

CALL FOR APPLICATIONS TO ADMINISTER THE BELIZE LOTTERIES

Background

The Lotteries programme is administered under the Lotteries Control Act¹ and its associated regulations. The Ministry of Investment, Trade & Commerce is responsible for the lotteries portfolio. In 2010, the Government of Belize tendered the license for the operation and management of the Belize Government Lottery. The Licensee was awarded the exclusive rights to administer the following Government Lottery games:

1. Boledo – The lottery in which the winning number comprises two digits and is drawn in accordance with the provisions of sub-regulation (2) of Regulation 3 of the Lotteries Control Regulation;
2. Jackpot Lottery – The lottery in which the winning number comprises four digits and is drawn in accordance with the provisions of sub-regulation (2) of Regulation 3 of the Lotteries Control Regulation; and
3. Ordinary Lottery – The lottery in which the winning number comprises the last two digits of the winning number of the Jackpot Lottery.

The current license expires 31 March, 2020. The Government of Belize saw the need and urgency to increase the efficiency in the administration of the Government Lotteries. The main objectives in outsourcing the administration of the Government Lotteries included the reduction of the unregulated and illegal sales, and increase the Government revenue collected from the above-mentioned lotteries. Before 2010, the Government Lotteries had suffered from unregulated sale of lotteries due to the antiquated system being used. The Government of Belize acknowledged that the operation of the Lotteries needed to be electronic and the lottery draw equipment needed to be updated, requiring considerable investment and a full dedicated staff and organization that would administer the Government Lotteries.

Below is a list of benefits that have been generated since the outsourcing of the administration of the Belize Government Lotteries.

1. The Government Lottery sales has been made partially electronic within the licensing period.
2. There has been an expansion in the use of agents, with over 200 agents countrywide.
3. A lottery expert is sourced annually to audit and maintain the equipment with cost being borne by the administrator of the Government Lottery.

¹ Chapter 151 of the Laws of Belize (revised 2000)

4. All costs for personnel, equipment, tickets, spare parts and other material for the operation of the Government Lotteries is paid by the administrator.
5. There has been a reduction of illegal Government Lottery sales.
6. Lottery sales have increased.
7. There has been an increase in government revenue through the collection of license fees and business tax.

Who can apply?

Any company with a minimum of five years' experience in management and sales can apply and submit proposals. Marketing and sales experience in gaming or lotteries will be an asset. All shareholders shall be "fit and proper" persons.

How to Apply

The Government would like interested parties to submit applications, Technical Proposals and Financial Proposals to administer the Belize Government Lotteries.

Applicants shall address:

- 1 copy of receipt (proof of payment of application fee)
- 1 original and 9 copies of the application form,
- 1 original and 9 copies of the Technical Proposals,
- 1 original and 9 copies of the Financial Proposals
- 1 original and 9 copies of the required documentations
- 1 USB containing the Technical Proposal
- 1 USB containing the Financial Proposal

❖ Payment of application fee shall be made to the Treasury Department :

○ Payment Details:	Lotteries Application Fee (BZD \$ 5,000
○ Cost Centre	24017
○ Item	10606
○ Program	120
○ Activity	15

❖ All documents, including the technical and financial proposals, shall be individually sealed, separated and properly labelled.

❖ All documents shall be enclosed in a sealed package and hand delivered between December 23rd, 2019 and January 3rd, 2020 during business hours (9:00 a.m. to 12:00 p.m.) and (1:00 p.m. to 3:00 p.m.).

❖ Documents shall be delivered to:

The Chairman

Lotteries Tender Committee

C/o Ministry of Investment, Trade & Commerce

Third Floor, Garden City Building
3894 Mountain View Boulevard
Water Reservoir Area
City of Belmopan
BELIZE, C.A.

1. The application forms are available at the Ministry of Investment, Trade and Commerce. A technical proposal and a financial proposal shall be annexed to the application form. The packages are to have copies of Technical Proposals and Financial Proposals sealed separately as well as the entire package sealed.
2. The Technical Proposal shall have the following format:
 - Executive Summary
 - Overview
 - Objectives
 - Benefits of the project
 - Marketing Strategy
 - Technology
 - Staff and management organization
 - Support Documents: Company Documents including: Company's Memorandum and Articles of Association, Certificate of Incorporation, Shareholder's Roster; and Passport Bio-Data Page of ALL Shareholder's
3. The Financial Proposal shall have the following format:
 - 5 year financial projections, including leasing or sale arrangement plans
 - Submission of a profit sharing proposal.
 - Support Documents: One (1) Bank Reference, and Proof of Funds/ Financial Capability to fund project.
 - Payment of the Annual License Fee sum of BZ \$2,500,000
4. Payment of non-refundable application fee of BZ \$5,000 shall be paid prior to the submission of an application. The Applicant should include a copy of the treasury receipt included in the sealed package.

In assessing submissions, preference will be given to Technical Proposals and Financial Proposals that:

- Outline new strategies to improve sales, and government revenues
- Implement a system to gather sales data per agent
- Implement a marketing strategy to improve sales
- Encourage additional outlets for the sale of lottery tickets
- Make use of new technologies to make the sale of tickets electronic

- Outline implementation schedule
- Portray the applicant's technical and financial ability to administer lotteries in Belize.

The successful applicant will be expected to administer the distribution, sale and marketing of lottery tickets of the Belize Government Lottery for ten (10) years.

For more information contact the:

**Investment Policy & Compliance Unit
Ministry of Investment, Trade & Commerce
Third Floor, Garden City Building
3894 Mountain View Boulevard
Water Reservoir Area
City of Belmopan
BELIZE, C.A.
Email: investmentpolicyofficer@itc.gov.bz
Cc: director.investment@itc.gov.bz**

Deadline:

Applications, Financial Proposals, Technical Proposals and all necessary accompanying documents shall be hand delivered to the Ministry on or before January 17th, 2020 at 3:00 p.m.

Selection Process:

The Government of Belize will establish a selection of tender's panel comprising the following:

- One representative from the Ministry of Finance
- Two representatives from the Lotteries Committee
- Two representatives from the Gaming Control Board.

The selection of tenders panel reserves the right to accept or reject any proposal; split the contract; and annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to any applicant and any obligation to inform any applicant of the grounds for the panel's action.

APPLICATION

APPLICATION FOR ADMINISTRATION OF THE BELIZE GOVERNMENT LOTTERIES

PART A

GENERAL NOTES AND INFORMATION TO APPLICANTS

1. All applications for a licence to administer the Belize Government Lotteries are governed by the provisions of the Lotteries Act.
2. The Lotteries Committee shall not be liable for any adverse public notices, embarrassment, criticism or financial loss to the applicant which may result from action taken with regard to this application.
3. The applicant shall be responsible for the payment of any expenses incurred by the Lotteries Committee during the course of processing the application.
4. The applicant is responsible for furnishing to the Lotteries Committee, with this application, the following support documents, namely
 - a. **The application forms are available at the Ministry of Investment, Trade & Commerce.**
 - b. **The Technical Proposal shall have the following format:**
 - Executive Summary
 - Overview
 - Objectives
 - Benefits of the project
 - Marketing Strategy
 - Technology
 - Staff and management organization
 - Support Documents: Company Documents including: Company's Memorandum and Articles of Association, Certificate of Incorporation, Shareholder's Roster; and Passport Bio-Data Page of ALL Shareholder's
 - c. **The Financial Proposal shall have the following format:**
 - 5 year financial projections, including leasing or sale arrangement plans
 - Submission of a profit sharing proposal.
 - Support Documents: One (1) Bank Reference, and Proof of Funds/ Financial Capability to fund project.
 - Payment of the Annual License Fee sum of BZ \$2,500,000

In assessing submissions, credit will be given to proposals that:

- Outline new strategies to improve sales, and government revenues
 - Recommend a system to gathering sales data per agent
 - Recommend a marketing strategy to improve sales;
 - Encourage additional outlets for the sale of lottery tickets;
 - Make use of new technologies to make the sale of tickets electronic;
 - Outline implementation schedule
 - Portray the applicant's technical and financial ability to administer lotteries in Belize.
5. Applicants are warned that the discovery of any material falsification or omission of information required may result in the Lotteries' Committee refusal to grant a licence. Where false particulars are discovered after the grant of a licence, such licence may be cancelled.
 6. Any change in the particulars furnished in respect of an application should forthwith be communicated to the Lotteries Tender Committee if such change occurs before the grant of a licence.
 7. An applicant should state whether the application is being made by an individual in his own capacity, or for and on behalf of a company, partnership, association or other entity.
 8. An applicant should specify the name, postal address, telephone number, fax number and e-mail address of the person with whom the Ministry should communicate in respect of the application.
 9. When completed, all the documents related to this application should be personally delivered to the Lotteries Tender Committee C/o Ministry of Investment, Trade & Commerce.

The Chairman

Lotteries Tender Committee

C/o Ministry of Investment, Trade & Commerce

Third Floor, Garden City Building

3894 Mountain View Boulevard

Water Reservoir Area

City of Belmopan

BELIZE, C.A.

PART B

COMPANY APPLICANTS

10. State the full name of the company.
11. State the principal place of business of the company, and the company's registered office.
12. State the date of incorporation of the company in Belize (N.B. Remember that the Memorandum and Articles of Association of the company will accompany this application).
13. State the amount of the registered capital of the company in Belize dollars, and the amount of the paid up capital in Belize dollars.

14. Is the company a holding company? Does it hold a controlling or other interest in any other company? Answer: (Yes No) If Yes, provide details of the subsidiary companies, or the interest your company has in any other company.

15. Is the company a subsidiary of another company? Answer: (Yes No) If Yes, give full particulars of the holding company, including its registered office, and principal place of business, and address and attach a copy each of its Memorandum and Articles of Association.

16. If the answer to 15 is No, attach a full list of the names and addresses, telephone and fax numbers and e-mail addresses of the shareholders, debenture holders, mortgagees and others with a financial interest in the company. In the case of those whose interest exceed 1% of the paid up share capital of the company, state the amount of their interest.

17. Has the company ever been convicted of any offence in any country? Answer (Yes No) If Yes, give full details of the court, the date of judgment, and the sentence passed.

18. Has the company ever received a civil judgment against it in any country? Answer: (Yes No) If Yes, give full details of the court, the date of judgment and the award given.

19. Has the company ever been the subject of a winding-up petition? Answer (Yes No) If Yes, give full details.
20. Give the names and addresses of the company's accountants and/ or auditors.

21. Give a list of all bank accounts held by the company in the past and at present.

22. Indicate number of years' experience in management and sales.
23. Give specific examples of the experience in management and sales.

24. Give specifics of experience in gaming or lotteries (if applicable).

PART C
PARTICULARS OF LOTTERIES COMPANY
(This Part should be completed by all applicants)

25. Name under which the lottery company will be known.
26. Full postal address of the lottery company.
27. What liquid capital can be made available for the payment of winnings from the resources of the applicant?
28. If the licence is approved, would the licensed lottery company be financially or otherwise connected with any other type of business? Answer: (Yes/No) if the answer is yes, please provide details of the other business, and the nature and extent of the connection.
29. List the names and the addresses of all the persons not listed in paragraph 23 above who will receive, directly or indirectly, any compensation or other benefit based on a percentage or share of the proceeds of the lottery games. Attach a copy of all related agreements.
30. Give the full names and addresses of those persons who, if a licence is granted, will exercise actual day-to-day control and/or management of lottery games.
31. Has the applicant any previous management experience in controlling and managing Lottery games? Answer: (Yes/No). If yes, please provide details.

PART D
FURTEHR INFORMATION AND DECLARATION
(This Part should be completed by all applicants)

41. Do you have any further information connected to this application which you wish to be taken into account by the Committee when considering this application? Answer: (Yes/No). If yes, please specify.

42. The following declaration must be signed by the applicant himself if an individual, or by the Chairman of the Board of Directors and any other Director if applicant is a company, or by any other two senior officials if applicant is any other entity or organization.

DECLARATION

I/WE hereby certify to the best of my/our knowledge and belief that the information given in this application is complete and correct in all respects.

FURTHER I/WE undertake to inform the Lotteries Tender Committee within seven calendar days whenever any of the information given in this application ceases to be valid either wholly or in part, and/or whenever any of the particulars given in this Application are altered in any form whatsoever.

1. **DATED** _____

SIGNED _____

TITLE (DR.) (MR.) (MRS.) (MISS) (MS.) _____

2. **DATED** _____

SIGNED _____

TITLE (DR.) (MR.) (MRS.) (MISS) (MS.) _____