector) provided and must be signed and dated. Invalid letters that do not meet the above will not be considered and no points will be allocated to the bidder.	**30**
2. Facilitator experience and qualifications	Relevant qualifications and years of experience in public sector SCM and bid committee training, supported by CVs	**30**
2.1 Relevant qualifications • Postgraduate qualification (Honours, master's or higher) **= 5** • Bachelor's Degree **= 4** • National Diploma in a relevant field **= 3** • Diploma in a relevant field **= 2** • 1 Year Higher Certificate (NQF Level 5) in a relevant field **= 1** • No qualification submitted or qualification not relevant **= 0**		**15**

2.2 Experience Years of experience in public sector SCM and bid committee training: • >9 years and above **= 5** • > 7 years and ≤ 9 years **= 4** • > 5 years and ≤ 7 years **= 3** • > 3 years and ≤ 5 years **= 2** • > 2 years and ≤ 3 years **= 1** • ≤ 2 years **= 0**		**15**
3. Training methodology and content	Quality and relevance of the proposed programme, material, case studies and assessment approach against the modules in this RFQ	**20**
4. Project plan and delivery timelines	Realistic schedule and ability to deliver three integrated BSC/BEC sessions and one separate executive BAC session within the NLC's required timeframe.	**20**
Total		**100**

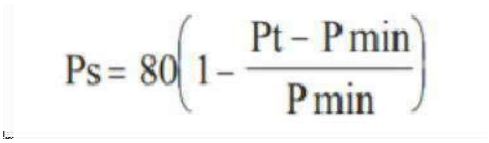
Only bidders that achieve a minimum of 70% of the total functionality points will proceed to the price and specific goals stage.

6.2 Price and Specific Goals

Element	Points
Price	80
Specific goals	20
Total	**100**

Stage 5: Evaluation on Price and Specific Goals as per PPR 2022.

1. The 80/20 Principle is based on Price and specific goals for the NLC. The following formula to be used to calculate points out of 80 for price, inclusive of all applicable taxes.A maximum of 80 points is allocated for price on the following basis:

Price The following formula will be used to calculate the points out of 80 for price in respect of a bid with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:  *Where:* *Ps = Score for the Bid under consideration Pt* *= Price of Bid under consideration Pmin* *= Price of lowest acceptable Bid*	80
TOTAL SCORE:	**80**

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

Description	Sub - points for specific goals	Maximum points for specific goals	Relevant Evidence
Tenderer who has 100% black Ownership	8	Copies of ID's/ CIPC / CSD Recent Report	
Tenderer who has 51% to 99% black ownership	4		
Tenderer who has less than 51% black ownership	0		
2. Procurement from entities who are women Owned		**4**	Valid B-BBEE Certificate / Sworn Affidavit
Tenderer who has 100% women ownership	4		
Tenderer who has 30% to 99% women ownership	2		
Tenderer who has less than 30% women ownership	0		
3. Procurement from Youth Ownership		**4**	Valid B-BBEE Certificate /
Tenderer who has 100% youth ownership	4		
Tenderer who has 30% to 99% youth ownership	2		

Tenderer who has less than 30% youth ownership	0		B-BBEE Sworn Affidavit
4.Procurement from Disabilities Owned			
Tenderer who has 20% or more owners with disability	4	**4**	Valid Letter from the Doctor not older than 1 year from the closing date of the RFQ confirming disability and CSD report
Tenderer who has less than 20% but more than 10% owners with disability	2		
Tenderer who has less than 10% of owners with disability	0		
Total points for specific goals		**20**	

Stage 6: Due Diligence, Contract and Award

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

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

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Annexure 1: Pricing Schedule

PFMA Bid Committees Training

Prices must be quoted in South African Rand, be inclusive of VAT, and be all-inclusive of all costs (facilitation, material, and certificates. The National Lotteries Commission will not pay for any costs not reflected in the quotation.

Item	Unit	Quantity	Unit Price (excl. VAT)	Total (excl. VAT)
Training needs analysis and customisation of material	Lump sum	1	R	R
BSC/BEC facilitation (3-day session)	Session	3	R	R
BAC facilitation (2-day session)	Session	1	R	R
Training manuals and templates (BSC/BEC; BAC quoted separately below)	Participant	90	R	R
Assessments and certificates (BSC/BEC; BAC quoted separately below)	Participant	90	R	R
Total (excl. VAT)				**R**
VAT (15%)				**R**
Total (incl. VAT)				**R**

NLC to re-imburse travel and accommodation costs (where applicable) to the appointed training provider in accordance with the requirements from DPSA, SARS and National Treasury Instruction Notes / Circulars. Any disbursements, i.e. copies, will be repaid in terms of standard and actual fees incurred. No price increases/adjustments to be considered, the pricing is firm for the duration of the contract.

Travel & Accommodation costs:
Cost re-imbursed in accordance with the requirements from DPSA and National Treasury Instruction Notes / Circulars.

Disbursement costs:
Cost re-imbursed at cost + Mark up not more than 10%, Disbursement costs may include telephone costs, printing & copying costs where applicable.

Name of Bidder:

……

Name & Surname: Bidder's Representative

……

……..……..…….. ……..……..……..

Signature **Date**

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 PERSONAL INFORMATION ACT,2013 (ACT NO.4 OF 2013) (**"POPIA"**).

TO: _____

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

PART A

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, organization, collation, storage, updating or modification, retrieval, alteration, consultation or use.

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

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

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, colour, 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

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SBD 1 PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**RFQ2026-011-047**	CLOSING DATE:	**03/12/2026**	CLOSING TIME:	**11:00**
DESCRIPTION	**REQUEST FOR QUOTATIONS FOR THE APPOINTMENT OF A DULY QUALIFIED TRAINING PROVIDER TO PROVIDE PFMA BID COMMITTEES TRAINING FOR THE NATIONAL LOTTERIES COMMISSION.**				

BID RESPONSE DOCUMENTS MAY BE SUBMITTED TO THE FOLLOWING WEBSITE;

E-TENDER SUBMISSION – https://www.etenders.gov.za

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**Supply Chain Management**	CONTACT PERSON	**SCM**
TELEPHONE NUMBER	**0124321309**	TELEPHONE NUMBER	**012 432 1308**
FACSIMILE NUMBER		FACSIMILE NUMBER	
	quotation@nlcsa.org.za	E-MAIL ADDRESS	

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL 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 BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-

BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	***ARE YOU A FOREIGN BASED SUPPLIER FOR*** *THE GOODS /SERVICES /WORKS OFFERED?*	☐ Yes ☐ No [IF YES, ANSWER THE 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 FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM.**

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

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

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

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

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

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

……

CAPACITY UNDER WHICH THIS BID IS SIGNED:

……

(Proof of authority must be submitted e.g. company resolution)

DATE:

……...

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

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

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

Full Name	**Identity Number**	**Name of organ of state**

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

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

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

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

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

2.4 Does the bidder or any of its directors / trustees / shareholders / members / partners have any interest[1] in any other related enterprise / company / trust, whether or not that enterprise / company /

[1] Includes ''beneficial interest'' and ''personal financial interest'' as defined in the Companies Act 71 of 2008

trust is bidding[2] for this requirement?

YES [ ] NO [ ]

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

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

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

3 GENERAL DECLARATION

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

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

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

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

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in

[2] Includes open competitive bidding / limited bidding/ requests for quotations/ requests for proposals/ unsolicited bids

terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT.

I ACCEPT THAT THE INSTITUTION PROCURING THE REQUIRED GOODS OR SERVICES MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME, THE BIDDER AND ANY OF ITS DIRECTORS / TRUSTEES / SHAREHOLDERS / MEMBERS / PARTNERS IF THIS DECLARATION IS FOUND TO BE FALSE.

…… ……

Signature Date

…… ……...

Designation Name of bidder

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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 (allapplicable taxes included); and

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 pointsystem.

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 a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard top references, 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 resulting 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 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOMEGENERATINGPROCUREMENT

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest 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 tender 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 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 either the 80/20 or 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 either 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 goal for both the 90/10 and 80/20 preference point system

Table 1: Specific goals for the tender and points claimed are indicated per the table below. ***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	To be completed by the bidder
Tenderer who have 100% black Ownership	8	**8**	
Tenderer who have 51% to 99% black ownership	4		
Tenderer who have less than 51% black ownership	0		
2. Procurement from entities who are Black women Owned		**4**	
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**	
Tenderer who have 100% black youth ownership	4		
Tenderer who have 30% to 99% black youth ownership	2		
Tenderer who have less than 30% black youth ownership	0		
4.Procurement from Disabilities		**4**	
Tenderer who have 20% or more owners with disability	4		
Tenderer who have less than 20% but more than 10% owners with disability	2		
Tenderer who have less than 10% owners with disability	0		

Total points for specific goals		**20**	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….

4.4. Company registration number: ……...

4.5. 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]

4.6. 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 inparagraph1 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;

iv) 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 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 asa 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 10years, afterthe *audi*

(e) *alteram partem* (hear the other side) rule has been applied; and

(f) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)…….

SURNAME AND

NAME:……

DATE:……

ADDRESS:……

……