

NATIONAL LOTTERIES COMMISSION

APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO ASSIST IN THE EMBEDDING AND IMPLEMENTING PROTECTION OF PERSONAL INFORMATION COMPLIANCE WITHIN THE NATIONAL LOTTERIES COMMISSION (NLC)

| BID PROCESS | BID REQUIREMENTS |
|-------------------------------|---|
| RFQ Number | RFQ2026-006-001 |
| RFQ Description | <p>APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO ASSIST IN THE EMBEDDING AND IMPLEMENTING PROTECTION OF PERSONAL INFORMATION COMPLIANCE WITHIN THE NLC</p> <hr/> |
| RFQ Issue Date | 02 June 2026 |
| Submissions | <p>All submissions Must be addressed to Supply Chain Management, NLC Submission of proposals through (<i>online submission on e-tender</i>)</p> <p>Enquiries ONLY can be emailed to: penelope@nlcsa.org.za</p> |
| Closing date and time | 04 June 2026 |
| Place where bid is advertised | E-tender only |
| RFQs Validity Period | The validity period of the quotation requested must be 120 days from the closing date. |



SECTION 1: BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1. INTRODUCTION

- 1.1. The National Lotteries Commission (“NLC”) is a statutory regulatory authority established in terms of the Lotteries Act 57 of 1997, as amended (“the Lotteries Act”), with the mandate to regulate the National Lottery, as well as other lotteries and society lotteries within the Republic of South Africa.
- 1.2. The NLC is enjoined to ensure that funds generated through the National Lottery are distributed in an equitable, fair, transparent, and expeditious manner throughout the Republic, to advance social upliftment and socio-economic development within vulnerable and marginalised communities, with particular emphasis on poverty alleviation and the reduction of inequality, in alignment with the objectives of the National Development Plan.
- 1.3. In the execution of its statutory mandate and the discharge of its functions under the Lotteries Act, the NLC is further obliged to uphold and give effect to the constitutional and administrative law principles of openness, accountability, transparency, and good governance.

2. BACKGROUND

- 2.1. The National Lotteries Commission hereby invites suitably qualified, experienced, and competent service providers to submit proposals for the provision of professional services relating to the embedding, operationalisation, and implementation of the Protection of Personal Information Act 4 of 2013 (“POPIA”) across the organisation.
- 2.2. The NLC performs a wide range of statutory and regulatory functions which necessarily entail the collection, processing, storage, dissemination, and safeguarding of personal information, including, inter alia, matters pertaining to employment and human resources administration, grant funding and adjudication processes, stakeholder engagements, as well as the regulation and oversight of lotteries and sports pools.
- 2.3. The NLC has undertaken a number of foundational initiatives aimed at facilitating compliance with POPIA and establishing an appropriate information governance framework. These initiatives include, but are not limited to, the following:
 - 2.3.1. A POPIA Compliance Risk Management Plan (“CRMP”);
 - 2.3.2. A POPIA Policy;
 - 2.3.3. A draft POPIA Standard Operating Procedure;



- 2.3.4. A Data Management Policy;
- 2.3.5. An approved Records Management Plan;
- 2.3.6. An approved File Plan;
- 2.3.7. An Information Classification Policy; and

2.4. The incorporation of POPIA-related and data protection clauses within its contractual agreements and operator arrangements.

3. PURPOSE

3.1. The purpose of this Request for Quotation (“RFQ”) is to invite suitably qualified, experienced, and capable service providers to submit proposals for the provision of professional services relating to the embedding, operationalisation, and implementation of the Protection of Personal Information Act 4 of 2013 (“POPIA”) within the National Lotteries Commission.

4. OBJECTIVE

4.1. The objective of this Request for Quotations (“RFQ”) is to appoint a suitably qualified and experienced service provider to, *inter alia*, undertake a comprehensive gap analysis, develop the requisite governance, compliance, and implementation frameworks, and facilitate the effective operationalisation and institutional embedding of the Protection of Personal Information Act 4 of 2013 (“POPIA”) across all operational, regulatory, administrative, and governance activities of the National Lotteries Commission.

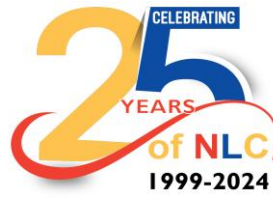
5. SCOPE OF WORK

5.1. The appointed Service Provider shall, *inter alia*, be required to render the following services:

- a) Conduct a comprehensive gap analysis to assess the National Lotteries Commission’s level of compliance with the Protection of Personal Information Act 4 of 2013 (“POPIA”), including the identification of regulatory, operational, governance, and procedural deficiencies;
- b) Map and document all personal information processing activities undertaken within the NLC, including the collection, recording, storage, dissemination, retention, archiving, and destruction of personal information across all business units and operational processes;



- c) Conduct a comprehensive POPIA compliance audit and assessment of the NLC's existing systems, policies, procedures, controls, governance mechanisms, and operational processes utilised in the processing of personal information;
- d) Undertake a privacy impact assessment and compliance impact analysis to determine whether adequate safeguards, measures, standards, and controls are in place to ensure compliance with the conditions for the lawful processing of personal information as contemplated in POPIA;
- e) Conduct a status risk assessment and information governance audit to determine the NLC's level of compliance with applicable records management, information governance, cybersecurity, and data protection requirements;
- f) Develop a comprehensive POPIA Implementation Framework, Compliance Roadmap, and Responsibility Matrix aligned to the readiness and compliance requirements prescribed by the Information Regulator, including clear accountability mechanisms, implementation timelines, reporting structures, and compliance monitoring measures;
- g) Review, refine, and where necessary enhance the NLC's existing POPIA Policy and develop a comprehensive POPIA Procedure Manual governing the management and processing of personal information within the NLC. The Procedure Manual shall, inter alia, address the following:
 - i. Data collection processes, including the nature and categories of data collected, lawful basis for processing, consent requirements, purpose specification, minimality, and transparency obligations;
 - ii. Data access, integrity, and accuracy controls, including measures to ensure that personal information remains complete, accurate, reliable, and regularly updated;
 - iii. Data usage limitations and processing restrictions, including lawful processing parameters, relevance, necessity, authorisation requirements, and purpose limitations;
 - iv. Data storage and retention practices, including physical storage, off-site storage, electronic repositories, backup protocols, cloud-based storage environments, and records management controls;
 - v. Data security safeguards, including physical, administrative, technical, electronic, network,



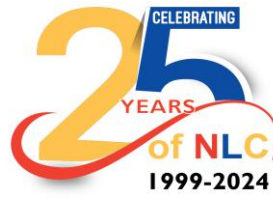
- vi. cybersecurity, password management, access control, and disaster recovery measures;
 - vii. Disclosure and information-sharing protocols, including lawful disclosure requirements, consent management, data subject notification procedures, and the handling of requests for access to information;
 - viii. Roles, responsibilities, and accountability obligations applicable to executives, senior management, the Information Officer, Deputy Information Officers, employees processing personal information, contractors, operators, service providers, and suppliers;
 - ix. Complaint management and escalation procedures, including reporting, investigation, transparency, and legal compliance requirements;
 - x. Records retention and archiving schedules; and
 - xi. Data destruction and disposal procedures and schedules consistent with applicable legislative and regulatory requirements.
- h) Develop and implement a comprehensive POPIA awareness and capacity-building programme, including staff awareness initiatives, induction training for new employees, periodic refresher training, and targeted compliance training for all relevant personnel; and
 - i) Conduct formal training workshops on the POPIA Compliance Framework and related governance obligations for all relevant officials and employees of the NLC.

6. Proposal Requirements

6.1. Prospective Service Providers are required to submit a comprehensive proposal which, at a minimum, shall include the following:

6.1.1. A detailed project implementation plan, clearly outlining the methodology, key activities, deliverables, milestones, dependencies, governance structure, and realistic timelines for each phase of the assignment, including commencement and completion dates;

6.1.2. A fully itemised commercial proposal setting out the proposed professional fee structure, including applicable hourly rates, daily rates, unit rates (where applicable), cost breakdown per deliverable or workstream, and any other ancillary or disbursement costs, together with a clear indication of value-added tax (VAT) where applicable; and



6.1.3. A minimum of five (5) recent, traceable reference letters from clients for whom similar services have been rendered, which letters must not be older than six (6) months at the time of submission, and must confirm the scope of work, period of engagement, and level of satisfaction with services rendered.

7. REPORTING REQUIREMENTS

- 7.1. The Service Provider shall submit detailed monthly progress reports to the National Lotteries Commission, which shall, *inter alia*, reflect the status of implementation, key deliverables achieved, risks identified, mitigation measures undertaken, and any deviations from the approved project plan.
- 7.2. The Service Provider shall participate in bi-weekly progress review meetings with the duly appointed representative(s) of the NLC, at which meetings the Service Provider shall present updates on progress, address queries, report on challenges encountered, and agree on corrective actions and next steps to ensure successful implementation of the assignment.

8. DURATION OF THE CONTRACT

- 8.1. The expected duration of the contract is six months from the time of commencement date and may be effective on the date of appointment, the date of signing of a service level agreement (SLA), or as directed and at the discretion of the NLC. The successful bidder will be expected to commence work from the date of appointment until the last item has been delivered, as per the delivery dates to be communicated with the appointed bidder/s on an as and when required basis.

9. COMPULSORY BRIEFING SESSION

- 9.1. No briefing session

SECTION 2: NOTICE TO BIDDERS

1. Terms and conditions of RFQ

- 1.1 This document may contain confidential information that is the property of the NLC.
- 1.2 No part of the contents may be used, copied, disclosed, or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFP without prior written permission from the NLC.
- 1.3 All copyright and intellectual property herein vests with the NLC.



- 1.4 Late and incomplete submissions will not be accepted.
- 1.5 No services must be rendered, or goods delivered before an official NLC Purchase Order form has been received.
- 1.6 This RFP will be evaluated in terms of the 80/20 preference point system
- 1.7 Suppliers are required to register on the Central Supplier Database (CSD) at www.csd.gov.za.
- 1.8 Suppliers must provide their CSD registration number (and attach a CSD Registration report) and ensure that tax matters are compliant.
- 1.9 All questions regarding this RFP must be forwarded to penelope@nlcsa.org.za. All enquiries to be responded within 3 days of receiving the enquiry.

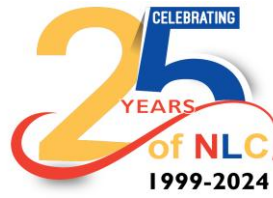
2. General rules and instructions

2.1 News and press releases

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

2.2 Precedence of documents

- 2.2.1 This RFP consists of a number of sections. Where there is a contradiction in terms between the clauses, phrases, words, stipulations, or terms and herein referred to generally as stipulations in this RFP and the stipulations in any other document attached hereto, or the RFP submitted hereto, the relevant stipulations in this RFP shall take precedence.
- 2.2.2 Where this RFP is silent on any matter, the relevant stipulations addressing such matter, and which appear in section 217 of the constitution of the republic shall take precedence. Bidders shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that the NLC may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by the NLC.



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

2.3 Preferential procurement reform

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

2.4 National Industrial Participation Programme

2.4.1 The Industrial Participation policy, which was endorsed by Cabinet on 30 April 1997, applies to contracts that have imported content. The NIP is obligatory and therefore must be complied with.

2.4.2 Bidders are required to sign and submit the Standard Bidding Document (SBD).

2.5 Language

2.5.1 Bids must be in English language.

2.6 Gender

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

2.7 Headings

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



2.8 Occupational Injuries and Diseases Act 13 of 1993

2.8.1 The Bidder warrants that all its employees (including the employees of any sub-contractor that may be appointed) are covered in terms of the Compensation for Occupational Injuries and Diseases Act 13 of 1993 and that the cover shall remain in force for the duration of the adjudication of this RFP and/ or subsequent agreement. The commission reserves the right to request the Bidder to submit documentary proof of the Bidder’s registration and “good standing” with the Compensation Fund, or similar proof acceptable to the commission.

2.9 Processing of the Bidder’s Personal Information

2.9.1 All Personal Information of the Bidder, its employees, representatives, associates and sub-contractors (“Bidder Personal Information”) required under this RFP is collected and processed for the purpose of assessing the content of its tender proposal and awarding the bid. The Bidder is advised that Bidder Personal Information may be passed on to third parties to whom the commission is compelled by law to provide such information. For example, where appropriate, the commission is compelled to submit information to the National Treasury’s Database of Restricted Suppliers.

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

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

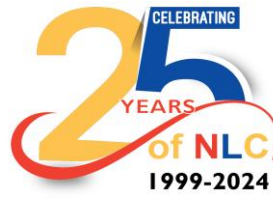
2.9.4 The commission personnel participating in procurement/award procedures;

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

- 2.9.5.1 contract description and bid number;
- 2.9.5.2 names of the successful bidder(s) and preference points claimed;
- 2.9.5.3 the contract price(s) (if possible);
- 2.9.5.4 contract period;
- 2.9.5.5 names of directors; and
- 2.9.5.6 date of completion/award.

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

2.9.7 In signing this document, the Bidder consents to the use of its Personal Information for the purposes



2.9.8 as specified in section 2.9.1 above.

3. Validity Period

3.1 The Commission requires a validity period of 120 Days from date of closing against this RFP.

3.2 Bidders are to note that they may be requested to extend the validity period of their bids, on the same terms and conditions, if the internal evaluation process is not finalised within the validity period.

4. National Treasury's Central Supplier Database

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

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

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

4.4 The CSD can be accessed at <https://secure.csd.gov.za/>

5. CONFIDENTIALITY

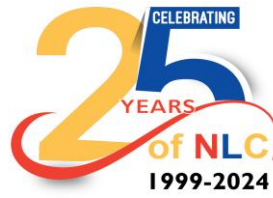
5.1 Bids submitted for this Request for Proposals will not be revealed to any other bidders and will be treated as contractually binding.

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

5.3 The Bidder acknowledges that it will obtain and have access to personal information of The NLC and

5.4 agrees that it shall only process the information disclosed by the NLC in terms of this bid award and only for the purposes as detailed in this RFP and in accordance with any applicable law.

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



6. COMMUNICATION

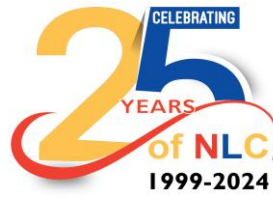
- 6.1 Specific queries relating to this RFP should be submitted Penelope@nlcsa.org.za, before the closing date.
- 6.2 In the interest of fairness and transparency the NLC's response to such a query may be made available to other bidders.
- 6.3 It is prohibited for bidders to attempt, either directly or indirectly, to canvass any officer or employee of the NLC in respect of this RFP between the closing date and the date of the award of the business.
- 6.4 Bidders found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

7. SUPPLIER PERFORMANCE

- 7.1 The National Lotteries Commission conducts regular performance reviews in accordance with the requirements for the classification of the contract and or stakeholder by making use of supplier evaluation forms. The evaluation is conducted against the deliverables or scope of the contract with a minimum of an annual review done for contracts longer than a year and a review at completion of contract for those contracts less than a year.
- 7.3. Ad-hoc performance reviews shall be conducted where non-performance is identified outside the review period.
- 7.4. Non-performance will be addressed with at least a formal letter advising specific non-performing areas and stating remedial action/s required within specific time frames. Non-adherence to remedial actions shall lead to escalating performance management actions.
- 7.5. Any party to this agreement may request to participate in a joint performance review where appropriate and seek continuous improvement opportunities.

SECTION 3: EVALUATION CRITERIA

The following evaluation criteria phases will be considered in evaluating the proposals, being:



Stage 1: Tender Closing and Opening

1.1. Tender closing details

The closing date for submission is **04 June 2026** Standard South African Time. Submission of this tender is online via **e-tender portal**. No emails or physical submission will be accepted. See link below: <https://www.etenders.gov.za/>.

The onus remains with the bidder to ensure successful submission of their bids on the e-tender portal. Any discrepancies must be resolved with the National Treasury as the custodians of the E-Tenders portal.

1.2. Bid Formats

Bid submissions must be submitted in a PDF format that is protected from any modifications, deletions, or additions.

Stage 2: Administrative Compliance

All bid respondents must submit the relevant documents that comply with administrative compliance, which will include the following:

| Evaluation Criteria | Supporting Document |
|---|--|
| SBD 1: Invitation to tender | Fully Completed Standard Bidding Document |
| SBD 6.1: Preference points claim form in terms of the preferential procurement regulations 2022 | Fully Completed Standard Bidding Document |
| Bidder’s tax compliance confirmation | Valid SARS Tax Pin |
| Whether Bidders is registered on CSD. Only foreign suppliers with no local registered entity need not register on the CSD | Proof of Central Supplier Database (CSD) registration report. |
| Original signed consent form in terms of the Protection of Personal Information Act No.4 of 2013 (POPIA) | POPIA Consent Form |
| B-BBEE Certificate in terms of Codes of Good Practice- Valid | A valid B-BBEE Certificate/Sworn Affidavit. Consolidated valid BEE Certificate/Sworn Affidavit in the case of JV |



Stage 3: Mandatory Compliance

All bid respondents must submit mandatory documents that comply with the bid 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:

| Evaluation Criteria | Supporting Documents |
|---|--|
| 1. SBD 4: Bidders must submit a fully completed declaration of interest form. Failure to declare honestly will lead to the bidder being disqualified. | Fully Completed and Signed Standard Bidding Document |
| 2. Technical Proposal | Proposal |
| 3. In the event of the bidder being in a joint venture (JV), a signed | JV Agreement must include the following: - A signed Joint Venture Agreement/ Memorandum of Understanding (MoU) -The authorised representative to sign the tender documents on behalf of all JV members -Company Registration & Statutory Documents, and including |
| Bidder must submit price proposal according to the NLC Pricing Schedule | Fully completed Pricing Schedule with proposed fees. See Annexure B |

Stage 4: Technical Evaluation

4.1 The following rating scale will be used to evaluate bid proposals:

Table 1: Rating Scale

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

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

Rating scale of 0 – 5 to be applied.

Ensure that the proposal clearly designates who the proposed team will be for scoring purposes below.

| EVALUATION CRITERIA | Scoring Matrix | % Weight |
|---|--|-------------------|
| <p>1. WRITTEN REFERENCE LETTERS</p> | | <p>20%</p> |
| <p>Bidders must provide reference letters for similar work (POPIA Implementation) that was carried out in the past 5 years from the closing date of the bid.</p> <p>Letters must include the company name, contact name, email address, phone number, duration of the contract, value of the contract, a brief description of the services provided. The reference letters must be on the client's letterhead and must be dated and signed.</p> <p>N.B. ALL REFERENCE LETTERS MUST BE ACCOMPANIED BY PURCHASE ORDER (PO)</p> <ul style="list-style-type: none"> ◆ Multiple reference letters from the same state entity will be regarded as one reference for evaluation purposes. ◆ Only references for similar work completed within the last 5 years will be accepted. | <ul style="list-style-type: none"> • 5 Points – 5 or more valid reference letters with supporting PO, all within the last 5 years • 4 Points – 4 valid reference letters with PO, within the last 5 years • 3 Points – 3 valid reference letters with PO, within the last 5 years • 2 Points – 2 valid reference letters with PO, within the last 5 years • 1 Point – 1 valid reference letter with PO, within the last 5 years • 0 Points – No reference letters submitted, or letters do not meet the requirements | |

| EVALUATION CRITERIA | Scoring Matrix | % Weight |
|--|---|------------|
| 2. COMPANY EXPERIENCE | | 10% |
| <p>Company profile of not more than 5 pages clearly indicating the number of years in business providing the required services</p> <p>The Bidder must provide details of experience as a service provider able to provide the required services by, bidder, experienced in providing POPIA implementation services as specified under scope of work of this document</p> <p>Use Annexure A to complete and attach Company Profile (maximum 5 pages)</p> | <ul style="list-style-type: none"> • 5 Points - 5 years and above experience in implementing POPIA • 4 Points -Above 4 years and up to and inclusive of 5 years of experience in in implementing POPIA • 3- Points- Above 3 years and up to and inclusive of 4 years' experience in in implementing POPIA • 2 Points- Above 2 years and up to and inclusive 3 years' experience in in implementing POPIA • 0 Points -Less than 2 years' experience in in implementing POPIA | |
| 3. METHODOLOGY APPROACH AND EXECUTION PLAN | | 50% |

| EVALUATION CRITERIA | Scoring Matrix | % Weight |
|--|---|--------------------|
| <p>Project Implementation Plan (Project Execution)</p> <ul style="list-style-type: none"> Bidders are required to submit the proposed implementation plan to execute the in implementing POPIA | <p>The Rating Scale of 1 – 5 on Table 1 above to be applied</p> <p>5 Points - Exceeds the requirement. Exceptional demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence.</p> <p>4 Points - Satisfies the requirement with minor additional benefits. Above average demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services. Response identifies factors that will offer potential added value, with supporting evidence .</p> <p>3 Points - Satisfies the requirement. Demonstration by the bidder of the relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with supporting evidence.</p> <p>2 Points - Satisfies the requirement with minor reservations. Some minor reservations of the supplier’s relevant ability, understanding, experience, skills, resource and quality measures required to provide the goods / services, with little or no supporting evidence.</p> | <p>50 %</p> |

| EVALUATION CRITERIA | Scoring Matrix | % Weight |
|--|--|------------|
| | <p>1 Points - Satisfies the requirement with major reservations. Considerable reservations of the bidder's relevant ability, understanding, experience, skills, resource, and quality measures required to provide the goods / services, with little or no supporting evidence.</p> <p>0 Points - Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the bidder has the ability, understanding, experience, skills, resource & quality measures required to provide the goods / services, with little or no supporting evidence.</p> | |
| Account Manager's Experience | | 20% |
| <p>The bidder must provide the Account Manager's updated CV, including relevant qualifications and at least three (3) traceable references, demonstrating experience in managing the implementation of POPIA</p> | <ul style="list-style-type: none"> • 5 Points – Above 5 years of relevant POPIA Implementation experience • 4 Points – more than 4 years and up 5 years of relevant POPIA Implementation Experience • 3 Points – more than 3 years and up 4 years of relevant POPIA Implementation experience • 2 Points – more than 2 and up to 3 years of relevant POPIA Implementation Experience • 1 Point – 1- up to 2 years of relevant POPIA Implementation Experience • 0 Point – Less than 1 years or no CV submitted | |

| EVALUATION CRITERIA | Scoring Matrix | % Weight |
|-------------------------|----------------|----------|
| Total: | | 100% |
| MINIMUM THRESHOLD SCORE | | 75 % |

Only bidders that score above 75% for the functional evaluation criteria will be further considered in the process for further evaluation.

Stage 5: Pricing and Specific Goals

Pricing Schedule: Please refer to Annexure B. The evaluation for Pricing and Special goal will include the following:

| Specific Goals | Sub - points for specific goals | Maximum points for specific goals | Relevant Evidence |
|---|---------------------------------|-----------------------------------|---|
| 1. Procurement from entities who are Black Owned | | | Copies of ID's/ CIPC Report CSD Recent Report |
| Tenderer who has 100% black Ownership | 8 | 8 | |
| Tenderer who has 51% to 99% black ownership | 4 | | |
| Tenderer who has less than 51% black ownership | 0 | | |
| 2. Procurement from entities who are Women Owned | | | B-BBEE Certificate / B-BBEE Sworn Affidavit |
| Tenderer who has 100% women ownership | 4 | 4 | |
| Tenderer who has 30% to 99% women ownership | 2 | | |
| Tenderer who has less than 30% women ownership | 0 | | |
| 3 Youth Ownership | | | B-BBEE Certificate / B-BBEE Sworn Affidavit |
| Tenderer who has 100% youth ownership | 4 | 4 | |
| Tenderer who has 30% to 99% youth ownership | 2 | | |
| Tenderer who has less than 30% youth ownership | 0 | | |
| 4. Procurement from Disabilities | | | Letter from the Doctor confirming |
| Tenderer who has 20% or more owners with disability | 4 | 4 | |

| Specific Goals | Sub - points for specific goals | Maximum points for specific goals | Relevant Evidence |
|---|---------------------------------|-----------------------------------|--|
| Tenderer who has less than 20% but more than 10% owners with disability | 2 | | disability not older than 1 year from the closing date of the bid and CSD report |
| Tenderer who has less than 10% owners with disability | 0 | | |
| Total points for specific goals | | 20 | |

Stage 6: Due Diligence, Contract and Award

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.

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

The appointed service provider will be required to provide relevant professional bodies members confirmations of the professionals i.e. Compliance Institute of South Africa or the Legal Practice Council.

ANNEXURE A: COMPANY EXPERIENCE (to be completed by the bidder)

| Client Name | Scope of services | Contract Value | Start date | End date | Project Duration |
|-------------|-------------------|----------------|------------|----------|------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

ANNEXURE B: PRICING SCHEDULE TEMPLATE (see attached)

Please note that costing will be either per project/ per phase .

Please provide rates (VAT Inclusive) for the rendering of services for the National Lotteries Commission.

Travel and Accommodation costs will be according to the National Treasury Travel and Accommodation and KM rate per SARS rate and/or DPSA Rate.

Management Fee with Disbursement costs:

Cost re-imbursed at cost + Markup not more than 10%, Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination. All applicable taxes” includes value- added tax, pay as you earn, income tax.

INVITATION TO BID (SBD1)

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL LOTTERIES COMMISSION | | | | | |
|---|--|---------------|---|--|-------|
| BID NUMBER: | RFQ2026-006-001 | CLOSING DATE: | 04 June 2026 | CLOSING TIME: | 11:00 |
| DESCRIPTION | | | | | |
| BID RESPONSE DOCUMENTS MUST BE SUBMITTED VIA BELOW LINK | | | | | |
| The bid document must be submitted via E-TENDER SUBMISSION - https://www.etenders.gov.za/ | | | | | |
| BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED | | | TECHNICAL ENQUIRIES MAY BE DIRECTED TO: | | |
| CONTACT PERSON | Supply Chain Management | | CONTACT PERSON | Penelope Soyingwa | |
| TELEPHONE NUMBER | 012 432 1302 | | TELEPHONE NUMBER | 012 432 1414 | |
| FACSIMILE NUMBER | | | FACSIMILE NUMBER | | |
| E-MAIL ADDRESS | | | E-MAIL ADDRESS | Penelope@nlcsa.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: | | CENTRAL SUPPLIER DATABASE No: | MAAA | |
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED? | YES <input type="checkbox"/> NO <input type="checkbox"/> [IF YES ENCLOSE PROOF] | | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | YES <input type="checkbox"/> NO <input type="checkbox"/> [IF YES, ANSWER QUESTIONNAIRE BELOW] | |
| QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS | | | | | |

| | | |
|--|------------------------------|-----------------------------|
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| DOES THE ENTITY HAVE A BRANCH IN THE RSA? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FORA TAX COMPLIANCE STATUS SYSTEM PINCODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW. | | |

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

.....

BIDDER'S DISCLOSURE (SBD 4)

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.

Bidder's declaration

- 1.1 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

- 1.1.1 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.

1.1.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

1.1.3 If so, furnish particulars:

.....
.....

1.2 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**

1.2.1 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.
- 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

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.

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

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

- 3.5 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.

.....

..... Signature

Date

.....

..... Position

Name of bidder



Tel: +27(12)432 1300

Info Centre: 086 00 65383

web: www.nlcsa.org.za

National Lotteries Commission (NLC)

P.O Box 1556 Brooklyn Square 0083, Pretoria

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

(Delete whichever is not applicable for this tender).

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

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

| | POINTS |
|--|------------|
| PRICE | 80 |
| Specific Goals | 20 |
| Total points for Price and Specific Goals | 100 |

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

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

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

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

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

| 1. Procurement from entities who are Black Owned | Sub - points for specific goals | Maximum points for specific goals | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|---|--|--|--|
| Tenderer who has 100% black Ownership | 8 | 8 | |
| Tenderer who has 51% to 99% black ownership | 4 | | |
| Tenderer who has less than 51% black ownership | 0 | | |
| 2. Procurement from entities who are women Owned | | 4 | |
| Tenderer who has 100% women Ownership | 4 | | |
| Tenderer who has 30% to 99% women ownership | 2 | | |
| Tenderer who has less than 30% women ownership | 0 | | |
| 3. Youth Ownership | | 4 | |
| Tenderer who has 100% youth ownership | 4 | | |
| Tenderer who has 30% to 99% youth ownership | 2 | | |
| Tenderer who has less than 30% youth ownership | 0 | | |
| 4. Procurement from Disabilities | | 4 | |
| Tenderer who has 20% or more owners with disability | 4 | | |
| 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 | | | |

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1. Name of company/firm.....

5.2. Company registration number:

5.3 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state;
- iv) may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *caudolateral 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:

.....

.....



SCM: CONSENT REQUEST FORM

REQUEST FOR THE CONSENT OF A DATA SUBJECT FOR PROCESSING OF PERSONAL INFORMATION FOR THE PURPOSE OF PROCUREMENT OF GOODS AND SERVICES APPLICATION, IN LINE WITH THE NLC'S SUPPLY CHAIN MANAGEMENT POLICY, IN TERMS OF SECTION 11(1)(a) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) ("POPIA").

TO: NATIONAL LOTTERIES COMMISSION

FROM: _____

ADDRESS: _____

Contact number: _____

Email address: _____

1. In terms of the PROTECTION OF PERSONAL INFORMATION ACT, consent for processing of personal information of a data subject (the person/entity to whom personal information relates) must be obtained for the purpose of processing of application for procurement of goods and services, in line with the NLC's supply chain management policy, and storage of your personal data by means of any form of electronic communication, including automatic calling machines, facsimile machines, SMSs or e-mail, which is prohibited unless written consent to the processing is given by the data subject. You may only be approached once for your consent by us (NLC).
2. 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.
3. "Processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including—
 - 3.1 the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
 - 3.2 dissemination by means of transmission, distribution or making available in any other form; or
 - 3.3 merging, linking, as well as restriction, degradation, erasure or destruction of information.

4. “Personal information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to—
- 4.1 information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person.
 - 4.2 information relating to the education or the medical, financial, criminal or employment history of the person.
 - 4.3 any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person.
 - 4.4 the biometric information of the person.
 - 4.5 the personal opinions, views or preferences of the person.
 - 4.6 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.
 - 4.7 the views or opinions of another individual about the person; and
 - 4.8 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