



SOUTH AFRICA

Electoral Commission

Bid Specifications
Auction 0010559257

VMWare Licenses

IMPORTANT NOTICE

Failure to comply with the completion of the auction conditions and the required information or submission of the required stipulated documents indicated below shall invalidate a bid.

1 Introduction

- 1.1 The Electoral Commission's perpetual licenses subscription and support for VMware end on 29 March 2026. The Electoral Commission also acquired a year's subscription of VMware vSphere Foundation licenses on 31 August 2025 to cover new server capacity. The Electoral Commission wants to procure additional VMware vSphere Foundation licenses or equivalent to replace the perpetual licenses.
- 1.2 The Electoral Commission has invested extensively in its ICT technologies, which provide a platform to effectively support and enable its business processes and to meet its goal of providing a free and fair election process in an open and transparent environment. The Electoral Commission's ICT Department intends to continue running a highly efficient and stable ICT environment making full use of industry standards, best practices and disciplines based upon stable and reliable technologies.
- 1.3 **Bidders must place a bid on the Votaquotes (eProcurement) system and then provide all the required documentation before the closing dates as specified in this document and on the Votaquotes web site. Bidders must be registered and approved to bid.**

2 Background Information

- 2.1 The Electoral Commission currently has 60 VMWare licenses on a per CPU perpetual license model procured with a three (3) years' support and maintenance that expires on 29 March 2026.
- 2.2 In addition, the Electoral Commission acquired 1216 CPU Cores VMware vSphere Foundation licenses on 31 August 2025 to accommodate new server capacity that was added to the VMware infrastructure.
- 2.3 The Electoral Commission understands Broadcom has changed the licensing model for VMWare since acquiring the company VMWare. The sale of new perpetual licenses has now ceased, with an emphasis now on subscription offerings with the aim of moving away from perpetual licenses.

2.4 This auction seeks to acquire new licenses to replace the current perpetual licenses with subscription-based licensing model with a 1-year.

3 Technical Specifications

3.1 The technical specification for the required products is as per the bid specifications provided below or equivalent. It must be noted that the technical specifications below are the minimum requirements. The only exception that may be accepted will be in case where the service provider’s specification exceeds the minimum requirements. Any offers below the minimum specification requirement will be disqualified.

3.2 The VMWare licensing requirements are as below:

SKU	Prod Name	Host Category	# of Hosts	CPU per Host	Cores/CPU per Host	Total CPU Cores/Host to license	Total Quantity of Cores to license
VSP-PL-TD-TL-1P-C	VMware vSphere Foundation - 1-Year Prepaid Commit – Per Core	Category 5	30	2	32 – minimum to license is 16	64	1920
Total							1920

3.3 The licenses must be supplied with a 1 year’s support and maintenance contract.

4 Planning Assumptions

The Electoral Commission has made the following assumptions:

4.1 The Electoral Commission will provide technical resources for all Electoral Commission’s designated work including setup and configuration of own applications and databases. Included are the provision of servers, desktops and switching at its premises.

4.2 Whenever the need arises the successful bidder shall do initial equipment

configuration of operating systems and environmental specific requirements.

- 4.3 The recommended service provider shall provide all relevant details needed to ensure successful operations capability within the organization.
- 4.4 The bidder's change control management process must comply with the Electoral Commission's change management process.

5 General Auction Conditions

The following standard auction conditions must be adhered to and complied with; failing of which the bid will be disqualified.

- 5.1 Bidders must place bids online on the Electoral Commission's eProcurement website by not later than the stipulated closing date and time on the auction
- 5.2 The bidder must provide detailed technical specifications in accordance with the technical requirements to demonstrate compliance by completing and submitting Appendix A: Technical Response Sheet. The bidder must also indicate the correct Stock Keeping Unit (SKU).
- 5.3 The bidder must be authorized to sell the product supplied.
- 5.4 An OEM letter of proof of the reseller agreement/authorization must accompany the written documentation for this bid
- 5.5 Should the reseller authorization be from a distributor, then a proof of authorization authorizing the distributor to resell and/or to authorize others by the OEM must be submitted together with the reseller authorization from the distributor.
- 5.6 The bidder must provide a formal proof of OEM statement of licensing stating associated services, terms and conditions thereof.
- 5.7 The bidder must provide at least three (3) contactable references of past services of a similar nature that the bidder provided or was involved in. Reference details must include the following: customer name, contact person, contact details (telephone, email, physical address) and service description and value of

services offered, per annum. The bidder can also complete and submit Appendix C: Guideline Reference Table.

6 Quality Control

The following quality control conditions must be adhered to and complied with, failing of which the bid will be disqualified.

- 6.1 By bidding the bidder undertakes and warrants that the proposed solution in line with auction specifications;
- 6.2 The bidder will have the primary responsibility of ensuring that the proposed solution complies with the required specifications in terms of functionality and technical specifications including quantity and quality;
- 6.3 It must be noted that the Electoral Commission seeks to gain the best product technically, functionally and financially.
- 6.4 Upon a successful bid being accepted, the Electoral Commission reserves the right to request an inspection of the preferred service provider's facilities.
- 6.5 The Electoral Commission will issue a formal purchase order to the successful bidder before any services can be delivered.
- 6.6 Awarding of the auction to any successful bidder shall be subject to the Electoral Commission's due diligence audit requirements, where applicable.
- 6.7 In addition, the Electoral Commission may also call on bidders to make further submissions and/or presentations in order for the Electoral Commission to ensure full compliance with all its requirements and as part of the bid evaluation process prior to the conclusion of the adjudication of the auction.

7 Pricing Requirements

When pricing bid proposals, bidders are advised to take into account that the following issues are factored into the price. The Electoral Commission will not entertain additional charges on these items.

- 7.1 Total bid price must be submitted online on the eProcurement (Votaquotes) portal.
- 7.2 Completion of the detailed pricing schedule, Appendix B – Pricing Schedule, by responding to each item is compulsory. Bidder must also complete the correct Stock Keeping Unit (SKU) for the licenses being supplied. Failure to complete and submit this detailed pricing schedule as part of the bid submission shall lead to disqualification.
- 7.3 The total bid price must be firm for 180 days from the closing date and time of this bid and must be in South African Rand inclusive of VAT. Once awarded the prices will remain firm for the duration of the contract.
- 7.4 The total bid price must be inclusive of all factors which may contribute the cost of fulfilling the bid, factors such as:
- a) Licensing costs including support and maintenance costs over 1 year
 - b) Delivery costs to the Electoral Commission’s national office in Centurion, Gauteng, South Africa.
- 7.5 The bidder must submit a price schedule or quotation for the licenses proposed. Details of all the components on the licenses including the SKU must be in the price schedule / quotation.
- 7.6 The Electoral Commission reserves the right to adjust costs by excluding some cost factors.
- 7.7 All costs associated with the solution must be captured on the pricing table - no additional costs will be entertained.

8 Supplier Performance

- 8.1 Contracting of any service provider to render goods and/or services to the Electoral Commission are subject to the fulfilment of the Electoral Commission’s due diligence audit requirements.
- 8.2 An essential component of the Electoral Commission’s due diligence audit requirements may involve site visits to potential suppliers/contractors as well as

inspection of various key documents underpinning the establishment of the companies involved in bids of the Electoral Commission. This also includes confirmation of capability and capacity requirements to execute the services specified in such bids.

- 8.3 Upon notification of the Electoral Commission's intention to award a contract, the successful bidder may be required to enter into a service level agreement (SLA/contract) with the Electoral Commission.
- 8.4 The purpose of the SLA (if applicable other than what the Electoral Commission's standard purchase orders provide for) is to fix performance criteria within the key requirements of this request for quotation, namely quantity, quality and delivery.
- 8.5 The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 8.6 The Electoral Commission reserves the right to reject any services delivered not conforming to the bid specification.
- 8.7 Where previously-agreed delivery schedules are not met by a supplier, the Electoral Commission shall have the right to appoint an alternative supplier to make good the shortfall in supply. Any additional costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting supplier.

9 Adjudication and Award of Contract

- 9.1 Bidders are advised to refer to the Bid Evaluation Criteria in Appendix E to ensure that they have addressed all critical bid requirements.
- 9.2 The bid will be awarded to a bidder whose solution successfully conforms to specifications and is able to deliver the services, and in terms of the provisions of the Preferential Procurement Policy Framework Act, 2022
- 9.3 The Electoral Commission will issue a formal purchase order before any services can be delivered
- 9.4 Awarding the bid to a successful bidder may be subject to the bidder entering

into a service level agreement (SLA) with the Electoral Commission that will formalize and regulate the delivery of the service.

10 Delivery and Implementation Timeframe

10.1 Delivery of licenses to be made no later than fifteen (15) calendar days after the issuing of the purchase order.

11 Duration

11.1 The support and maintenance on the licenses is for 1 year and may be extended at the sole discretion of the Electoral Commission as may be deemed necessary.

12 Written Submissions

12.1 All submissions must be received before the closing date and time for submissions as stipulated on the eProcurement website <https://votaquotes.elections.org.za>

12.2 Submissions received after the closing date and time will lead to bids being disqualified and not considered.

12.3 All bids must be placed online on eProcurement website <https://votaquotes.elections.org.za>. Supporting documentation can be submitted in any or both of the following options:

- Upload to the auction site.
- Place in the Electoral Commission tender box situated in the foyer of the Electoral Commission National Office in Centurion at the following address before the closing date and time of this auction

Election House

Riverside Office Park,

1303 Heuwel Avenue,

**Centurion,
0157**

Note: Clearly mark your submission: For the attention of Procurement and Asset Management Department – Auction 0010559257

Failure to submit all of the required documentation before the closing date and time shall invalidate the bid. It remains the responsibility of the bidder to confirm receipt of the required documentation with the Electoral Commission Procurement and Asset Management Department.

13 Summary of Submission Requirements

- 13.1 All bids must be submitted online on eProcurement (Votaquotes) portal.
- 13.2 All written supporting documentation must be submitted as stipulated on the bid requirement.
- 13.3 Submissions received after the closing date and time will lead to the bidder's proposal being disqualified and not considered.
- 13.4 The following supporting documents must be submitted as part of the written submissions. Failure to submit these will lead to the bid being disqualified:

13.4.1 Completed technical specifications in accordance with the requirements in **Appendix A - Technical Bid Response Sheet** to demonstrate compliance with the bid specification as per [5.2](#).

13.4.2 Three (3) relevant contactable References, **Appendix C - Guideline Reference Table** as per **5.7**

13.4.3 Completed pricing schedules [Appendix B: Pricing Schedule](#) as per **7.2**

13.4.4 A proof of reseller authorization as per 5.3, 5.4 and 5.5

13.4.5 An OEM Statement of licensing as per 5.6

14 Enquiries

All enquiries regarding this bid must be submitted exclusively through the VotaQuotes platform. This requirement supports the principles of fairness, openness, and transparency in the procurement process.

All questions and the official responses will be published on the public VotaQuotes website (www.votaquotes.elections.org.za) where the bid is advertised.

Bidders are responsible for regularly monitoring the platform for any updates, clarifications, or additional information published during the bidding period.

No telephonic, email, or other forms of communication regarding bid enquiries will be accepted or responded to.

An enquiry cut-off date applies to all bids. The final date and time for submitting enquiries is published on the VotaQuotes platform under the specific bid listing.

15 Briefing Session

15.1 There will be no briefing for this requirement.

16 Closing Date

The closing date and time of this auction is specified on the eProcurement (Votaquotes) website

(https://votaquotes.elections.org.za/eproc_inter/Default.aspx) in accordance with the specified bidding requirements. The closing date and time is determined by the clock on the Electoral Commission's servers and is not negotiable.

17 Appendix A – Technical Bid Response Sheet

<p align="center">Appendix A – Technical Bid Response</p> <p align="center">Completion of this technical response sheet by the bidder is compulsory.</p> <p align="center">Bidder must respond to each and every item in the response sheet.</p> <p align="center">Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification</p>										
COMPLIANCE MINIMUM REQUIREMENTS								Bidder must indicate whichever is applicable		Bidder's response/technical specification for proposed solution – if providing more than minimum requirement
SKU	Prod Name	Host Category	# of Hosts	CPU per Host	Cores/CPU per Host to be licensed	Total CPU Cores/Host	Total Quantity Cores or VM Packs	YES	NO	
VSP-PL-TD-TL-1P-C	VMware vSphere Foundation - 1-Year Prepaid Commit – Per Core	Category 5	30	2	32	64	1920			

18 Appendix B – Pricing Schedule

<p align="center">Appendix B – Pricing Schedule</p> <p align="center">Completion of this Pricing Schedule by the bidder is compulsory.</p> <p align="center">Failure to complete and submit this price response sheet as part of the bid submission shall lead to disqualification.</p> <p align="center">Prices must be inclusive of VAT</p>									
	SKU	Prod Name	# of Hosts	CPU per Host	Cores/CPU per Host	Total CPU Cores/Host	Total Quantity of Cores	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
1.	VSP-PL-TD-TL-1P-C	VMware vSphere Foundation - 1-Year Prepaid Commit – Per Core	30	2	32	64	1920	R	R
TOTAL BID PRICE*									R

*The Total Bid Price must be complete and inclusive of VAT for the proposed solution with 1 year support and maintenance, it is also the price which will be used for adjudication. The total Bid Price must be placed on eProcurement.

19 Appendix C: Guideline Reference Table

Reference #1

EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS:		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	VMWare product and version	
	How many licenses	
Service Value	Contract Value (estimate)	
	Was the service provided in the last 36 months?	

Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	VMWare product and version	
	How many licenses	
Service Value	Contract Value (estimate)	
	Was the service provided in the last 36 months?	

Reference #2

EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS:

EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS:		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	VMWare product and version	
	How many licenses	
Service Value	Contract Value (estimate)	
	Was the service provided in the last 36 months?	

Reference #3

EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS:		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	VMWare product and version	
	How many licenses	
Service Value	Contract Value (estimate)	
	Was the service provided in the last 36 months?	

20 Appendix D – Bid Evaluation Criteria

Bidders are advised to refer to Appendix D to ensure that they have addressed all critical bid requirements which will be used for assess the bids. Bidders are NOT expected to complete and submit this Appendix.

20.1 Stage 1: Assessment of Bidder’s Disclosure

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:

20.1.1 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.

20.1.2 As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, is attached herewith for all entities who participate in the bid process.

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

20.1.4 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 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.

20.1.5 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.

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

20.1.7 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.

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

20.1.9 The under-mentioned assessment criteria will be used to evaluate the elements relating to SBD4, CSD registration, tax compliance, restricted suppliers and tender defaulters:

	Assessment Criteria	Bidder Requirement (YES/NO)	Comments
1.	Bidder is registered on the National Treasury Central Supplier Database (CSD). *		
2.	Bidder is tax compliant. **		
3.	The bidder is not an employee of the state.		
4.	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.		
5.	Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		
6.	The bidder is not a tender defaulter as per the register published on the National Treasury website.		
7.	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.

20.2 Stage 2: Key Qualifying Criteria

Stage 2 – Key Qualifying Criteria				
Failure to comply with any of the requirements below will result in the bid being disqualified				
No.	Description	Yes	No	Comments
1.	Bidder has submitted the bid online as per 5.1?			
2.	Bidder completed and submitted technical specification – Appendix A as per 5.2?			
3.	The bidder has completed and submitted detailed pricing as per Pricing Schedule as per 7.2			
4.	The Bidder submitted three relevant contactable references as per 5.7			
5.	The bidder submitted Letter of Authorization to resell from OEM / Distributor as per 5.3, 5.4, and 5.5			
Overall Stage 2 Outcomes:		<u>Assessment Comments:</u>		
		Bid qualifies for further consideration: (YES/NO):		

20.3 Stage 3 Technical Bid Evaluation

Technical Bid Evaluation Bidder must comply with all requirements										
COMPLIANCE MINIMUM REQUIREMENTS								Bidder's indication		Comments
SKU	Prod Name	Host Category	# of Hosts	CPU per Host	Cores/CPU per Host	Total CPU Cores/Host	Total Quantity of Cores	YES	NO	
VSP-PL-TD-TL-1P-C	VMware vSphere Foundation - 1-Year Prepaid Commit – Per Core	Category 5	30	2	32	64	1920			
Overall Stage 3 Outcomes:		<u>Assessment Comments:</u> 								
		Bid qualifies for further consideration: (YES/NO):								

20.4 Stage 4: Technical Scoring

Bid Evaluation Criteria” Stage 4 – Technical Scoring

To qualify to the next phase of adjudication a bidder must score a minimum of 75% (26.25/35)

	Product Description	Available Score	Points Allocation	Actual Score	Comments
1.	Relevant Reference	30	References: a) Customer name = 1 point b) Contact Person = 1 point c) Email = 1 point d) Telephone = 1 point e) Physical address = 0.5 point f) VMWare Product and Version = 2 points g) Number of licenses = 2 points. h) Value (Contract Value Estimate) = 1 point i) Was the service provided in the last 36 months = (YES = 0.5 point) Total for references = maximum 10 points per reference (3 references)		
Overall Stage 4 Outcomes:		<u>Assessment Comments:</u> Bid qualifies for further consideration: (YES/NO):			

20.5 Stage 5: 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 adjudication process of this auction where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Bid Evaluation Committee

	Evaluation Committee Member's Name	Signature
1		
2		
3		
4		
5		

Overall Adjudication Outcomes:
