



SOUTH AFRICA

Electoral Commission

Auction 0010557682

Monochrome Workgroup Printers

IMPORTANT NOTICE

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

1 Introduction

The Electoral Commission invites suitably qualified service providers to supply and deliver three hundred and fifty (350) Monochrome LaserJet Workgroup printers to replace the current ageing Workgroup monochrome printers. The new LaserJet Workgroup printers must have direct OEM warranty, support and maintenance independent of the bidder. At a minimum the warranty must provide for parts and labour onsite.

Suppliers must place a bid on the Votaquotes (e-Procurement) system and then provide all the supporting documentation by either uploading on the Votaquotes (e-Procurement) system or submitting manually via the tender box before the closing date as specified in this document and on the Votaquotes (e-Procurement) web site.

2 Bid Requirements

The technical specification for the required equipment is detailed below and it must be noted that these are the minimum requirements. The only exception that may be accepted will be in case where the bidder's specification is higher, anything below the minimum specification will be disqualified.

The warranty required below should be under-written by the OEM (Original Equipment Manufacturer) independent of the bidder and/or the distributor; written proof must be supplied confirming that the OEM will honour the warranty independently irrespective of the status of the bidder.

3 Technical Specifications

MINIMUM TECHNICAL AND FUNCTIONAL SPECIFICATION

	Requirements	Compliance Minimum Requirements (or better)
1	Quantity	350
2	Basic Functionality	Print
3	Processor Speed	1.2 Ghz
4	Media Sizes (Paper Size)	A4
5	Memory	512 MB
6	Type	Mono LaserJet Workgroup
7	Connectivity, standard, cable	Hi-Speed USB 2.0; (Supply USB Cable) Gigabit Ethernet (RJ45)
8	Interface	Built-in Fast Ethernet 10/100/1000 Base-TX network port
9	Minimum Input capacity	minimum of 600 Sheet capacity multipurpose trays
10	Duplex printing capability	Yes
11	Print resolution, Black	Up to 1200 x 1200 dpi
12	Print speed, black (best quality mode)	50 pages per minute (ppm)
13	Operating System compatibility	Windows 10 and above
14	Power Cable	One SA 3-pin Plug, 1.8-meter length
15	Warranty	Three (3) Year Warranty, underwritten directly by the OEM
16	Warranty Statement	An OEM warranty statement stating all warranty terms and conditions must be submitted.
17	Product Lifespan	The proposed product must have a remaining product life of not less than 5 years of support. OEM proof must be submitted.
18	Safety Standards	SANS IEC 60950 / IEC 62368
19	Weight and Dimension	Maximum 25kg

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 systems and databases.
- 4.2 The bidder shall supply the Electoral Commission with fully functional products.
- 4.3 The bidder's change management process must comply with the Electoral Commission's management process.
- 4.4 The recommended service provider shall provide all relevant details needed to ensure successful operations capability within the organization.

5 General Bid 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 Bidder must complete and submit Appendix A: Technical Bid Response Sheet to show compliance with the technical bid requirements
- 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
- 5.6 The bidder must provide at least two (2) contactable list of clients of past services of a similar nature. Client details must include the following: customer

name, contact person, contact details (telephone, email, physical address), service\product description and value of services offered, per contract. Appendix C provides a guideline and client details required.

- 5.7 Bidders must include brochures and/or Data Sheets for the printers being proposed.
- 5.8 Bidders must propose IT equipment that has a lifespan that is 5 years or more to the Electoral Commission. Bidders are required to provide the lifespan of the proposed products in the form of a letter.
- 5.9 Bidders must submit a warranty statement of the proposed product (OEM statement of warranty) proposed.

6 Quality Control

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

- 6.1 The bidder takes responsibility for the completeness and quality of their bid submission.
- 6.2 The bidder must undertake and warrant that the equipment is new and in good condition and in line with auction specifications.
- 6.3 The successful bidder will have the primary responsibility of ensuring that the proposed equipment complies with the required specification in terms of functionality and technical specification including quantity and quality.
- 6.4 The proposed equipment must be complete, fully functional and ready for deployment without dependencies on additional equipment, software or components that may be required to make it work.
- 6.5 It must be noted that the Electoral Commission seeks to gain the best solution technically, functionally and financially, and will select the solution that it deems to give the best investment and value for money.
- 6.6 Upon the successful bid being accepted, the Electoral Commission reserves the right to request an inspection of the successful bidder's facilities.
- 6.7 The successful bidder has the primary responsibility to ensure that quantity and quality are in accordance with the specifications.

6.8 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 auction bid evaluation process prior to the conclusion of the adjudication process.

7 Supplier Performance

- 7.1 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.
- 7.2 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.
- 7.3 Upon notification of the Electoral Commission's intention to award a contract, the successful bidder will be required to enter into a service level agreement (SLA/contract) with the Electoral Commission.
- 7.4 The purpose of the SLA is to set performance criteria within the key requirements of this request for quotation, namely quantity, quality, and delivery.
- 7.5 The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 7.6 The Electoral Commission reserves the right to reject any goods and services delivered not conforming to the bid specification.
- 7.7 Where previously agreed and 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.

8 Pricing Requirements

- 8.1 Bidders must complete and submit a detailed price breakdown of the proposed product in the pricing schedule as per **Appendix B: Pricing Schedule**.
- 8.2 Bidders are advised to take into account that all costs are factored into the price including the following:
 - (a) Hardware all the cables costs
 - (b) Software costs.
 - (c) Delivery costs to the Electoral Commission Head Office in Centurion.
- 8.3 Bid prices must be firm for a period of one hundred and eighty (180) days from bid closure.
- 8.4 The Electoral Commission will not entertain additional charges
- 8.5 Total Bid price must be submitted online on the eProcurement (Votaquotes) portal.

9 Award of Contract

- 9.1 The bid adjudication process may include short-listing, presentation and demonstration of the solution and services by the short-listed finalists.
- 9.2 The order will be awarded to a bidder whose solution successfully conforms to specifications and is able to deliver and support the product, and in terms of the provisions of the Preferential Procurement Policy Framework Act, 2022.
- 9.3 The successful bidder will also be required to enter into a service level agreement (SLA/contract) with the Electoral Commission in order to formalise and confirm the exact solutions to be delivered.
- 9.4 The Electoral Commission will enter into a formal contract or issue a formal purchase order before any services or equipment can be delivered.

10 Delivery and Implementation Timeframe

10.1 The successful bidder must be able to complete delivery within 60 days of receiving the official purchase order.

10.2 The equipment will be delivered at the Electoral Commission's National Office in Centurion. The address is as follows:

**Election House
Riverside Office Park,
1303 Heuwel Avenue,
Centurion,
0157**

11 Written Submissions

All submissions must be received on or before the closing date and time for submissions, as stipulated on the e-Procurement website <https://votaquotes.elections.org.za>. Submissions received after the final date and time will lead to bids being disqualified and not considered. Written submissions must be delivered to the Electoral Commission's Procurement & Asset Management Department. Delivery can be through any of the following means:

- Upload to the auction website;
- 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 – Bid 0010557682

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.

12 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.

- 12.1 All questions and the official responses will be published on the public VotaQuotes website (www.votaquotes.elections.org.za) where the bid is advertised.
- 12.2 Bidders are responsible for regularly monitoring the platform for any updates, clarifications, or additional information published during the bidding period.
- 12.3 No telephonic, email, or other forms of communication regarding bid enquiries will be accepted or responded to.
- 12.4 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.

13 Briefing Session

- 13.1 No briefing session will be held for this requirement

14 Summary of Submission Requirements

- 14.1 Submit bid and bid price online on the Votaquotes portal.
- 14.2 Detailed technical specifications in accordance with the technical requirements to demonstrate compliance, include technical documentation and brochures and/or datasheets as part of the bid;
- 14.3 A letter of proof of the reseller agreement either from the OEM or an authorized distributor; (i.e. if the reseller is authorized by a distributor). If the reseller agreement is from a distributor, then proof from the OEM authorizing the distributor needs to be included in the bid proposal.
- 14.4 The bidder shall provide at least two (2) list of clients of similar work including customer name, customer contact name, and contact details (email address and telephone contact). Refer to Appendix C for guideline.
- 14.5 Bidders must submit a letter providing confirmation that the lifespan of the proposed products is not less than 5 years.
- 14.6 Bidders must complete and submit Appendix A: Technical bid response sheet as per 5.2.
- 14.7 Bidders must complete and submit Appendix B: pricing schedule together with the bid proposal as per 8.1.
- 14.8 Bidders must submit a warranty statement (OEM Statement of Warranty) together with the bid proposal.

15 Closing Date

The closing date and time of this bid is specified on the eProcurement (Votaquotes) website in accordance the bidding requirements. The closing date and time is determined by the clock on the Electoral Commission servers and is not negotiable. Bidders must also take note that supporting documentation must be delivered **before the closing date and time**.

16 . Appendix A: Technical Bid Response

Completion of this technical response sheet by responding to each item is compulsory. Failure to complete and submit this technical bid response sheet shall lead to disqualification.				
Requirements	Compliance Minimum Requirements	Bidder must indicate whichever is applicable		Bidder's response/technical specification for proposed solution – as per OEM specification
		Yes	NO	
Quantity	350			
Basic Functionality	Printing			
Processor	1.2 Ghz			
Weight	Max 25kg			
Media Sizes (Paper Size)	A4			
Memory	512 MB			
Type	Monochrome LaserJet			
Connectivity, standard, cable	Hi-Speed USB 2.0 (Supply USB Cable) Gigabit Ethernet			
Minimum input capacity	minimum of 600 Sheet capacity multipurpose trays			
Duplex printing capability	Yes			
Print resolution, black	Up to 1200 x 1200 dpi			
Print speed, black (best quality mode)	50 pages per minute (ppm)			
Operating System compatibility	Windows 10 and above			

Completion of this technical response sheet by responding to each item is compulsory. Failure to complete and submit this technical bid response sheet shall lead to disqualification.

Requirements	Compliance Minimum Requirements	Bidder must indicate whichever is applicable		Bidder's response/technical specification for proposed solution – as per OEM specification
		Yes	NO	
Power Cable	One SA 3-pin Plug, 1.8 meter length			
Warranty	Three (3) Year Warranty, underwritten directly by the OEM			
Warranty Statement	An OEM warranty statement stating all warranty terms and conditions must be submitted.			
Product Lifespan	The proposed product must have a remaining product life of not less than 5 years of support, maintenance and availability of parts. OEM proof must be submitted.			
Safety	SANS IEC 60950 or IEC 62368			

17 . Appendix B: Pricing Schedule

Pricing Schedule					
Company Name (Bidder):					
The completion of all pricing schedules is compulsory. Failure to complete the below will result in the bid being disqualified and prices must include VAT					
No.	Product Code (SKU)	Description	QTY	Unit Cost	Total Costs
1		Monochrome Workgroup Printers	350	R.....	R.....
2		Three (3) Year Warranty, underwritten directly by the OEM	350	R.....	R.....
Total Bid Price (inclusive of VAT) (This is the bid price that must be captured on eProcurement)					R.....

Bid price (Grand Total of the items) inclusive of VAT must be submitted online on the eProcurement (Votaquotes) portal. Bid price on eProcurement will be used for adjudication.

18 . Appendix C: Guideline Reference Table

Reference #1

<u>Guideline Client List Table 1</u>		
EACH CLIENT LIST MUST CONTAIN THE FOLLOWING DETAILS		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product(s)	
	Services offered	
Services Value	Bid value	
	Duration of the contract	

Reference #2

Guideline Client List Table 2

EACH CLIENT LIST MUST CONTAIN THE FOLLOWING DETAILS

Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product(s)	
	Services offered	
Services Value	Bid value	
	Duration of the contract	

19 . Appendix D: Bid Evaluation

Bid Evaluation Process

19.1 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:

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, as attached on Votaquotes Bidder's Disclosure (SBD4), was extended to all entities which were invited to participate in the SCM 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:

- (b) a person within the bidding entity is an employee of the State, the Electoral Commission's Accounting Officer/accounting authority 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;
- (c) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
- (d) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- (e) 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 Accounting Officer/accounting authority 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, CSD registration, tax compliance, restricted suppliers and tender defaulters:

Assessment Criteria	Bidder Requirement (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.

19.2 Stage 2: Key Qualifying Criteria

Stage 2 – Key Qualifying Criteria				
Company Name (Bidder):				
Failure to comply with any of the requirements below will result in the bid being disqualified				
No.	Description	Yes	No	Comments
1.	Bidder placed bid online?			
2.	Bidder completed and submitted technical bid response as per 5.2?			
3.	Bidder submitted a letter of proof of the reseller agreement either from the OEM or an authorized distributor (i.e. if the reseller is authorized by a distributor) as per 5.3, 5.4 and 5.5?			
4.	Bidder submitted a letter confirming that the proposed products have a lifespan not less than 5 years as per section 5.6?			
5.	Bidder has included an OEM warranty statement as per 5.9?			
6.	Bidder has included 2 contractable references as per 5.6?			
Overall Stage 2 Outcomes:	<u>Assessment Comments:</u>			
	Bid qualifies for further consideration: (YES/NO):			

19.3 Stage 3 Technical Bid Evaluation

Completion of this technical response sheet by responding to each item is compulsory. Failure to complete and submit this technical bid response sheet shall lead to disqualification.				
Requirements	Compliance Minimum Requirements	Bidder must indicate whichever is applicable		Bidder's response/technical specification for proposed solution – as per OEM specification
		Yes	NO	
Quantity	350			
Basic Functionality	Printing			
Processor	1.2 Ghz			
Weight	Max 25kg			
Media Sizes (Paper Size)	A4			
Memory	512 MB			
Type	Monochrome LaserJet			
Connectivity, standard, cable	Hi-Speed USB 2.0 (Supply USB Cable) Gigabit Ethernet			
Minimum input capacity	minimum of 600 Sheet capacity multipurpose trays			
Duplex printing capability	Yes			
Print resolution, black	Up to 1200 x 1200 dpi			

Completion of this technical response sheet by responding to each item is compulsory. Failure to complete and submit this technical bid response sheet shall lead to disqualification.

Requirements	Compliance Minimum Requirements	Bidder must indicate whichever is applicable		Bidder's response/technical specification for proposed solution – as per OEM specification
		Yes	NO	
Print speed, black (best quality mode)	50 pages per minute (ppm)			
Operating System compatibility	Windows 10 and above			
Power Cable	One SA 3-pin Plug, 1.8 meter length			
Warranty	Three (3) Year Warranty, underwritten directly by the OEM			
Warranty Statement	An OEM warranty statement stating all warranty terms and conditions must be submitted.			
Product Lifespan	The proposed product must have a remaining product life of not less than 5 years of support, maintenance and availability of parts. OEM proof must be submitted.			
Safety	SANS IEC 60950 or IEC 62368			
Overall Stage 3 Outcomes:	<u>Assessment Comments:</u>			
	Bid qualifies for further consideration: (YES/NO):			

19.4 Stage 5 – PPPFA & Price scoring

Stage 5 - Bid Evaluation Results

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.

Only market related bids will be acceptable.

Adjudication of qualifying bids will be done in accordance with the 80/20 preference point system provided for in the Preferential Procurement Regulations, 2022.

The number of preference points will be allocated dependent on the B-BBEE status level of contributor as stated in the table below which is contained in the Preferential Procurement Regulations, 2022.

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

	Name	Signature	Date
1			
2			
3			
4			
5			