NATIONAL LOTTERIES COMMISSION

REQUEST FOR QUOTATIONS: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SUITABLY QUALIFIED AUCTIONEERS FOR PROPERTIES IN CAPE TOWN, DURBAN AND POLOKWANE

BID PROCESS	BID REQUIREMENTS
RFQ Number	**RFQ2026-011-042**
RFQ Description	**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SUITABLY QUALIFIED PROPERTY AUCTIONEERS**
Compulsory Briefing Session and Site Inspection	**(a) KwaZulu-Natal: 03 December 2026 at 10:00** **(b) Western Cape: 04 December 2026 at 10:00; and** **(c) Limpopo: 08 December 2026 at 10:00**
RFQ Issue Date	**25 November 2026**
Submissions	Address all submissions to Supply Chain Management, NLC, and submit proposals through the *e-Tender portal (online submission)*. For enquiries only, email: penelope@nlcsa.org.za
Closing date and time	**11 December 2026 @11:00**
Place where bid is advertised	NLC website and e-Tender Portal
RFQs Validity Period	120 days

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

TERMS OF REFERENCE: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SUITABLY QUALIFIED PROPERTY AUCTIONEERS

SECTION 1: INTRODUCTION, BACKGROUND AND SCOPE OF REQUIREMENTS

1. INTRODUCTION

The National Lotteries Commission (NLC) is a public entity established under the Lotteries Act No. 57 of 1997, as amended, to regulate the South African lotteries industry. Its functions fall into two categories: regulating the National Lottery and other lotteries and administering the National Lottery Distribution Trust Fund (NLDTF).

2. BACKGROUND

Section 51(1)(a) of the Public Finance Management Act No. 1 of 1999 (PFMA) requires an accounting authority to ensure that a public entity maintains effective, efficient and transparent systems of financial and risk management and internal control. In line with the PFMA and Treasury Regulations, the NLC invites proposals from suitably qualified property-auctioneering service providers to assist with the auction of properties in the following locations:

(a) Western Cape (Cape Town);
(b) KwaZulu-Natal (Durban); and
(c) Limpopo (Polokwane).

The NLC is revitalising its operations and reputation to fulfil its mandate efficiently and effectively. Procurement supports this effort by securing value-for-money contracts with reputable suppliers. The increased focus on strengthening operations has placed greater demands on Supply Chain Management (SCM). The NLC is therefore seeking an interim model to supplement its internal procurement team and ensure that these demands are

adequately met. Accordingly, the NLC invites quotations from qualified service providers for the auctioneering services described in this RFQ.

This assignment supports the disposal of the three identified properties through an open, documented and controlled auction process, subject to NLC disposal approvals and the applicable procurement framework. The NLC invites proposals from experienced service providers with a proven track record in delivering suitably qualified auctioneering services.

3. OBJECTIVE

To appoint a service provider to provide suitably qualified auctioneers for the disposal of three properties in Cape Town, Durban and Polokwane.

4. SCOPE OF WORK

4.1 Inception and property due diligence

Meet with the NLC within five working days of instruction to confirm responsibilities, access arrangements and a property-specific implementation programme. With permission, inspect each property, take current photographs, identify risks and compile information for buyer enquiries. Obtain documents through the NLC and the conveyancer and record missing information and assumptions for resolution.

4.2 Marketing and buyer mobilisation

Develop a costed marketing plan for each lot. Cover target buyers, regional and national reach, online property platforms, the auctioneer's website, signage, social media, direct buyer engagement and supervised viewings. Obtain written approval for all advertisements, sale conditions and NLC branding before release. Maintain an enquiry and viewing register and provide weekly campaign analytics.

4.3 Auction preparation

Recommend a live, online or hybrid auction format that offers competitive reach, secure registration and a reliable bid audit trail. Submit auction rules, registration forms, deposit arrangements and a draft catalogue for legal and NLC approval. Publish all legally required

notices on time. Verify each buyer's identity and authority. Perform applicable FICA checks. Disclose seller or vendor bidding only where it is legally permitted and properly announced.

4.4 Auction execution

Provide the auctioneer, support personnel, venue or platform, connectivity and contingency arrangements. Conduct a transparent auction supported by a bidder register, time-stamped bid history and a record of the highest offers. Protect confidential reserve prices. Do not conclude an unauthorised sale, reduce a reserve price or promise a concession. Record unsuccessful lots and submit recommendations without committing the NLC.

4.5 Sale administration and transfer support

Obtain properly executed sale documents, verify deposits and guarantees, and hand the complete purchaser file to the NLC-appointed conveyancer. Track sale conditions, purchaser default, guarantees and transfer milestones, and escalate delays promptly. The NLC appoints and pays its conveyancer separately. The auctioneer may not perform unauthorised conveyancing or deduct fees from proceeds without explicit, lawful written authority.

4.6 Reporting and records

Provide preliminary auction results within 48 hours and a detailed report within ten working days. Reconcile the hammer price, taxes, deposits, guarantees, fees and amounts paid to the conveyancer or the NLC. Include the bid log, marketing evidence, buyer files, signed contracts and an exception report. Submit a final close-out pack after transfer or written termination of the assignment.

4.7 Team and operational capacity

Allocate a lead immovable-property auctioneer, property sales support, and a marketing and administration lead. One person may fulfil multiple roles where capacity is demonstrated. Identify regional partners or subcontractors while retaining prime-contractor accountability across all locations. Key staff substitutions require NLC approval and equivalent or better competence.

4.8 Funds and buyer protection

Deposits and sale proceeds should be paid directly into the NLC-appointed conveyancer's designated trust account, unless the NLC and its legal advisers approve another legally

compliant trust arrangement in writing. No purchaser funds may enter an operating account. Set out refund, default and interest arrangements in the approved sale conditions. Forfeitures must follow the sale agreement and applicable law; automatic sharing with the auctioneer is not permitted.

4.9 Governance and audit access

Maintain confidentiality, protect personal information under POPIA and retain records for the period required by law and the contract. Give the NLC, its auditors and authorised oversight bodies access to relevant assignment records. Disclose conflicts throughout the appointment. Gifts, inducements, collusion and undisclosed related-party purchasing are prohibited.

4.10 Evaluation and mandatory requirements

Evaluation proceeds in three stages. The functionality threshold is a gateway requirement and does not contribute to the final 100-point preference score. The requirements and scoring below must be approved before issue and applied consistently.

5. DELIVERABLES

Deliverable	Target from instruction or event	Acceptance evidence
1. Inception and risk plan	Within 5 working days of instruction	Programme, team and responsibility matrix
2. Due diligence and marketing pack	Within 10 working days of instruction	Property files, disclosures and itemised campaign
3. Campaign launch	After written NLC approval	Approved advertisements and publication evidence
4. Auction event	Target within 60 calendar days of instruction	Compliant notice periods and NLC-approved date
5. Progress reporting	Weekly during campaign; monthly during transfer	Enquiries, viewings, expenditure and risk log
6. Preliminary results	Within 48 hours after auction	Bid summary, highest offers and incidents
7. Detailed auction report	Within 10 working days after auction	Full bid and buyer files and reconciliations

Deliverable	Target from instruction or event	Acceptance evidence
8. Final close-out	Within 10 working days after transfer or closure	Final proceeds reconciliation and complete archive

These are the proposed service levels for this RFQ. Statutory notice periods and written NLC approvals take precedence. The successful bidder must identify dependencies and delays immediately. An extension takes effect only when approved in writing under the applicable delegations and procurement rules.

6. Payment and price controls

Fixed campaign fees are payable only for evidenced and accepted deliverables: 30% on approved launch with publication evidence; 40% on completion of the auction and detailed report; and 30% on delivery of the complete sale or unsuccessful-auction handover pack. No separate advance payment is provided. Commission is earned only on a sale resulting from the authorised campaign and is payable after registration of transfer and receipt of proceeds. No commission is payable for an unsold lot or a failed transfer. Commission per lot is calculated by applying the quoted rate to the actual hammer price. It is capped at the commission amount calculated on that lot's reference value, plus applicable VAT. This cap and the fixed charges form the maximum authorised fee per lot, unless a lawful variation is approved in advance. A lower hammer price reduces commission. Purchaser tax, transfer duties, conveyancing and the NLC's ongoing holding costs are excluded from the service price.

7. Integrity and independent determination

Has the bidder or any relevant principal been restricted from public-sector business, listed as a tender defaulter, convicted of fraud or corruption, or had a public contract terminated for material default? **Yes / No.**

Provide full details in a signed attachment.

I declare that this quotation was prepared independently, without collusive arrangements relating to prices, bid submission, market allocation or withdrawal. No inducement has been offered to influence this process.

I have disclosed all material interests and will report any new conflict or purchaser connection immediately. I consent to lawful verification and confirm that the information supplied is complete and accurate.

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

7.1 Offer and authority

I am authorised to bind the bidder. I have read this RFQ and its issued addenda, and accept the scope, pricing basis and contract conditions, subject only to the departures disclosed below. Attach proof of authority where applicable.

Departures (write NONE if not applicable):

_____

_____

Authorised signatory: _____ Date: _____

Name and capacity: _____ Bidder: _____

8. Experience, personnel and returnable documents

8.1 Completed auction assignments

Complete the fields below for each assignment submitted for scoring. Use additional signed copies where needed and attach client references.

Field	Bidder response
Client and contact details	_____
Property description and location	_____
Auction date and completion status	_____
Role and scope performed	_____
Evidence attachment reference	_____

8.1.1 8.2 Proposed personnel

Role	Name and experience	Evidence
Lead auctioneer	_____	CV, project record
Sales and regional support	_____	CV and regional coverage
Marketing and administration	_____	CV and role allocation

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

Role	Name and experience	Evidence
Subcontractors or partners	_____	Scope, commitment and compliance

8.3 Returnable-document checklist

Submit the following documents:

- Signed offer and proof of authority;
- Completed SBD forms and POPIA declaration;
- Completed pricing schedule;
- Completed preference claim and supporting evidence;
- Recent CSD report with compliant tax details;
- Interest and integrity declarations;

- Experience records and client evidence;

- Team CVs;
- Methodology and implementation programme;
- Marketing plan and itemised budget;
- Insurance evidence or commitment;
- Funds-handling proposal;
- JV agreement, where applicable; and
- Acknowledgement of all addenda.

The pricing schedule provides the professional-services fee breakdown. Attach any additional prescribed SBD pricing form required by the NLC.

Authorised signatory: _____ Date: _____

Name and capacity: _____ Bidder: _____

SECTION 2: NOTICE TO SERVICE PROVIDERS

9. Terms and conditions of the Request for Quotations (RFQ)

9.1 This document may contain confidential information belonging to the NLC.
9.2 Without prior written NLC permission, no part of this document may be used, copied, disclosed or conveyed to another party, in whole or in part, except to prepare a proposal in response to this RFQ.
9.3 All copyright and intellectual property in this document vest in the NLC.
9.4 Late and incomplete submissions will not be accepted.
9.5 Do not render services or deliver goods before receiving an official NLC purchase order.
9.6 This RFQ will be evaluated using the 80/20 preference point system.
9.7 Suppliers must register on the Central Supplier Database at www.csd.gov.za.
9.8 Provide the supplier's CSD registration number, attach a CSD registration report and ensure tax compliance.
9.9 Send all questions about this RFQ to penelope@nlcsa.org.za.

9.10 Any supplier who believes that the RFQ specification is based on a specific brand must inform the NLC using the enquiries email address above.

10. General rules and instructions

10.1 News and press releases

Bidders and their agents may not issue news releases about this RFQ, its award or any resulting agreement without NLC consent, and then only in coordination with the NLC.

10.2 Precedence of documents

10.2.1 This RFQ consists of several sections. The document-precedence rules below apply to any conflicting clauses, phrases, words, terms or other stipulations.
10.2.2 These rules cover conflicts between this RFQ and any attached document or quotation submitted in response to it.
10.2.3 In such cases, the relevant stipulations in this RFQ take precedence.
10.2.4 Where this RFQ is silent, the relevant provisions of section 217 of the Constitution of the Republic take precedence. Bidders must not include additional stipulations in their proposals except as described below.
10.2.4.1.1 Any additional stipulation must be presented as a clearly marked recommendation. The NLC may, at its sole discretion, adopt or disregard it.
10.2.4.1.2 An additional stipulation may not be used to interpret this RFQ unless the NLC has adopted or acknowledged it.
10.2.4.1.3 The NLC alone determines which stipulations apply and to what extent. Bidders acknowledge that the Commission's decision is final and binding. Bidders are responsible for seeking clarification and must limit enquiries to reasonable interpretations needed to establish the necessary consensus.

10.2.4.2 **Preferential procurement reform**

10.2.4.2.1 The Commission supports B-BBEE as an essential part of its business, in accordance with government policy.
10.2.4.2.2 The NLC requires the private sector to demonstrate its commitment and track record in B-BBEE through ownership (shareholding), skills transfer, employment equity and procurement practices, including SMME development.

10.2.4.3 **National Industrial Participation Programme**
10.2.4.3.1 The Industrial Participation policy, endorsed by Cabinet on 30 April 1997, applies to contracts with imported content. Compliance with the NIP is compulsory. Bidders must sign and submit
10.2.4.3.2 the Standard Bidding Document (SBD).

10.2.4.4 **Language**

Bids must be submitted in English.

10.2.4.5 **Gender**

Words referring to any gender must be interpreted as including all genders.

10.2.4.6 **Headings**
Headings in this RFQ and responses to it are provided for ease of reference only. They do not form part of the document for interpretation or any other purpose.

10.2.4.7 **Occupational Injuries and Diseases Act 13 of 1993**

The bidder warrants that all its employees, including those of any appointed subcontractor, are covered under the Compensation for Occupational Injuries and Diseases Act 13 of 1993. Cover must remain in force throughout adjudication of this RFQ and any subsequent agreement. The

Commission may request evidence of registration and good standing with the Compensation Fund, or similar proof acceptable to it.

10.2.4.8 **Processing of the bidder's personal information**
Personal information required under this RFQ about the bidder, its employees, representatives, associates and subcontractors ("Bidder Personal Information") is collected and processed to assess the tender proposal and award the bid.

10.2.4.8.1 Bidder Personal Information may be disclosed to third parties where the Commission is legally required to provide it.
10.2.4.8.2 For example, where appropriate, the Commission must submit information to the National Treasury's Database of Restricted Suppliers.
10.2.4.8.3 All personal information will be processed in accordance with POPIA and the Commission's Data Privacy Policy.
10.2.4.8.4 The following persons will have access to the information collected:
10.2.4.8.4.1 Commission personnel participating in procurement and award procedures; and
10.2.4.8.4.2 Members of the public. Within seven working days of the award, the following information must be made available on the National Treasury's e-Tender portal:
10.2.4.8.4.2.1 Contract description and bid number;
10.2.4.8.4.2.2 Names of successful bidders and preference points claimed;
10.2.4.8.4.2.3 Contract prices, if possible;
10.2.4.8.4.2.4 Contract period; and
10.2.4.8.4.2.5 Names of directors;
The date of completion or award must also be published.

10.2.4.8.5 The Commission will ensure that the rights of the bidder, its employees and its representatives, including access and rectification rights, are effectively protected under the procedures in the Commission's PAIA manual.
10.2.4.8.6 By signing this document, the bidder consents to the use of its personal information for the purposes described in the personal-information collection clause above.

10.2.5 DURATION OF THE PROJECT

The project must be completed within thirty (30) days after the appointment of a successful bidder. The effective date may be the appointment date, the date of signing the service level agreement (SLA), or another date directed by the NLC at its discretion. The successful bidder must commence work on appointment and continue until the last item has been delivered, in accordance with the delivery dates communicated by the NLC.

11. VALIDITY PERIOD

11.1 The NLC requires quotations to remain valid for 120 days from the closing date of this RFQ.
11.2 Bidders may be asked to extend the validity period on the same terms and conditions.
11.3 A written request will be sent to every responsive bidder. To ensure procedural fairness, each bidder will have an opportunity to respond in writing to the bid terms, conditions and price. Acceptance becomes legally binding in the procurement process. A bidder who does not agree to the extension in writing will not be considered further once the initial validity period expires.

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

12. FORMAL BRIEFING SESSION AND SITE VISITS

Compulsory site visits:
(a) KwaZulu-Natal: **03 December 2026** at 10:00
Durban Address:
Ptn 2 of Erf 1471 & Rem of Erf 1471
174/176 Lilian Ngoyi Road
Durban

(b) Western Cape: **04 December 2026** at 10:00; and
Cape Town Address:
Erf 41391 Bellville (Kempenville)
Corner of Maree & (24) Middel Streets
33° 53.957'S 18° 38.059'E

(c) Limpopo: **08 December 2026** at 10:00
Limpopo Address:
Portion1of Erf 612Pietersburg
17A Vootrekker Street,
Polokwane Central,
Polokwane

SECTION 2: NOTICE TO BIDDERS (CONTINUED)

13. TERMS AND CONDITIONS OF THE REQUEST FOR QUOTATIONS

13.1.1 This document may contain confidential information belonging to the NLC.
13.1.2 Without prior written NLC permission, no part of this document may be used, copied, disclosed or conveyed to another party, in whole or in part, except to prepare a proposal in response to this RFQ.
13.1.3 All copyright and intellectual property in this document vest in the NLC.
13.1.4 Late and incomplete submissions will not be accepted.
13.1.5 Do not render services or deliver goods before receiving an official Commission purchase order.
13.1.6 This RFQ will be evaluated using the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act No. 5 of 2000 and the Preferential Procurement Regulations (PPR), 2022.
13.1.7 Suppliers must register on the Central Supplier Database at www.csd.gov.za.
13.1.8 Suppliers must be registered on the Central Supplier Database at www.csd.gov.za, provide their CSD registration number, attach a CSD registration report and ensure tax compliance.
13.1.9 Send all questions about this RFQ to quotation@nlcsa.org.za and penelope@nlcsa.org.za.

14. GENERAL TERMS AND CONDITIONS

14.1 A bid submitted in response to this RFQ is a binding offer that remains binding and irrevocable for 120 days from the closing date.
14.2 The bid is not accepted, and no agreement is reached, until a binding contract is concluded between the NLC and the successful bidder. Do not render services or deliver goods before an official NLC purchase order has been issued.
14.3 The NLC may amend, modify, withdraw or terminate this RFQ or any of its requirements at any time, without prior notice or liability to compensate or reimburse any bidder or person.

14.4 If this RFQ is amended, the NLC will publish the amendment or send it to each bidder in writing. Oral amendments by either the bidder or the NLC will not be considered.

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

14.6 **Precedence of documents**

14.6.1 This RFQ consists of several sections. If any clause, phrase, word, term or other stipulation conflicts with an attached document or quotation submitted in response, the relevant stipulation in this RFQ takes precedence.

14.6.2 Additional stipulations may be included only as clearly marked recommendations. The NLC may adopt or disregard them at its sole discretion. They may not be used to interpret this RFQ unless adopted or acknowledged by the NLC.

14.6.3 The NLC alone determines which stipulations apply and to what extent. Bidders acknowledge that the NLC's decision is final. The decision is also binding. Bidders are responsible for seeking clarification and must limit enquiries to reasonable interpretations needed to establish the necessary consensus.

14.6.4 **News and press releases**

Bidders and their agents may not issue news releases about this RFQ, its award or any resulting agreement without NLC consent, and then only in coordination with the NLC.

14.6.5 **Preferential procurement reform**

The NLC will apply the principles of the PPPFA, read with the PPR, to this proposal.

14.6.6 **National Industrial Participation Programme**

The Industrial Participation policy, endorsed by Cabinet on 30 April 1997, applies to contracts with imported content. Compliance with the NIP is compulsory. Bidders must sign and submit the Standard Bidding Document (SBD).

14.6.7 Bidders must be registered on the National Treasury's Central Supplier Database (CSD) when submitting a bid and remain registered throughout the services or contract, if successful. Provide the CSD registration number and attach a CSD summary report.

14.6.8 Bidders must be tax compliant when submitting a bid and remain compliant throughout the contract or services, if successful.

14.6.9 On NLC request, provide supporting documentation from the South African Revenue Services (SARS) confirming tax compliance.

14.6.10 The NLC may conduct site inspections or request supporting documentation to verify any information supplied in a bid.

14.6.11 This RFQ is not intended to form the basis of a decision to enter into a transaction with the NLC. It is not an offer or recommendation to enter into a transaction, nor an intention to establish a legal relationship with any person.

14.6.12 Neither the NLC nor its directors, officers, employees, agents, representatives or advisers accept responsibility for costs or expenses incurred in preparing or submitting a bid.

14.6.13 No entity may be directly or indirectly involved in more than one bid in response to this RFQ. Failure to comply may result in disqualification at the NLC's sole discretion.

14.6.14 Report any material change in the control or composition of the bidder, or any core member,

14.6.15 after submission to NLC Supply Chain Management (SCM) in writing. The NLC alone determines whether a change is material.

Following a material change in control or composition, the NLC may, at its sole discretion, disqualify the bidder from further participation in the bid process.

14.6.16 Requirements governing the form or content of a bid are for the NLC's sole benefit. Unless expressly stated otherwise, the NLC may waive them at its sole discretion at any stage of the process.

14.6.17 The NLC and its advisers will rely on the information and proposals in each bid as accurate and complete.

14.6.18 All submitted bids become NLC property and will not be returned. The NLC will make all reasonable efforts to keep proposal information confidential.

14.6.19 A bid containing omissions or irregularities will be considered irregular. The NLC may, however, waive irregularities and make an award in the organisation's best interests.

14.6.20 The NLC may accept or reject any bid, in whole or in part, and waive technicalities where this is in the organisation's best interests.

14.6.21 The NLC may require a bidder to present its RFQ response on a date and at a time it determines. The NLC will provide adequate instructions on the presentation's purpose and scope. The bidder bears all expenses.

14.6.22 All bid preparation and submission costs remain the bidder's responsibility and may not be charged to the NLC, whether the bid succeeds or fails.

14.6.23 Prepare and submit all bids in accordance with this RFQ.

14.6.24 Bids received after the specified closing date and time will be rejected.

14.6.25 The NLC is not obliged to appoint the lowest-priced bidder if, in its sole discretion and assessment, that bidder does not demonstrate adequate capacity or a full understanding of the scope of work. The NLC may appoint a lower-ranked bidder where the deviation is properly justified and accurately recorded.

14.6.26 Bidders and parties acting on their behalf may not issue announcements or press releases about this RFQ or any resulting award without prior written NLC consent, and then only in coordination with the NLC.

14.6.27 Assessment and award will be conducted in accordance with applicable legislation.

14.6.28 **Processing of the bidder's personal information**

14.6.28.1 Personal information required under this RFQ about the bidder, its employees, representatives, associates and subcontractors ("Bidder Personal Information") is collected and processed to assess the tender proposal and award the bid.

14.6.28.1.1 Assessment and award will follow applicable legislation, including the Preferential Procurement Regulations, 2022. Bidder Personal Information may be disclosed to third parties where the NLC is legally required to provide it.

14.6.28.1.2 For example, where appropriate, the NLC must submit information to the National Treasury's Database of Restricted Suppliers.

14.6.28.1.3 All personal information will be processed in accordance with POPIA and the NLC Data Privacy Policy.

14.6.28.1.4 The following persons will have access to the information collected:

14.6.28.1.4.1 NLC personnel participating in procurement and award procedures; and

14.6.28.1.4.2 Members of the public, through award information made available on the National Treasury's e-Tender portal within seven working days of the award.

14.6.29 Personal information required under this RFQ about the bidder, its employees, representatives, associates and subcontractors is collected and processed to assess the bid proposal and award the bid. By submitting a bid, the bidder consents to these uses as set out in this RFQ.

14.6.30 Bidder Personal Information may be disclosed to third parties where the NLC is legally required to provide it, including, where appropriate, the National Treasury's Database of Restricted Suppliers.

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

14.6.32 Between the closing date and award, bidders may not attempt, directly or indirectly, to canvass or engage with any NLC officer or employee about this RFQ.

14.6.33 Words referring to any gender must be interpreted as including all genders.

14.6.34 Bids must be submitted in English.

14.6.35 The terms "service provider" and "supplier" are used interchangeably in this RFQ to refer to the bidder.

14.6.36 **Rejection of all bids or quotations and disclaimer**

The NLC may reject all bids where necessary, including where effective competition is lacking or the bids or quotations are not substantially responsive.

15. CONFIDENTIALITY

Bids submitted in response to this RFQ will not be disclosed to other bidders and will be treated as contractually binding.

15.1.1 The Commission reserves all rights afforded to it by POPIA when processing its information contained in proposals or quotations.
15.1.2 The bidder acknowledges that it will obtain and access Commission personal information. It agrees to process that information only under the bid award, for the purposes described in this RFQ and in accordance with applicable law.
15.1.3 The bidder must notify the Commission in writing of any known unauthorised access to personal information, including third-party information, through cybercrime or suspected cybercrime.
15.1.4 After becoming aware of cybercrime or suspected cybercrime, the bidder must also report it to the relevant authorities in accordance with applicable law.

16. COMMUNICATION

16.1 Submit specific RFQ queries to penelope@nlcsa.org.za before the closing date.
16.2 To ensure fairness and transparency, the Commission may share its response with other bidders.
16.3 Between the closing date and award, bidders may not attempt, directly or indirectly, to canvass any Commission officer or employee about this RFQ.
16.4 Bidders found to be colluding will be automatically disqualified and restricted from doing business with organs of state for a specified period.

17. SUPPLIER PERFORMANCE

17.1.1 The NLC uses supplier evaluation forms to review performance against contract deliverables or scope, in line with the contract or stakeholder classification. Contracts longer than a year are reviewed at least annually; contracts shorter than a year are reviewed on completion.

17.1.2 Ad hoc reviews will be conducted where non-performance is identified outside the scheduled review period.
17.1.3 Non-performance will be addressed through, at minimum, a formal letter identifying the areas of concern, required remedial actions and deadlines. Failure to implement remedial actions will lead to escalating performance-management measures.
17.1.4 Either party may request a joint performance review, where appropriate, to identify opportunities for continuous improvement.

SECTION 3: EVALUATION CRITERIA

The Commission will evaluate proposals under the Preferential Procurement Regulations, 2022, and the Preferential Procurement Policy Framework Act No. 5 of 2000 (PPPFA). Evaluation will follow the stages set out below.

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

18. STAGE 1: RFQ CLOSING DATE, SUBMISSION INSTRUCTIONS AND FORMAT

18.1 Submit bids through the e-Tender portal by 11 December 2026 at 11:00 South African Standard Time. No physical submissions will be accepted.

18.2 Late submissions will not be accepted.

19. STAGE 2: ADMINISTRATIVE COMPLIANCE

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

19.2 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 by a delegated person
SCM - SBD 6.1 - Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022	Fully Completed Standard and duly signed by a delegated person
CSD Registration	Recent CSD registration Report with Tax Compliance
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. In the event of a Joint venture (JV) a valid and signed JV Agreement

20. 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:

Requirement	Evidence and treatment
Signed offer and authority	Signed acceptance
Price	NLC pricing schedules
Complete three-lot offer	One quotation for all lots under the required pricing model. Material exclusions or undisclosed charges render the offer non-responsive.

Requirement	Evidence and treatment
Property practitioner compliance	Valid PPRA Fidelity Fund Certificates for the entity and practitioner
Declarations and restrictions	Completed and signed SBD4
Joint ventures and subcontracting (where applicable)	Signed JV/consortium agreement, lead entity, responsibilities and required member compliance; disclose subcontractors.
Insurance and trust arrangements	Evidence of professional indemnity and public liability cove of minimum R 2 000 000, or an insurer's commitment effective before work; state limits.

Professional association membership such as SAIA may support competence but is not presented as a statutory licence or a substitute for PPRA compliance. NLC may seek clarification that does not permit a material bid change, unfair improvement or retrospective creation of functionality experience.

21. 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	**3**

	goods / services, with supporting evidence.	
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**

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

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

	Evaluation Criteria	SCORE	WEIGHTING
1	**COMPANY EXPERIENCE**		
	Firm experience in immovable-property auctions *Evidence to submit* Submit client reference letters as evidence of similar services rendered during the five (5) years preceding the RFQ closing date. Complete **Annexure C** to support this evidence. *Reference letter requirements* Each reference letter must be on company letterhead, dated no more than one (1) year before the RFQ closing date, and include: • Company name, contact person, address and telephone number. • A brief description of the services rendered. • A statement of overall customer	**5** = 5 or more completed projects **4** = 4 completed projects **3** = 3 completed projects **2** = 2 completed projects **1** = 1 completed project **0** – No reference letters submitted	**20**

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

	satisfaction or the performance level achieved. Projects listed in **Annexure C** without a supporting reference letter will not be considered.		

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

2	LEAD AUCTIONEER		WEIGHTING
	Lead auctioneer: experience requirements CVs and profiles must demonstrate expertise in overseeing, implementing and managing comprehensive projects. **Replacement personnel must have the same or similar experience and qualifications.** **Supporting evidence:** Provide a CV, project history and supporting references.	**Experience scoring:** Award points for completed years of relevant immovable-property auction experience in project implementation, as follows: • More than 8 years = 5 points. • More than 6 years, up to and including 8 years = 4 points. • More than 5 years, up to and including 6 years = 3 points. • More than 4 years, up to and including 5 years = 2 points. • More than 3 years, up to and including 4 years = 1 point. • Less than 3 years, or no experience = 0 points.	**20**
3	**METHOD AND RISK MANAGEMENT**		
	ELEMENTS OF METHOD AND RISK MANAGEMENT		
	a) Method and property risk management [10] Address the following five elements, worth 5 points each: • due diligence and disclosures; • approval and reserve controls; • compliant notices and auction rules; • secure bidding and funds controls;	Evaluate the methodology and approach using the following 0–5 rating scale. **i) 5 points: Exceptional documentation, easy to follow** • Documentation is impeccably organized and easyto navigate. • All key components of the methodology arecom-prehensively explained.	**20**

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

	• transfer and close-out.	• Language and grammar are flawless, making it effortless to understand. • Visual aids and examples are extensive, enhancing clarity. • Terminology is consistently and precisely defined. ***ii) 4 points: Clear, concise and well-documented*** • Documentation is well-structured and logicallyorganized. • Key components of the methodology are explained in detail. • Language and grammar are clear, with minimal errors. • Visual aids and examples enhance understanding. • Terminology is consistent and well-defined. ***iii) 3 points: Adequate documentation, with room for improvement*** • Documentation provides a basic understanding ofthe methodology. • Most key components are covered but may lackdetail. • Structure and organization are reasonable. • Language and grammar are generally clear butmay need refinement. • Visual aids and examples are present but couldbe more comprehensive.	

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

		iv) 2 points: Limited documentation, lacking detail • Documentation lacks depth and thoroughness. • Key components of the methodology are brieflymentioned or absent. • Some sections may be incomplete or overlyvague. • Minimal use of visual aids or examples. • Language and grammar are some-whatproblematic. ***v) Poor documentation, difficult to understand*** **= (1)** • Documentation is disorganized and lacksstructure. • Key concepts are unclear or missing. • Grammar and language usage im-pedecomprehension. • Terminology is inconsistent or undefined. • No visual aids or examples to illustrate con-cepts. ***vi) 0 points: No evidence submitted***	
	MARKETING STRATEGY		

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

	b) Marketing and reach [20] Address the following four elements, worth 5 points each: • property-specific buyer targeting; • named channels and campaign budget; • three-province viewing and enquiry coverage; • measurable reporting and auction platform contingency.	Evaluate the methodology and approach using the following 0–5 rating scale. **i) 5 points: Exceptional documentation, easy to follow** • Documentation is impeccably organized and easyto navigate. • All key components of the methodology arecomprehensively explained. • Language and grammar are flawless, making it effortless to understand. • Visual aids and examples are extensive, enhancing clarity. • Terminology is consistently and precisely defined. ***ii) 4 points: Clear, concise and well-documented*** • Documentation is well-structured and logicallyorganized. • Key components of the methodology are explained in detail. • Language and grammar are clear, with minimal errors. • Visual aids and examples enhance understanding. • Terminology is consistent and well-defined. ***iii) 3 points: Adequate documentation, with room for improvement***	**20**

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

		• Documentation provides a basic understanding ofthe methodology. • Most key components are covered but may lackdetail. • Structure and organization are reasonable. • Language and grammar are generally clear butmay need refinement. • Visual aids and examples are present but couldbe more comprehensive. ***iv) 2 points: Limited documentation, lacking detail*** • Documentation lacks depth and thoroughness. • Key components of the methodology are brieflymentioned or absent. • Some sections may be incomplete or overlyvague. • Minimal use of visual aids or examples. • Language and grammar are somewhatproblematic. ***v) Poor documentation, difficult to understand*** **= (1)** • Documentation is disorganized and lacksstructure. • Key concepts are unclear or missing. • Grammar and language usage impedecomprehension. • Terminology is inconsistent or undefined. • No visual aids or examples to illustrate concepts.	

NATIONAL LOTTERIES COMMISSION

a member of the dtic group

		vi) 0 points: No evidence submitted	

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

	PROJECT PLAN		
	c) Implementation programme and team coverage [10]	Evaluate the methodology and approach using the following 0–5 rating scale. i) 5 points: Exceptional documentation, easy to follow • Documentation is impeccably organized and easy to navigate. • All key components of the methodology are comprehensively explained. • Language and grammar are flawless, making it effortless to understand. • Visual aids and examples are extensive, enhancing clarity. • Terminology is consistently and precisely defined. *ii) 4 points: Clear, concise and well-documented* • Documentation is well-structured and logically organized. • Key components of the methodology are explained in detail. • Language and grammar are clear, with minimal errors. • Visual aids and examples enhance understanding. • Terminology is consistent and well-defined.	**20**

NATIONAL LOTTERIES COMMISSION
a member of the dtic group

		iii) 3 points: Adequate documentation, with room for improvement • Documentation provides a basic understanding of the methodology. • Most key components are covered but may lack detail. • Structure and organization are reasonable. • Language and grammar are generally clear but may need refinement. • Visual aids and examples are present but could be more comprehensive. *iv) 2 points: Limited documentation, lacking detail* • Documentation lacks depth and thoroughness. • Key components of the methodology are briefly mentioned or absent. • Some sections may be incomplete or overly vague. • Minimal use of visual aids or examples. • Language and grammar are somewhat problematic. *v) Poor documentation, difficult to understand* = (1) • Documentation is disorganized and lacks structure. • Key concepts are unclear or missing. • Grammar and language usage impede comprehension. • Terminology is inconsistent or undefined.	

		• No visual aids or examples to illustrate concepts. *vi) 0 points: No evidence submitted*	
	Total:		**100**

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

Stage 4: 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: $Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$ *Where:* *Ps = Score for the Bid under consideration Pt = Price of Bid under consideration Pmax = Price of lowest acceptable Bid*	**80**

Failure to submit evidence supporting a goal result in zero points for that goal. B-BBEE status level alone is not automatically awarded points under a historical level-based table. Joint ventures must substantiate the claimed ownership of the bidding arrangement using the agreement and underlying member evidence under the approved NLC policy.

The evaluation of 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		Copies of ID's/3 months CIPC Report from the

Tenderer who have 51% to 99% black ownership	**4**	**8**	closing date of the bid/ CSD Recent Report
Tenderer who have less than 51% black ownership	**0**		
2. Procurement from entities who are women Owned		**4**	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who have 100% women ownership	**4**		
Tenderer who have 30% to 99% women ownership	**2**		
Tenderer who have less than 30% women ownership	**0**		
3. Black Youth Ownership		**4**	B-BBEE Certificate / B-BBEE Sworn Affidavit
Tenderer who has 100% black youth ownership	**4**		
Tenderer who has 30% to 99% black youth ownership	**2**		
Tenderer who has less than 30% black youth ownership	**0**		
4.Procurement from Disabilities			
Tenderer who has 20% or more owners with disability	**4**	**4**	Letter from the Doctor confirming disability of not older than 1 year from the RFQ closing and CSD report
Tenderer who has less than 20% but more than 10% owners with Disability	**2**		
Tenderer who has less than 10% owners with disability	**0**		
Total points for specific goals		**20**	

Stage 5: 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 6: Contract and Award

The stage is for negotiation after receipt of formal tenders and before the conclusion of contracts with suppliers/contractors submitting the lowest acceptable tender with a view to obtaining an improvementin 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.

INVITATION TO BID (SBD 1) PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS							
BID NUMBER:	**RFQ2026-011-042**	ISSUE DATE:	**25 November 2026**	CLOSING DATE:	**11 December 2026**	CLOSINGTIME:	**11:00**
DESCRIPTION	**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SUITABLY QUALIFIED AUCTIONEERS OF PROPERTIES.**						

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*)

Enquiries ONLY can be emailed to: penelope@nlcsa.org.za

BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACTPERSON	**Supply Chain Management**	CONTACT PERSON	**Penelope Soyingwa**
TELEPHONENUMBER	**012 432 1300**	TELEPHONE NUMBER	**012 432 1414**
FACSIMILENUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**quotation@nlcsa.org.za**	E-MAIL ADDRESS	**penelope@nlcsa.org.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 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 REPRESENTATIV E 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 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 PIN CODE 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

BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

i. BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN)
ii. 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.

vi. WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (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 in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

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

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

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

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

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

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

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

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

2.4 Does the bidder or any of its directors / trustees / shareholders / members / partners have any interest[1] in any other related enterprise / company / trust, whether or not that enterprise / company / trust is bidding[2] for this requirement?

YES [ ] NO [ ]

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

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

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

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

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

3 GENERAL DECLARATION

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

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

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

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

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

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

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

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

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

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 informationand 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*).

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

) 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 ofthis

tender to claim points for specific goals with the tender, will be interpreted to meanthat 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 responseto 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 producesrevenue 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:

$$Ps = 80\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

() any other invitation for tender, that the 80/20 preference point system will apply and thatthe lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for the80/20 preference point system.

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

) The information furnished is true and correct.

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

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

If the specific goals have been claimed or obtained on a fraudulent basis or any

of theconditions of contract have not been fulfilled, the organ of state;

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

() disqualify the person from the tendering process.

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

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

() 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

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

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: .....

DATE: .....

ADDRESS: .....

.....

.....

SCM: CONSENT REQUEST FORM

REQUEST FOR THE CONSENT OF A DATA SUBJECT FOR PROCESSING OF

PERSONALINFORMATION FOR THE PURPOSE OF PROCUREMENT OF GOODS AND SERVICES APPLICATION, IN LINE WITH THE NLC's SUPPLY CHAIN MANAGEMENT POLICY, IN TERMS OF SECTION 11(1)(a) OF THE PROTECTION OF PERSONALINFORMATION ACT,2013 (ACT NO.4 OF 2013) (**"POPIA"**).

TO: _____

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

1. In terms of the PROTECTION OF PERSONAL INFORMATION ACT, consent for processing of personal information of a data subject (the person/entity to whom personal information relates) must be obtained for the purpose of processing of application for procurement of goodsand 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.

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 limitedto—

3.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic orsocial 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