



REFERENCE: IEC/LG-07/2024

CLOSING DATE: 22 JANUARY 2025

ENQUIRIES

TECHNICAL SPECIFICATIONS: Mmemezi Dhlamini

Tel: 012 622 5700 or **eMail:** Dhlaminim@elections.org.za

ADMINISTRATIVE ENQUIRIES: Mr Vincent Qwabe

Tel: (012) 622-5576 / (012) 622-5700

TENDER IEC/LG-07/2024

SERVICE DESCRIPTION: COURIER SERVICES

Kindly furnish the Electoral Commission with a bid for courier services as per this tender document.

The conditions contained in the Electoral Commission's supply chain management (SCM) policy documents, preferential procurement policy documents and all other conditions stated in this tender, will apply to your submission.

This tender, as formulated, contains the relevant Electoral Commission's bid documents/forms that must be completed.

A tender briefing session will be held at 14:00 on 29 November 2024 at the Electoral Commission's office situated at:

Election House

Riverside Office Park

1303 Heuwel Avenue

CENTURION

Kindly submit your bid by completing the relevant forms and deposit the bid in the tender box at the Electoral Commission's address before the closing date and time as specified on page two (2).

The Electoral Commission takes no responsibility for any late bids, whatever the reason may be.

Yours sincerely

SUPPLY CHAIN MANAGEMENT

Electoral Commission

Ensuring Free and Fair Elections

Commissioners: Mr MS Moepya (Chairperson) | Ms JY Love (Vice-Chairperson) | Mr VG Mashinini | Dr NP Masuku | Judge D Pillay
National Office: Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0157 | P/Bag X112, Centurion, 0046
Tel (+27) 12 622 5700 | info@elections.org.za | www.elections.org.za

TENDER NUMBER: IEC/LG-07/2024
SERVICE DESCRIPTION: COURIER SERVICES
CLOSING TIME: 11:00

CLOSING DATE: 22 JANUARY 2025

YOU ARE HEREBY INVITED TO SUBMIT A BID TO THE ELECTORAL COMMISSION OF THE REPUBLIC OF SOUTH AFRICA.

THIS TENDER DOCUMENT MUST BE COMPLETED AND ALL APPLICABLE PAGES RETURNED AS PART OF YOUR BID SUBMISSION - DO NOT RETYPE OR SUBSTITUTE THE PAGES OF THE TENDER DOCUMENT IN ANY OTHER FORM.

ALL TENDER FORMS (**PAGE 2 THROUGH TO PAGE 63**) MUST BE COMPLETED AND SIGNED IN ORIGINAL INK. THE BIDDER IS HOWEVER NOT REQUIRED TO FILL IN THE TENDER EVALUATION CRITERIA. FORMS WITH PHOTOCOPIED SIGNATURES/ INITIALS OR ANY OTHER SUCH REPRODUCTION OF DETAIL WILL BE REJECTED, RESULTING IN THE TENDER BEING DISQUALIFIED.

SUBMIT YOUR BID IN A SEPARATE SEALED ENVELOPE OR SUITABLE CONTAINER IF NECESSARY AND WRITE YOUR COMPANY NAME AS WELL AS THIS TENDER REFERENCE NUMBER (**IEC/LG-07/2024**) ON THE ENVELOPE/ CONTAINER.

TENDERERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS AND PLACED IN THE TENDER BOX. BID SUBMISSIONS MUST ONLY BE DEPOSITED IN THE TENDER BOX(ES) WHICH ARE IDENTIFIED AS TENDER BOX(ES) OF THE ELECTORAL COMMISSION.

TENDER SUBMISSIONS MUST BE SUBMITTED BY NO LATER THAN THE CLOSING DATE AND TIME IN THE TENDER BOX SITUATED AT:

Election House

Riverside Office Park

1303 Heuwel Avenue

CENTURION

THE TENDER BOX WILL BE OPEN DURING OFFICE HOURS.

BIDS SUBMITTED IN THE INCORRECT TENDER BOX(ES) OF THE ELECTORAL COMMISSION, AND NOT IN THE BOX STIPULATED ABOVE WILL NOT BE CONSIDERED.

BIDS, AS A WHOLE OR IN PART, RECEIVED AFTER THE CLOSING DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED FOR CONSIDERATION. LATE BIDS ARE RECORDED BUT SET ASIDE.

ONLY BIDS SUBMITTED IN THE CORRECT TENDER BOX(ES) AS SPECIFIED IN THE TENDER DOCUMENT OF THE ELECTORAL COMMISSION SHALL BE ACCEPTED. BIDS SUBMITTED IN THE ADDRESS NOT SPECIFIED IN THE TENDER DOCUMENT, BY TELEGRAM, FACSIMILE, POST OR BY ELECTRONIC MEANS SUCH AS eMAIL WILL NOT BE ACCEPTED FOR CONSIDERATION.

THE ELECTORAL COMMISSION WILL PUBLISH THE AWARD OF THIS TENDER IN ACCORDNACE WITH STATUTORY REQUIREMENTS AS REQUIRED. TENDERERS SHOULD NOTE THE AWARD OF THE TENDER AS PUBLISHED. NO GENERAL NOTICES TO UNSUCCESSFUL BIDDERS WILL BE ISSUED.

THE ELECTORAL COMMISSION GENERALLY DOES NOT ISSUE LETTERS OF APPOINTMENT. SUCCESSFUL BIDDERS WILL BE REQUIRED TO SIGN A SERVICE LEVEL AGREEMENT, AND/ OR WILL BE ISSUED WITH AN OFFICIAL PURCHASE ORDER AS MAY BE APPLICABLE WHICH REPRESENTS THE 'CONTRACT' BETWEEN THE TWO PARTIES CONCERNED.

CONTENTS OF THIS PAGE NOTED:

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BACKGROUND

The Electoral Commission is a permanent body established in terms of Chapter 9 of the Constitution of the Republic of South Africa and the Electoral Commission Act 51 of 1996. It is responsible for managing and administering all elections and promoting and safeguarding democracy in South Africa. Although publicly funded and accountable to Parliament, the Electoral Commission is independent of government.

In terms of Section 190 of the Constitution of the Republic of South Africa (Act 108 of 1996), the Electoral Commission must -

- Manage elections of national, provincial and municipal legislative bodies;
- Ensure that those elections are free and fair;
- Declare the results of those elections; and
- Compile and maintain a voters' roll.

Duties of the Electoral Commission as stated in Section 5 of the Electoral Commission Act require that the Electoral Commission:

- Compile and maintain a register of parties;
- Undertake and promote research into electoral matters;
- Develop and promote the development of electoral expertise and technology in all spheres of government;
- Continuously review electoral laws and proposed electoral laws, and make recommendations;
- Promote voter education;
- Declare the results of elections for national, provincial and municipal legislative bodies within seven (7) days of those elections; and
- Appoint appropriate resources in any sphere of government to conduct elections when necessary.

The Electoral Commission currently operates in approximately 270 municipal electoral offices, nine (9) provincial offices and ten (10) warehouses at national and provincial level.

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GENERAL TENDER CONDITIONS

1. These conditions form part of the tender and failure to comply with these may invalidate a bid.
2. The following definitions shall apply:
 - (a) “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
 - (b) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;
 - (c) “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
 - (d) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations and advertised competitive bidding processes;
 - (e) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); together with the Broad-Based Black Economic Empowerment Amendment Act, 2013 (Act No. 46 of 2013)
 - (f) “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
 - (g) “consortium or joint venture” 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;
 - (h) “contract” means the agreement (including a service level agreement) that results from the acceptance of a bid by the Electoral Commission;
 - (i) “EME” means any exempted micro enterprise with an annual total revenue that is less than the prescribed threshold value;
 - (j) “firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
 - (k) “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
 - (l) “non-firm prices” means all prices other than “firm” prices;
 - (m) “person” includes a juristic person;
 - (n) “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable duties and taxes;
 - (o) “service provider” means any individual or entity that is contracted by the Electoral Commission to render goods or services.
 - (p) “specific goal” means specific goals as contemplated in section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000

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- (q) “state” means any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act (the PFMA), 1999 (Act No. 1 of 1999), any municipality or municipal entity, provincial legislature, National Assembly or the National Council of provinces; or Parliament;
- (r) “sub-contract” means the primary bidder/contractor’s assigning, leasing, making out work to, or employing, another person to support such primary bidder/contractor in the execution of part of a project in terms of the SLA/contract.

In the event that the primary contractor/bidder is purchasing or renting goods from another entity for the purposes of rendering the services required in respect of this tender the latter shall be deemed not to be a ‘sub-contractor’; and

- (s) “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007; and
 - (t) “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
3. The tender forms are drafted to ensure that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire/s (where applicable) or in a separate annexure/s.
 4. The tender forms shall not be retyped or redrafted but photocopies may be prepared and used. All photocopied pages must, however, be completed and signed/initialled in original ink as stipulated.
 5. Additional offers may be made for any item in response to this tender but only on a photocopy of the applicable page/s. Additional offers made in any other manner may be disregarded.
 6. Tenders will not be qualified by the tenderer’s own conditions of tender. Failure to comply with this requirement shall invalidate the bid.
 7. Failure on the part of the tenderer to *sign/initial all applicable pages* of this tender form and thus to acknowledge and accept the conditions in writing shall invalidate the bid submission.
 8. Failure on the part of the tenderer to complete the attached forms, questionnaires and specifications document in all respects may invalidate the bid submission. Failure to complete mandatory forms/schedules shall invalidate the bid submission.
 9. All changes/ alterations in the tender document should be signed/initialled. Failure on the part of the tenderer to sign/initial any alterations and/or corrections made to information provided in this tender form may invalidate the tender submission.
 10. No correction fluid/tape or similar products will be allowed and the use thereof on any page of the tender document may invalidate your bid submission.
 11. Any changes/ alterations to pricing that are not signed/ initialled are considered material, and shall invalidate the bid submission. Correction fluid/tape or similar products will not be allowed to amend prices and the use thereof shall invalidate the bid submission.
 12. Comprehensive completion of the pricing schedules in this bid document is compulsory. Where pricing is not charged, same should be denoted as not applicable (N/A). Failure to complete all the required pricing schedules in detail required shall lead to the disqualification of a bid.
 13. Information/detail provided on completed tender forms must be legible and ink must be used. Tender forms completed and signed mechanically, e.g. by means of a typewriter/computer or a signature/initial by means of a stamp are deemed to have been completed in original ink. Pencil must not be used as it shall lead to the disqualification of the bid submission.

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14. Tenderers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated. Incomplete bid submissions (i.e. with missing pages) shall be disqualified.
15. Tender prices must be all inclusive, including VAT in respect of all vendors registered for VAT purposes. Non-VAT registered bidder shall not charge nor be eligible for the payment of VAT.
16. Tender prices for supplies in respect of which installation/ erection/ assembly is a requirement, shall include ALL costs inclusive of VAT on a basis of delivered on site as specified.
17. The Electoral Commission shall only accept bids at prices that are market related. In the event that a bid is deemed to not be market related the Electoral Commission reserves the right to negotiate prices in accordance with the provisions of the SCM policy in order to achieve a market related price or cancel the tender altogether.
18. National Treasury has placed an obligation on all bidders that intend doing business with government to register on its Central Supplier Database (CSD). The Electoral Commission will not contract any tenderer that is not registered on the CSD.
19. It is an absolute requirement that the tax affairs of the successful tenderer must be in order.
20. An entity's tax compliance status is indicated on the Central Supplier Database (CSD). The Electoral Commission will only contract tenderers whose tax status is compliant. This means that if a tenderer has a non-compliant tax status before the award is completed the bid will be disqualified if that tenderer's tax affairs remains non-compliant as per the provisions of National Treasury Instruction 9 of 2017/2018. It remains the bidder's responsibility to ensure that their taxes are in order, remain in order and that this is reflected on the CSD. The bidder must also ensure that all sub-contractors (if applicable) are tax compliant.
21. Bids must be submitted based on firm tender prices and delivery periods, unless otherwise stated in the bid specifications. Consequently, tenderers must clearly state whether prices and delivery periods will remain firm for the duration of the SLA/contract or not.
22. When the SLA/contract is awarded on the basis of firm prices, contract prices may be adjusted during the contract period only if:
 - (a) customs or excise duty or any other duty, levy or tax (excluding any anti-dumping and countervailing duties or similar duties), is introduced in terms of any Act or regulation; or
 - (b) any such duty, levy or tax is legally changed or abolished; and
 - (c) the onus of proof of the effect of such events is placed upon the tenderer.
23. If non-firm prices are provided for in the bid specifications, the following rules shall apply:
 - (a) In respect of any factors which demonstrably have an influence on the production cost of the supplies or the cost of rendering the services which have been tendered on the basis of non-firm prices, price adjustments which become effective during the contract period may be allowed with effect from the date of the change in cost and founded on the actual direct change in the cost as used in the calculation of the tender price, in addition to those provided for.
 - (b) Where the tenderer is the manufacturer of the supplies or the provider of the service, or where he/she/they is the accredited agent of the manufacturer or the provider, evidence in support of the price adjustments claimed shall be produced on demand.
 - (c) As an alternative, the bidder may specify a formula in the bid submission for the purpose of adjusting prices in accordance with published indices.
 - (d) Where the tenderer is not the provider of the service, or where he/she/they is not the accredited agent of the provider, any price adjustment shall be based on the increase or reduction to the tenderer in the net cost of the supplies on which the tender price was based.

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When any such increase or reduction in costs occurs, the tenderer shall submit copies of the quotation or price list with reference to which the tender price as calculated, as well as the revised quotation or price list on which the claim is based.

24. Where prices are subject to exchange rate fluctuations, tenderers must take that factor into account when bidding and, where necessary, should ensure that they have taken the necessary forward cover to provide for possible price increases. When applicable, specific detail to this effect should be included in the bid submission.
25. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
26. Unconditional discounts offered by any tenderer as part of their bid submission may be considered by the Electoral Commission at its sole discretion in the bid adjudication process. Any other discounts offered by any tenderer will be taken into consideration for payment purposes.
27. The bid specifications form an integral part of the tender document and tenderers shall indicate in the space/s provided whether the specific goods and/or services offered are according to specification or not.
28. In cases where the goods and/or services offered are not according to specification, the deviations from the specifications must be indicated. Specifications may not, however, be changed on the tender forms provided as that shall invalidate a bid submission.
29. Unless specifically provided for in the tender document, no bids transmitted by facsimile or email will be considered.
30. Tenderers are requested to promote local content as far as possible.
31. A service level agreement (SLA/contract) shall be entered into with the successful tenderer.
32. Unless otherwise stipulated, all tools/equipment needed must be supplied by the successful tenderer.
33. Any tenderer found to be influencing the tender adjudication process shall be automatically disqualified and not accepted for consideration.
34. In accordance with the Electoral Commission's policy, the Electoral Commission reserves the right to procure goods/services outside of the SLA/contract if, *inter alia*, an emergency arises; the service provider's point of supply is not situated at or near the place where services are required or, if the service provider's services are not readily available.
35. The Electoral Commission reserves the right to negotiate the extension of the SLA/contract at its sole discretion with due regard to any statutory provisions imposed by National Treasury at the time of considering such extension.
36. The Electoral Commission may, at its sole discretion, resolve to procure lesser or additional goods/services as provided through the tender should the need arise. Any such change in the scope of services shall be negotiated with the successful tenderer if and when relevant with due regard to any statutory provisions imposed by National Treasury at the time of considering such.
37. Bid submissions received by the Electoral Commission and bid evaluation, assessment and adjudication reports that may contain sensitive information relating to any specific bids are not available for perusal by the public.
38. All information supplied by the Electoral Commission will be in the strictest confidence and will remain the proprietary information of the Electoral Commission. No tenderer will be permitted to disclose any such information to any third party without the prior express consent and/or written authority and/or consent of the Electoral Commission.
39. Should the tenderer fail to comply with any of the conditions of the SLA/contract, the Electoral Commission shall be entitled, without prejudice to any of its other rights, to:

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- (a) arrange for the alternative execution of the service/s not rendered or not in conformity with the specifications of the SLA/contract; and
 - (b) recover all costs, losses or damages it has incurred or suffered as a result of the tenderer's conduct; or
 - (c) cancel the SLA/contract and claim any damages which it has suffered as a result of having to make less favourable arrangement due to such cancellation.
40. All acquisitions for goods and/or services made by the Electoral Commission are subject to the following conditions:
- (a) No variations from the terms and conditions herein contained, and no contrary stipulation by the tenderer shall be valid and binding unless confirmed by the Electoral Commission in writing.
 - (b) The Electoral Commission reserves the right to cancel any order if delivery is not made in due time and the tenderer will not be entitled to any cancellation fees.
 - (c) Part deliveries will only be accepted on prior arrangement with the Electoral Commission.
 - (d) If delivery is not met as per agreement, the Electoral Commission reserves the right to cancel the outstanding delivery, and recover all costs, losses or damages it has incurred or suffered as a result of the tenderer's conduct.
 - (e) No price adjustments shall be accepted unless stipulated in the tender document received and agreed to by the Electoral Commission. The tenderer will be obliged to sell at tendered prices.
 - (f) The award of the tender may be subjected to the negotiation of a market-related price with a bidder in accordance with the provisions of the SCM policy.
 - (g) The Electoral Commission shall not be responsible for any risk in relation to the goods before delivery.
 - (h) The Electoral Commission shall not be obliged to pay for any goods with any deviation from the agreed specification and quality.
 - (i) The Electoral Commission shall be entitled to return any goods with defects or deviations from the agreed specification without consent from the tenderer.
 - (j) The service provider shall submit a valid tax invoice where the service provider is VAT registered, or a valid invoice if the service provider is not VAT registered, conforming to tax law requirements, to the Electoral Commission. The invoice amount shall correspond with the order amount and shall be VAT inclusive, where applicable.
 - (k) Details provided on invoices issued to the Electoral Commission must correspond to the details of the service provider as registered on the Central Supplier Database (CSD). It remains the service provider's responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to the bidder.
 - (l) Payment shall be effected within 30 days of receipt of a valid invoice/s together with a statement of the Electoral Commission's account, unless a dispute arises in respect of such invoice/s. Every effort shall be made to take advantage of special discounts.
 - (m) To avoid unnecessary delays in payment, it remains the tenderer's responsibility to ensure that banking details are correct and validated on the Central Supplier Database (CSD). The Electoral Commission will not be liable for interest accrued on overdue accounts where the tenderer has not resolved their incorrect banking details on the CSD.
41. No damages shall be claimable by the Electoral Commission in respect of any reasonable period of delay which the tenderer can prove to the satisfaction of the Electoral Commission to be directly due to unforeseen events and/or any *force majeure*.

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42. If the execution of any SLA/contract entered into is likely to be delayed or is in fact being delayed on account of any reason, full particulars of the circumstances shall be immediately reported in writing to the contact person stated in the service level agreement (SLA/contract), and at the same time the service provider shall indicate the extension of the delivery/completion period which will then be required.
43. If information required in respect of any item in the tender document cannot be adequately inserted in the space provided, additional information may be provided on a separate sheet of paper with a clear and accurate reference to the item and page of the tender document.
44. Tenderers may, at the discretion of the Electoral Commission, be requested to submit samples or prototypes, make presentations and/or written submissions in order for the Electoral Commission to assess compliance with tender conditions and specifications.
45. Scoring in respect of this tender will be based on the provisions of the Preferential Procurement Policy Framework Act, 2000 (PPPFA) and Preferential Procurement Regulations, 2022. Only valid B-BBEE status level certificates, CIPC B-BBEE certificates or B-BBEE affidavits are acceptable, and these will be subject to verification and validation.
46. The following preference point systems are applicable to bids of the Electoral Commission:
- the 80/20 system for goods and/or services with a Rand value equal to or below R50,000,000 (all applicable taxes included);
 - the 90/10 system for goods and/or services with a Rand value above R50,000,000 (all applicable taxes included); and
 - if it is unclear which preference point system will be applicable, then either the 80/20 or the 90/10 preference point system will apply and the lowest acceptable bid will be used to determine the applicable preference point system.
47. **The value of this tender is estimated to not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 scoring system shall be applicable.**
48. Preference points for this bid shall be awarded for:
- Price (80 or 90 as applicable); and
 - Specific goal(s) (a maximum of 20 or 10 as applicable).
49. A maximum of 80 or 90 points is allocated for price on the following basis:
- $$80/20 \text{ or } 90/10 \quad P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$
- Where
- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid
50. In terms of Regulation 3(b) of the Preferential Procurement Regulations, 2022 preference points must be awarded to a tenderer for specific goal(s) in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points 80/20	Number of Points 90/10
1	20	10
2	18	9
3	14	6
4	12	5

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5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

51. Tenderers who qualify as exempted micro enterprises (EMEs) in terms of the B-BBEE Act and its codes must submit a CIPC B-BBEE certificate or B-BBEE sworn affidavit (with the exception of sector codes).
 - (a) For EMEs falling under a sector charter, the tenderer must submit a B-BBEE document in compliance with the applicable sector code.
52. Tenderers who qualify as qualifying small enterprises (QSEs) in terms of the B-BBEE Act and its codes must submit a B-BBEE sworn affidavit or B-BBEE status level certificate as applicable.
 - (a) QSEs with at least 51% black ownership must submit a B-BBEE QSE sworn affidavit.
 - (b) QSEs with 50% or less black ownership must submit their valid B-BBEE status level certificate, issued by a Verification Agency accredited by South African Accreditation System (SANAS) substantiating their B-BBEE claims. A black-owned QSE may be measured in terms of the QSE scorecard should it so choose and therefore may also provide a valid B-BBEE status level certificate issued by a Verification Agency accredited by SANAS substantiating their B-BBEE claims.
53. Tenderers other than EMEs or QSEs must submit their valid B-BBEE status level certificate issued by a Verification Agency accredited by South African Accreditation System (SANAS), substantiating their B-BBEE claim.
54. Failure on the part of a tenderer to submit a sworn affidavit, or a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) together with the bid, will be interpreted to mean that preference points for specific goals are not claimed.
55. In order to validate the credibility of the information recorded on the B-BBEE verification certificate, sworn affidavit or CIPC B-BBEE certificate the Electoral Commission requires all applicable supporting documents.
56. An incorporated joint venture will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
57. A trust, consortium or unincorporated joint venture will qualify for points for its B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE status level certificate as if it were a group structure and that such a consolidated B-BBEE status level certificate is prepared for every separate bid.
58. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
59. Start-ups that are EMEs but wish to tender for contracts of R10 million in value or above, must be verified using the QSE scorecard. For tenders of R50 million in value or above start-ups must be verified using the generic scorecard.
60. A person will not be awarded points specific goals if it is indicated in the bid document that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for.
61. A person awarded a SLA/contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

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62. The Electoral Commission reserves the right to require of a tenderer, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points, in any manner required by the Electoral Commission. In the event that no response is received from the issuer of the certificate after 48 hours or the tenderer, no specific goal points will be allocated in the final scoring.
63. A tenderer who's bid is acceptable will be awarded a contract based on lowest acceptable bid, which is market related, subject to section 2(1)(f) of the PPPFA, in addition to complying with all the other requirements, such as, meeting the technical specifications and satisfying the Electoral Commission's due diligence audit requirements which entails confirmation of the bidder's capacity, capability and ability to render the goods/services in accordance with the tender conditions/specifications.
64. Points scored will be rounded off to the nearest 2 decimal places.
65. In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of points for specific goals.
66. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
67. Any legal person may make an offer or offers in terms of this invitation to bid.
68. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the tenderer or his/ her authorised representative declare his/ her position in relation to the evaluating/ adjudicating authority, where:
 - (a) the tenderer is employed by the state; and/or
 - (b) the legal person on whose behalf the bidding document is signed, has a relationship with persons/ a person who are/ is involved in the evaluation and/ or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/ or adjudication of the bid.
69. The Public Service Administration Management Act 11 of 2014 prohibits public servants from conducting business with the state or being a director of a public or private company that conducts business with the state. This Act will take effect on a date still to be determined by the President. Should your bid be submitted on a date after such determination by the President, you may be disqualified in terms of this Act.
70. The Electoral Commission may cancel the tender for reasons that may include *inter alia*:
 - (a) Changed circumstances – There is no longer a need for the goods/services.
 - (b) Funds are no longer available to cover the total envisaged expenditure.
 - (c) No acceptable bid is received.
 - (d) There is a material irregularity in the tender process.
 - (e) If the price offered by a tenderer scoring the highest points is not market-related.
71. This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract.
72. The Electoral Commission reserves the right not to award the tender to a bidder that has affiliations with any registered political party/parties, candidate(s) or contestant(s)".

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BID SUBMISSION

This standard bidding document must be completed by the tenderer and forms part of all bids.

In the case of a consortium or joint venture, every member of the consortium or joint venture must complete the questionnaire.

In the case of subcontractors, where more than 25% of the work will be done by such subcontractor/s each subcontractor must complete the mandatory tender forms (pages 14 to 23).

Separate forms must be used in each case.

Failure to complete and sign/initial all pages of this document in original ink shall invalidate your bid.

Where space provided is insufficient, annexes must be submitted with the relevant information.

False documents and/or the omission of information may invalidate your bid.

The form serves as a declaration to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

Any bid may be disregarded if the tenderer or any of its directors or shareholders has:

- abused the Electoral Commission's supply chain management system;
- committed fraud or any other improper conduct in relation to such system; or
- failed to perform on any previous contract.

Prospective tenderers must register on the National Treasury Central Supplier Database (CSD) prior to submitting their bids. Failure to register on the CSD shall invalidate your tender.

A tenderers tax affairs must be in order to be considered in the adjudication of this tender. A tenderer's tax compliance status is reflected on the national treasury central supplier database (CSD).

A tenderer's tax compliance status shall apply as it was at the time of the award of the tender. The tender shall only be awarded to a tenderer that is tax compliant. The electoral commission verifies tax status against the CSD. Any bid with a non-compliant tax status shall be rejected at the time of the award of the tender. Tax non-compliant tenderers are, therefore, encouraged to continuously monitor their tax compliance status on the CSD and must ensure that their status reflects as tax compliant. tenderers must resolve any pending tax issues with SARS timeously as it takes time for status changes to be effected from the SARS Tax Compliance System (TCS) to the CSD.

Although not all the information requested hereunder might be relevant to the specific requirements of this tender, you are requested to complete the document with as much relevant detail as possible.

The information may be used during the bid evaluation process of the tender.

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TENDER QUESTIONNAIRE

Important note: Where more space is required for additional information please use photocopies of the applicable page/s. However, all pages **must** be completed and signed in original ink.

1. Name of business entity (tenderer):
2. Company CIPC registration number (if applicable):.....
3. Central Supplier Database (CSD) registration number:

M	A	A	A						
---	---	---	---	--	--	--	--	--	--

Your unique registration number as provided above will be used to capture your company details as a vendor to the Electoral Commission. The Electoral Commission will draw your registration detail and tax compliant status from the National Treasury Central Supplier Database (CSD) and any changes (including banking details) you effect to your registration on the CSD will automatically update your registration as a vendor to the Electoral Commission. Detail provided on invoices issued to the Electoral Commission must correspond to the detail of your company as registered on the CSD. It remains your responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to you.

4. Contact person (person representing tenderer):
5. Contact number:
6. Cellphone number:
7. eMail address:
8. Physical address of tenderer:

.....Postal Code:

9. Type of Company/Enterprise [TICK APPLICABLE BOX]

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

10. Describe Principal Business Activities

.....

11. Company Classification [TICK APPLICABLE BOX]

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional
- ☐ Other, e.g. transporter, *et cetera*. _____

12. Total number of years the company/firm has been in business:.....

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13. The names of directors/ members of companies are drawn from the Central Supplier Database (CSD). Please provide the detail of any directors/ trustees/ shareholders/ members/ partners or any person having a controlling interest and their individual identity numbers that do not appear on your CSD registration in the table below.

Full Name	Identity Number	Designation

14. Enterprise size Classification (Tick one applicable to your company):

EME	
QSE	
Generic	

15. Please stipulate the B-BBEE status level of contribution as it appears on the certificate/affidavit for your entity
16. Is the entity an exempted micro enterprise (EME) for the purposes of the Preferential Procurement Regulations, 2022?
17. Has a B-BBEE status level verification certificate/affidavit been submitted?

YES		NO	
YES		NO	

18. If yes, who issued the certificate?

A verification agency accredited by the South African National Accreditation System (SANAS)	
Commissioner of Oaths in the case of an applicable sworn affidavit	
CIPC	

All tenderers must submit sworn affidavits or status level certificates together with their bid documentation in support of and confirming the B-BBEE status level indicated above. Failure to submit the affidavit or certificate will result in a tenderer being deemed as a non-compliant contributor and a status level of zero (0) will be allocated.

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19. Compulsory supporting documents for B-BBEE claims

OWNERSHIP	DOCUMENTS REQUIRED
Black ownership Black female ownership	B-BBEE Status level certificate/ CIPC B-BBEE certificate/ B-BBEE sworn affidavit Proof ownership (share certificates for companies/ CK1 or CK2 for CCs) IDs for all owners
Black people with disabilities	Completed form EEA1 Doctor's letter confirming disability
Financial year end and Ex Officio confirmation	Disclosure certificate not older than 3 months

All tenderers must submit sufficient supporting documents together with their bid documentation in support of and confirming the specific goals claimed above. Failure to submit the documents will result in a tenderer being deemed as non-compliant and zero points (0) will be allocated for specific goals. If the tenderer is owned by juristic persons, proof of ownership must be submitted for all entities until all natural persons are accounted for.

20. Questionnaire to foreign bidders:

Are you the accredited representative in South Africa for the goods/ services/ works offered? [If YES, enclose proof]

Are you a foreign based supplier for the goods/ services/ works offered? [If YES, answer the questionnaire below]

Is the entity a resident of the republic of South Africa (RSA)?

Does the entity have a branch in the RSA?

Does the entity have a permanent establishment in the RSA?

Does the entity have any source of income in the RSA?

Is the entity liable in the RSA for any form of taxation?

YES		NO	
YES		NO	
YES		NO	
YES		NO	
YES		NO	
YES		NO	
YES		NO	

If the answer is "NO" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register via e-Filing through the SARS website www.sars.gov.za.

21. Legal status of tenderer (tick one box)

Principal tenderer		
Subcontractor	% of work will be subcontracted*
Consortium		
Joint venture (JV)		
Other, specify		

In the case of subcontractors, where more than 25% of the work will be done by such

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subcontractor/s, each subcontractor must complete the tender questionnaire as well as the bidder's disclosure (SBD4).

Separate forms must be used in each case.

The tax affairs of subcontractors must also be in order on the Central Supplier Database (CSD).

In bids where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate TCS certificate/ PIN/ CSD number.

22. Employment Equity Act (EEA) (Chapter VI – General Provisions: State Contracts)

23. In terms of Section 53(1) of the EEA every employer that makes an offer to conclude an agreement with any organ of state for the furnishing of suppliers or services to that organ of state or for the hiring or letting of anything:

23.1 must-

- (i) if it is a designated employer, comply with Chapters II and III of this Act; or
- (ii) if it is not a designated employer, comply with Chapter II of this Act; and

23.2 attach to that offer either-

- (i) a certificate in terms of subsection (2) which is conclusive evidence that the employer complies with the relevant Chapters of this Act; or
- (ii) a declaration by the employer that it complies with the relevant Chapters of this Act, which, when verified by the Director-General, is conclusive evidence of compliance.

24. In terms of Section 53(2) of the EEA an employer referred to in subsection (1) may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.
25. In terms of Section 53(3) a certificate issued in terms of subsection (2) is valid for 12 months from the date of issue or until the next date on which the employer is obliged to submit a report in terms of section 21, whichever period is the longer.
26. In terms of Section 53(4) a failure to comply with the relevant provisions of this Act is sufficient ground for rejection of any offer to conclude an agreement referred to in subsection (1) or for cancellation of the agreement*.

* Statutory regulations may require that supplies and services shall not be procured for and on behalf of the State, unless an employer has attached to its offer a certificate in terms of Section 53(l)(b)(i) or a declaration in terms of Section 53(l)(b)(ii) of the Employment Equity Act.

27.	Is your company a designated employer in terms of the Employment Equity Act (EEA)? (Act 55 of 1998)	YES		NO	
28.	Does your company comply with Chapter III of the Employment Equity Act? (Act 55 of 1998)	YES		NO	EXEMPT

29. In respect of the EEA requirements above, please attach either:

- 29.1 A certificate in terms of Section 53(2) of the EEA which is conclusive evidence that the employer complies with the relevant Chapters of the EEA; or

An employer may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.

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29.2 A declaration by the employer that it complies with the relevant Chapters of the EEA, which, when verified by the Director-General, is conclusive evidence of compliance.

30. Important: The EEA requirements stipulated in paragraphs 21.2, 27.1 and 27.2 will come into effect once the President has approved the Employment Equity Amendment Bill (B14 – 2022).
31. Tenderers must monitor developments around the EEA in order to be informed of any changes in the statutory requirements.
32. In the event of subcontractors being used to render the services required in terms of this tender, the principal tenderer must complete the schedule below in order to clearly indicate which entities will be subcontracted as well as the percentage of work to be subcontracted to each of these entities in relation to the total value of the contract.

Name of Company to be Subcontracted	% Value of Total Contract Allocated to Subcontractor
Total % of Work to be Sub-contracted* %

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

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FINANCIAL INFORMATION

33. What is the company's annual average turnover during the previous three financial years or such lesser period during which the business has been operating?

Financial Year (e.g. 2021, 2022, 2023)	Annual Turnover	Gross Asset Value	Net Asset Value
	R	R	R
	R	R	R
	R	R	R
	R	R	R

34. Please provide the following figures in respect of the most recent audited financial statements:

Figures are provided for the audited financial statement of (State Year)

- o Total current assets R.....
- o Inventory R.....
- o Prepaid expenses R.....
- o Current liabilities R.....

35. Is your company listed on the Stock Exchange?

YES		NO	
-----	--	----	--

36. Are the prices quoted firm for the full period of the contract?

YES		NO	
-----	--	----	--

If the tender prices are not firm for the full period, provide details against the appropriate category(s) below:

Non-firm prices, i.e. prices linked to statutory adjustments and other proven adjustments.

YES		NO	
-----	--	----	--

Explanation:

Prices linked to fixed period adjustments.

YES		NO	
-----	--	----	--

Prices linked to escalation formula adjustments.

YES		NO	
-----	--	----	--

Explanation: Note that for the purpose of price comparisons, the actual price inclusive of VAT that the Electoral Commission will have to pay over the contract period will be used, unless otherwise stipulated in the detailed specifications

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DELIVERABLES AND GUARANTEES

37. Is the delivery period stated in the tender firm?

YES		NO	
-----	--	----	--

38. Do you confirm that the required goods/services are guaranteed in terms of any specific guarantees that may be required in the bid specification?

YES		NO	
-----	--	----	--

39. Are you the accredited representative in the Republic of South Africa of the manufacturer of the equipment offered by you?

YES		NO	
-----	--	----	--

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BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's Declaration

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

- 2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest¹ in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

- 2.2.1. If so, furnish particulars:

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.

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

2.3.1 If so, furnish particulars:
.....

3. DECLARATION

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

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in

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.

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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 2021/2022 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

.....
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POPIA CONSENT AND POLITICAL PARTY AFFILIATION DECLARATION

1. CONSENT TO PROCESS INFORMATION ACCORDING TO THE PROTECTION OF PERSONAL INFORMATION ACT (POPI ACT) - POPIA

- 1.1. By participating in tenders of the Electoral Commission a bidder gives consent and accepts that the information they provide will be used for purposes of evaluation and adjudication of bids. This includes use of the data provided by a bidder to perform due diligence checks involving the collection of personal data from third parties (e.g. clients of the bidder(s), SARS, CIPS) to validate claims and to gather important information for the purpose of evaluation and adjudication of this bid. This may include the collection of publicly available data.
- 1.2. By participating in the bid the bidder gives consent and accepts that the Electoral Commission may use personal data to investigate potential risk such as fronting, criminal conduct, unethical conduct for the protection of its rights and for the purpose of evaluation and adjudication of this bid. The Electoral Commission may also share personal data with relevant authorities for investigation of criminal conduct and for other lawful purpose.
- 1.3. The bidder accepts that the Electoral Commission may share their personal data with third parties to support its internal and external audit processes.
- 1.4. The bidder acknowledges that their personal data will be kept confidential and will be used for the purpose intended for a bid and will not be shared with third parties for unrelated or unlawful purposes. In addition, the information will be handled in line with record retention guidelines and be disposed of when the timelines in the guidelines have been reached. Any request for deletion of personal information will be acceded to in line with legislative requirements. Should such deletion impact on the evaluation, adjudication, awarding and contract phases a bidder will be informed and such impact effected.

2. POLITICAL PARTY AFFILIATION DECLARATION

The Electoral Commission reserves the right not to award the tender to a bidder that has affiliations with any registered political party/parties, candidate(s) or contestant(s)".

- 2.1 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have an affiliation with any registered political party/parties, candidate or contestant?

Delete whichever is not applicable

YES	NO
-----	----

- 2.1.1. If so, furnish particulars:

.....

I certify, that:

I have read and I understand the contents of this consent to the provisions set out in respect of the Protection of Personal Information Act (POPIA) and Political Party Affiliation.

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- 2.2 I certify that the information furnished in this bid submission, which includes the information stated in respect of the applicable forms, is true and correct. I accept that the Electoral Commission may reject the bid or act against me should this declaration be found not to be true and complete in every respect.
- 2.3 Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
- 2.4 I hereby bid to render all or any of the services described in the attached documents to the Electoral Commission on the terms and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices including VAT and on the terms regarding time for delivery and/or execution inserted therein.

I agree that:

- a) the offer herein shall remain binding upon me/us and open for acceptance by the Electoral Commission during the validity period indicated and calculated from the closing time of the tender;
 - b) this tender and its acceptance shall be subject to the terms and conditions contained in the general tender conditions of the Electoral Commission with which I am/we are fully acquainted;
 - c) I/we agree that my/our bid shall be valid for a period of 180 days; and
 - d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid.
- 2.5 I furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract/service level agreement and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 2.6 I hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
- 2.7 I agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgement which may be pronounced against me/us by a court of law as a result of such action.
- 2.8 Confirmation is granted that SARS may, on an ongoing basis during the contract term, disclose my/our (including that of subcontractors, partners and undisclosed principals) tax compliance status to the Electoral Commission for purposes of verifying my/our tax compliance status with SARS.
- 2.9 Notice has been taken of the tender document including all the relevant forms and the General Tender Conditions contained in this tender document, the content of which is understood.
- 2.10 It is confirmed that the required tender forms have been completed in full and signed.

.....
Name and Surname in Print

.....
Signature

.....
Position

.....
Name of Bidder (Bidding Entity)

Date.....

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PENALTIES

1. PENALTIES AS PER THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

If the Electoral Commission is of the view that a tenderer submitted false information regarding a specific goal it will follow the prescriptions as per regulation 9 and if the Electoral Commission concludes that such information is false it may -

- disqualify the tenderer or terminate the contract in whole or in part; and
- if applicable, claim damages from the tenderer.

2. PENALTIES AS PER THE B-BBEE ACT

It is contrary to the B-BBEE Act for a measured entity to trade with an invalid/ inconclusive or incorrect B-BBEE verification certificate, sworn affidavit or CIPC certificate.

Trading with an invalid or fraudulent B-BBEE certificate or sworn affidavit/ CIPC certificate may constitute an offence in terms of section 13O(1)(a) of the B-BBEE Act, which states that a person commits an offence if that person knowingly misrepresents or attempts to misrepresent the B-BBEE status of an enterprise, and the B-BBEE Commission may institute an investigation in terms of section 13J of the B-BBEE Act.

In addition, section 13A of the B-BBEE Act has empowered organs of state to cancel any contract or authorisation awarded on account of false information knowingly furnished by or on behalf of an enterprise in respect of its B-BBEE empowerment status.

If an entity is found to have violated the B-BBEE Act, the B-BBEE Commission is empowered to act accordingly as guided by the B-BBEE Act and this can result in the entity that violated the B-BBEE Act to be fined up to 10% of its annual turnover, and individuals involved could be imprisoned for up to 10 years, and/ or fined. Specifically, the offence under section 13O (2) could lead to imprisonment of up to 12 months, or a fine, or both the fine and imprisonment.

In terms of section 13O (2) a procurement officer or any official of an organ of state who becomes aware of the commission of, or attempt to commit any offence referred to under section 13O (1) and fails to report it, is guilty of an offence.

Any person convicted of an offence in terms of the BBEEA may not, for a period of 10 years from the date of conviction, contract or transact any business with any organ of state or public entity and must for that purpose be entered into the register of tender defaulters which the National Treasury maintain for that purpose.

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BID EVALUATION

IMPORTANT NOTICE:

The under-mentioned requirements form an integral part of the bid assessment and bid evaluation processes that will be followed by the Electoral Commission. Please note that bids that do not conform to the primary compliance requirements indicated in Section A will not be considered. The bid evaluation requirements below must be read together with the bid evaluation criteria that may form part of the bid specifications.

A Acceptance or Rejection of Bid (Primary Compliance Verification)

Legality of bid document:

The following shall lead to disqualification:

- Non-compliance with tender rules
- Failure to attend a compulsory briefing session (if applicable).
- Failure to return all pages of the tender document that must be signed/initialled.
- Failure to complete tender forms in original ink.
- Failure to sign/ initial all applicable pages of the tender document. Signing of the Bidder's Disclosure and Declaration is deemed equivalent to signing that specific page and/or signing the page represents signing the Bidder's Disclosure and Declaration.
- Any changes/ alterations to pricing that are not signed/ initialled and/ or the use of correctional fluid/ tape or any similar product in respect of pricing in the tender document.
- Any changes to the tender specifications (unless formally agreed to by the Electoral Commission and recorded as such before the closure of the tender).
- Failure to complete and sign all affidavits, certificates, declarations and annexures contained in the tender in original ink.
- Failure to register on the Central Supplier Database (CSD).
- A non-compliant tax status

The following may lead to disqualification:

- Failure to sign/initial any other alterations and/or corrections to the information submitted by the tenderer, which the Electoral Commission may consider to be material.

Incomplete bid submission:

The following shall lead to disqualification:

- Rates and prices – schedules not completed as required.
- Failure to submit obligatory written proposals/ explanations/ samples/ prototypes/ certificates or similar requirements.
- In respect of subcontractors (>25%) or joint ventures or consortiums, failure to complete and submit the required tender forms (pages 14-24 of the tender document) or to submit evidence that your tax affairs are in order.

B Bid Evaluation

Inability to evaluate the tender:

- Incomplete schedule of rates and prices.
- Prices and information not furnished as specified and/ or required.
- Incomplete written proposals/ submissions where required.

Bids that qualify for bid evaluation purpose shall be subjected to the bid evaluation criteria as set out in the bid specifications.

Such bid evaluation shall include assessment and evaluation of the bidder's disclosure.

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Tenderers should note that ALL information requested in terms of the bid submission is required and may be used for bid evaluation purposes.

General questionnaire (for completion by the tenderer) to ensure compliance with tender requirements/ rules/ conditions/ specifications:

Question	If YES, Mark YES*	If NO, Mark NO*
Are you duly authorised to sign the tender?		
Has the <i>Bidder's Disclosure and Declaration</i> been completed and signed?		
Have separate forms (pages 14-24) been completed for each member of a consortium, joint venture or subcontractor as specified in the tender document?		
Is the tender document complete – i.e. are all pages as well as compulsory returnables included/returned with your bid submission?		
The use of pencil to complete the tender forms will invalidate your bid. Have all applicable pages of this document been completed and signed or initialled in original ink by the signatory of the tender document?		
Have all corrections/alterations to information and or prices made on this document been certified/signed/initialled by the signatory of the tender document?		
Have you noted that the use of correction fluid/tape or any such products to amend prices shall invalidate your bid submission?		
Is your company (and any potential subcontractors) registered on the Central Supplier Database (CSD)? Please include a copy of your registration form in your bid submission.		
Are your tax affairs in order and reflected as being compliant on the Central Supplier Database (CSD)? As such, have you noted that your bid may be rejected at the time of awarding this tender if your tax status is non-compliant on the CSD?		
Have the General Tender Conditions been noted?		
Have the Bid Evaluation Criteria been noted?		
Has the Scope of Services been noted?		
Have prices been quoted VAT inclusive?		
Have a comprehensive written proposal and/or samples/ certificates/ <i>et cetera</i> as called for in this tender been prepared and submitted with the tender document?		

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SOUTH AFRICA

Bid Specifications

TENDER

IEC/LG-07/2024

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1. Background

The task of the Electoral Commission (IEC) is the impartial management of free and fair elections at all levels of government. The Electoral Commission generally manages elections that take place in the form of national, provincial, municipal and by-elections.

Electoral activities include –

- By-elections that take place in a limited but varying number of wards within municipalities approximately once or twice a month.
- Voter registration programs at national level, normally prior to full-scale elections.
- Full-scale elections, in accordance with the national election program, at approximately five (5) year intervals (e.g. the national and provincial elections due *circa* 2024 and the local government elections due *circa* 2026).

The Electoral Commission has a need to courier documents and parcels between its national office in Centurion, the nine (9) provincial offices, warehouses and the different Electoral Commission local offices, on a day-to-day basis. Requirements in this regard are unpredictable since the need for service is guided on the basis of as and when a need arises at national, provincial and local level.

It should be noted that special services are also required from time to time, and these may entail services to foreign countries – for example in case of overseas voting or assistance with elections in neighbouring countries.

The scale of courier activity will vary according to electoral periods and other organisational needs, for example, in general the increased on-going by-election activity as well as the 12 month period preceding full scale nation-wide elections and the three (3) to four (4) month period following such elections (as anticipated to be held *circa* 2024 and 2026) will be intense.

2. Tender Requirements

2.1 The Electoral Commission requires the services of an experienced specialist service provider that can support the Electoral Commission with a courier service for normal day to day distribution of documents and parcels and that can execute daily deliveries to all the Electoral Commission offices including –

- The national office in Centurion
- Provincial offices (one per province)
- National warehouse
- Provincial warehouses (one per province)
- Electoral Commission local offices in 213 municipalities.

A listing of the Electoral Commission destinations is provided in **Schedule A**.

2.2 Bidders are required to submit a comprehensive company profile that describes the nature of the bidding organisation and its normal business activities. This is required to substantiate the requirement for an experienced specialist service provider.

2.3 Bidders are required to submit written details and evidence of previous related experience, in order to demonstrate and substantiate their capability and track record relevant to these services.

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- 2.4** Where specific written submissions are called for in this tender, such submissions must be provided. All such submissions will be used in the adjudication of the tender. Failure to submit the correct written documentation and/or evidence shall therefore lead to disqualification of a bid.
- 2.5** The Electoral Commission will appoint one (1) national service provider but reserves the right to appoint no service provider.

3. General Specifications

3.1 Objectives

The Electoral Commission envisages the appointment of a professional courier company that can distribute documents, materials and equipment at a national, provincial and local level.

It is expected that organisations that participate in this tender (as bidders) are skilled and experienced professionals in the field of courier service provisioning, and that, upon appointment as service provider, they will be able to provide expert advice on the planning and execution of an efficient and cost-effective operation.

It is essential that the service provider guarantee the specific service levels. It must be noted that penalties may be applied to the service provider for non-compliance with operating standards [See section 6.4].

3.2 Duration of Contract

The duration of the contract is for a period of five (5) years from the conclusion of the required service level agreement (SLA/contract) subject to a satisfactory annual performance review.

The Electoral Commission may, at its sole discretion, consider an extension of the contract should it be necessary to allow for any new tender processes to be concluded. Any such contract extension shall be subject to the statutory provisions imposed by National Treasury at the time of considering such extension.

4. Operating Procedures

4.1 Service Instructions

- 4.1.1** A standing arrangement for a daily pick-up must be made on the pick-up schedule of the service provider for the Centurion national office at 16:00 from Monday to Friday. Additional pick-ups will be requested telephonically.
- 4.1.2** A duly completed waybill will be furnished by the requestor (Electoral Commission official) of the service when a pick-up is done at either the national or the provincial offices.
- 4.1.3** The Electoral Commission's provincial and local offices will do a telephonic request whenever a pick-up is needed and confirm by email.

The service provider must supply the waybill when a pick-up is requested at any other address, for example Electoral Commission local offices. The requester will provide the required information to be entered on the waybill to the service provider at the time of the request.

4.2 Ad Hoc Work

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Requests for specific courier services which are not contained in the bid specifications will be handled as a separate requirement by the Electoral Commission. Such requests must be conveyed by the responsible Electoral Commission official to the Logistics and Infrastructure Department in Centurion for approval before any such tasks may be carried out. Costs for all such requests must be submitted upon application for approval.

Ad hoc services to be rendered by the successful service provider may also include to courier services and/or the distribution of election material during elections to and from international destinations.

Specific detail on *ad hoc* work provisions will be included in the SLA to be entered into.

Failure to comply with the correct approval procedures will result in non-payment for the service to the service provider.

4.3 Account Management

It is essential that separate billing is done for each province and national office. The bid submission must include written confirmation that such an account system can be provided.

The service provider must set up separate accounts for the Electoral Commission's national office and each of the provincial offices in a manner to be specified before commencement of the contract.

The service provider must provide monthly account analysis and reporting indicating the following –

- 4.3.1 Daily and monthly expenditure for each province and national office.
- 4.3.2 On time delivery statistics.
- 4.3.3 Late delivery and collection statistics.
- 4.3.4 Breakdown by service usage.
- 4.3.5 Average weight per waybill.
- 4.3.6 Average weight per parcel.
- 4.3.7 Breakdown by destination.
- 4.3.8 Breakdown by exceptions.

The service provider must do a monthly account reconciliation and report to the Electoral Commission any matters requiring attention to ensure that the account is settled timeously each and every month and that any disputes raised in respect of invoices or services rendered are addressed and resolved with the necessary urgency.

4.4 Documentation

The invoice with the service request including the Electoral Commission's order number and proof of delivery (signed waybill) and proof of service level compliance must be submitted to the Electoral Commission's Infrastructure Division in Centurion for approval and payment. The service provider must also take note of detailed specifications on payment for specific services. Failure to submit the specified documentation may result in non-payment.

Payment will be within thirty (30) days from the date of receiving an error free invoice, accompanied by proof of delivery and compliance with the service levels.

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Inability to provide separate accounts for the national and each of the provincial offices will invalidate the bid submission.

The following information must appear on the invoice (minimum requirement):

- 4.4.1 Date of service rendered.
- 4.4.2 Shippers reference (order) number.
- 4.4.3 Waybill number.
- 4.4.4 Pick-up and delivery address.
- 4.4.5 Service rendered e.g. overnight by 10:30, overnight by 13:00, *et cetera*.
- 4.4.6 Number of parcels.
- 4.4.7 Weight.
- 4.4.8 Costs excluding VAT.
- 4.4.9 Value Added Tax (VAT).
- 4.4.10 Total Cost including VAT.

Only services authorised by Electoral Commission personnel empowered with the necessary delegated authority will be paid.

The Electoral Commission reserves the right to deduct penalties applicable to any service from submitted invoices.

Payments, subject to all information being correct, will be made in accordance with the standard Electoral Commission account conditions. Incomplete or inaccurate invoices will be returned for correction and this may delay payment.

4.5 Third Party Distribution

The Electoral Commission encourages Black Economic Empowerment and supports the further development of small, medium and micro enterprises (SMME's). Service providers are encouraged to appoint third party sub-contractors in areas where the service provider cannot provide a particular service or in areas where it is not economically viable for the service provider to operate. The service provider will, however, at all times remain directly responsible and liable for the full service delivery.

It must be noted that in such cases the service provider will be the only principal contractor (contact) to the Electoral Commission.

At no stage will Electoral Commission personnel enter into discussions with regards to the contracted business with any third party or sub-contractor affiliated to the service provider with whom the service level agreement has been signed.

Such subcontractor arrangements, if applicable, must be stipulated in the applicable section in the tender document as part of the bid response.

4.6 Employment Legislation

The Electoral Commission requires that service providers comply strictly with the Basic Conditions of Employment Act and any other laws that may apply with regards to the terms and conditions under which resources are to be employed.

5. Rates / Costing

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Bidders must complete the table of rates (**Schedule C**) that will be applied to this project (all destinations listed in Schedule A). It is expected that rates will be based on R/kg with volumetric limits. The submitted table of rates must indicate VAT inclusive prices.

In addition to the above, bidders should also submit their standard rates/costing. The Electoral Commission will use that for comparative purposes in respect of the response provided in Schedule C.

Bidders may provide additional information relating to rates on a separate sheet if so desired. In so doing, the pricing schedules in the tender document shall not be substituted.

The bidder must include escalation clauses, having regard to the duration of the contract.

The escalation must be clearly defined in respect of the formula, portion(s) of rates subject to escalation, reference indices to be used and the source of such reference information. Neglect to properly define, or ambiguous submissions on escalation, may lead to the disqualification of the tender.

If a bidder cannot render a service to a specific province/destination it must be clearly indicated in the table(s) provided in **Schedule A [List of Electoral Commission Service Destinations]**.

6. Tender Provisions

6.1 Exclusivity of Contract

The service provider will be considered as a "Preferred Supplier" and will not have exclusive rights to the distribution decisions made by the Electoral Commission. It, therefore, remains the exclusive right of the Electoral Commission to use alternative suppliers for courier services if and when circumstances necessitates.

6.2 Lien

The service provider will accept an agreement whereby it shall waiver any lien, hypothec or other right of retention or security that it may have over any materials or equipment to be transported or warehoused.

The Electoral Commission is and, therefore, shall remain the owner of all goods warehoused and couriered/conveyed. As such, the Electoral Commission shall be entitled to enforce any rights that it may have in law, arising out of its ownership of the goods.

6.3 Service Guarantees

Due to the sensitive nature of the election program and thus the strict deadlines proclaimed in the legislation concerning elections, the Electoral Commission requires guarantees for the services in this tender, which shall be recorded in the service level agreement.

Such guarantees must be included in the bid submission as part of the comprehensive written proposal.

6.4 Penalties

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The following penalties may be applied by the Electoral Commission in the event of non-compliance with contractual service levels:

- 6.4.1 Failure by the service provider to deliver within the specified service time will result in a deduction of the total distribution cost of the relevant consignment.
- 6.4.2 Confirmation of delivery when a parcel has not been delivered or where the incorrect (earlier than actual) time of delivery is stated will be viewed as fraud. The service provider will have to prove *bona fide* mistakes to avoid this consequence.

6.5 Due Diligence Audit

Before the awarding of the tender, a due diligence audit will be carried out by the Electoral Commission. Failure to meet the due diligence audit requirements will result in the bid being set aside from further consideration in the bid adjudication process.

6.6 Service Level Agreement (SLA)

The award of this bid will be subject to the successful conclusion of a service level agreement (SLA/contract) between the Electoral Commission and the recommended service provider.

- 6.6.1 The service level agreement (SLA) shall formalise service level requirements and contractual obligations.
- 6.6.2 The SLA shall conform to the terms, conditions and specifications of this tender.
- 6.6.3 The purpose of the SLA is to fix performance criteria within the key requirements of this tender, *inter alia* scope, quality, service specifications and response times.
- 6.6.4 The SLA will contain elements such as delivery schedules, response times, quality checkpoints, communication protocol and invoicing procedures.
- 6.6.5 Failure to deliver in terms of the tender shall lead to the termination of the SLA.

7. Detailed Specifications

7.1 Service Elements

The Electoral Commission's operation is based on the service elements as defined below.

7.1.1 Domestic Deliveries

i) ***Same day deliveries***

Services for same day delivery must be requested before 09:00 and must be delivered and confirmed to the sender (when such confirmation is requested) before close of business (17:00) the same day. The Electoral Commission must be notified if a parcel will be delivered after 17:00.

ii) ***Overnight deliveries by 10:30***

Services requested before 16:30 must be delivered by 10:30 the next day and such delivery confirmed to the sender (when such confirmation is requested) before 14:00 the next working day.

iii) ***Overnight deliveries by 13:00***

Services requested before 16:30 must be delivered by 13:00 the next day and such delivery confirmed to the sender (when such confirmation is requested) before 16:00 the next working day.

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iv) **Budget/Economy Domestic Cargo (3 working days)**

Services requested before 16:00 must be delivered and confirmed to the sender (when such confirmation is requested) before 17:00 on the third (3rd) working day not counting the collection day.

v) **After Hour Services**

Specially requested “after hours” courier services (including Saturdays, Sundays and Public holidays) may occur and the service provider must be able to render such services upon request.

The above mentioned service elements apply to the movement of parcels (small to bulk) between the following Electoral Commission locations.

- The national office in Centurion.
- Nine (9) provincial offices.
- National warehouse.
- Nine (9) provincial warehouse.
- Local offices.
- Any other destinations/locations (including international destinations).

Note: Confirm ability to service all locations by completing the relevant schedules as provided in Schedule A to the tender document.

The service may also be required on occasion between the offices mentioned above and any other non-Electoral Commission destinations in South Africa.

7.1.2 International Services

This service provides for the distribution of documents/parcels (small to bulk) between South African and any international destination.

Quotations for this service will be required on request. The bidder must indicate in the bid submission to which countries they regularly provide services (See Schedule B1.3).

7.1.3 Special Services

This service may include deliveries where special service levels are requested, special handling, packaging and/or storage services. The service will be dealt with on a cost plus basis. The bidder must be able to provide a breakdown on the total cost.

7.1.4 Additional Domestic Services

A range of additional services will be required infrequently as set out in Schedule B.

7.2 General Requirements

7.2.1 Stationery

The service provider will supply on request the necessary stationery to conduct the services e.g. pre-printed waybills, blank waybills, flyers and waybill protection pockets as well as durable plastic bags (used for distribution of maps for example) at no extra cost.

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7.2.2 Insurance

Insurance cover on consignments will apply only at the specific request of the Electoral Commission. Service providers must specify the cost formula for insurance in their bid submission e.g. value x 1.75% (see Schedule B).

7.2.3 24 Hour Stand-by Service

A person nominated by the service provider as the key representative must be available by means of a cell phone on a 24-hour basis, to facilitate unexpected requests for a courier service or to track and/or trace a parcel.

7.2.4 Confidentiality and Security

No information or private knowledge gained by the service provider or its agents during the course of the contract, particularly relating to elections, may be divulged to outside parties. Details regarding consignments (content, destinations, routes, *et cetera*.) is also confidential and may not be disclosed to any other parties.

All the above services must be available five (5) days a week, and on weekends by special prior arrangement if required to meet election deadlines.

Services are not necessarily limited to destinations listed in the description but the Electoral Commission and the service provider will agree beforehand on applicable service levels should destinations change significantly.

7.3 Scope of Contract

The scope of the type of services depends on the scale of activity for each election or by-election, which in turn depends on a number of variable factors. Therefore, the scope cannot currently be exhaustively defined. For the most part, relatively small consignments are anticipated, at a frequency of multiple requests per week. Special services may include emergency parcels.

A list of envisaged destinations is included in Schedule A.

This list is not final and the Electoral Commission reserves the right to add or remove destinations. The successful service provider will be provided with the updates, as they become available.

8. Management and Staff

8.1 Management

8.1.1 Management of the service provider that will be involved in this project must have experience in the industry of a minimum of five (5) years per person. *Curriculum Vitae* (CVs) of the managerial staff that will be directly responsible for this project must be included with the comprehensive written proposal.

8.1.2 It is a requirement that a Key Account Manager is the overall central contact to the Electoral Commission and the Key Account Manager will be responsible for the implementation and

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co-ordination of the contract. The rates in the proposal must include the cost of the Key Account Manager. No additional fees will be paid for this component after the fact.

- 8.1.3 The bidder must nominate a responsible person(s) and office(s) in each province. These persons will be deemed to be acting on behalf of the service provider if the contract is awarded. Details of this facility must be supplied with the bid submission, as per Schedule B (B1.1).
- 8.1.4 Indicate ability to guarantee that any replacement staff will have the necessary courier service related experience.

8.2 Staff

- 8.2.1 Indicate how many staff (and their function) is presently available at the head office of the service provider and each provincial office of the service provider for the type of work described in this bid requirement.
- 8.2.2 Indicate ability to source additional staff when required - such as during periods of heightened election activity - which should include but not be limited to the:
- (i) Provision of additional capacity.
 - (ii) Time period to source additional staff.
 - (iii) Guarantee that the additional staff has the necessary courier service related experience.

9. General Services

9.1 Project Management

To guarantee service at the specified service levels the following key issues must be addressed in respect of managing the project. Points 9.1.1 to 9.1.3 must be described in the written bid submission but the bidder may also provide additional relevant information.

9.1.1 Quality Control

- i) Systems/programs used to track-and-trace a parcel.
- ii) On-going staff training.

9.1.2 Risk Management

- i) Problem identification.
- ii) Selecting appropriate treatment and/or solutions and/or preventative measures.
- iii) Evaluating the treatment/solutions.
- iv) Monitoring the selected program.

9.1.3 Contingency Plan

The service provider is expected to make provision for contingency plans to prevent service disruptions that may cause delays or failure of service delivery. Detail of contingency plans to be included in the bid submission which details should include but are not limited to:

- i) Data/information loss.

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- ii) Additional staff needed at short notice.
- iii) In the event of an industrial action.
- iv) Breakdown of a pick-up/delivery vehicle.
- v) Or any other incident.

9.2 Reporting on Data Delivery and Processes

9.2.1 Provide a description of standard management or customer reports which are available for use. Reports should include but are not limited to:

- i) Spread sheet (or similar) detailing service requests per province.
- ii) Spend analysis of service charges for specified periods.
- iii) Any other value adding reports.

9.2.2 Describe the step-by-step process to be used from receiving a request until the invoicing of the following examples:

- 9.2.2.1 Parcel delivery from the Electoral Commission's provincial office in Mafikeng, North West for delivery the next day by 10:30 or 13:00 to the Electoral Commission's national office in Centurion.
- 9.2.2.2 Same day delivery on a Wednesday from the Electoral Commission's national office in Centurion to the municipal electoral office (MEO) in Utrecht, KwaZulu-Natal.

9.3 Track and Trace

It is essential for the Electoral Commission that the delivery of parcels is actively monitored (track and trace) and controlled to ensure management of election readiness. This will require active communication with vehicles and systems supporting the tracking to end destinations.

Detailed description of the step-by-step track and trace process must be included in the bid submission as part of the comprehensive written proposal.

9.4 Onsite In-House Service

This service will be on request by the Electoral Commission and with the agreement of the service provider, when deemed necessary to deal with high levels of election activity.

The service provider must be able to establish a temporary office/workstation within Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion or designated office.

Service provider(s) must specify the required notification period if applicable.

Cost for this service will be for the service provider's account.

The service provider must in consultation with the Electoral Commission put in place all electronic equipment required for this service (typically a computer workstation) for its own account.

Bidders must illustrate in their bid submissions in detail their ability to successfully manage this request which should include but not limited to the:

9.4.1 Availability of extra staff with the necessary relevant experience.

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- 9.4.2 Availability of electronic equipment and stationery requirement.
- 9.4.3 Transport for staff members to Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion or designated office.
- 9.4.4 Availability of a senior staff member when needed.
- 9.4.5 Required notification period for this service.

10. Information Required with the Bid Submission

For the purpose of adjudicating this tender, bidders are required to demonstrate their capacity and capability to effectively manage the services by submitting a comprehensive written proposal covering the relevant areas as indicated in section 10.1.

Use separate headings/numbering in the corresponding written proposal to explain each sub-item listed in section 10.1.

By the submission of a proposal for the required services the bidder declares that all the requirements and conditions will be met and the services as requested in this bid requirement can be delivered.

This information will be used in the evaluation and adjudication of the tender and the Electoral Commission will not request additional information for evaluation purposes in the event of the bidder's failure to include essential material. Bids will be evaluated as submitted. Failure to adequately and comprehensively cover the relevant areas may lead to a bid being disqualified.

The Electoral Commission reserves the right to verify information provided. If information is found to be factually incorrect, misrepresented or is not provided, the bid will be disqualified.

10.1 Bid Submission Checklist

The following checklist is provided for the convenience of the bidder. It remains the responsibility of the bidder to read the tender document thoroughly and to respond correctly to all instructions and requests therein.

BID SUBMISSIONS MUST INCLUDE THE FOLLOWING:

- COMPREHENSIVE COMPANY PROFILE AS REQUIRED IN SECTION 2.2
- DETAILED INFORMATION AND DOCUMENTATION PERTAINING TO PREVIOUS RELATED EXPERIENCE AS REQUIRED IN SECTION 2.3
- COMPLETION OF SCHEDULE A – AS REQUIRED IN SECTION 5
- COMPLETION OF SCHEDULE B – AS REQUIRED IN SECTIONS 7 AND 8.1.3
- CONFIRMATION THAT A SEPARATE ACCOUNT SYSTEM FOR NATIONAL AND PROVINCIAL OFFICES CAN BE PROVIDED AS REQUIRED IN SECTION 4.3
- SHOULD ESCALATION CLAUSES BE APPLICABLE, THE BIDDER MUST PROVIDE SPECIFIC INFORMATION AS REQUIRED IN SECTION 5
- PROVIDE GUARANTEES FOR THE SERVICES IN THIS TENDER AS REQUIRED IN SECTION 6.4

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- INFORMATION AND GUARANTEE REGARDING MANAGEMENT AND STAFF AS REQUIRED IN SECTIONS 8.1 AND 8.2
- DETAILS REGARDING GENERAL SERVICES AS REQUIRED IN SECTIONS 9.1 to 9.4
- SUBMISSION OF THE STANDARD COMPANY RATES TABLE AS REQUIRED IN SECTION 5 AND SCHEDULE C

10.2 TECHNICAL ENQUIRIES

Technical enquiries can be directed to:

Mmemezi Dhlamini
Electoral Commission
Infrastructure Division
Tel: (012) 622-5210
eMail: dhlaminip@elections.org.za

or

Susan Fourie
Electoral Commission
Infrastructure Division
Tel: (012) 622-5479
eMail: fouries@elections.org.za

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SCHEDULE A**List of Electoral Commission Service Destinations****1. National**

The Electoral Commission's national office and central warehouse are located in Centurion.

2. Provincial

The nine (9) provincial offices and warehouses are currently located in the following cities/towns:

[Indicate ability to provide services by marking appropriate column (either YES or NO) with an "X" against each location – Please note that an inability to service any of these locations shall invalidate the bid submission]

	PROVINCE	CITY/TOWN	YES	NO
1	Eastern Cape	East London		
2	Free State	Bloemfontein		
3	Gauteng	Johannesburg		
4	Kwazulu-Natal	Durban		
5	Limpopo	Polokwane		
6	Mpumalanga	Nelspruit		
7	North West	Mafikeng		
8	Northern Cape	Kimberley		
9	Western Cape	Cape Town		

3. Municipal Areas / Local Office Locations / Delivery Points

Municipal delivery points are currently in the following cities/towns, listed below per province. It is envisaged that this list, while not rigid, will remain substantially unchanged.

[Indicate ability to provide services by marking appropriate column (either YES or NO) with an "X" against each location – Please note that failure to complete or not being able to provide a service at all these locations shall invalidate the bid submission]

EASTERN CAPE PROVINCE		YES	NO
BUF - Buffalo City	East London		
NMA - Nelson Mandela Bay	Gqeberha		
EC101 - Dr Beyers Naudé	Graaff-Reinet		

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EASTERN CAPE PROVINCE		YES	NO
EC101 - Dr Beyers Naudé	Jansenville		
EC101 - Dr Beyers Naudé	Willowmore		
EC102 - Blue Crane Route	KwaNojoli		
EC104 - Makana	Makhanda		
EC105 - Ndlambe	Port Alfred		
EC106 - Sundays River Valley	Kirkwood		
EC108 - Kouga	Humansdorp		
EC109 - Kou-Kamma	Kareedouw		
EC121 - Mbhashe	Dutywa		
EC122 - Mnquma	Butterworth		
EC123 - Great Kei	Komga		
EC124 - Amahlathi	Stutterheim		
EC126 - Ngqushwa	Peddie		
EC129 - Raymond Mhlaba	Dikeni		
EC129 - Raymond Mhlaba	Adelaide		
EC131 - Inxuba Yethemba	Nxuba		
EC135 - Intsika Yethu	Cofimvaba		
EC136 - Emalahleni	Cacadu		
EC137 - Engcobo	Engcobo		
EC138 - Sakhisizwe	Cala		
EC139 - Enoch Mgijima	Molteno		
EC139 - Enoch Mgijima	Komani		
EC141 - Elundini	Nqanqarhu		
EC142 - Senqu	Lady Grey		
EC145 - Walter Sisulu	Burgersdorp		
EC145 - Walter Sisulu	Maletswai		
EC153 - Ingquza Hill	Flagstaff		
EC154 - Port St Johns	Port St Johns		
EC155 - Nyandeni	Libode		
EC156 - Mhlontlo	Qumbu		
EC157 - King Sabata Dalindyebo	Mthatha		
EC441 - Matatiele	Matatiele		
EC442 - Umzimvubu	Mount Ayliff		
EC442 - Umzimvubu	Mount Frere		
EC443 - Mbizana	Mbizana		

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EASTERN CAPE PROVINCE		YES	NO
EC444 - Ntabankulu	Ntabankulu		

FREE STATE PROVINCE		YES	NO
MAN - Mangaung	Bloemfontein		
MAN - Mangaung	Dewetsdorp		
FS161 - Letsemeng	Koffiefontein		
FS162 - Kopanong	Trompsburg		
FS163 - Mohokare	Zastron		
FS181 - Masilonyana	Theunissen		
FS182 - Tokologo	Boshoff		
FS183 - Tswelopele	Bultfontein		
FS184 - Matjhabeng	Welkom		
FS185 - Nala	Bothaville		
FS191 - Setsoto	Ficksburg		
FS192 - Dihlabeng	Bethlehem		
FS193 - Nketoana	Reitz		
FS194 - Maluti a Phofung	Phuthadijhaba		
FS194 - Maluti a Phofung	Harrismith		
FS195 - Phumelela	Vrede		
FS196 - Mantsopa	Ladybrand		
FS201 - Moqhaka	Moakeng		
FS203 - Ngwathe	Parys		
FS204 - Metsimaholo	Sasolburg		
FS205 - Mafube	Frankfort		

GAUTENG PROVINCE		YES	NO
EKU - City of Ekurhuleni	Alberton		
EKU - City of Ekurhuleni	Benoni		
EKU - City of Ekurhuleni	Boksburg		
EKU - City of Ekurhuleni	Brakpan		
EKU - City of Ekurhuleni	Edenvale		
EKU - City of Ekurhuleni	Germiston		
EKU - City of Ekurhuleni	Katlehong		

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GAUTENG PROVINCE		YES	NO
EKU - City of Ekurhuleni	Kempton Park		
EKU - City of Ekurhuleni	Nigel		
EKU - City of Ekurhuleni	Springs		
EKU - City of Ekurhuleni	Tembisa		
GT421 - Emfuleni	Evaton		
GT421 - Emfuleni	Vereeniging		
GT422 - Midvaal	Meyerton		
GT423 - Lesedi	Heidelberg		
GT481 - Mogale City	Krugersdorp		
GT484 - Merafong City	Carletonville		
GT485 - Rand West City	Randfontein		
GT485 - Rand West City	Westonaria		
JHB - City of Johannesburg	Alexandra		
JHB - City of Johannesburg	Auckland Park		
JHB - City of Johannesburg	Braamfontein		
JHB - City of Johannesburg	Johannesburg City Centre		
JHB - City of Johannesburg	Diepsloot		
JHB - City of Johannesburg	Dobsonville		
JHB - City of Johannesburg	Eldorado Park		
JHB - City of Johannesburg	Ennerdale		
JHB - City of Johannesburg	Florida		
JHB - City of Johannesburg	Jabulani		
JHB - City of Johannesburg	Meadowlands		
JHB - City of Johannesburg	Midrand		
JHB - City of Johannesburg	Orlando East		
JHB - City of Johannesburg	Protea North		
JHB - City of Johannesburg	Rosettenville		
JHB - City of Johannesburg	Sandton		
TSH - City of Tshwane	Akasia		
TSH - City of Tshwane	Atteridgeville		
TSH - City of Tshwane	Pretoria City Centre		
TSH - City of Tshwane	Centurion		
TSH - City of Tshwane	Ga-Rankuwa		
TSH - City of Tshwane	Bronkhorstspuit		
TSH - City of Tshwane	Mamelodi		

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GAUTENG PROVINCE		YES	NO
TSH - City of Tshwane	Rayton		
TSH - City of Tshwane	Soshanguve		
TSH - City of Tshwane	Temba		
TSH - City of Tshwane	Pretoria East		

KWAZULU-NATAL PROVINCE		YES	NO
ETH - eThekweni	Durban		
ETH - eThekweni	Kingsburgh		
ETH - eThekweni	Pinetown		
KZN212 - uMdoni	Scottburgh		
KZN213 – uMzumbe	uMzumbe		
KZN214 - uMuziwabantu	Harding		
KZN216 - Ray Nkonyeni	Port Shepstone		
KZN221 - uMshwathi	New Hanover		
KZN222 - uMngeni	Howick		
KZN223 - Mpofana	Mooi River		
KZN224 - iMpendle	iMpendle		
KZN225 - Msunduzi	Pietermaritzburg		
KZN226 - Mkhambathini	Camperdown		
KZN227 - Richmond	Richmond		
KZN235 - Okhahlamba	Bergville		
KZN237 - iNkosi Langalibalele	Estcourt		
KZN238 - Alfred Duma	Ladysmith		
KZN241 - eNdumeni	Dundee		
KZN242 – Nqutu	Nqutu		
KZN244 - uMsinga	Tugela Ferry		
KZN245 - uMvoti	Greytown		
KZN252 - Newcastle	Newcastle		
KZN253 - eMadlangeni	Utrecht		
KZN254 - Dannhauser	Dannhauser		
KZN261 - eDumbe	Paulpietersburg		
KZN262 - uPhongolo	Pongola		
KZN263 - AbaQulusi	Vryheid		
KZN265 - Nongoma	Nongoma		
KZN266 - Ulundi	Ulundi		

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KWAZULU-NATAL PROVINCE		YES	NO
KZN271 - uMhlabuyalingana	Mangusi		
KZN272 - Jozini	Jozini		
KZN275 - Mtubatuba	Mtubatuba		
KZN276 - Big Five Hlabisa	Hluhluwe		
KZN281 - uMfolozi	Mbonambi		
KZN282 - uMhlathuze	Richards Bay		
KZN284 - uMlalazi	Eshowe		
KZN285 - Mthonjaneni	Melmoth		
KZN286 - Nkandla	Nkandla		
KZN291 - Mandeni	Mandeni		
KZN292 - KwaDukuza	KwaDukuza		
KZN293 - Ndwedwe	Ndwedwe		
KZN294 - Maphumulo	Maphumulo		
KZN433 - Greater Kokstad	Kokstad		
KZN434 - uBuhlebezwe	Ixopo		
KZN435 - uMzimkhulu	uMzimkhulu		
KZN436 - Dr Nkosazana Dlamini Zuma	Bulwer		

LIMPOPO PROVINCE		YES	NO
LIM331 - Greater Giyani	Giyani		
LIM332 - Greater Letaba	Modjadiskloof		
LIM333 - Greater Tzaneen	Tzaneen		
LIM334 - Ba-Phalaborwa	Phalaborwa		
LIM335 - Maruleng	Hoedspruit		
LIM341 - Musina	Musina		
LIM341 - Musina	Mutale Niani Circuit		
LIM343 - Thulamela	Thohoyandou		
LIM344 - Makhado	Louis Trichardt		
LIM345 - Collins Chabane	Malamulele		
LIM345 - Collins Chabane	Thohoyandou		
LIM351 - Blouberg	Senwabarwana		
LIM353 - Molemole	Dendron		
LIM354 - Polokwane	Polokwane		
LIM354 - Polokwane - Aganang	Moletjie		
LIM355 - Lepele-Nkumpi	Lebowakgomo		

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LIMPOPO PROVINCE		YES	NO
LIM361 - Thabazimbi	Thabazimbi		
LIM362 - Lephalale	Lephalale		
LIM366 - Bela-Bela	Bela-Bela		
LIM367 - Mogalakwena	Mokopane		
LIM368 - Modimolle-Mookgophong	Modimolle		
LIM471 - Ephraim Mogale	Marble Hall		
LIM472 - Elias Motsoaledi	Groblersdal		
LIM473 - Makhuduthamaga	Makhuduthamaga		
LIM476 - Fetakgomo Tubatse	Burgersfort		
LIM476 - Fetakgomo Tubatse	Fetakgomo		

MPUMALANGA PROVINCE		YES	NO
MP301 - Albert Luthuli	Elukwatini		
MP302 - Msukaligwa	Ermelo		
MP303 - Mkhondo	Piet Retief		
MP304 - Pixley ka Seme	Volksrust		
MP305 - Lekwa	Standerton		
MP306 - Dipaleseng	Balfour		
MP307 - Govan Mbeki	Secunda		
MP311 - Victor Khanye	Delmas		
MP312 - Emalahleni	eMalahleni		
MP313 - Steve Tshwete	Middelburg		
MP314 - Emakhazeni	eMakhazeni		
MP315 - Thembisile Hani	Kwaggafontein		
MP316 - Dr JS Moroka	Siyabuswa		
MP321 - Thaba Chweu	Mashishing		
MP324 - Nkomazi	Malalane		
MP325 - Bushbuckridge	Bushbuckridge		
MP326 - City of Mbombela	Mbombela		
MP326 - City of Mbombela	Barberton		

NORTH WEST PROVINCE		YES	NO
NW371 - Moretele	Makapanstad		
NW372 - Madibeng	Brits		

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NORTH WEST PROVINCE		YES	NO
NW373 - Rustenburg	Rustenburg		
NW374 - Kgetlengrivier	Koster		
NW375 - Moses Kotane	Mogwase		
NW381 - Ratlou	Setlagole		
NW382 - Tswaing	Delareyville		
NW383 - Mafikeng	Mahikeng		
NW384 - Ditsobotla	Lichtenburg		
NW385 - Ramotshere Moiloa	Zeerust		
NW392 - Naledi	Vryburg		
NW393 - Mamusa	Schweizer-Reneke		
NW394 - Greater Taung	Taung		
NW396 - Lekwa-Teemane	Christiana		
NW397 - Kagisano-Molopo	Ganyesa		
NW403 - City of Matlosana	Klerksdorp		
NW404 - Maquassi Hills	Wolmaransstad		
NW405 - J B Marks - Potchefstroom	Potchefstroom		
NW405 - J B Marks - Ventersdorp	Ventersdorp		

NORTHERN CAPE PROVINCE		YES	NO
NC061 - RICHTERSVELD	Port Nolloth		
NC062 - NAMA KHOI	Springbok		
NC064 - KAMIESBERG	Garies		
NC065 - HANTAM	Calvinia		
NC066 - KAROO HOOGLAND	Sutherland		
NC067 - KHÂI-MA	Pofadder		
NC071 - UBUNTU	Victoria West		
NC072 - UMSOBOMVU	Colesberg		
NC073 - EMTHANJENI	De Aar		
NC074 - KAREEBERG	Carnarvon		
NC075 - RENOSTERBERG	Petrusville		
NC076 - THEMBELIHLE	Hopetown		
NC077 - SIYATHEMBA	Prieska		
NC078 - SIYANCUMA	Douglas		
NC082 - KAI !GARIB	Keimoes		
NC084 - !KHEIS	Groblershoop		

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NORTHERN CAPE PROVINCE		YES	NO
NC085 - TSANTSABANE	Postmasburg		
NC086 - KGATELOPELE	Danielskuil		
NC087 - Dawid Kruiper - Mier	Mier		
NC087 - Dawid Kruiper - Upington	Upington		
NC091 - Sol Plaatje	Kimberley		
NC092 - Dikgatlong	Barkly West		
NC093 - Magareng	Warrenton		
NC094 - Phokwane	Hartswater		
NC451 - Joe Morolong	Moshaweng		
NC452 - GA-SEGONYANA	Kuruman		
NC453 - GAMAGARA	Kathu		

WESTERN CAPE PROVINCE		YES	NO
CPT - City of Cape Town	Athlone		
CPT - City of Cape Town	Bellville		
CPT - City of Cape Town	Wynberg		
CPT - City of Cape Town	Khayelitsha		
CPT - City of Cape Town	Mitchell's Plain		
CPT - City of Cape Town	Strand		
WC011 - Matzikama	Vredendal		
WC012 - Cederberg	Clanwilliam		
WC013 - Bergrivier	Piketberg		
WC014 - Saldanha Bay	Vredenburg		
WC015 - Swartland	Malmesbury		
WC022 - Witzenberg	Ceres		
WC023 - Drakenstein	Paarl		
WC024 - Stellenbosch	Stellenbosch		
WC025 - Breede Valley	Worcester		
WC026 - Langeberg	Robertson		
WC031 - Theewaterskloof	Caledon		
WC032 - Overstrand	Hermanus		
WC033 - Cape Agulhas	Bredasdorp		
WC034 - Swellendam	Swellendam		
WC041 - Kannaland	Ladismith		
WC042 - Hessequa	Heidelberg		

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WESTERN CAPE PROVINCE		YES	NO
WC043 - Mossel Bay	Mossel Bay		
WC044 - George	George		
WC045 - Oudtshoorn	Oudtshoorn		
WC047 - Bitou	Plettenberg Bay		
WC048 - Knysna	Knysna		
WC051 - Laingsburg	Laingsburg		
WC052 - Prince Albert	Prince Albert		
WC053 - Beaufort West	Beaufort West		

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SCHEDULE B**Additional Information****Note:**

Non-completion shall invalidate the bid submission. "Not applicable" must be clearly stated in instances where a service cannot be rendered.

B1 Information on Vehicles and Services Areas/Hubs

The service provider is expected to have suitable vehicles and service hubs for purposes of this tender. Indicate the number of vehicles that will be available for potential use for this project in the table below.

Failure to complete the table below shall invalidate a submission!

Province	Number of Closed Vehicles* Available				Service / Support	
	1 Ton	4 Ton	6 or 8 Ton	>8 Ton	% Vehicles with Cell Phones / Radios	% Vehicles with Satellite Tracking
Eastern Cape						
Free State						
Gauteng						
KwaZulu-Natal						
Limpopo						
Mpumalanga						
North West						
Northern Cape						
Western Cape						

Vehicles

* Only closed vehicles must be used for security reasons and protection against the elements!

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B1.1 Service Areas / Hubs and Contact Person Details (*Item 11 above refers*)

Province	Physical Address	Contact Person (Name and Surname)	Contact Person (Telephone / Cell phone number)	Contact Person (eMail address)
Eastern Cape				
Free State				
Gauteng				
KwaZulu-Natal				
Limpopo				
Mpumalanga				
North West				
Northern Cape				
Western Cape				

B1.2 Capability to Set Up Separate Accounts

Confirmation of capability to set up separate accounts for the Electoral Commission's national office in Centurion and its nine (9) provincial offices as per section 4.3	Yes	No
[Indicate with an "X"]		

B1.3 International Courier Facility

To which countries does the bidder routinely provide a regular courier services?	Supply details on a separate list/schedule (<i>marked Annexure A</i>) that includes destination, costing [<i>mass (kg) up to and per ½ kg thereafter</i>] inclusive of type of parcel (e.g. <i>International Document, International Parcel</i>), zoning information and transit times (days to deliver)
--	---

B1.4 Insurance

Insurance cover on consignments will apply only at the specific request of the Electoral Commission. What method of costing will be applied for insurance (if and when required)?	
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SCHEDULE C**Rate Structure****Note:**

Non-completion of the pricing/rate schedule shall invalidate the bid submission.

“Not applicable” must be clearly marked in instances where a service cannot be rendered.

C1 Between Major Electoral Commission Centre - i.e.

- Bloemfontein
- Cape Town
- Durban
- East London
- Johannesburg
- Kimberley
- Mmabatho
- Nelspruit
- Polokwane
- Tshwane

C1.1 Overnight Express by 10:30 (Door-to-Door)

R per 2kg

R per ½kg thereafter

C1.2 Overnight Express by 13:00 (Door-to-Door)

R per 4kg

R per 1kg thereafter

C1.3 Budget/Economy Domestic Cargo (Door-to-Door) within 24 to 72 hours depending on the destination

R per 15kg

R per 1kg thereafter

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C2 Within a Province**C2.1 Within a 50km radius**

Province	Within a 50km radius		Within a 50km radius		Within a 50km radius	
	Overnight Express by 10:30 (Door-to-Door)		Overnight Express by 13:00 (Door-to-Door)		Budget/Economy Domestic Cargo (Door-to-Door) within 24 to 72 hours depending on the destination	
	R per 2 kg	R per ½kg	R per 4kg	R per 1kg thereafter	R per 15kg	R per 1kg thereafter
Eastern Cape (to and from East London)						
Free State (to and from Bloemfontein)						
Gauteng (to and from Pretoria or Johannesburg)						
KwaZulu-Natal (to and from Durban)						
Limpopo (to and from Polokwane)						
Mpumalanga (to and from Nelspruit)						
Northern Cape (to and from Kimberley)						
North West (to and from Mmabatho)						
Western Cape (to and from Cape Town)						

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C2.2 Further than 50km radius

Province	Further than 50km radius		Further than 50km radius		Further than 50km radius	
	Overnight Express by 10:30 (Door-to-Door)		Overnight Express by 13:00 (Door-to-Door)		Budget/Economy Domestic Cargo (Door-to-Door) within 24 to 72 hours depending on the destination	
	R per 2 kg	R per ½kg	R per 4kg	R per 1kg thereafter	R per 15kg	R per 1kg thereafter
Eastern Cape (to and from East London)						
Free State (to and from Bloemfontein)						
Gauteng (to and from Pretoria or Johannesburg)						
KwaZulu-Natal (to and from Durban)						
Limpopo (to and from Polokwane)						
Mpumalanga (to and from Nelspruit)						
Northern Cape (to and from Kimberley)						
North West (to and from Mmabatho)						
Western Cape (to and from Cape Town)						

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C2.3 Between any locations within the boundaries of the Republic of South Africa (RSA) not covered by C2.1 and C2.2 above (for example, between provinces):

Distance between Locations	Overnight Express by 10:30 (Door-to-Door)		Overnight Express by 13:00 (Door-to-Door)		Budget/Economy Domestic Cargo (Door-to-Door) within 24 to 72 hours depending on the destination	
	R per 2 kg	R per ½kg	R per 4kg	R per 1kg thereafter	R per 15kg	R per 1kg thereafter
Within a 50km radius						
Within a 51km to 500km radius						
Above 500km radius						

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C2.4 Additional Domestic Services (Surcharges over and above the applicable rate as in C2.1, C2.2 and C2.3)

C2.4.1	- Early Delivery by 08:30 (required between major Commission centres only)	R
C2.4.2	Surcharge - Saturday & Public Holidays (collection / deliveries)	R
C2.4.3	Surcharge - After Hours Collections (after 17:00 on weekdays and on Sundays)	R
C2.4.4	- Domestic Same Day Express (door-to-door service)	
	(a) Between major Electoral Commission centres	R
	(b) Within a Province Within a 50km radius	R
	Within a Province Further than 50km radius	R
	(c) Between any locations within the boundaries of the RSA, not covered by C2.4.4(a) and C2.4.4 (b) above	
	• Within a 50km radius	R
	• Within a 51km to 500km radius	R
	• Above 500km radius	R
C2.4.5	“Drive Away” Charge - Round Trip <u>NB</u> - Applies to same day deliveries ONLY, and only on specific request/approval of the Electoral Commission.	R
C2.4.6	Insurance – Cost Formula Insurance will be required only on specific request from the Electoral Commission [Also see section 7.2.2]	
	Value of Consignment X%	

C2.5 Other Surcharges (Surcharges over and above the applicable rate as in C2.1, C2.2, C2.3 and C2.4)

C2.5.1 Line Haul Cost (if applicable) R

C2.5.2 Fuel Levy (as at June 2024) R

C2.5.2 Air Surcharges (as at June 2024) R

C2.6 Escalation Factor

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Escalation factor over the contract period being five (5) years:

..... % per year

Bidders must ensure that the annual escalation factor that impacts on their bid prices are clearly defined and stipulated above.

Such escalation will be accounted for during the overall price calculations that are used for bid adjudication purposes.

The escalation factor will be included in the service level agreement (SLA/contract) and implies the price escalation clause wherein during the contract period, the service provider can revise, usually upward, the base prices of the courier services to be rendered.

The escalation factor is represented by a percentage rate that is either pre-agreed or negotiated at the time of entering into a service level agreement (SLA/contract).

Failure to stipulate the escalation clause shall result in a bid being rejected. If there is no escalation then state 0%.

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BID EVALUATION CRITERIA

Submissions will be evaluated against the specified bid evaluation criteria.

Only submissions that meet the functional and operational needs of the Electoral Commission will be considered.

Provision of Courier Services – Tender IEC/LG-07/2024
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BIDDER NAME:	Bid #:
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Stage 1 - Bidder's Disclosure Evaluation/Assessment [SBD4]

All bids received will be evaluated and assessed in respect of the mandatory information provided in the Bidder's Disclosure (SBD4) as well as the register for restricted suppliers and tender defaulters.

Any potential issues that may arise or transgressions that may identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, was extended to all entities which were invited to participate in the bid process.

As part of the evaluation of the procurement process, the information provided by a person on the SBD4 form must be evaluated.

In so doing, it must be noted that if the bid evaluation establishes that:

- (a) a person within the bidding entity is an employee of the State, the Electoral Commission's CEO must request the relevant accounting officer/accounting authority whether the person -
 - (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
 - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
- (b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
- (c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct

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- must be reported to the Competition Commission; and
- (d) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

If it is established that a person has committed a transgression in terms of the above, or any other transgression of SCM prescripts, the bid may be rejected and the person may be restricted.

The Electoral Commission's CEO must inform National Treasury of any action taken against a person within 30 days of implementing the action.

During the bid evaluation process, the Electoral Commission must in addition to other due diligence measures, establish if a person is not listed in -

- (a) the Register of Tender Defaulters; and
- (b) the list of restricted suppliers.

A bid related to a restricted bidder or tender defaulter shall be rejected.

The under-mentioned assessment criteria will be used to evaluate the elements relating to SBD4 and restricted suppliers and tender defaulters:

Assessment Criteria	YES	NO	Comments
Bidder is registered on the National Treasury Central Supplier Database (CSD).*			
Bidder is tax compliant.**			
The bidder is not an employee of the state.			
Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act.			
Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.			
The bidder is not a tender defaulter as per the register published on the National Treasury website.			
The bidder is not a restricted supplier as per the register published on the National Treasury website.			

* No bid shall be accepted if a supplier is not registered on the National Treasury Central Supplier Database (CSD).

** A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification.

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Stage 2 - Functionality Evaluation/Assessment

1.	Stage 1 Administrative Key Qualification Criteria (<i>Shall lead to disqualification if not met</i>)	YES	NO	Comments
1.1	Ability to deliver to all Electoral Commission destinations (Schedule A)			
1.2	Completed schedule of available vehicles and service hubs (Schedule B)			
1.3	Ability to create separate accounts for national and provincial offices confirmed (Schedule B)			
1.4	Escalation rate stated (Section 5)			
1.5	Comprehensive company profile submitted (Section 2.2)			
1.6	Submitted a completed rate structure / Costing schedule (Schedule C)			
1.7	Comprehensive written proposal (Section 2) and service guarantee (Section 6.3)			
1.8	Curriculum Vitae (CVs) of managerial staff submitted (Section 8.1.1)			

2.	Stage 2 Technical and Administrative Requirements for Evaluation	Max score		Comments
2.1	Company's experience in courier services of similar size and track record – Comprehensive company profile [section 2.2]	20		<i>Courier Service Experience</i> <ul style="list-style-type: none"> • 5 years and more = 20 • 4 years = 15 • 3 years = 10 • 2 years = 5 • less than 2 years = 0
2.2	Courier related experience of management [section 8]	10		<i>Management Courier Service Industry Experience</i> <ul style="list-style-type: none"> • 5 years = 5 • 6 years = 7 • 7 years and more = 10 • Less than 5 years = 0
2.3	Staffing plan [section 8.2]	5		<i>Head office = 1</i> <i>Provincial offices = 1</i> <i>Additional staff (provision of) = 1</i> <i>Additional staff (time period to source) = 1</i> <i>Additional staff (guarantee of courier service related experience) = 1</i>
2.4	Project Plan [section 9]			
2.4.1	Quality control method [section 9.1.1]	2		<i>One (1) point per requirement met.</i>
2.4.2	Risk management plan [section 9.1.2]	5		<i>Problem identification = 1</i> <i>Selecting treatment and/or</i>

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2.	Stage 2 Technical and Administrative Requirements for Evaluation	Max score		Comments
				<i>solution and/or preventative measures = 2</i> <i>Evaluating the treatment/solution = 1</i> <i>Monitoring selected program = 1</i>
2.4.3	Contingency plan [section 9.1.3]	9		<i>Data/Information loss = 2</i> <i>Additional staff needed at short notice = 2</i> <i>Industrial action = 2</i> <i>Breakdown of pick-up/delivery vehicle(s) = 2</i> <i>Any other incident = 1</i>
2.5	Reporting on data delivery and processes [section 9.2]	5		<i>Service requests per province = 2</i> <i>Analysis of service charges for specific periods = 2</i> <i>Other value adding reports = 1</i>
2.6	Services			
2.6.1	Account management systems and processes [section 4.3]	5		<i>One (1) point per requirement met.</i>
2.6.2	Track and trace [section 9.3]	5		<i>Detailed description of the step-by-step track and trace process included in bid submission = 5</i> <i>Non-inclusion of step-by-step track and trace process = 0</i>
2.6.5	International/overseas distribution [Section 7.1.2 and Schedule B (B1.3)]	8		<i>Completed list with details provided that includes–</i> <ul style="list-style-type: none"> <i>International destinations</i> <ul style="list-style-type: none"> <i>1 to 50 destinations = 1</i> <i>51 to 100 destinations = 2</i> <i>Above 100 destinations = 4</i> <i>Costing [mass (kg) up to and per ½kg thereafter] = 1</i> <i>Type of parcel [International Document / Parcel] = 1</i> <i>Zoning information = 1</i> <i>Transit times [days] = 1</i>
	Final score	74		
	Percentage Achieved (minimum required 56/74 which equates to 75%)			
	Bid Evaluation Committee Proposal:			
	[Note: All submissions achieving 75% and higher will qualify for the final evaluation - <u>Bid Evaluation</u>			

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2.	Stage 2 Technical and Administrative Requirements for Evaluation	Max score		Comments
	<i>Part 2 - which will consist of an on-site evaluation during which the facility will be weighed against the criteria indicated above]</i>			

Stage 3 - Bid Adjudication Process

Bids will be adjudicated as set out below.

Stage 3 - Adjudication of Bids

Only bids that comply with the requirements and conditions of the bid and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.

Acceptable bids must be market related.

This bid is deemed not to exceed R50 million including VAT.

Therefore, the 80/20 preference point system (PPPFA scoring) in terms of the Preferential Procurement Policy Framework Act, 2005 (PPPFA) and the Preferential Procurement Regulations, 2022 shall apply in the bid adjudication process where all acceptable bids received are equal to or below R50 million including VAT.

Bidder Qualify for Further Evaluation	Yes	No

Bid Evaluation Committee Proposal:

Bid Evaluation Committee		Date:
Member	Department/Office	Signature

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