



REQUEST FOR PROPOSAL

RFP REFERENCE NO: GGB/RFP/001/2024-2025

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE TRANSPORTATION OF ILLEGAL GAMBLING EQUIPMENT FOR THE GAUTENG GAMBLING BOARD FOR A PERIOD OF 36 MONTHS

DATE OF ISSUE : 06 DECEMBER 2024

CLOSING DATE : 31 JANUARY 2025

CLOSING TIME : 11:00 am

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LIST OF ACRONYMS

AG	Auditor General
CPIX	Consumer Price Index
CV	Curriculum Vitae
GGB	Gauteng Gambling Board
HDI	Historical Disadvantaged Individual
MEC	Member of the Executive Council
P.a.	Per annum
PFMA	Public Finance Management Act
PPPFA	Preferential Procurement Policy Framework Act
PSP	Professional Service provider
RFP	Request for Proposal
SARS	South African Revenue Service
SBD	Standard Bidding Document
SCM	Supply Chain Management
SMME	Small, Medium, and Micro Enterprise
SP	Service provider
TA	Technical Assistance
TOR	Terms of Reference as provided in RFP Part B (terms of reference)

DEFINITIONS

In this Request for Proposal, unless a contrary intention is apparent:

Business Day means a day which is not a Saturday, Sunday or public holiday.

Bid means a written offer in a prescribed or stipulated form lodged by a Bidder in response to an invitation in this Request for Proposal, containing an offer to provide goods, works or services in accordance with the Terms of Reference as provided in RFP Part B.

Closing Time means the time, specified as such under the clause “Indicative Timetable” of this RFP Part A, by which Tenders must be received.

Evaluation Criteria means the criteria set out under the clause “Evaluation Criteria Format” of this RFP Part A.

GGB means the Gauteng Gambling Board; a PFMA Schedule 3(C) listed Provincial Public Entity, established in terms of the Gauteng Gambling Act, *No 4 of 1995 as amended*.

Intellectual Property Rights includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.

Official means an official of the GGB.

Proposed Contract means the agreement including any other terms and conditions contained in or referred to in this RFP that may be executed between the GGB and the successful Bidder.

Request for Proposal or **RFP** means this document (comprising each of the parts identified under RFP Part A, Part B and Part C) including all annexure and any other documents so designated by the GGB.

Services means the services required by the GGB, as specified in this RFP Part B.

Terms of Reference means any Terms of Reference or description of the GGB’s requirements contained in this RFP Part B.

State means the Republic of South Africa.

Statement of Compliance means the statement forming part of a Tender indicating the Service provider compliance with the Terms of Reference.

Bidder means a person or organisation that submits a Bid.

Tendering Process means the process commenced by the issuing of this Request for Proposal and concluding upon formal announcement by the GGB of the selection of a successful Bidder(s) or upon the earlier termination of the process.

Website means the website administered by GGB located at www.ggb.org.za

In this RFP, unless expressly provided otherwise:

A reference to:

- (a) “includes” or “including” means includes or including without limitation; and
- (b) “R” or “Rand” is a reference to the lawful currency of the Republic of South Africa.

RFP - PART A:

INTRODUCTION

The Gauteng Gambling Board (GGB) is a statutory body established in terms of Section 3 of the Gauteng Gambling Act, No. 4 of 1995, as amended (the Act).

The Board falls under the definition of “provincial public entity” in terms of Section 1 of the Public Finance Management Act, No. 1 of 1999 (“PFMA”), and is listed in Schedule 3 to that Act as being one of the public entities in respect of which the legislation applies.

Prior to August 1996, betting on horse-racing and other sporting events was the only form of legal gambling in Gauteng. During August 1996, the Act was promulgated. This Act legalised other forms of gambling in the province and provided for the establishment of the GGB.

The following forms of activities are regulated by the GGB in Gauteng:

- Casino gaming
- Betting on horse-racing and sporting events
- Bingo
- Limited payout gaming machines (Route and site operators)
- The manufacturing and supply of gambling equipment

The GGB is inviting responses to this Request for Proposal (**reference number RFP/GGB/001/2024-2025**) to render Transportation Services as stated in **RFP PART B—Terms of Reference**. Interested service providers are required to provide a detailed response to be evaluated accordingly.

The appointment of successful service providers is subject to the conclusion of a service level agreement between the GGB and the service providers.

RFP OBJECTIVES

The objective of the tender is to find suitable and capable Service providers to provide transportation of illegal gambling equipment and labour for GGB on a rotational basis as and when required.

INDICATIVE TIMETABLE

ACTIVITY	DATE
Advertisement of RFP	06 DECEMBER 2024
Closing Date and Time	31 JANUARY 2025 11:00 am
Validity Period	90 Days

**This timetable is provided as an indication of the timing of the tender process. It is indicative only and subject to change by the GGB.*

SUBMISSION OF TENDERS

Hardcopy Submission

Physical Address of Tender Box	125 Corlett Drive, Waverly
Hours of access to Tender Box	During office hours only 08H00 – 16H00
Information to be marked on the envelope containing the Tender	Gauteng Gambling Board SCM Unit RFP Ref. No. GGB/RFP/001/2024-2025 Name of Bidder:

1. The service provider is to provide one (1) original and one (1) hard copy of the service provider Response (Bid) plus one (1) electronic copy of a USB Drive that is labelled well.
2. The service provider must include an electronic copy of the Response for each proposal in PDF or Microsoft Office format as part of the hardcopy submission. All responses must be submitted in a sealed envelope in accordance with the Conditions of Tendering and on the official forms included in this document. **PLEASE DO NOT e-mail your responses**
3. All documents must be virus-checked by the Bidder before lodgement. In this case of inconsistency between the electronic and hardcopy submissions, the hardcopy submission will prevail.

RULES GOVERNING THIS RFP AND THE TENDERING PROCESS

APPLICATION OF RULES

4. Participation in the tender process is subject to compliance with the rules contained in this RFP Part A.
5. All persons (whether a Participant in this tender process) having obtained or received this RFP may only use it and the information contained therein in compliance with the rules contained in this RFP Part A.
6. All service providers are deemed to accept the rules contained in this RFP Part A.
7. The rules contained in this RFP Part A apply to:
 - a. the RFP and any other information given, received, or made available in connection with this RFP, and any revisions or annexure.
 - b. the Tendering Process; and
 - c. any communications (including any briefings, presentations, meetings,
 - d. and negotiations) relating to the RFP or the Tendering Process.

REQUEST FOR PROPOSAL

STATUS OF REQUEST FOR PROPOSAL

8. This RFP is an invitation for Bidder/s to submit a proposal(s) for the provision of the services as set out in the Terms of Reference (TOR) contained in this RFP Part B. Accordingly, this RFP must not be construed, interpreted, or relied upon, whether expressly or implied, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights.
9. No binding contract or other understanding for the supply of the Services will exist between the GGB and any Bidder unless and until the GGB has executed a formal written contract with the successful Bidder.

ACCURACY OF REQUEST FOR PROPOSAL

10. Whilst all due care has been taken in connection with the preparation of this RFP, the GGB makes no representations or warranties that the content in this RFP or any information communicated to or provided to Bidder during the Tendering Process is, or will be, accurate, current or complete. The GGB, its officers, employees, and advisors will not be liable with respect to any information communicated that is not accurate, current, or complete.
11. If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error, or inconsistency in this RFP or any other information provided by the GGB (other than minor clerical matters), the Bidder must promptly notify the GGB in writing of such discrepancy, ambiguity, error or inconsistency in order to afford the GGB an opportunity to consider what corrective action is necessary (if any).
12. Any actual discrepancy, ambiguity, error, or inconsistency in this RFP or any other information provided by the GGB will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

ADDITIONS AND AMENDMENTS TO THE RFP

13. The GGB reserves the right to change any information in, or to issue any addendum to this RFP before the Closing Date and Time. The GGB and its officers, employees, and advisors will not be liable in connection with either the exercise of or failure to exercise this right.

REPRESENTATIONS

14. No representations made by or on behalf of the GGB in relation to this RFP will be binding on the GGB unless that representation is expressly incorporated into the contract ultimately entered into between the GGB and the successful Bidder.

CONFIDENTIALITY

15. All persons (including all Bidders) obtaining or receiving this RFP and any other information in connection with this RFP or the Tendering Process must keep the contents of the RFP and other such information confidential and not disclose or use the information except as required for the purpose of developing a proposal in response to this RFP.

COMMUNICATIONS DURING THE TENDERING PROCESS

REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION

16. All communication and attempts to solicit information of any kind relative to this tender should be in writing and channelled to the Supply Chain Management Unit via email to tenders@ggb.org.za
17. Any communication by a Bidder to the GGB will be effective upon receipt by the SCM Unit.
18. The GGB has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received. Such restricted times are Mondays to Thursdays from 9:00 to 16:30 and Fridays from 9:00 to 15:00. The GGB will only respond to such requests from **09 December 2024** until **28 January 2025**, as **31 January 2025** is the closing date for bids, and Bidder would then be too late to act upon responses.
19. Except where the GGB is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the GGB's website and the e-Tender portal without identifying the person or organisation which submitted the question. Such responses/clarifications will be posted on the GGB website no later than **29 January 2025 at 11:00**.
20. In all other instances, the GGB may directly email any written notification or response to a Bidder to the bidder's address (as notified by the Bidder to the SCM Unit).
21. A Bidder may, by notifying the SCM Unit in writing, withdraw a question submitted in accordance with the tender in circumstances where the Bidder does not wish the GGB to publish its response to the question to all Bidders.

UNAUTHORISED COMMUNICATIONS

22. Communications (including promotional or advertising activities) with staff of the GGB or advisors assisting with the Tendering Process are not permitted during the Tendering. Nothing in this clause is intended to prevent communications with staff of, or advisors of the GGB to the extent that such communications do not relate to this RFP or the Tendering Process.

23. The Bidder must not otherwise engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the Tendering Process in any way.

IMPROPER ASSISTANCE, FRAUD, AND CORRUPTION

24. Bidders may not seek or obtain the assistance of GGB employees, contractors, or advisors in preparing their tender responses.

25. The GGB may in its absolute discretion, immediately disqualify a Bidder that it believes has sought or obtained such improper assistance.

26. Bidders are to be familiar with the implications of contravening the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, and any other relevant legislation.

ANTI-COMPETITIVE CONDUCT

27. Bidders and their respective officers, employees, agents, and advisors must not engage in any collusion, anti-competitive conduct, or any other similar conduct in respect of this Tendering Process with any other Bidder or any other person(s) in relation to:

- a. the preparation or lodgement of their Tender
- b. the evaluation and clarification of their Tender; and
- c. the conduct of negotiations with the GGB.

28. For the purpose of this tender, collusion, anti-competitive conduct, or any other similar conduct may include disclosure, exchange, and clarification of information whether or not such information is confidential to the GGB or any other Bidder or any other person or organisation.

29. In addition to any other remedies available to it under law or contract, the GGB may, in its absolute discretion, immediately disqualify a Bidder that it believes has engaged in any collusive, anti-competitive conduct or any other similar conduct during the entire Tendering Process.

COMPLAINTS ABOUT THE TENDERING PROCESS

30. Any complaint about the RFP or the Tendering Process must be submitted to the CEO in writing (preferably by email) immediately upon the cause of the complaint arising or becoming known to the Bidder.

31. The written complaint must set out:

- a. The basis for the complaint, specifying the issues involved;
- b. How the subject of the complaint affects the organisation or person making the complaint;
- c. Any relevant background information; and
- d. The outcome desired by the person or organisation making the complaint.

32. If the matter relates to the conduct of an official, employee or advisor of the GGB, the complaint should be addressed in writing marked for the attention of the Chief Executive Officer of the GGB, and delivered to the physical address of the GGB, as notified.

CONFLICT OF INTEREST

33. A Bidder must not and must ensure that its officers, employees, agents, and advisors do not place themselves in a position that may give rise to actual, potential, or perceived conflict of interest between the interests of the GGB and/or the Gauteng Provincial Government and the Bidders interests during the Tender Process.

34. The Bidders' response in this RFP, Part C, requires the Bidder to provide details of any interests, relationships, or clients that may or do give rise to a conflict of interest in relation to the supply of the services under any contract that may result from this RFP.

35. If a Bidder submits its Tender and a subsequent conflict of interest arises, or is likely to arise, which was not disclosed in the Tender, the Bidder must notify the GGB immediately in writing of that conflict.

36. The GGB may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the GGB of the conflict as required.

LATE TENDERS

37. Tenders must be lodged by the Closing Date and Time. Where a tender document is not in the tender box at the time of the bid closing, such a bid document will be regarded as a late bid. Late bids will not be considered.

38. Tenders lodged after the Closing Date and Time or lodged at a location or in a manner that is contrary to that specified in this RFP will be disqualified from the Tendering Process and will be ineligible for consideration.

39. The determination of the GGB as to the actual time that a Tender is lodged is final. All Tenders lodged in the Tender Box after the Closing Time will be recorded by the GGB and will only be opened for the purposes of identifying a business name and address of the Bidder. The GGB will inform a Bidder whose Tender was lodged after the Closing Time of its ineligibility for consideration. The general operating practice is for the late tender to be returned within 5 (Five) working days of receipt or within 5 (Five) working days after determination not to accept a late tender.

BIDDERS' RESPONSIBILITIES

40. Bidders are responsible for:

- a. Examining this RFP and any documents referenced or attached to this RFP and any other information made or to be made available by the GGB to Bidders in connection with this RFP;
- b. fully informing themselves in relation to all matters arising from this RFP, including all matters regarding the GGB's requirements for the provision of the Services, as well as general conditions and specific conditions of contract;
- c. ensuring that their Tenders are accurate and complete;
- d. making their own enquiries and assessing all risks regarding this RFP, and fully considering and incorporating the impact of any known and unknown risks into their Tender;
- e. ensuring that they comply with all applicable laws in regards to the Tendering Process, particularly as specified by National Treasury Regulations, Guidelines, Instruction Notes and Practice Notes, and other relevant legislation as published from time to time in the Government Gazette;
- f. Submitting a Valid Tax Clearance status pin and failing to provide the required information could result in the bidder's disqualification.

PREPARATION OF TENDERS

- a. Bidders must ensure that their Tender is submitted in the required format as stipulated in this RFP Part C and
- b. all the required information fields in RFP Part C are completed in full and contain the information requested by the GGB.

Note to Bidders: The GGB may in its absolute discretion reject a Tender that does not include the information requested.

41. Unnecessarily elaborate responses or other presentations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.

ILLEGIBLE CONTENT, ALTERATION AND ERRORS

42. Incomplete Tenders may be disqualified or evaluated solely on information contained in the Tender.

43. The GGB may disregard any content in a Tender that is illegible and will be under no obligation whatsoever to seek clarification from the Bidder.

44. The GGB is entitled to amend any bid conditions, validity period, or Terms of References or extend the closing date of bids before the closing date. All Bidders to whom the bid documents have been issued will be advised in writing of such amendments in good time to enable them to respond effectively / positively.

OBLIGATION TO NOTIFY ERRORS

45. Amended bids may be sent, together with the original bid, in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing date and time. Amended bids without the original bid document will not be considered.

RESPONSIBILITY FOR TENDERING COSTS

46. The Bidder's participation or involvement in any stage of the Tendering Process is at the Bidder's sole risk, cost, and expense. The GGB will not be held responsible for, or pay for, any expense or loss that may be incurred by Bidders in relation to the preparation or lodgement of their Tender.
47. The GGB is not liable to Bidders for any costs on the basis of any contractual, or promissory, or restitutory grounds whatsoever as a consequence of any matter relating to the Bidders' participation in the Tendering Process, including without limitation, instances where:
- a. The Bidder is not engaged to perform under any contract; or
 - b. The GGB exercises any right under this RFP or by law.

DISCLOSURE OF TENDER CONTENTS AND TENDER INFORMATION

48. All Tenders received by the GGB will be treated as confidential. The GGB will not disclose any Tender contents or Tender information except:
- a. as required by law;
 - b. for the purpose of investigations by other government authorities having relevant jurisdiction;
 - c. to external consultants and advisors of the GGB engaged to assist with the Tendering Process; or
 - d. for the general information of Bidders required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

USE OF TENDERS

49. Upon submission in accordance with the requirements of submission of Tenders, all Tenders submitted become the property of the GGB. Bidders will retain all ownership rights in any intellectual property contained in the Tender.
50. Each Bidder, by submission of their Tender, is deemed to have licensed the GGB to reproduce the whole, or any portion, of their Tender for the purposes of enabling the GGB to evaluate the Tender.

51. Further, in submitting a Tender, the Bidder accepts that the GGB shall, in accordance with the requirements of Treasury Regulation No. 16A.6.3(d) and the National Treasury Instruction Note 3 of 2021/22 on *Enhancing Compliance Monitoring and Improving Transparency and Accountability in Supply Chain Management*, publish (on the internet or otherwise):
- a. The names of all Bidders that submitted bids in relation to this RFP within ten (10) working days after the closing date of this RFP if the bid is above the threshold value of R1 000 000 and
 - b. on the award of the bid, the name of the successful Bidder, the contract price, specific goals claimed, the contract number, and description of the contract awarded.

PERIOD OF VALIDITY

52. All Bids received must remain valid and open for acceptance for a minimum of **90 (Ninety)** days from the Closing Time. This period may be extended by written mutual agreement between the GGB and the Bidder.

STATUS OF TENDER

53. Each Tender constitutes an irrevocable offer by the Bidder to the GGB to provide the required services and otherwise satisfy the requirements of the Terms of Reference as set out in this RFP Part B.
54. A Tender must not be conditional on:
- a. The Board approval of the Bidder or any related governing body of the Bidder being obtained;
 - b. the Bidder conducting due diligence or any other form of enquiry or investigation;
 - c. the Bidder (or any other party) obtaining any regulatory approval or consent;
 - d. the Bidder obtaining the consent or approval of any third party; or
 - e. the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.
55. The GGB may, in its absolute discretion, disregard any tender that is, or is stated to be, subject to any one or more of the conditions detailed above (or any other relevant conditions).
56. The GGB reserves the right to accept a Tender in part or in whole or to negotiate with a Bidder in accordance with SCM prescripts. (Unreasonable disadvantage) of this RFP Part A.

TENDER RESPONSE

COMPLIANCE WITH TERMS OF REFERENCE

57. Under Part C of this RFP, a Bidder must submit a tabulated statement showing its level of compliance to the Terms of Reference contained in this RFP Part B.
58. In particular, Bidders must state if they will not comply with the Terms of Reference or will only comply with the Terms of Reference subject to conditions. Full details of the non-compliance (including the nature and extent of the non-compliance and any reasons for such non-compliance) must be stated in the space provided in the tabulated statement.
59. No response is required in respect of a particular section of the Terms of Reference where Bidders will comply with the Terms of Reference. Only sections that Bidder has not complied with, or will only comply with, subject to conditions, should be noted in the tabulated statement.
60. The GGB is prepared to contemplate minor variations or departures from the Terms of Reference proposed by Bidders.
61. However, Bidders should note that significant or substantive variations or departures from the Terms of References will not be viewed favourably unless the Bidder is able to clearly demonstrate to the satisfaction of the GGB the necessity for such variations or departures.

Note to Bidders: Unless the Bidder states otherwise, the GGB will assume that a Bidder's Response complies in all relevant respects with the Terms of Reference. Failure to notify the GGB of any non-compliance may result in a Service provider Response being disregarded.

GENERAL

62. Indefinite responses such as "noted," "to be discussed," or "to be negotiated" are not acceptable.
63. Where the Bidder is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appears only as part of an attachment to the Tender or be included in a general statement of the Bidders' usual operating conditions.
64. An incomplete Tender may be disqualified or assessed solely on the information completed or received with the Tender.

INNOVATIVE SOLUTIONS

65. Bidders are encouraged to offer options or solutions which may, in an innovative way, contribute to the GGB's ability to carry out its operations in a more cost-effective manner.
66. These options or solutions may be related to:
- a. The outputs, functional, performance, and technical aspects of the requirement; or
 - b. Opportunities for more advantageous commercial arrangements.
67. Any such options or solutions will be considered by the GGB on a "commercial in confidence" basis if so, requested by the Bidder.
68. Where a Bidder submits an offer which meets the requirements of this RFP in an alternative and practical manner, the Tender must also include any supplementary material (including such pricing and costing details as may be necessary to enable the GGB to fully assess the financial impact of the alternative proposal), which demonstrates in detail that such an alternative will fully achieve and/or exceed all the specified requirements, together with references as to why the additional features may be advantageous.
69. The GGB reserves the right to consider such offers on their merits or not to consider them at all.

CONTRACT DISCLOSURE REQUIREMENTS

DISCLOSURE OF INFORMATION

70. The Conditions of Tendering include a provision for the disclosure of contract information (refer to this RFP Part A dealing with "Use of Tenders").
71. If a Bidder wishes to withhold the disclosure of specific contract information, the Bidder must clearly outline how the release of this information will expose trade secrets, business strategy or unique methodologies that may expose the business unreasonably to disadvantage.

TRADE SECRETS

72. In considering whether specific information should be categorised as a trade secret, a Bidder should assess:
- a. the extent to which it is known outside of the Bidder's business;
 - b. the extent to which it is known by the persons engaged in the Bidder's business;
 - c. any measures taken to guard its secrecy;
 - d. its value to the Bidder's business and to any competitors;
 - e. the amount of money and effort invested in developing the information; and
 - f. the ease or difficulty with which others may acquire or develop this information.

UNREASONABLE DISADVANTAGE

73. In determining whether disclosure of specific information will expose a Bidders business unreasonably to disadvantage, the following should be considered:

- a. Whether the information is generally available to competitors and
- b. Whether it could be disclosed without causing substantial harm to the competitive position of the business.

GGB will consider these applications in the Tender evaluation and negotiations (if any) with the Bidder.

EVALUATION OF TENDERS

EVALUATION PROCESS

74. Following the Closing Date and Time, the GGB intends to evaluate the Tenders received.

75. Tenders will be evaluated against the Evaluation Criteria specified under the section "Evaluation Criteria Format".

76. Without limiting the GGB's rights in the RFP, the GGB may, at any time during the Tendering Process, choose to:

- a. Shortlist one or more Bidders; and
- b. Accept one or more of the Tenders.

77. Unless the Evaluation Criteria explicitly require otherwise, the GGB may but is not in any way bound to shortlist, select as successful, or accept the Tender offering the lowest price.

78. Should the GGB choose to include a short-listing stage in its evaluation process, the GGB is not, at any time, required to notify Bidders or any other person or organisation interested in submitting a Tender.

79. A Service provider Response will not be deemed to be unsuccessful until such time as the Bidder is formally notified of that fact by the GGB. The commencement of negotiations by the GGB with one or more other Bidders are not to be taken as an indication that any particular Bidder's response has not been successful.

EVALUATION CRITERIA FORMAT

80. The evaluation criteria are weighted to reflect the importance of project requirements noted in the Terms of Reference.

81. In evaluating Bidders responses, the GGB will have regard to:

- a. specific evaluation criteria identified in the list below;
- b. the overall value for money proposition presented in the Bidders response; and

- c. particular weighting assigned to any or all of the evaluation criteria specified below.
82. For the purposes of this RFP, ‘value for money’ is a measurement of financial and non-financial factors, including:
- a. quality levels; and
 - b. performance standards.
83. Value for money will be assessed on a ‘whole of life’ basis (including the transitioning-in, contract term, and transitioning-out phases of the relationship between the GGB and a Bidder), with a view to long-term sustainability of the value-for-money proposition and a focus on ensuring that value-for-money outcomes are promoted and protected following the conclusion of any contract that may result from this RFP.
84. Administrative compliance will be determined in accordance with the conditions listed in this RFP.
85. The evaluation criteria will be in line with the approved GGB Supply Chain Management Policy together with the Preferential Procurement Policy Framework Act (Act 5 of 2000) and the Preferential Procurement Regulations 2022, as amended.
86. The evaluation will be based on functionality and preference point system. As a prerequisite, a bid must comply with the requirements of the bid solicitation and meet the minimum threshold of the functionality evaluation criteria to be declared responsive and qualify for the next evaluation stage.
87. A minimum threshold for functionality of seventy (70) points is required. Bids that do not meet this threshold will automatically be disqualified from further evaluation.
88. Thereafter, only the qualifying bids will be evaluated using the 80/20 preference point system, where a maximum of 80 points are allocated for price, and a maximum of 20 points are allocated in respect of the specific goals allocated to the bidder.
89. The value of this bid is estimated to be less than R 50,000 000.00, so the 80/20 preference point system shall apply. The following is the weighting awarded for each element and the threshold score.

Evaluation element	Weighting	Threshold score
Technical proposal (Functionality)	100	70 Points

Evaluation element	Weighting	Threshold score
Price proposal	80	N/A
Specific goals	20	N/A
Total	100	

90. The determining of the Preference Point will be in line with Regulation 4 of the PPR, 2022, to which the following table will be applied.

The Specific Goals Allocated points in terms of this tender	Number of Points Allocated (80/20 system)
Women-owned companies.	5
People with disabilities.	5
Youth (Between 18 years and 35 years).	5
Black-Owned (Africans, Indians, Coloureds).	5
TOTAL	20

CRITERIA FOR BREAKING DEADLOCK IN SCORING

91. The criteria for breaking deadlock will be applied in accordance with Regulation 8 of the Preferential Procurement Regulation, 2022.

CLARIFICATION OF TENDERS

92. The GGB may seek clarification from and enter into discussions with any or all of the Bidders in relation to their Tender. The GGB may use such information in interpreting the Tender and evaluating the cost and risk in accepting the Tender. Failure to supply clarification to the satisfaction of the GGB may render the Tender liable to disqualification.
93. The GGB is under no obligation to seek clarification of anything in a Tender and reserves the right to disregard any clarification that the GGB considers to be unsolicited or otherwise impermissible in accordance with the rules set out in this RFP.

DISCUSSION WITH SERVICE PROVIDER

94. The GGB may elect to engage in detailed discussions with any one or more Bidders, with a view to maximising the benefits of this RFP as measured against the evaluation criteria and in fully understanding a Bidders offer.
95. The GGB is under no obligation to undertake discussions with or to invite any presentations from Bidders.
96. In addition to presentations and discussions, the GGB may request some or all Bidders to:
- a. Conduct a site visit, if applicable;
 - b. provide references or additional information; and/or
 - c. make themselves available for panel interviews.

SUCCESSFUL TENDERS

NO LEGALLY BINDING CONTRACT

97. Selection as a successful Bidder does not give rise to a contract (express or implied) between the successful Bidder and the GGB for the supply of the services. No legal relationship will exist between the GGB and a successful Bidder for the supply of the services until such time as a binding contract is executed by them.

PRE-CONTRACTUAL NEGOTIATIONS

98. The GGB may, in its absolute discretion, decide not to enter into pre-contractual negotiations with a successful Bidder.
99. A Bidder is bound by its Tender and all other documents forming part of the Bidders Response and, if selected as a successful Bidder, must enter into a contract on the basis of the Tender without negotiation.

NO OBLIGATION TO ENTER INTO CONTRACT

100. The GGB is under no obligation to appoint a successful Bidder (as the case may be), or to enter into a contract with a successful Bidder or any other person if it is unable to identify a Tender that complies in all relevant respects with the requirements of the GGB, or if due to changed circumstances, there is no longer a need for the services requested, or if funds are no longer available to cover the total envisaged expenditure. For the avoidance of any doubt, in these circumstances the GGB will be free to proceed via any alternative process.
101. The GGB may conduct a debriefing session for all Bidders (successful and unsuccessful). Attendance at such debriefing session is optional.

ADDITIONAL RULES

102. It is a condition of the tendering process that Bidders will be required to complete all the forms annexed to this RFP Part C.

BIDDER WARRANTIES

103. By submitting a Tender, a Bidder warrants that:
- a. In lodging its Tender it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the GGB, its officers, employees, or advisers other than any statement, warranty or representation expressly contained in the RFP;
 - b. it did not use the improper assistance of GGB employees or information unlawfully obtained from the GGB in compiling its Tender;

- c. it is responsible for all costs and expenses related to the preparation and lodgement of its Tender, any subsequent negotiation, and any future process connected with or relating to the Tendering Process;
- d. it otherwise accepts and will comply with the rules set out in this RFP; and
- e. it will provide additional information in a timely manner as requested by the GGB to clarify any matters contained in the Tender.

GGB'S RIGHTS

104. Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, the GGB reserves the right, in its absolute discretion at any time, to:
- a. Cease to proceed with or suspend the Tendering Process prior to the execution of a formal written contract;
 - b. alter the structure and/or the timing of this RFP or the Tendering Process;
 - c. vary or extend any time or date specified in this RFP for all or any Bidder or other persons;
 - d. terminate the participation of any Bidder or any other person in the Tendering Process;
 - e. require additional information or clarification from any Bidder or any other person or provide additional information or clarification;
 - f. call for new Tenders;
 - g. reject any Tender received after the Closing Time;
 - h. reject any Tender that does not comply with the requirements of this RFP, or
 - i. consider and accept or reject any alternative tender.

GOVERNING LAWS

105. This RFP and the Tendering Process is governed by the laws/legislation applicable to public sector SCM in the Republic of South Africa.
106. Each Bidder must comply with all relevant laws in preparing and lodging its Tender and in taking part in the Tendering Process.
107. All tenders must be completed using the English language and all costing must be in South African Rand.

INCONSISTENCY

108. If there is any inconsistency between any parts of this RFP, a descending order of precedence must be accorded to:
- (a) the conditions of tendering in Part A and Part B of this RFP, and any annexure or attachments;
 - (b) the Bidders response in Part C of this RFP;
 - (c) any other part of this RFP, so that the provision in the higher ranked document, to the extent of the inconsistency, prevails.



RFP – PART B



TERMS OF REFERENCE

**THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS
TO PROVIDE TRANSPORTATION OF ILLEGAL GAMBLING
EQUIPMENT FOR GAUTENG GAMBLING BOARD FOR A
PERIOD OF 36 MONTHS**

TERMS OF REFERENCE

THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE TRANSPORTATION OF ILLEGAL GAMBLING EQUIPMENT FOR GAUTENG GAMBLING BOARD FOR A PERIOD OF 36 MONTHS

1. INTRODUCTION

- 1.1.** The Gauteng Gambling Board (GGB) is a Schedule 3C Public Entity in terms of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA). The GGB has been established in terms of section 3 of the Gauteng Gambling Act, 1995, as amended (“the Act”).

2. OBJECTIVE

- 2.1.** The objective of this tender is to invite and appoint suitable service providers to provide transportation of confiscated illegal gambling equipment and labour for GGB on a rotational basis as and when required. Based on the quality of the proposals submitted, GGB intends to select the Bidders to form part of the panel of service providers.
- 2.2.** The preferred Bidders will be appointed to a panel of service providers to provide transportation of confiscated illegal gambling equipment and labour and will enter into an agreement with GGB on terms and conditions to be agreed upon. The approved panel will last 36 months, effective from the date of contracting.
- 2.3.** The panel of service providers shall provide services to GGB on a non-exclusive basis, and GGB is not obliged to procure services from the service providers.
- 2.4.** This request for proposals sets out clear specifications of services required in terms of which assignments will be awarded on a rotation basis, with standardised rates for kilometres and labour. Compliance with the specifications will ensure that the panel of service providers are allocated work assignments in accordance with the GGB’s Supply Chain

Management processes. The request for a clear profile from the Bidder, as outlined in the scope of work, is to ensure that GGB acquires the necessary skills and expertise over the contractual period when necessity dictates.

3. BACKGROUND

- 3.1.** GGB is a Schedule 3C Public Entity in terms of the PFMA, governed by applicable legislative frameworks, and it is accountable to the Gauteng Provincial Legislature through the Member of Executive Council (MEC) of the Department of Economic Development, which is the Executive Authority.

GGB regulates and controls gambling in Gauteng Province and, therefore, has an obligation to eradicate illegal gambling operations. In doing so, GGB provides support to the South African Police Service (SAPS) during raids on illegal gambling operations by providing transportation for all equipment seized during the raid.

The seized gambling equipment is transported either to GGB's storage facility, any SAPS in Gauteng Province for evidence purposes, or to a recycling site for destruction. The SAPS, therefore, seizes equipment that could serve as evidence in the criminal matter and hands it over to GGB for testing and safe storage until the exhibits are no longer required as evidence by the court.

Once the criminal matter is finalised, the SAPS will instruct GGB to destroy the exhibits that are no longer required as evidence. GGB then transports the equipment from its storage facility to the destruction site for demolition.

3.2. The functions of GGB are to:

- a) Oversee and control gambling activities in Gauteng Province, including:

- i. Licensing of individuals and entities to conduct gambling and related activities;
 - ii. Registering of persons engaged in such activities;
 - iii. Approving and registering of all gaming devices; and
 - iv. Collecting prescribed taxes and levies for the Gauteng Province and other specified beneficiaries.
 - v. Managing and administrating the Sports Development Fund (SDF);
- b) Advising the MEC on matters relating to gambling;
- c) Enforcing compliance with the requirements of all relevant legislation.

Copies of the latest Annual Reports are available on the website. Additional information can be requested from the Supply Chain Management Office at 011 581 4800 or tenders@ggb.org.za.

4. TENDER SCOPE

- 4.1.** The Bidders will be required to provide services in all the regions of Gauteng.
- 4.2. The service providers will be required to adhere to the following requirements:**
- To provide transportation for equipment seized during raids on illegal gambling operations. The equipment varies from one machine to all equipment at the premises, including, but not limited to, gambling equipment and electronic devices.
 - A variety of vehicles are therefore required from 1-ton to 3.5-ton capacity.
 - The transportation could be from anywhere in Gauteng Province to the premises of GGB or any police station for evidence purposes or for destruction.
 - The transportation must be available 24 hours of the day, 7 days of the week and at a very short notice.

- Provide a driver with one or more labourers and equipment necessary to safely and without causing any damage, load all seized equipment onto vehicles and off-load where required.
- Be available to work continuously from the start of the operation until it is finalized, which may continue for more than 24 hours.
- The service provider must bill at the agreed standardised rate per kilometre and labour.
- The service provider must have the ability to provide a licensed vehicle; ownership will be an added advantage.
- The service providers will be contracted on a rotation basis as and when required for a period of 36 months.
- The service provider once appointed must provide insurance to cover both the vehicle and equipment being transported (goods in transit insurance) for damage, fire, explosion, collision, derailment, theft, and hi-jacking, as well as third parties.

5. APPOINTMENT, COMMENCEMENT AND DURATION

- 5.1.** The service provider will be appointed for a maximum of 36 months, commencing from the effective date of contracting. The approved panel should be available to commence with the provision of services from the contracting date. Preferred Bidders will have to enter into a Service Level Agreement (SLA) with GGB which will include amongst others, the pricing schedule, the rate of labour and kilometres travelled.
- 5.2.** This bid is subject to the approved GGB Supply Chain Management Policy, together with the Preferential Procurement Policy Framework Act (Act 5 of 2000) and the Preferential Procurement Regulations 2022, the General Conditions of Contract (GCC), and, if applicable, any other special conditions of contract.
- 5.3.** The contract may be terminated by either party by giving the other party 30 (thirty) days written notice.

6. SPECIAL CONDITIONS

- 6.1.** GGB has the right to appoint a transport service provider outside the panel in cases where the services required are not part of the scope of work provided for in this tender. In such cases, GGB will follow the SCM processes in appointing such transport service providers.
- 6.2.** GGB has the discretion to condone immaterial non-compliance with the requirements of this specification.
- 6.3.** GGB may negotiate the rates proposed by the preferred bidder(s) that meet the minimum requirements to get the same rates for the panel and will be appointed on a rotational basis as and when the services are required.

7. EVALUATION PROCESS

7.1. BID EVALUATION METHODOLOGY

Bid evaluation will be conducted in two stages as per GGB Supply Chain Management Policy, together with the Preferential Procurement Policy Framework Act (Act 5 of 2000) and the Preferential Procurement Regulations 2022.

Stage One (1) will consist of the evaluation of bids on Administrative Compliance and Functionality Evaluation.

During these stages of evaluation, bidders who do not meet the prescribed criteria for mandatory requirements will not be evaluated for functionality. Bidders who do not meet the criteria or threshold for functionality will be disqualified and will not be considered for further evaluation.

Stage Two (2) of the evaluation will be based on the Preference Point System Price as per Regulation 4 of the PPR, 2022.

- Price = 80 points
- Specific Goals = 20 points

7.2. BID EVALUATION STAGES

- **STAGE 1A** - Administrative Compliance.
- **STAGE 1B** - Functional Evaluation.
- **STAGE 2** - Preference Point System.

NOTE: After the Stage 2 (price and specific goals) evaluation is concluded, only the top seven highest-scoring bidders will form part of the panel. The panel will be limited to seven service providers and in the event of two or more bidders scoring an equal total number of points, deadlock will be applied in line with Regulation 8 of the Preferential Procurement Regulation, 2022. The panel will be applied on a rotational basis on the standardised rates agreed with GGB.

8. BID EVALUATION CRITERIA

8.1. Stage 1A - Mandatory Administrative Evaluation Criteria:

The following qualification criteria will apply for this bid:

- a) A Bidder must provide a list of all vehicles in its possession and control and specify the carrying capacity (tons). In the case of a letter of intent or lease agreement, the same information must be provided.
- b) Business insurance or comprehensive insurance that includes third-party insurance is required. Bidder must provide proof of vehicle insurance or a valid insurance quotation/policy for the vehicles, as per the list submitted in (a), which both should cover valuable tools and equipment (goods in transit), fire, explosion, civil commotion/riots/strikes/terrorism (SASRIA), accidents, derailment, theft, and hi-jack as well as third parties. (Bidders with rented vehicles should provide lease agreement/s or a letter of intent to carry the risk of insurance for all vehicles, as per the list submitted in (a). In the event a bidder utilises a hired vehicle, the insurance risk still lies with the appointed service provider in your lease agreement). ***Service providers will be required to provide valid insurance policy once appointed into the***

panel. Failure to submit a valid insurance policy within 10 days of award will result in the bid being disqualified.

- c) Bidders must provide completed and signed SBD forms (SBD3.3, SBD4, SBD 6.1., SBD7.2)

NB: Submission of none of the above will result in your bid being non-responsive and disqualified for any further evaluation process.

8.2. Other Administrative Documents

- a) Bidders must provide completed and signed SBD forms (SBD1, SBD2)
- b) Provide company registration documents issued by the Companies and Intellectual Property Commission (CIPC).
- c) Provide company shareholders certificates.
- d) Valid SARS Tax Compliance Status (TCS) Pin
- e) Proof of registration with the National Treasury Central Supplier Database (CSD) as per National Circular No. 3 of 2015/6 and submit their latest available CSD Report
- f) In case of a Consortium, Joint Venture (JV), or Subcontracting, a tenderer must submit a copy of an Agreement/Contract signed by all parties of their intention and clearly indicate the percentages for the roles and responsibilities of each
- g) A Bidder must provide original/certified copy of a valid SANAS accredited B-BBEE certificate. Any Trust, Consortium or Joint Venture must submit an original/certified copy of a valid consolidated B-BBEE Status Level Verification Certificate.
- h) A Bidder who qualifies as an Exempted Micro Enterprises (EME) or Qualifying - Small Enterprise (QSE) must submit a sworn affidavit signed by the EME or QSE representative and attested by a Commissioner of Oaths.
- i) GGB consent form in compliance with the POPI Act

Note: *Bidders must submit their SARS TCS PIN and CSD Supplier number with their bid so that the bidder's Tax Compliance Status can be verified. Should a bidder not be Tax Compliant at the time of verification, the bidder will be notified in writing of their non-compliant tax status and be requested to remediate their tax status within seven*

(7) working days. Failure to provide written proof of tax status remediation within seven (7) working days of notification will result in the rejection of the bid submitted by the Bidder.

8.3. Stage 1B - Evaluation Criteria for Functionality

A total of **100 points** is allocated for this stage of the evaluation. The minimum threshold for the evaluation is **70 points**. Any bidder who fails to meet this minimum threshold requirement shall be deemed non-responsive and disqualified from further evaluation.

FUNCTIONALITY & CAPABILITIES	EVIDENCE/ SUPPORTING INFORMATION REQUIRED	POINTS
1. RELEVANT KEY PERSONNEL EXPERIENCE		50
1.1. Partner/ Director/ Owner <ul style="list-style-type: none"> • Less than 3 years' experience = 0 points • 3 years' or more, but less than 6 years' experience = 10 points • 6 years' or more, but less than 8 years' experience = 20 points • 8 years' or more experience = 30 points 	Bidders are to submit CVs for Partners/ Directors/ Owners, including the number of years in the goods and equipment transportation business. In the event the bidder submits more than one partner/ director/ owner the highest qualifying will be evaluated	30
1.2. Drivers Experience <ul style="list-style-type: none"> • Less than 3 years' experience = 0 points • 3 years' or more, but less 6 years' experience = 3 points • 6 years or more experience = 5 points 	A valid Driver's License relevant to the list of vehicles submitted - B, EB, C1, C, EC1, EC (Certified copy) only one driver will be evaluated	5
1.3. Possession of Vehicles <ul style="list-style-type: none"> • 1Ton - 2Ton Bakkie/Van = 3 points • 2Ton - 3Ton Truck = 3 points • 3.5Ton Truck = 3 points 	Bidder should demonstrate possession and control of the vehicles by submitting Letters of intent or Lease agreement or registration document	9
1.4. Ownership of Vehicles <ul style="list-style-type: none"> • 1Ton - 2Ton Bakkie/Van = 2 points • 2Ton - 3Ton Truck = 2 points • 3.5Ton Truck = 2 points 	Bidder should demonstrate ownership of the vehicles by submitting Registration document as proof of ownership	6

FUNCTIONALITY & CAPABILITIES	EVIDENCE/ SUPPORTING INFORMATION REQUIRED	POINTS
2. CONTACTABLE REFERENCE LETTER(S) (All letter(s) should be relevant to the tender scope & for the work done over the last 8 years)		25
2.1. Contactable reference letters *Valid – means a letter on letterhead of the client, signed by client representative, with contactable details and clear description of service that was rendered. <ul style="list-style-type: none"> • 1 x letter = 5 points • 2 x letters = 10 points • 3 x letters = 15 Points • 4 x letters = 20 points • 5 x letters = 25 points 	Juristic persons should provide copy(s) of a signed reference letter(s) on the client's letterhead with contactable details and clear description of service that was rendered in relation to transportation of goods and equipment. References from a natural person must be in the form of an affidavit	25
3. COMPANY PROFILE OR PROPOSAL		10
3.1. Detailed Company Profile or Proposal <ul style="list-style-type: none"> • Less than 5 years' experience = 5 points • 5 years or more experience = 10 points 	Company Profile or Proposal demonstrating years' experience in transportation of goods	10
4. INSURANCE		15
4.1. Insurance should cover valuable tools and equipment (Goods in transit), fire, civil commotion/riots/strikes/terrorism (SASRIA), explosion, accidents, derailment, theft, and hijacking, as well as third parties. <ul style="list-style-type: none"> • Letter from insurance or policy confirming vehicle cover = 10 points • Insurance quotation = 5 points 	Submit a letter from the insurance company to confirm that the company is covered Submit a quotation or policy	15
TOTAL POINTS		100
MINIMUM POINTS REQUIRED		70

PLEASE NOTE: The minimum threshold points for functionality are 70 points out of 100 points and any bidder scoring less than 70 points will not be considered for further evaluation. Bidder to address & respond to all areas of

the evaluation criteria.

9. STAGE 2 PREFERENCE POINT SYSTEM

- 9.1. At this Stage the bidders will be evaluated on price and specific goals point system according to the 80/20-point system in terms of the requirements of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and the Regulation 4 of the Preferential Procurement Regulations 2022 and the GGB Supply Chain Management Policy. The preference points will be allocated in terms of the specific goals specified for this tender.
- 9.2. A maximum of 80 points will be allocated for price and a maximum of 20 points for specific goals.
- 9.3. The price points and the specific goals points will be added together to obtain the total score out of 100 points.
- 9.4. The contract will be awarded in accordance with Preferential Procurement Policy Framework Act, (Act 5 of 2000) and PPR 2022.
- Price : 80 points**
Specific Goals : 20 points

TABLE - SPECIFIC GOALS ALLOCATED IN TERMS OF THIS TENDER

The Specific Goals Allocated points in terms of this tender	Supporting Documents	Number of Points Allocated
Women-owned companies.	Share certificate or Sworn Affidavit and ID copy/Valid BEE Certificate	5
People with disabilities.	Written confirmation from medical practitioner confirming the disability /Valid BEE Certificate	5
Youth (Between 18 years and 35 years).	Share certificate or Sworn Affidavit and ID copy	5
Black-Owned	Share certificate or Sworn Affidavit/Valid BEE Certificate	5
TOTAL		20

NOTE: Points will be allocated according to the percentage of ownership confirmed in the company/firm

Sworn Affidavits and certification as a “*true copy of the original*”, must comply with the requirements outlined in the Justices of the Peace and Commissioners of Oaths Act, No.16 of 1963 and its Regulations promulgated in Government Notice GNR 1258 of 21 July 1972 Justices of the Peace and Commissioners of Oaths Act, No. 16 of 1963.

NOTES TO APPLICANTS:

- Evaluation of proposals will be carried out by an evaluation committee. The evaluators may, if required, contact parties who have submitted proposals to seek clarification of any aspect of a proposal.
- Gauteng Gambling Board has the discretion to condone immaterial non-compliance with the requirements of this specification.

10. NEGOTIATIONS

10.1. The GGB may:

- (a) GGB will enter into a pricing agreement with the seven highest scoring service providers to form the panel to standardise the rates.
- (b) GGB will recommend that prices be negotiated with the successful bidders.
- (c) Upon approval obtained from the AO/AA or delegated authority. GGB will
 - i. Negotiate a market-related price with the seven service providers, scoring the highest points.
 - ii. If the service providers who are in the top seven do not agree to the negotiated rates, GGB will replace and negotiate a market-related rate with the bidders scoring outside of the top seven.
- (d) If a market-related price is not agreed as envisaged in paragraph (c) above, the GGB shall cancel the tender.

11. PRICING PROPOSAL

- 11.1.** The bidder is required to submit a rates proposal, and the pricing should include a rate per kilometre inclusive of VAT and an hourly rate per labourer (VAT is not charged on Labour).

12. TERMS AND CONDITIONS OF TENDER.

12.1. General

- 12.1.1.** Bidders should not subcontract any of the work without GGB approval.

13. SUBMISSION OF BID PROPOSAL

13.1. General.

13.1.1. Bidders must deliver their proposals in one well package envelope, no loose papers.

13.1.2. Ensure that all pages are completed in full and signed by authorised representative(s) of the bidder.

13.1.3. The address for delivery of the package is as follows:

- **Gauteng Gambling Board, 125 Corlett Drive, Bramley, Johannesburg**

13.1.4. The outside of the package is to show:

- **Name of Bidder**
- **Description of proposal**
- **RFP Number**
- **Closing date and time**

13.1.5. **The bid documentation and further details are obtained from:**

- website: www.ggb.org.za
- E-mail: tenders@ggb.org.za



RFP - PART C

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GAUTENG GAMBLING BOARD					
BID NUMBER:	GGB/RFP/001/2024-2025	CLOSING DATE:	31 JANUARY 2025	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE TRANSPORTATION OF ILLEGAL GAMBLING EQUIPMENT FOR GAUTENG GAMBLING BOARD FOR A PERIOD OF 36 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Waverly Office Park					
125 Corlett Drive					
Bramley -Johannesburg					
2018					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mapula Mokono		CONTACT PERSON	Lesego Mokhutshwane	
TELEPHONE NUMBER	011 581 4800		TELEPHONE NUMBER	011 581 4800	
E-MAIL ADDRESS	tenders@ggb.org.za		E-MAIL ADDRESS	tenders@ggb.org.za	
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

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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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.

**SBD 1
PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>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."</p>

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:

.....

SERVICE PROVIDER DECLARATION FORM 1

All responses must be provided within the specified boxes, must comply with the word and page limits imposed and must respond to this RFP Part B in accordance with the Conditions of Tendering in this RFP Part A. All Annexures form part of the Service provider Response and must be completed in full and signed.

SERVICE PROVIDER DECLARATION	
<p>I the undersigned _____ (full name) hereby certify that:</p> <p><input type="checkbox"/> I have read, understood and accept the conditions contained in this RFP.</p> <p><input type="checkbox"/> I have supplied all the required information, and all the information submitted as part of the RFP is true and correct.</p>	
NAME OF THE BIDDER	
IDENTITY NUMBER	
POSITION	
AUTHORISED SIGNATORY	

SERVICE PROVIDER RESPONSE	
FULL NAME	
POSTAL ADDRESS	
PHYSICAL ADDRESS	

ENTITY REGISTRATION NUMBER				
VAT REGISTRATION NUMBER				
CONTACT PERSON'S FULL NAME				
TELEPHONE NUMBER 1	CODE		NUMBER	
TELEPHONE NUMBER 2	CODE		NUMBER	
FACSIMILE NUMBER	CODE		NUMBER	
CELLULAR PHONE NUMBER				
E-MAIL ADDRESS				
TAX CLEARANCE CERTIFICATE	YES		NO	
FULL NAME OF AUTHORISED AGENT				
TITLE OF AUTHORISED AGENT				
SIGNATURE OF AUTHORISED AGENT				
DATE OF SIGNATURE				
TOTAL BID PRICE				
CONFLICT OF INTEREST				
Provide details of any interests, relationships or clients which may give rise to a conflict of interest and the area of expertise in which that conflict of interest may arise.	<i>Complete as attached in SBD 4</i>			

TAX COMPLIANCE REQUIREMENTS

A tax compliance status pin issued by SARS is required.

PRICING SCHEDULE

(Professional Services)

NAME OF BIDDER:	BID NO: GGB/RFP/001/2024-2025
CLOSING TIME 11:00	CLOSING DATE: 31 JANUARY 2025

OFFER TO BE VALID FOR **90 DAYS** FROM THE CLOSING DATE OF BID.

DESCRIPTION: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE TRANSPORTATION OF ILLEGAL GAMBLING EQUIPMENT FOR GAUTENG GAMBLING BOARD FOR A PERIOD OF 36 MONTHS.

BID PRICE IN RSA CURRENCY INCLUSIVE OF VALUE-ADDED TAX

DESCRIPTION	ESTIMATED KILOMETRES AND HOURS REQUIRED PER TRIP	RATE (per Kilometre / per Hour)	TOTAL COST
	[A]	[B]	[A x B]
Transport	100 km		
Labour	x1 Labourer for 3 hours		
TOTAL PRICE PER TRIP (in Rand and inclusive of VAT)			

1. Are the rates quoted firm for the full period of contract? *YES/NO
2. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index.

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Any enquiries regarding bidding procedures may be directed to the :

tenders@ggb.or.za

Only written enquiries will be attended to

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

Where a person/s are 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. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the undersigned(name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 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.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 1 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.
- 3.6 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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Signature

.....

Date

.....

Position

.....

Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is

adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES.

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where.

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of 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 tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 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 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for 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 organs of state: Where 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women-owned companies.	5	
People with disabilities.	5	
Youth (Between 18 years and 35 years).	5	
Black-Owned	5	
TOTAL	20	

Service providers ownership percentage will be proportioned towards a specific goal. In other words, points will be allocated based on the percentage of ownership confirmed. e.g., 50 % ownership = 2.50 points or 30% ownership = 1.50 points.

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

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as

indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- 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 as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

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CONTRACT FORM - RENDERING OF SERVICES

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives/proposals specifications stipulated in Bid Number: **GGB/RFP/001/2024-2025** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

I confirm that I am duly authorised to sign this contract.	
NAME OF BIDDER	
NAME (PRINT)	
POSITION	
AUTHORISED SIGNATORIES OF SERVICE PROVIDER	
WITNESS 1	
WITNESS 2	
DATE	

125 CORLETT DRIVE
BRAMLEY
2090
SOUTH AFRICA



PRIVATE BAG15 BRAMLEY 2018
EMAIL: info@ggb.org.za
www.ggb.org.za
TELEPHONE +27(11) 581 4800
FAX: +27(11) 581 4900

SUPPLIER DATABASE CONSENT FORM (POPIA)

General: In order for the Gauteng Gambling Board ("**GGB**") to consider the supplier's (referenced below) response to an RFP to become a supplier to the GGB ("**RFP**") and/or to be included in the GGB's supplier database, it will be necessary for the GGB to process certain information which the supplier may share with the GGB for the purpose of the RFP, including personal information – which may include special personal information (all hereafter referred to as "**Personal Information**"). The GGB will process the supplier's Personal Information in accordance with the GGB Privacy Policy available at [www.ggb.org.za].

Access to supplier Personal Information and purpose specification: Personal Information will be processed by the GGB for purposes of assessing the supplier's submission in relation to the RFP and for registering the supplier on the GGB supplier database and may be shared and stored internally for the purposes of assessing current and future services required by the GGB. We may also share the supplier's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification and background checks. In this regard, the supplier acknowledges that the GGB's authorised verification agent(s) and Service providers will access Personal Information and conduct background screening.

Consent: By ticking "Yes" and signing below, you agree and voluntarily consent to the GGB's processing of the supplier's Personal Information for the purposes of evaluating its RFP submission, including to confirm and verify any information provided in the submission and supplier gives the GGB permission to do so. The supplier understands that it is free to withdraw its consent on written notice to the GGB and the supplier agrees that the Personal Information may be disclosed by the GGB to third parties, including the GGB's affiliates, Service providers and associates (some of which may

be located outside of the Republic of South Africa). Please note that if you withdraw your consent at any stage we may be unable to process the RFP or continue to retain the supplier details the GGB supplier database.

Yes

No

Supplier Name

Date

Signature

Authorised representative, who warrants that he/she is duly authorised

CHECKLIST OF BIDDING DOCUMENTATION BEFORE SUBMITTING

NB: Has the following forms been completed, signed and submitted with your proposal?		
Documentation	Checked by Tenderer	Checked by Procurement Specialist
Invitation to bid - SBD1		
Valid, Tax Clearance Compliance Status Pin - SBD2		
Pricing Schedule SBD3.3		
Declaration of interest –SBD4		
Service Provider Declaration Form 1		
Preference point claim– SBD6.1		
Contract Form – SBD7.2		
POPIA form- Completed and signed		
Proof of Registration -Central Supplier Database (CSD)		
CVs for Partner / Director/ Owner as per the company profile.		
Proof of insurance quote/policy		
Proof of valid, relevant driver’s licenses (certified copy)		
Proof of ownership or possession of vehicles		
Reference letters from current and previous clients		
Company Registration Documents		
Company Profile, including personnel (Labourers) and list of Partners, Directors or Owner should be submitted.		

*Certification as a “true copy of the original” must comply with the requirements outlined in the Justice of the Peace and Commissioners of Oaths Act, No 16 of 1963 and its Regulations promulgated in Government Notice GNR 1258 of 21 July 1972 Justices of the Peace and Commissioners of Oaths Act. No 16 of 1963.

Note: The submitted information must be accompanied with an index, and the bidding documents must be numbered, labelled and tabbed as per index.