

ELECTORAL COMMISSION

BID SPECIFICATIONS

Auction # 0010562852

Supply, Delivery and Installation of Office Furniture

(Various Electoral Commission Local Offices in Northern Cape Province)

1. Background

The Electoral Commission (IEC) maintains a network of local offices in two hundred and thirteen (213) municipalities throughout the country. These local offices are responsible for implementing electoral related projects and programmes at a municipal level and also serve as a distribution point to voting stations during an election period.

The Electoral Commission requires a service provider to supply, deliver and install office furniture as outlined in the item specifications below.

The furniture items will be used by Electoral Commission local offices in Northern Cape Province (Refer **Annexure A**).

The required items must be supplied, assembled and ready for use upon delivery thereof.

2. Item Specification

The required item(s), detailed description and quantities are tabled below:

Abbreviations and notations for table below:

<i>mm</i>	Millimetres
<i>mmd</i>	Millimetres in Depth
<i>mmh</i>	Millimetres in Height
<i>mml</i>	Millimetres in Length

Item	Description	Quantity
Office Workstation Desks [OWD] 1800mml	Desk <ul style="list-style-type: none">Walnut solid and veneer desk with the dimensions of 1800mml x 800mmd x 760mmhThe top is to be 32mm thick with a solid beveled edge 32mm x 22mmLegs are to be 70mm thick x 575mm wide mitred boxes with an 80mmh x 1,2mm aluminum kick-plate with 100mm walnut veneer cleats running from leg to legThe modesty panel is to run from leg to leg 300mm high and to be biscuit joined and glued to the legsThe top is to be fastened to the legs with cleats and screwsAll joins are to be biscuitied, glued and screwedAll edging is to be a minimum of 2mm edge bandedThe desk is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish Credenza <ul style="list-style-type: none">Sliding door credenza with the dimensions of 900mml x 500mmd x 760mmhThe top is to be 32mm thick with a solid beveled edge 32mm x 22mmThe unit is to have two lockable sliding doorsThe backing is to be 6mm walnut veneer, rebated and screwed into the carcass.All internals to be walnut veneerThe credenza is to have an 80mmh x 1,2mm aluminum kick plate1 x Walnut veneer adjustable wooden shelf 16mm thick with edge-banding	12

Item	Description	Quantity
	<ul style="list-style-type: none"> • All edging is to be a minimum of 2mm edge banded • 2 x stainless steel bar handles 242mm x 14mm thick • All joins are to be biscuited, glued and screwed • The credenza is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish <p>Pedestal</p> <ul style="list-style-type: none"> • Mobile 4 drawer pedestal with the dimensions of 410mm x 500mm x 720mm • The 4 drawers must have a central locking system • 4 x stainless steel bar handles 242mm x 14mm thick • The back must be 16mm walnut veneer • The drawer bottoms must be 6mm rebated and screwed walnut veneer • All drawers to have full extension side mounted ball bearing slides • The bottom drawer is to house hanging files • The top drawer is to have a 16mm bottom, with a drop in stationary tray • All internals to be walnut veneer • All edging is to be a minimum of 2mm edge banded. • All joins are to be biscuited, glued and screwed • The castors are to be lockable 50mm black castors • The pedestal is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish 	
High Back Chair with Breathable Mesh [HBC]	<ul style="list-style-type: none"> • Height adjustment of the lumbar support pad • Adjustable head rest • 3D height adjustable arms • Mesh back rest • Aluminium 5 star base • Seat height adjustment • Seat pan slide • Backrest reclining, tension adjustment and locking synchrony mechanism • Automotive Grade Moulded foam seat • 120 kg weight capacity • Colour: Black 	163
Visitor Chair with Breathable Mesh [VC]	<ul style="list-style-type: none"> • Supported by heavy duty strong plastic frames, holds up to 120 kg • Breathable mesh fabric enables airflow for a cooler workflow • Mesh back rest • Sled base design eliminates the risk of tipping over in any direction • Open back design, no seam to collect dust that's hard to clean • Automotive Grade Moulded foam seat • 120 kg weight capacity • Colour: Black 	124
Credenza [C]	<p>Credenza</p> <ul style="list-style-type: none"> • Sliding door credenza with the dimensions of 900mm x 500mm x 760mm • The top is to be 32mm thick with a solid beveled edge 32mm x 22mm • The unit is to have two lockable sliding doors • The backing is to be 6mm walnut veneer, rebated and screwed into the carcass. • All internals to be walnut veneer • The credenza is to have an 80mm x 1,2mm aluminum kick plate • 1 x Walnut veneer adjustable wooden shelf 16mm thick with edge-banding • All edging is to be a minimum of 2mm edge banded • 2 x stainless steel bar handles 242mm x 14mm thick • All joins are to be biscuited, glued and screwed • The credenza is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish 	9

Item	Description	Quantity
Filing Cabinet [FC]	<ul style="list-style-type: none"> • Walnut veneer and solid filing cabinet with the dimensions of 1500mmh x 900mmw x 500mmd • The top is to be 32mm thick with a solid beveled edge 32mm x 22mm • The filing cabinet is to have a fixed base with 3 adjustable 16mm Walnut veneer shelves with edge-banding • Doors to be hinged with 6 x concealed hinges and be lockable • Left door to have top and bottom barrel bolts and a striker plate for the lock • Locking door to have a cylinder deadbolt rim lock • The filing cabinet must have an 80mm x 1,2mm brushed aluminum kick-plate on all sides • 2 x stainless steel bar handles 242mm x 14mm thick • All edging is to be a minimum of 2mm edge banded. • The backing is to be 6mm Walnut veneer, rebated and screwed into the carcass. • All joins are to be biscuited, glued and screwed • The unit is to have adjustable leveling feet in the base • The filing cabinet is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish. 	14
2 Seater Couch [2SC]	<ul style="list-style-type: none"> • Material: Luxurious Velvet • Dimensions <ul style="list-style-type: none"> Width: 163 cm Height: 91 cm Depth: 97 cm • Colour: Black • Bold chrome legs 	10

3. Production Requirements

The introduction of the new Preferential Procurement Regulations, 2022 (PPR2022), repealed the Preferential Procurement Regulations, 2022 and all its instructions and procedures. As a result, the application of the local content is no longer a compulsory requirement. The Electoral Commission in its preferential procurement has however adopted the use of local content as part of the specific goals together with the status levels of contribution as indicated below:

Specific goal	B-BBEE status level of contributor	Designated local content
Points out of 20 (refer to table below for breakdown)	10	10
Proof required	<ul style="list-style-type: none"> • B-BBEE status level certificate, CIPC B-BBEE certificate or B-BBEE sworn affidavit (as applicable) • Disclosure certificate (not older than 3 months) • Proof of ownership • Share certificates for companies • CK1, CK2 or disclosure certificate for CCs • Copies of IDs for owners 	<ul style="list-style-type: none"> • Declaration • Annexures B, C, D and E • Bill of materials • Questionnaire A

In the 80/20 scoring principle, local content will account for 10 points and the other 10 points will be for status level of contribution.

Specific Goals Points Breakdown for Local Content

B-BBEE Status Level of Contributor	Number of Points
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Local content	Number of Points
100% local	10
100% local with exemption from dtic	5
Not 100% local	0

Where local content production is applied, compliance with all the requirements must be adhered to for the purpose of claiming preferential points for scoring purposes. No preferential points will be awarded for the requirements not complying with the provisions of local content and production. No bid will be disqualified based on choosing not to adopt local production and content.

4. Required Documentation / Written Submission Requirements

The following documents need to be submitted to the Electoral Commission by bid closure, with the company name and auction details on the envelope/documents -

- 4.1 Completed Schedule (**Schedule A**). **Please note that should the answer to any of the relevant questions be ‘No’ the bid will be disqualified from further evaluation.**
- 4.2 Completed List of Local Offices [Delivery Points] (**Annexure A**). **Please note that failure to complete or not being able to provide a service at all these locations will invalidate the bid.**
- 4.3 A brochure (preferably in a book format) that includes images of the product offering needs to be submitted to the Electoral Commission as part of the written submission in support of the bid.
- 4.4 The actual dimension and material composition/specification per item must be confirmed for every product in the brochure (preferably under each image).
- 4.5 A written submission explaining who will supply the raw materials for the office furniture and manufacture them. Once all the suppliers in this process have been confirmed by the Electoral Commission, the delivery of the office furniture will be subject to those suppliers being used and no change will be allowed without prior approval by the Electoral Commission. The Electoral Commission also reserves the right to execute random inspections at the manufacturers of the office furniture and any other vetting/inspections that may be required to ensure adherence to bid conditions – that includes verification of the origin of any material used in the production process.
- 4.6 Where subcontractors (these may include manufacturers of office furniture) are being used for the supply of the office furniture (or any component thereof) a letter of guarantee must be obtained from that supplier in support of any of the local content claims being made. The letter of guarantee must state that the subcontractor is supplying the office furniture (or any component thereof) to the bidder and that the office furniture (or any component thereof) conforms to the specific local content requirements and thresholds applicable to that particular office furniture item/s. Any percentage applicable to imported products/components must also be clearly stated.
- 4.7 Relevant certificates to prove that the office furniture conforms to applicable SABS standards should also be submitted.
- 4.8 The written submission must also be accompanied by the documentation referred to in **section 9**:
 - o Declaration Certificate for Local Production and Content (Annexure B);
 - o Local Content Declaration: Summary Schedule (Annexure C)
 - o Imported Content Declaration: Supporting Schedule to Annexure C (Annexure D)
 - o Local Content Declaration: Supporting Schedule to Annexure C (Annexure E)
- 4.9 In addition to the above, service providers must prepare and submit a bill of materials (BOM) (raw materials included) to be utilised in the production process. The schedule must clearly indicate which materials are produced locally in South Africa and which materials are imported. The proposed format for the BOM to be created is as follows:

Bill of Materials (BOM)* (Visitors Chairs)	% of Finished Office Furniture	Locally Manufactured (YES / NO)	Imported (YES / NO)	DTI Authorisation (YES / NO)
e.g. Steel legs	25%	Yes	No	Not applicable
e.g. Bonded leather	20%	Yes	Yes	Not applicable
e.g. Arm rest	15%	No	Yes	Yes
e.g. Polyurethane base	25%	Yes	No	Not applicable
e.g. Screws for assembly	5%	Yes	No	Not applicable
e.g. Powder coating	10%	Yes	No	Not applicable

* The above example should be used to reflect each of the categories of office furniture to be manufactured and supplied in order to illustrate the local content requirements and adherence to stipulated minimum thresholds. The primary steel utilised in the manufacturing process as that does not have to be stipulated – the relevance to local content is the actual manufacturing of the components used in the office equipment.

- 4.10 In support of the local content requirements, the necessary written authorisation from the Department of Trade and Industry (the dti) must be submitted, should there be a need to import such raw material or input.
- 4.11 The information provided in Annexures C, D and E must correlate with the BOM, especially in respect of local content % and values.

The required documentation must be delivered to the Electoral Commission's Procurement and Asset Management Department through any of the following means by the date and time as specified on Auction:

- Hand delivered and placed in the Electoral Commission's tender box situated in the foyer of the Electoral Commission's national office in Centurion at the following address:
**Electoral Commission
Riverside Office Park
1303 Heuwel Avenue
Centurion
0157**

Note: Clearly mark your submission for the attention of Supply Chain Management and stipulate the Auction Number.

Bidders who do not provide the required written submission will not be considered.

5. Quality Control

- 5.1 The Electoral Commission will have the right to conduct inspections at the bidder's premises for quality and adherence to specifications before deliveries are made.
- 5.2 The bidder must undertake and warrant that all goods shall, at the time of delivery, be according to specifications, in good condition, order and ready for use.
- 5.3 The bidder has the primary responsibility to ensure that quantity and quality are in accordance with the specification.

6. Bidder Performance

- 6.1 Quality means product adherence to the technical specification requirement.
- 6.2 Defective products must be replaced at the cost of the bidder.
- 6.3 Deliveries must meet predetermined schedules agreed to in the purchase order.
- 6.4 The Electoral Commission reserves the right to reject any deliveries not conforming to the above, including damaged units.
- 6.5 Where previously agreed delivery schedules are not met by a bidder, the Electoral Commission shall have the right to appoint an alternative bidder (such as the next highest ranking bidder on this bid for example or any other bidder able to deliver) to make good the shortfall in supply. Any extra costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting bidder. As such, any costs already incurred by the initially appointed bidder shall, at the sole discretion of the Electoral Commission, be for the account of that bidder since it failed to deliver! The normal penalties provided for on the Electoral Commission's purchase order shall also apply!

7. Warranty Period

- 7.1 The office furniture offered must have at least a two (2) year manufacturer's warranty and a five (5) year gas mechanism warranty on the chairs.

8. Deliveries

- 8.1 The envisaged latest date for the delivery and installation of the high back chairs is **within 60 (sixty) days from receipt of an official purchase order.**
- 8.2 The required points of delivery are the Electoral Commission's locations nationally (See **Annexure A**).
- 8.3 Deliveries to the stipulated Electoral Commission site should be made from Monday to Friday during office hours (08:30 – 17:00).
- 8.4 Prior notification must be given to ensure availability of receiving staff. The bidder must notify the appropriate Electoral Commission staff member on the delivery schedule and intended times of delivery.
- 8.5 A detailed list of address and contact details of receiving Electoral Commission local office will be provided to the successful bidder.
- 8.6 Staggered deliveries are permitted, prior to the completion date, in view of the volume and deliver destination of the high back chairs.
- 8.7 No payment will be processed before delivery is completed and accepted.

9. Local Content

Minimum local content requirements

- The stipulated minimum threshold percentages for local production and content for the required office furniture is tabled below, thus only locally produced or locally manufactured office furniture from local suppliers in accordance with the applicable threshold values will be considered.
- The applicable threshold values in respect of local content for the required office furniture is as follows:

Number	Description	% Local Content
1	Walnut veneer office workstation desk	90%
2	Walnut veneer credenza	90%
3	Walnut veneer pedestal	90%
4	Walnut veneer boardroom table	90%
5	Walnut veneer filing (shelves) cabinet	90%
6	High Back Chair with Breathable Mesh	65%
7	Visitor Chair with Breathable Mesh	70%

Excluded in the designation is mainly primary steel used for fabrication of furniture products. This is to encourage local manufacturers to seek the best global competitive prices for primary materials hence the competitive imported primary steel used in the manufacture of furniture will be deemed to have been sourced locally for the purposes of calculating local content.

In cases where raw materials are not available locally

- If the raw material or input for the **office furniture** is **not** available locally, bidders should obtain written authorisation from the dtic should there be a need to import such raw material or input. A copy of the authorisation letter must be submitted together with the bid at the closing date and time of the bid.
- The exchange rate used for the calculation of local production and content will be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of the advertisement of the bid.
- The rates of exchange quoted by the bidder in paragraph 4.1 of the Declaration Certificate will be verified for accuracy.

Important Note on Determining Local Content:

A declared local content of, for example, 100% is not a true reflection if the dtic issued an authorisation letter to import some of the raw materials. In such instances bidders are expected to declare the actual local content % of less than 100% for the fact that an authorisation letter was provided by the dti. In that regard, bids will not be disqualified during the first stage of evaluation for not meeting the required local content threshold. The purpose thereof is to encourage bidders to declare the exact local content, e.g. if a bidder indicates that he/she will be importing raw materials or certain components then it is not possible to have 100% local content if there is any portion of import no matter how small it may be.

Calculation of the local content

- The South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 will be used to calculate local content.
- The Declaration Document for Local Content (Annexure B) together with Annexure C (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted by the bidder at the closing date and time of the bid.
- The SABS approved technical specification and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annexure C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annexure C) and E (Local Content Declaration: Supporting Schedule to Annexure C)] are accessible to all potential bidders on the dti's official website <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> at no cost.
- The local content (LC) expressed as a percentage of the bid price will be calculated in accordance with the following formula:
 - $LC = (1 - x/y) * 100$Where
 - x is the imported content in Rand
 - y is the bid price in Rand excluding value added tax (VAT)
- Prices referred to in the determination of x will be converted to Rand (ZAR) by using the exchange rate published by the SARB at 12:00 on the date that the bid has been advertised.

10. Bid Evaluation

- 10.1 Before an order is placed with any bidder, that bidder will be required to prove conformance of the offered goods to the stated specification.
- 10.2 The Electoral Commission reserves the right to inspect samples or examples of the offered materials to establish conformance before awarding an order.
- 10.3 The Electoral Commission, furthermore, also reserves the right to consider at its sole discretion alternative options to exact specifications outlined in the bid or otherwise stipulated that may be offered by bidders should the Electoral Commission be of the opinion that such alternative options that are being offered are economically viable and/or may be a practical solution and/or may be generally beneficial in respect of promoting and reaching the Electoral Commission's goals, target dates and objectives.
- 10.4 For evaluation purposes, all bidders who participate in this Auction will be required to submit the following as part of their bid:
 - A brochure (preferably in a book format) that includes images of the product offering.
 - The actual dimension and material composition/specification per item must be confirmed for every product in the brochure (preferably under each image).
 - Bidders are required to confirm in writing their ability to deliver to all destinations.
- 10.5 Refer to the bid evaluation criteria applicable to the evaluation of this bid – **Annexure F**.
- 10.6 Successful bidders will be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission (which will include, *inter alia*, the provision of a pre-production mock sample of the required items, for conformance testing by the SABS) before the an official order is issued.

11. Technical 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.

12. Technical Enquiries (Local Content)

Enquiries concerning the 100% stipulated threshold for local production and content for the furniture must be directed to Ms Catherine Matidza at the Department of trade industry and competition, Tel (012) 394-5598 or Fax (012) 394-6598 or email CMatidza@thedtic.gov.za; and copy the below persons:

Ms Belinda Pick, Tel (012) 394-5480 and email BPick@thedtic.gov.za or contact the dtic Customer Contact Centre 0861 843 384.

Alternative contact details of the dtic in order to deal with local content requirements:

Mr Raphael Kitiaka, 012 394-3500, MRKitiaka@thedtic.gov.za

Ms Rendani Raluthaga, 012 394-1412, RRaluthaga@thedtic.gov.za

Ms Miyelani Masinga, 012 394-1664, MMasinga@thedtic.gov.za

Ms Mamosia Seleke, 012 394-1213, MSeleke@thedtic.gov.za

VERY IMPORTANT:

Refer to the Quick Guide to Request dtic Authorisation on the IEC eProcurement website.

SCHEDULE A

SCHEDULE THAT MUST BE COMPLETED AND RETURNED BY THE BIDDER

FAILURE TO COMPLETE AND RETURN THIS QUESTIONNAIRE WILL LEAD TO THE BID BEING DISQUALIFIED.

Bidder (Company)

Name of sales representative

Signature of sales representative
completed the questionnaire:

Confirmation of adherence to bid specifications of the required items (A brochure [preferably in a book format]) that includes images of the product offering).	Yes	No (Specify)
Confirmation that the bidder has sufficient stock and will be able to deliver by the indicated delivery date. If the answer is no, please indicate expected latest delivery date. Expected latest delivery date: within 60 (sixty) days from receipt of an official purchase order	Yes	No
Will the bidder exchange items found broken during delivery?	Yes	No
Confirm that the purchase price includes all transport and assembly costs.	Yes	No

Signature of sales representative that has completed the questionnaire:

Signature of Sales Representative

Official Company Stamp (if any)

ANNEXURE A

LIST OF LOCAL OFFICE[S] (Delivery Points)

Delivery point[s] are currently in the following cities/towns in Northern Cape Province listed below.

It is envisaged that this list, while not rigid, will remain substantially unchanged.

[Indicate ability to provide services by marking appropriate column with an "X" against each location – PLEASE NOTE THAT FAILURE TO COMPLETE AND RETURN OR NOT BEING ABLE TO PROVIDE A SERVICE AT ALL THESE LOCATIONS WILL INVALIDATE YOUR BID

Municipal Area / Local Office	OWD	HBC	VC	C	FC	RC	Yes	No
NC062 - NAMA KHOI (Springbok)	3	8	16	1	4	2		
NC064 - KAMIESBERG (Garies)	0	0	0	0	1	1		
NC066 - KAROO HOOGLAND (Sutherland)	0	0	2	0	0	0		
NC067 - KHAI-MA (Pofadder)	0	3	4	0	2	2		
NC074 - KAREEBERG (Carnavon)	1	1	2	1	0	1		
NC076 - THEMBELIHLE (Hopetown)	0	12	12	0	0	0		
NC078 - SIYANCUMA (Griekwastad)	0	5	2	0	0	0		
NC087 - MIER	0	4	4	0	1	0		
NC082 - KAI! GARIB (Keimoes)	0	0	0	0	0	1		
NC091 - SOL PLAATJE (Kimberley)	0	26	24	0	0	0		
NC093 - MAGARENG (Warrenton)	0	15	6	0	0	0		
NC094 - PHOKWANE (Hartswater)	2	26	6	3	2	1		
NC084 - !KHEIS [Groblershoop]	0	13	2	1	0	0		
NC087 - DAWID KRUIPER [Upington]	0	1	1	1	0	0		
NC071 - UBUNTU (Victoria West)	1	1	0	0	1	0		
NC073 - EMTHANJENI (De Aar)	3	7	6	0	0	1		
NC075 - RENOSTERBERG (Petrusville)	0	1	3	0	0	0		
NC077 - SIYATHEMBA (Prieska)	0	1	0	0	1	0		
NC451 - Joe Morolong	1	11	8	0	1	0		
NC452 - Ga-Segonyana	1	19	16	0	1	0		
NC453 - Gamagara	0	3	2	0	0	1		
NC085- Tsantsabane	0	3	5	0	0	0		
NC086 - Kgatelopele	0	3	3	2	0	0		
TOTAL	12	163	124	9	14	10		

Description - Furniture Items	
OWD	Office Workstation Desk (includes Desk, Pedestal and Credenza)
HBC	High Back Chair
VC	Visitor Chair
C	Credenza
FC	Filing Cabinet
RC	Reception Couches (2 seater)

ANNEXURES AND SCHEDULES THAT SHOULD BE COMPLETED, SIGNED AND SUBMITTED TOGETHER WITH THE WRITTEN SUBMISSION, BILL OF MATERIALS (BOM) AND BROCHURE

Annexure B: Declaration Document for Local Content (Attached)

**Annexure C: Local Content Declaration - Summary Schedule
(Refer the dtic Forms – Excel spreadsheet)**

**Annexure D: Imported Content Declaration - Supporting Schedule to Annexure C
(Refer the dtic Forms – Excel spreadsheet)**

**Annexure E: Local Content Declaration - Supporting Schedule to Annexure C
(Refer the dtic Forms – Excel spreadsheet)**

DECLARATION DOCUMENT FOR LOCAL CONTENT

This Standard Bidding Document (SBD) must form part of all bids received. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. The Electoral Commission’s Preferential Procurement policy, makes provision for the promotion of local production and content.
- 1.2. The Electoral Commission may in the case of designated sectors, advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a technical evaluation and the second stage price and specific goals which includes B-BBEE and minimum threshold for local production and content.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SANS 1286: 2017 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SANS 1286:2017 is accessible at no cost on the dtic website or through the quick link:

<http://www.thedticc.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>

- 1.6. A bid may be disqualified if this declaration document and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.
- 2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SANS 1286:2017) for this bid (T-shirts) is 100%.
- 3. Does any portion of the goods or services offered have any imported content?
(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible at www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SANS 1286:2017):5

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dtic must be informed accordingly in order for the dtic to verify and in consultation with the Accounting Officer provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SANS 1286:2017)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER (CFO) OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NUMBER:

ISSUED BY: The Electoral Commission

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

Important: Declarations C, D and E must be completed as required and signed by the same company representative that certifies/signs below (Annexure B). Annexure D must also be completed – stipulate zero (0) values if there are no imported material.

I, the undersigned, (full names),

do hereby declare, in my capacity as of

.....(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SANS 1286:2017;
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SANS 1286:2017, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SANS 1286:2017	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SANS 1286:2017	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SANS 1286:2017, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SANS 1286:2017.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SANS 1286:2017, may result in the Procurement Authority/Institution imposing remedies in terms of the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Bid Evaluation Sheet / Criteria

**Supply, Delivery and Installation of Office Furniture
(Various Electoral Commission Local Offices in Northern Cape Province)**

(Auction # 0010562852)

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 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
Bid placed on eProcurement?			
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.

Stage 2 - Functionality Evaluation/Assessment

1.	Phase 1 (Bid will be disqualified if not compliant)	Compliant	Non-Compliant
1.1	Did the bidder complete and submit Schedule A ? [Section 4.1]		
1.2	Did the bidder complete and return Annexure A (<i>List of Local Office/Delivery point where delivery of furniture is required</i>)? [Section 4.2]		
1.3	Did the bidder submit the relevant product information (Brochure/Catalogue)? [Section 4.3]		
Qualifies for Further Evaluation		Yes	No

2.	Phase 2 - Technical Evaluation Criteria (Bid will be disqualified if not compliant)	Compliant	Non-Compliant	Comments
2.1	<p>Desk</p> <ul style="list-style-type: none"> • Walnut solid and veneer desk with the dimensions of 1800mm x 800mm x 760mm • The top is to be 32mm thick with a solid beveled edge 32mm x 22mm • Legs are to be 70mm thick x 575mm wide mitred boxes with an 80mm x 1,2mm aluminum kick-plate with 100mm walnut veneer cleats running from leg to leg • The modesty panel is to run from leg to leg 300mm high and to be biscuit joined and glued to the legs • The top is to be fastened to the legs with cleats and screws • All joints are to be biscuited, glued and screwed • All edging is to be a minimum of 2mm edge banded • The desk is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish <p>Credenza</p> <ul style="list-style-type: none"> • Sliding door credenza with the dimensions of 900mm x 500mm x 760mm • The top is to be 32mm thick with a solid beveled edge 32mm x 22mm • The unit is to have two lockable sliding doors • The backing is to be 6mm walnut veneer, rebated and screwed into the carcass. • All internals to be walnut veneer • The credenza is to have an 80mm x 1,2mm aluminum kick plate • 1 x Walnut veneer adjustable wooden shelf 16mm thick with edge-banding • All edging is to be a minimum of 2mm edge banded • 2 x stainless steel bar handles 242mm x 14mm thick • All joints are to be biscuited, glued and screwed • The credenza is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish <p>Pedestal</p> <ul style="list-style-type: none"> • Mobile 4 drawer pedestal with the dimensions of 410mm x 500mm x 720mm • The 4 drawers must have a central locking system • 4 x stainless steel bar handles 242mm x 14mm thick • The back must be 16mm walnut veneer • The drawer bottoms must be 6mm rebated and screwed walnut veneer • All drawers to have full extension side mounted ball bearing slides • The bottom drawer is to house hanging files • The top drawer is to have a 16mm bottom, with a drop in stationary tray • All internals to be walnut veneer • All edging is to be a minimum of 2mm edge banded. • All joints are to be biscuited, glued and screwed • The castors are to be lockable 50mm black castors • The pedestal is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish 			
2.2	<p>High Back Chair with Breathable Mesh</p> <ul style="list-style-type: none"> • Height adjustment of the lumbar support pad • Adjustable head rest • 3D height adjustable arms • Mesh back rest • Aluminium 5 star base • Seat height adjustment • Seat pan slide • Backrest reclining, tension adjustment and locking synchrony mechanism • Automotive Grade Moulded foam seat • 120 kg weight capacity • Colour: Black 			
2.3	<p>Visitor Chair with Breathable Mesh</p> <ul style="list-style-type: none"> • Supported by heavy duty strong plastic frames, holds up to 120 kg 			

2.	Phase 2 - Technical Evaluation Criteria (Bid will be disqualified if not compliant)	Compliant	Non-Compliant	Comments
	<ul style="list-style-type: none"> • Breathable mesh fabric enables airflow for a cooler workflow • Mesh back rest • Sled base design eliminates the risk of tipping over in any direction • Open back design, no seam to collect dust that's hard to clean • Automotive Grade Moulded foam seat • 120 kg weight capacity • Colour: Black 			
2.4	<p>Credenza</p> <ul style="list-style-type: none"> • Sliding door credenza with the dimensions of 900mm x 500mm x 760mm • The top is to be 32mm thick with a solid beveled edge 32mm x 22mm • The unit is to have two lockable sliding doors • The backing is to be 6mm walnut veneer, rebated and screwed into the carcass. • All internals to be walnut veneer • The credenza is to have an 80mm x 1,2mm aluminum kick plate • 1 x Walnut veneer adjustable wooden shelf 16mm thick with edge-banding • All edging is to be a minimum of 2mm edge banded • 2 x stainless steel bar handles 242mm x 14mm thick • All joins are to be biscuited, glued and screwed • The credenza is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish 			
2.5	<p>Filing Cabinet</p> <ul style="list-style-type: none"> • Walnut veneer and solid filing cabinet with the dimensions of 1500mm x 900mm x 500mm • The top is to be 32mm thick with a solid beveled edge 32mm x 22mm • The filing cabinet is to have a fixed base with 3 adjustable 16mm Walnut veneer shelves with edge-banding • Doors to be hinged with 6 x concealed hinges and be lockable • Left door to have top and bottom barrel bolts and a striker plate for the lock • Locking door to have a cylinder deadbolt rim lock • The filing cabinet must have an 80mm x 1,2mm brushed aluminum kick-plate on all sides • 2 x stainless steel bar handles 242mm x 14mm thick • All edging is to be a minimum of 2mm edge banded. • The backing is to be 6mm Walnut veneer, rebated and screwed into the carcass. • All joins are to be biscuited, glued and screwed • The unit is to have adjustable leveling feet in the base • The filing cabinet is to be finished in a clear satin non-yellowing reaction lacquer with a polished finish. 			
2.6	<p>2 Seater Couch</p> <ul style="list-style-type: none"> • Material: Luxurious Velvet • Dimensions Width: 163 cm Height: 91 cm Depth: 97 cm • Colour: Black • Bold chrome legs 			
Qualifies for Further Evaluation		Yes	No	

Stage 3 - Bid Adjudication in terms of Preferential Procurement

Evaluation Based on Local Content

Bids received in respect of this bid requirement will be assessed/evaluated for compliance with local content in accordance with the evaluation criteria and subsequently used for the purposes of preferential procurement scoring in terms of the provisions of the PPR2022:

3.	Stage 3 - Local Content	Compliant	Non-Compliant
3.1	Has the Declaration Certificate for Local Production and Content (Annexure B) been fully completed and signed?		
3.2	Have the relevant sections of Annexure C, D and E been fully completed and have the forms been signed?		
3.3	Does the bid price in the pricing schedule correlate with that of Annexure C (i.e. tender price as stipulated in Annexure C plus VAT)?		
3.4	Does the local content calculation in Annexure B, C, D & E exclude VAT?		
3.5	Does the production and local content for the supply of the required furniture meet the minimum threshold values per required item?		
3.6	Does the bidder provide a bill of materials (BOM) that correlates with Annexures C, D & E – especially in respect to local content?		
3.7	Was the bid accompanied by a written submission explaining: - Who the supplier of the raw materials will be? - Who the manufacturer of the furniture will be? - Letters of guarantee from sub-contractors? - Relevant SABS certificate/s (where applicable)?		
3.8	Was an authorisation letter/s included from the dti if the raw materials are not locally available (if applicable)?		
Bidders qualifying in terms of above-mentioned Local Content Criteria will receive the Specific Goal Points for Local Content		Yes	No

Stage 4 - Bid Adjudication Process

Bids will be adjudicated as set out below.

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 bid where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:

SPECIFIC GOALS POINTS BREAKDOWN FOR LOCAL CONTENT

B-BBEE Status Level of Contributor	Number of Points	Local content	Number of Points
1	10	100% local	10
2	9	100% local with exemption from dtic	5
3	6	Not 100% local	0
4	5		
5	4		
6	3		
7	2		
8	1		
Non-compliant contributor	0		

Failure to submit the required supporting documents for preference claims will lead to zero (0) points for the claim.

Bidder Qualify for Further Evaluation	Yes	No

Bid Evaluation Committee Proposal:

Bid Evaluation Committee		Date:.....
Member	Department/Office	Signature