



**SOUTH AFRICA**

## **Bid Specifications**

**0010521959**

### **Supply and Delivery of Rechargeable Emergency Light(s)**

**Quantity: 10,000**

#### **Various Provincial Warehouses**

#### **1. Introduction**

The Electoral Commission (IEC) requires a service provider to supply and deliver rechargeable emergency light(s) as outlined in the item specification below. The rechargeable emergency light(s) will be used by Electoral Commission Local Offices throughout South Africa as per **Annexure B** of the document.

The required items must be delivered to the Electoral Commission's Provincial Warehouses (see attached list) by no later than **15 May 2024**.

#### **2. Item Specification**

The required rechargeable emergency light(s) and quantities are tabled below:

<b>Item</b>	<b>Description &amp; Specification</b>	<b>Quantity</b>
Rechargeable Emergency Light(s)	<ul style="list-style-type: none"><li>• 24 LED and 8 LED rechargeable lamp function</li><li>• Up to 50 hours run time</li><li>• Over 10,000 hours of LED life</li><li>• With built-in storage of A.C. power cord</li><li>• User replaceable 4000mAh battery with power-bank function</li><li>• Can operate on accessory solar panel</li></ul>	<b>10,000</b>

##### **2.1 Additional Requirements**

The bidder must confirm in writing whether:

- Sufficient stock of the rechargeable emergency light(s) is/are available.
- The delivery date (**15 May 2024**) will be met.

## Required Documentation

In addition to placing a bid online (Votaquotes), the following documents need to be submitted to the Electoral Commission by not later than the date and time as specified on the auction, with the company name and auction number written on the envelope/documents.

- Completed questionnaire (**Annexure A**). **Please note that should the answer to any of the relevant questions be 'No' the bid will be disqualified from further evaluation.**
- Brochure/Catalogue of the rechargeable emergency light on offer.
- Proof that the bidder is a registered/accredited/ authorized dealer of the equipment being offered.
- Confirmation letter that the rechargeable emergency light on offer is new and not second hand/refurbished.
- Completed List of Delivery Point(s) (**Annexure B**). **Please note that failure to complete or not being able to provide a service at all these locations will invalidate the bid.**

The required documentation must be delivered to the Electoral Commission's Supply Chain Management through any of the following means by the date and time as specified on the auction:

- Upload file/s into the 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 for which it is.

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

## 3. Deliveries

- The envisaged date for the delivery of the rechargeable emergency light(s) is **15 May 2024** at the Electoral Commission's local office[s] (see **Annexure B**).
- Deliveries to the stipulated Electoral Commission sites should be made from Monday to Friday during working hours (08:30 to 17:00).
- 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.
- A detailed list of addresses and contact details of receiving Electoral Commission local office will be provided to the successful bidder.
- The Electoral Commission reserves the right to cancel the order if goods/services are not delivered within the specified time.
- No goods and/or services must be rendered unless an official purchase order has been issued.

## 4. Prices, Invoices and Payments

### a) Prices

- Prices must include unit cost of the rechargeable emergency light(s) transport and delivery costs quoted in South African Rand (ZAR) and shall be fully inclusive of VAT.
- The adjudication of the auction will be based on scoring in terms of the Preferential Procurement Policy Framework Act and Preferential Procurement Regulations, 2022, taking the total contract cost into consideration.

### **Application of the PPPFA**

- The 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act (PPPFA) and Preferential Procurement Regulations, 2022, shall apply in the adjudication process of this auction. Preference points will be allocated in accordance with the formula and applicable points as provided for in the Regulations.
- Failure to capture the required status level and to submit the required B-BBEE status level certificates will lead to a zero (0) status level for non-compliant service providers/contributors.

### b) Purchase invoices

- All purchase invoices must be submitted for payment to the Commission's National Office in Centurion. The postal address to be used for this purpose is **Electoral Commission, Private Bag X112, Centurion, 0046 for the attention of Susan Fourie** or email to [fouries@elections.org.za](mailto:fouries@elections.org.za)
- **Invoices must be VAT inclusive.**
- **No invoices will be paid without proof of delivery.** The delivery note must indicate the date and time of delivery and must accompany the invoice. The full name and signature of the Electoral Commission staff member receiving the rechargeable emergency light(s) must also show clearly on the delivery note.

# ANNEXURE A

## QUESTIONNAIRE THAT MUST BE COMPLETED AND RETURNED BY THE BIDDER

Failure to complete and return this questionnaire will lead to the bid being disqualified.

Auction number:

**0010521959**

Company:

Name of sales representative:

Signature of sales representative completed the questionnaire:

Contact number of sales representative that completed the questionnaire:

**Note:** Please note that should the answer to any of the relevant questions be 'No' then the bid will be disqualified from further evaluation.

Requirement to be confirmed	Confirmation [Tick the Applicable Indicator Yes or No]	
State the make and model of the <b>rechargeable emergency light(s)</b> being offered in this bid (Detail must correspond with brochures/catalogues to be submitted)		
The specification detail is submitted and corresponds with brochures/catalogues submitted for the rechargeable lighting being offered in this bid.	Yes	No
I am a registered/accredited/authorized dealer of the rechargeable lighting being offered. Proof is provided in support thereof as part of my written submission.	Yes	No
I confirm that the rechargeable lighting on offer is not refurbished or second hand.	Yes	No
I confirm that the purchase price include transportation costs (delivery to IEC Warehouses).	Yes	No
I confirm adherence to specifications of the <b>rechargeable lighting</b> requirements and include a brochure/catalogue on the items that I am offering.	Yes	No
I confirm that we have sufficient stock and will be able to deliver by <b>15 May 2024</b> . I accept that the delivery date is non-negotiable.	Yes	No

**Note:** Failure to complete and submit this questionnaire will invalidate the bid!

Signature of sales representative completed the questionnaire:

Official Company Stamp

# ANNEXURE B

## IEC WAREHOUSE DELIVERY POINT(S)

***The delivery point(s) is currently in the town listed below.***

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

*[Indicate ability to provide services by marking appropriate column with an "X"]*

**PLEASE NOTE THAT FAILURE TO COMPLETE OR NOT BEING ABLE TO PROVIDE A SERVICE AT ALL THE LOCATION(S) WILL INVALIDATE YOUR BID.**

Delivery Address		Rechargeable Emergency Light(s)	Yes	No
1.	<b>Eastern Cape Provincial Warehouse</b> Farm 923, Portion 2, Buffalo Pass Collondale, East London	<b>4,000</b>		
1.	<b>Free State Provincial Warehouse</b> 50 Monument Road, UITSIG Bloemfontein	<b>1,074</b>		
2.	<b>Gauteng Provincial Warehouse</b> Unit B2 - 60 First Street Gold reef Industrial Park Booyens Reserve, Johannesburg	<b>726</b>		
3.	<b>KwaZulu Natal Provincial Warehouse</b> 41 Ashfield Close Springfield Park , Durban	<b>1,000</b>		
4.	<b>Northern Cape Provincial Warehouse</b> 7 Delfos Street, Kimdustria, Kimberly	<b>400</b>		
5.	<b>Limpopo Provincial Warehouse</b> 5 Hyacinth Close, Corporate Park 1, Ext 12, Magna Via, Polokwane	<b>800</b>		
6.	<b>North West Provincial Warehouse</b> Rizvi House, 50/52 First Street (corner of First Street & Aerodrome Road, Industrial Sites), Mafikeng	<b>500</b>		
7.	<b>Western Cape Provincial Warehouse</b> 95 Bofors Circle Epping Industrial 2 Epping Cape Town	<b>1,500</b>		
<b>TOTAL</b>		<b>10,000</b>		

# Bid Evaluation Criteria

Supply and Delivery of Rechargeable Emergency Light(s)

Quantity: **10,000**

Various Electoral Commission Provincial Warehouses

**Auction 0010521959**

<b>BIDDER NAME:</b> .....	<b>Bid #:</b> .....
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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
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.	Primary Qualification Criteria (Failure to meet mandatory requirements Shall lead to disqualification)	Compliant	Non-Compliant
1.1	Bid placed on eProcurement?		
1.2	Questionnaire completed (Annexure A) and submitted?		
1.3	Completed List of [Delivery Point(s)] (Annexure B) Submitted		
1.4	Relevant product information submitted (brochure/catalogue) – rechargeable emergency light(s) offered		
1.5	Evidence of registered/licensed/accreditation provided		
1.6	Confirmation letter of the rechargeable emergency light(s) offered being new submitted		
Qualifies for further evaluation		Yes	No

2.	Technical Requirements for Evaluation (Shall lead to disqualification if not met)	Compliant	Non-Compliant	Comment and/or Deviation
2.1	Make and model of <b>rechargeable emergency light(s)</b> stipulated			
2.2	<b>Adherence to specifications (Rechargeable Lights)</b>			
2.2.1	<b>24 LED and 8 LED rechargeable lamp function</b>			
2.2.2	<b>Up to 50 hours run time</b>			
2.2.3	<b>Over 10,000 hours of LED life</b>			
2.2.4	<b>With built-in storage of A.C. power cord</b>			
2.2.5	<b>User replaceable 4000mAh battery with power-bank function</b>			
2.2.6	<b>Can operate on accessory solar panel</b>			
2.3	<b>Bidder has sufficient stock and will be able to deliver by the indicated delivery date</b>			
Qualifies for further evaluation		Yes	No	

### Stage 3 - 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:

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

<b>Bidder Qualify for Further Evaluation</b>	<b>Yes</b>	<b>No</b>

**Bid Evaluation Team Proposal:**

<b>Bid Evaluation Team</b>		<b>Date:</b> .....
<b>Member</b>	<b>Department/Office</b>	<b>Signature</b>