

CALL FOR APPLICATIONS TO
BE A MASTER AGENT FOR THE
BELIZE GOVERNMENT LOTTERIES

Background

The Lotteries programme is administered under the Lotteries Control Act and its associated regulations. The Office of the Prime Minister and Ministry of **Investment** is responsible for the lotteries portfolio. Since May 2nd, 2023, the Government lotteries (Boledo, Jackpot Lottery and Ordinary Lottery) have been paused and Cabinet, after considering the importance of the Government Lottery due to its cultural significance and tax revenues it generates, instructed the Ministry of Investment, which is currently responsible to regulate lotteries in Belize, to resume the operation of the Government Lotteries.

The Government of Belize will now administer the lotteries through the Belize Government Lotteries Limited (BGLL), a company newly established to administer, operate, and promote the Belize Government Lotteries. The Ministry of Investment is currently ensuring that all procedures, systems, equipment, and personnel are in place to operationalize BGLL.

BGLL is seeking four Master Agents¹ for the sale of lottery tickets for the Belize Government Lottery (Boledo, Jackpot Lottery and Ordinary Lottery). One Master Agent is needed for each of the respective geographic zones (Northern Zone- Corozal District and Orange Walk District; Eastern Zone- Belize District; Western Zone- Cayo District; Southern Zone- Stann Creek District and Toledo District). Disclaimer: Applicants cannot apply to be a Master Agent for more than one zone and Master Agents cannot be their own sub-agents.

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 Regulations;
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.

Below is a list of benefits that will be generated due to the Government directly administering the Belize Government Lotteries.

¹ Master Agent- will be responsible for the distribution, and sale of (only Boledo, Sunday Lottery and Jackpot Lottery) for any one of the respective geographic zones.

1. The Government Lottery sales will be made **electronic**.
2. Anyone interested can apply to be a sub-agent².
3. A lottery expert will be hired to audit and maintain the equipment, systems, and processes.
4. There will be a reduction of illegal lottery sales.
5. Increase in revenues and decrease costs of the Government lotteries using technology.
6. Increase in funding for the National Health Insurance (NHI) and Official Charities Fund (OCF).
7. Remedy of loopholes used for tax avoidance by the lottery sector.
8. Service provided will be of international industry standards.

9. Compliance with the Lotteries Control act and relevant laws.

Who can apply: A company with personnel who have a minimum of five years' experience in management and sales can apply and submit proposals. Marketing and sales experience in lotteries will be an asset. All shareholders of the company applying shall be "fit and proper"³ persons. Any applicant who was previously a license holder must have a history of full compliance with the Lotteries Control Act and Regulations.

How to apply: The Government would like interested parties to submit applications, Technical Proposals and Financial Proposals to be Master Agents for the sale of lottery tickets for the Belize Government Lotteries. The application requirements and the application form can be downloaded from our website: <https://www.invest.gov.bz/> or requested from the Investment Policy & Compliance Unit, Office of the Prime Minister, and Ministry of Investment. All costs related to the preparation and presentation of the documents shall be borne by the applicant, therefore no claim shall be enforced against the Selection of Tenders Panel.

Applicants shall submit:

- 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, and,
- 1 USB containing the Financial Proposal.

² Sub Agent- Agents that will work under the Master Agent to sell and distribute tickets to customers. A sub-agent will not be required to have a Bond.

³ "Fit and Proper" means, at a minimum, a person who is of good character and reputation, not a bankrupt, not convicted of an offence involving fraud or dishonesty and includes any other matter as the Lotteries Committee deems appropriate.

- ❖ Payment of application fee shall be made to the Treasury Department:
 - Payment Details: Lotteries Application Fee (**BZ \$ 15,000**)
 - Cost Centre 24028
 - Item 10506
 - Program 120
 - Activity 15

- ❖ The tender procedure has two rounds. The first round will consist of the review of the technical proposal and short listing of the applicants. In the second round, the financial proposals of the short-listed applicants will be reviewed and the most suitable proposals will be selected.

- ❖ All tender applications shall be enclosed in a sealed package and hand delivered to: No. 3 Mango Street, Belmopan City, between June 20, 2023, and July 7, 2023, during business hours (9:00 a.m. to 12:00 p.m.) and (1:00 p.m. to 3:30 p.m.). For more details, please reference the Call for Applications Document on our website.

- ❖ Documents shall be delivered to:

The Chairperson
Lotteries Tender Committee
C/o Office of the Prime Minister and Ministry of Investment
No. 3 Mango Street, City of Belmopan
Cayo District
BELIZE, C.A.

Application Requirements:

1. The application forms are available at the Investment Policy & Compliance Unit, Office of the Prime Minister, and Ministry of Investment. The Technical Proposals along with the application form should be sealed and labelled individually and packaged together. The Financial Proposals should be sealed and labelled individually and packaged together. Both sealed packages for the Technical Proposals and the Financial Proposals should be labelled and then enclosed together. (If you require any clarifications kindly contact the Ministry of Investment)

2. The Technical Proposal shall have the following format:
 - Executive Summary (state respective geographic zone)

- Organogram
 - Overview
 - **Description of:**
 - i. Management structure, channels for distribution and sale of Government Lottery Tickets to Sub-Agents, organization of sub-agents, and Claim Center Location(s) (include Google map depicting exact location);
 - ii. Electronic Data Sheet of Sub-Agents (Must contain Name, Address, Location, Email, Contact Number); and;
 - iii. Formulate a strategy to monitor and report the sale of illegal lotteries in the geographic zone where it proposes to operate.
 - **Support Documents:**
 - i. Company’s Memorandum of Association;
 - ii. Company’s Articles of Association;
 - iii. Certificate of Incorporation;
 - iv. Shareholder’s Roster;
 - v. Valid Passport Bio-Data Page of ALL Shareholders, and;
 - vi. Any other information that may be required for Due Diligence.
3. The Financial Proposal shall have the following format:
- A proposal for commission that the Master Agent expects to have with GOB in percentage of ticket value (the revenue from commission earned by Master Agent must cover the commissions paid to sub-agents, and winnings paid in the respective geographic zone);
 - Pro Forma Income Statement (2 years), inclusive of projected revenues, winnings, and operational expenses (For further information contact the Lotteries Secretary Lotteriesandgamingofficer@invest.gov.bz); and;
 - Pro Forma Balance Sheet (2 years).

Game	Days	Cost	Winnings
Boledo	Monday – Friday	5 cents per ticket	\$3.50 per ticket.
Jackpot	Sunday	10 cents per ticket	\$150 per ticket bearing the first winning number. \$50 per ticket bearing the second winning number. \$20 per ticket bearing the third winning number.

			\$2 per ticket bearing the last two digits of the first winning number drawn.
Ordinary Lottery	Sunday	15 cents per ticket	\$11 per ticket.

➤ Support Documents:

i. Proof of Funding:

1. One (1) certified letter from any of Belize’s financial institutions (banks or credit unions) showing that the applicant is in good standing and has access to a minimum of \$1,000,000.00 BZ in their account(s). (Showing financial ability to pay prizes in the respective geographic zone)
 2. One (1) letter of assurance from a financial institution that a Bond of \$500,000.00 BZ can be provided to cover any winnings that are to be paid.
- If the applicant is selected to be Master Agent, the Bond must be executed before the agreement is signed.
4. Payment of the non-refundable application fee of **BZ \$15,000** shall be made 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:

- Portray the applicant’s technical and financial ability to be a Master Agent of the Government Lotteries in their respective zone.

The successful applicants will be expected to administer the distribution, sale of lottery tickets and payment of prizes for the Belize Government Lotteries for one (1) year.

For more information contact the:

Investment Policy & Compliance Unit
C/o Office of the Prime Minister and Ministry of Investment
No. 3 Mango Street, City of Belmopan
Cayo District
BELIZE, C.A.
Email: BelizeInvestment@invest.gov.bz

Deadline:

All tender applications shall be enclosed in a sealed package and hand delivered to: No. 3 Mango Street, Belmopan City, between June 20, 2023, and July 7, 2023, during business hours (9:00 a.m. to 12:00 p.m.) and (1:00 p.m. to 3:30 p.m.). For more details, please reference the Call for Applications Document on our website.

Selection Process:

The Government of Belize will establish a Selection of Tenders Panel comprising the following:

- One representative from the Ministry of Finance
- Two representatives from the Lotteries Committee
- Two representatives from the BGLL

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 FORM

APPLICATION TO BE A MASTER AGENT OF THE BELIZE GOVERNMENT LOTTERIES

PART A

GENERAL NOTES AND INFORMATION TO APPLICANTS

1. The Selection of Tenders Panel 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.
2. The applicant shall be responsible for the payment of any expenses incurred by the Selection of Tenders Panel during the course of processing the application.
3. The applicant is responsible for furnishing to the The Selection of Tenders Panel, with this application, the following support documents, namely:
4. Application Forms which are available at the Investment Policy & Compliance Unit, Office of the Prime Minister and Ministry of Investment, and which can be downloaded from our website <https://www.invest.gov.bz/>.
5. Technical Proposals in the following format:
 - Executive Summary (state respective geographic zone);
 - Organogram;
 - Overview;
 - **Description of:** Management structure, channels for distribution and sale of Government Lottery Tickets to Sub-Agents, organization of sub-agents, and Claim Center Location(s) (include Google map depicting exact location);
 - Electronic Data Sheet of Sub-Agents (Must contain Name, Address, Location, Email, Contact Number);
 - Formulate a strategy to monitor and report the sale of illegal lotteries in the geographic zone where it proposes to operate; and;
 - **Support Documents:** Company's Memorandum of Association, Articles of Association, Certificate of Incorporation, Shareholder's Roster, Valid Passport Bio-Data Page of ALL Shareholders, and any other information that may be required for Due Diligence.
6. Financial Proposals in the following format:
 - A proposal for commission that the Master Agent expects to have with GOB in percentage of ticket value (the revenue from commission earned by Master Agents must cover the commissions paid to sub-agents, and winnings paid in the respective geographic zone);

- Pro Forma Income Statement (2 years), inclusive of projected revenues, winnings, and operational expenses (For further information contact the Lotteries Secretary Lotteriesandgamingofficer@invest.gov.bz); and;
- Pro Forma Balance Sheet (2 years)

Game	Dates	Cost	Winnings
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Ordinary Lottery	Sunday	15 cents per ticket	\$11 per ticket

- Support Documents:
 - i. Proof of Funding:
 - a. One (1) certified letter from any of Belize’s financial institutions showing that the applicant is in good standing and has access to a minimum of \$1,000,000.00 BZ in their account(s); and;
 - b. One (1) letter of assurance from a financial institution that a Bond of \$500,000.00 BZ can be provided.

7. Payment of the non-refundable application fee of **BZ \$15,000** shall be made prior to the submission of an application. The Applicant should include a copy of the treasury receipt included in the sealed package.

- a. Applicants are warned that the discovery of any material falsification or omission of information required may result in the Government’s refusal to grant an agreement to be a Master Agent. Where false particulars are discovered after the agreement is signed, such agreement may be cancelled.

8. 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 an agreement.

9. 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.

10. 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.

11. When completed, all the documents related to this application should be personally delivered to the Lotteries Tender Committee C/o Office of the Prime Minister, and Ministry of Investment.

The Chairperson

Lotteries Tender Committee

Investment Policy & Compliance Unit

C/o Office of the Prime Minister and Ministry of Investment

No. 3 Mango Street, City of Belmopan

Cayo District

BELIZE, C.A.

Email: BelizeInvestment@invest.gov.bz

PART B

COMPANY APPLICANTS

12. State the full name of the company.
13. State respective geographic zone.
14. State the principal place of business of the company, and the company's registered office.
15. 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).
16. State the amount of the registered capital of the company in Belize dollars, and the amount of the paid up capital in Belize dollars.
17. 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.
18. 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.
19. 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.
20. 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.
 21. 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.
 22. Has the company ever been the subject of a winding-up petition? Answer (Yes No) If Yes, give full details.
 23. Give the names and addresses of the company's accountants and/ or auditors.
 24. Give a list of all bank accounts held by the company in the past and at present.
 25. Indicate number of years' experience in management and sales.
 26. Give specific examples of the experience in management and sales.
 27. Give specifics of experience in gaming or lotteries (if applicable).

PART C

PARTICULARS OF THE COMPANY

(This Part should be completed by all applicants)

28. Name under which the company will be known.
29. Full postal address of the company.
30. What liquid capital can be made available for the payment of winnings from the resources of the applicant?
31. If the agreement is approved, would the 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.
32. List the names and the addresses of all the persons not listed 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.
33. Give the full names and addresses of those persons who, if an agreement is granted, will exercise actual day-to-day control and/or management of the company.
34. Has the applicant any previous management experience in controlling and managing Lottery games? Answer: (Yes/No). If yes, please provide details.

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

35. 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.

36. 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.) _____