



SOUTH AFRICA

REFERENCE: IEC/ICT-04/2022

CLOSING DATE: 27 JANUARY 2023

ENQUIRIES

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TENDER IEC/ICT-04/2022

SERVICE DESCRIPTION: ENTERPRISE INFORMATION ARCHITECTURE (EIA) REVIEW

Kindly furnish the Electoral Commission with a bid for an Enterprise Information Architecture (EIA) Review as per the attached documents.

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

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

A non-compulsory tender briefing session will be held at 11:00 on 18 January 2022 virtually. The link will be published on the e-procurement website in due course.

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

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

Yours sincerely

**SUPPLY CHAIN MANAGEMENT (SCM)
ELECTORAL COMMISSION**

Electoral Commission

Ensuring Free and Fair Elections

TENDER NUMBER: IEC/ICT-04/2022

SERVICE DESCRIPTION: ENTERPRISE INFORMATION ARCHITECTURE REVIEW

CLOSING TIME: 11:00

CLOSING DATE: 27 JANUARY 2023

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

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

ALL TENDER FORMS (**PAGE 2 THROUGH TO PAGE 61**) MUST BE COMPLETED AND SIGNED IN ORIGINAL INK. THE BIDDER IS HOWEVER NOT REQUIRED TO FILL IN THE TENDER EVALUATION CRITERIA (**SECTION 18**). FORMS WITH PHOTOCOPIED SIGNATURES/INITIALS OR ANY OTHER SUCH REPRODUCTION OF DETAIL WILL BE REJECTED, RESULTING IN THE TENDER BEING DISQUALIFIED.

SUBMIT YOUR BID IN A SEPARATE SEALED ENVELOPE OR SUITABLE CONTAINER IF NECESSITATED AND WRITE YOUR COMPANY NAME AS WELL AS THIS TENDER REFERENCE NUMBER (**IEC/ICT-04/2022**) ON THE ENVELOPE/CONTAINER.

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

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

Election House

Riverside Office Park

1303 Heuwel Avenue

CENTURION

THE TENDER BOX WILL BE OPEN DURING OFFICE HOURS.

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

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

BIDS SUBMITTED BY TELEGRAM, FACSIMILE, POST OR BY ELECTRONIC MEANS SUCH AS eMAIL WILL NOT BE ACCEPTED FOR CONSIDERATION.

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

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

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A. BACKGROUND

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

In terms of Appendix F0 of the Constitution of the Republic of South Africa (Act 108 of 1996), the Electoral Commission must -

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

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

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

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

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B. GENERAL TENDER CONDITIONS

1. These conditions form part of the tender and failure to comply with these may invalidate a bid.
2. The following definitions shall apply:
 - (a) "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
 - (b) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;
 - (c) "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
 - (d) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
 - (e) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
 - (f) "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
 - (g) "consortium or joint venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
 - (h) "contract" means the agreement (including a service level agreement) that results from the acceptance of a bid by the Electoral Commission;
 - (i) "EME" means any enterprise with an annual total revenue that is less than the prescribed threshold value;
 - (j) "firm price" means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
 - (k) "functionality" means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
 - (l) "non-firm prices" means all prices other than "firm" prices;
 - (m) "person" includes a juristic person;
 - (n) "Rand value" means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable duties and taxes;
 - (o) "state" means any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act (the PFMA), 1999 (Act No. 1 of 1999), any municipality or municipal entity, provincial legislature, National Assembly or the National Council of provinces; or Parliament;
 - (p) "Service Provider or Supplier" (used interchangeably) means any individual or entity that has the potential to be contracted by the Electoral Commission to render goods/services.

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- (q) "sub-contract" means the primary bidder/contractor's assigning, leasing, making out work to, or employing, another person to support such primary bidder/contractor in the execution of part of a project in terms of the SLA/contract.

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

- (r) "total revenue" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007; and
- (s) "trust" means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.

3. The tender forms are drafted to ensure that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire/s (where applicable) or in a separate annexure/s.
4. The tender forms shall not be retyped or redrafted but photocopies may be prepared and used. All photocopied pages must, however, be completed and signed/initialled in original ink as stipulated.
5. Additional offers may be made for any item in response to this tender but only on a photocopy of the applicable page/s. Additional offers made in any other manner may be disregarded.
6. Tenders must not be qualified by the bidder's own conditions of tender. Failure to comply with this requirement shall invalidate the bid.
7. Failure on the part of the bidder to *sign/initial all applicable pages* of this tender form and thus to acknowledge and accept the conditions in writing shall invalidate the bid submission.
8. Failure on the part of the bidder to complete the attached forms, questionnaires and specifications document in all respects may invalidate the bid submission. Failure to complete mandatory forms/schedules shall invalidate the bid submission.
9. All changes/alterations in the bid document should be signed/initialled. Failure on the part of the bidder to sign/initial any alterations and/or corrections made to information provided in this tender form may invalidate the tender.
10. No correction fluid/tape or similar products will be allowed and the use thereof on any page of the tender document may invalidate your bid submission.
11. Any changes/alterations to pricing that are not signed/initialled are considered material, and shall invalidate the bid submission. Correction fluid/tape or similar products will not be allowed to amend prices and the use thereof shall invalidate the bid submission.
12. Information/detail provided on completed tender forms must be legible and ink must be used. Tender forms completed and signed mechanically, e.g. by means of a typewriter/computer or a signature/initial by means of a stamp are deemed to have been completed in original ink. Pencil must not be used as it shall lead to the disqualification of the bid submission.
13. Service providers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated. Incomplete bid submissions (i.e. with missing pages) shall be disqualified.
14. Tender prices must be all inclusive, including VAT in respect of all vendors registered for VAT purposes. Non-VAT registered bidder shall not charge nor be eligible for the payment of VAT.
15. Tender prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs inclusive of VAT on a basis of delivered on site as specified.

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16. The Electoral Commission shall only accept bids at prices that are market related. In the event that a bid is deemed to not be market related the Electoral Commission reserves the right to negotiate prices in accordance with the provisions of the Preferential Procurement Regulations in order to achieve a market related price or cancel the tender altogether.
17. National Treasury has placed an obligation on all bidders that intend doing business with government to register on its Central Supplier Database (CSD). The Electoral Commission will not contract any bidder that is not registered on the CSD.
18. It is an absolute requirement that the tax affairs of the successful bidder must be in order.
19. An entity's tax compliance status is indicated on the Central Supplier Database (CSD). The Electoral Commission will only contract bidders whose tax status is compliant. This means that if a bidder has a non-compliant tax status before the award is completed the bid will be disqualified if that bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction 9 of 2017/2018. It remains the bidder's responsibility to ensure that their taxes are in order, remain in order and that this is reflected on the CSD. The bidder must also ensure that all sub-contractors (if applicable) are tax compliant.
20. Bids must be submitted based on firm tender prices and delivery periods, unless otherwise stated in the bid specifications. Consequently, bidders must clearly state whether prices and delivery periods will remain firm for the duration of the SLA/contract or not.
21. When the SLA/contract is awarded on the basis of firm prices, contract prices may be adjusted during the contract period only if:
 - (a) customs or excise duty or any other duty, levy or tax (excluding any anti-dumping and countervailing duties or similar duties), is introduced in terms of any Act or regulation; or
 - (b) any such duty, levy or tax is legally changed or abolished; and
 - (c) the onus of proof of the effect of such events is placed upon the bidder.
22. If non-firm prices are provided for in the bid specifications, the following rules shall apply:
 - (a) In respect of any factors which demonstrably have an influence on the production cost of the supplies or the cost of rendering the services which have been tendered on the basis of non-firm prices, price adjustments which become effective during the contract period may be allowed with effect from the date of the change in cost and founded on the actual direct change in the cost as used in the calculation of the tender price, in addition to those provided for.
 - (b) Where the bidder is the manufacturer of the supplies or the provider of the service, or where he/she/they is the accredited agent of the manufacturer or the provider, evidence in support of the price adjustments claimed shall be produced on demand.
 - (c) As an alternative, the bidder may specify a formula in the bid submission for the purpose of adjusting prices in accordance with published indices.
 - (d) Where the bidder is not the provider of the service, or where he/she/they is not the accredited agent of the provider, any price adjustment shall be based on the increase or reduction to the bidder in the net cost of the supplies on which the tender price was based. When any such increase or reduction in costs occurs, the bidder shall submit copies of the quotation or price list with reference to which the tender price as calculated, as well as the revised quotation or price list on which the claim is based.
23. Where prices are subject to exchange rate fluctuations, bidders must take that factor into account when bidding and, where necessary, should ensure that they have taken the necessary forward cover to provide for possible price increases. When applicable, specific detail to this effect should be included in the bid submission.

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24. Unconditional discounts offered by any bidder as part of their bid submission may be considered by the Electoral Commission at its sole discretion in the bid adjudication process. Any other discounts offered by any bidder will be taken into consideration for payment purposes.
25. The bid specifications form an integral part of the tender document and bidders shall indicate in the space/s provided whether the specific services offered are according to specification or not.
26. In cases where the services offered are not according to specification, the deviations from the specifications must be indicated. Specifications may not, however, be changed on the tender forms provided as that shall invalidate a bid submission.
27. Unless specifically provided for in the tender document, no bids transmitted by facsimile or email will be considered.
28. Service providers are requested to promote local content as far as possible.
29. A service level agreement (SLA/contract) shall be entered into with the successful bidder.
30. Unless otherwise stipulated, all tools/equipment needed must be supplied by the successful bidder.
31. Any bidder found to be influencing the tender adjudication process shall be automatically disqualified and not accepted for consideration.
32. In accordance with the Electoral Commission's policy, the Electoral Commission reserves the right to procure goods/services outside of the SLA/contract if, *inter alia*, an emergency arises; the bidder's point of supply is not situated at or near the place where services are required or, if the bidder's services are not readily available.
33. The Electoral Commission reserves the right to negotiate the extension of the SLA/contract at its sole discretion with due regard to any statutory provisions imposed by National Treasury at the time of considering such extension.
34. The Electoral Commission may, at its sole discretion, resolve to procure lesser or additional goods/services as provided through the tender should the need arise. Any such change in the scope of services shall be negotiated with the successful bidder if and when relevant with due regard to any statutory provisions imposed by National Treasury at the time of considering such.
35. Bid submissions received by the Electoral Commission and bid evaluation, assessment and adjudication reports that may contain sensitive information relating to any specific bids are not available for perusal by the public.
36. All information supplied by the Electoral Commission will be in the strictest confidence and will remain the proprietary information of the Electoral Commission. No bidder will be permitted to disclose any such information to any third party without the prior express consent and/or written authority and/or consent of the Electoral Commission.
37. Should the bidder fail to comply with any of the conditions of the SLA/contract, the Electoral Commission shall be entitled, without prejudice to any of its other rights, to:
 - (a) arrange for the alternative execution of the service/s not rendered or not in conformity with the specifications of the SLA/contract; and
 - (b) recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct; or
 - (c) cancel the SLA/contract and claim any damages which it has suffered as a result of having to make less favourable arrangement due to such cancellation.
38. All acquisitions for goods/services made by the Electoral Commission are subject to the following conditions:
 - (a) No variations from the terms and conditions herein contained, and no contrary stipulation by the bidder shall be valid and binding unless confirmed by the Electoral Commission in writing.

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- (b) The Electoral Commission reserves the right to cancel any order if delivery is not made in due time and the bidder will not be entitled to any cancellation fees.
 - (c) Part deliveries will only be accepted on prior arrangement with the Electoral Commission.
 - (d) If delivery is not met as per agreement, the Electoral Commission reserves the right to cancel the outstanding delivery, and recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct.
 - (e) No price adjustments shall be accepted unless stipulated in the bid document received and agreed to by the Electoral Commission. The bidder will be obliged to sell at tendered prices.
 - (f) The award of the tender may be subjected to the negotiation of a market-related price with a bidder in accordance with the provisions of the Preferential Procurement Regulations, 2017.
 - (g) The Electoral Commission shall not be responsible for any risk in relation to the goods before delivery.
 - (h) The Electoral Commission shall not be obliged to pay for any goods with any deviation from the agreed specification and quality.
 - (i) The Electoral Commission shall be entitled to return any goods with defects or deviations from the agreed specification without consent from the bidder.
 - (j) The service provider shall submit a valid tax invoice where the service provider is VAT registered, or a valid invoice if the service provider is not VAT registered, conforming to tax law requirements, to the Electoral Commission. The invoice amount shall correspond with the order amount and shall be VAT inclusive, where applicable.
 - (k) Details provided on invoices issued to the Electoral Commission must correspond to the details of the bidder as registered on the Central Supplier Database (CSD). It remains the bidder's responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to the bidder.
 - (l) Payment shall be effected within 30 days of receipt of a valid invoice/s together with a statement of the Electoral Commission's account, unless a dispute arises in respect of such invoice/s. Every effort shall be made to take advantage of special discounts.
 - (m) To avoid unnecessary delays in payment, it remains the bidder's responsibility to ensure that banking details are correct and validated on the Central Supplier Database (CSD). The Electoral Commission will not be liable for interest accrued on overdue accounts where the bidder has not resolved their incorrect banking details on the CSD.
39. No damages shall be claimable by the Electoral Commission in respect of any reasonable period of delay which the bidder can prove to the satisfaction of the Electoral Commission to be directly due to unforeseen events and/or any *force majeure*.
40. If the execution of any SLA/contract entered into is likely to be delayed or is in fact being delayed on account of any reason, full particulars of the circumstances shall be immediately reported in writing to the contact person stated in the service level agreement (SLA/contract), and at the same time the bidder shall indicate the extension of the delivery/completion period which will then be required.
41. If information required in respect of any item in the tender document cannot be adequately inserted in the space provided, additional information may be provided on a separate sheet of paper with a clear and accurate reference to the item and page of the tender document.
42. Service providers may, at the discretion of the Electoral Commission, be requested to submit samples or prototypes, make presentations and/or written submissions in order for the Electoral Commission to assess compliance with tender conditions and specifications.

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43. Scoring in respect of this tender will be based on the provisions of the Preferential Procurement Policy Framework Act, 2000 (PPPFA) and Preferential Procurement Regulations, 2017. These regulations require bidders to submit valid original or certified copies of their B-BBEE Status Level Certificates from accredited verification agencies or an affidavit as applicable.
44. The following preference point systems are applicable to bids of the Electoral Commission:
- (a) the 80/20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes included);
 - (b) the 90/10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included); and
 - (c) if it is unclear which preference point system will be applicable, then either the 80/20 or the 90/10 preference point system will apply and the lowest acceptable bid will be used to determine the applicable preference point system.
45. **The value of this tender is estimated to not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 scoring system shall be applicable.**
46. Preference points for this bid shall be awarded for:
- (a) Price (80 or 90 as applicable); and
 - (b) B-BBEE status level of contribution (20 or 10 as applicable).
47. A maximum of 80 or 90 points is allocated for price on the following basis:

$$80/20 \text{ or } 90/10 \quad P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

48. In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

49. Bidders who qualify as exempted micro enterprises (EMEs) in terms of the B-BBEE Act must submit a sworn affidavit (with the exception of sector codes).
- (a) For sectors not repealed nor amended, a B-BBEE status level certificate issued by an Accounting Officer as contemplated in the Close Corporation Act (CCA), or a Verification Agency accredited by South African Accreditation System (SANAS) or a Registered Auditor. Registered auditors do not need to meet the prerequisite for Independent Regulatory Board of

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Auditors (IRBA) approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

50. Bidders who qualify as qualifying small enterprises (QSEs) in terms of the B-BBEE Act must submit a sworn affidavit or B-BBEE status level certificate as applicable.
 - (a) QSEs with at least 51% black ownership must submit a B-BBEE QSE sworn affidavit.
 - (b) QSEs with 50% or less black ownership must submit their original and valid B-BBEE status level certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by South African Accreditation System (SANAS).
51. Bidders other than EMEs or QSEs with at least 50% black ownership must submit their original and valid B-BBEE status level certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by South African Accreditation System (SANAS).
52. Failure on the part of a bidder to complete and/or to sign this form and submit a sworn affidavit, or an original or a certified copy of a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
53. A trust, consortium or joint venture, will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
54. A trust, consortium or joint venture will qualify for points for its B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE status level certificate as if it were a group structure and that such a consolidated B-BBEE status level certificate is prepared for every separate bid.
55. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
56. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
57. A person awarded a SLA/contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
58. The Electoral Commission reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points, in any manner required by the Electoral Commission. In the event that no response is received from the issuer of the certificate after 48 hours no B-BBEE points will be allocated in the final scoring.
59. A successful bidder who's bid is acceptable will be awarded a contract based on lowest acceptable price, which is market related, subject to complying with all the other requirements, such as, meeting the technical specifications and satisfying the Electoral Commission's due diligence audit requirements which entails confirmation of the bidder's capacity, capability and ability to render the goods/services in accordance with the tender conditions/specifications.
60. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
61. Points scored will be rounded off to the nearest 2 decimal places.
62. In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.

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63. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality.
64. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
65. Any legal person may make an offer or offers in terms of this invitation to bid.
66. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority, where:
 - (a) the bidder is employed by the state; and/or
 - (b) the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and/or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the bid.
67. The Public Service Administration Management Act 11 of 2014 prohibits public servants from conducting business with the state or being a director of a public or private company that conducts business with the state. This Act will take effect on a date still to be determined by the President. Should your bid be submitted on a date after such determination by the President, you may be disqualified in terms of this Act.
68. The Electoral Commission may cancel the tender in accordance with the provisions of the Preferential Procurement Regulations, 2017 for reasons that include:
 - (a) Changed circumstances – There is no longer a need for the goods/services.
 - (b) Funds are no longer available to cover the total envisaged expenditure.
 - (c) No acceptable bid is received.
 - (d) There is a material irregularity in the tender process.

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C. BID SUBMISSION

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

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

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

Separate forms must be used in each case.

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

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

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

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

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

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

PROSPECTIVE BIDDERS MUST REGISTER ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) PRIOR TO SUBMITTING THEIR BIDS. FAILURE TO REGISTER ON THE CSD SHALL INVALIDATE YOUR TENDER.

A BIDDER'S TAX AFFAIRS MUST BE IN ORDER TO BE CONSIDERED IN THE ADJUDICATION OF THIS TENDER. A BIDDER'S TAX COMPLIANCE STATUS IS REFLECTED ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD).

A BIDDER'S TAX COMPLIANCE STATUS SHALL APPLY AS IT WAS AT THE TIME OF THE AWARD OF THE TENDER. THE TENDER SHALL ONLY BE AWARDED TO A BIDDER THAT IS TAX COMPLIANT. THE ELECTORAL COMMISSION VERIFIES TAX STATUS AGAINST THE CSD. ANY BID WITH A NON-COMPLIANT TAX STATUS SHALL BE REJECTED AT THE TIME OF THE AWARD OF THE TENDER. TAX NON-COMPLIANT BIDDERS ARE, THEREFORE, ENCOURAGED TO CONTINUOUSLY MONITOR THEIR TAX COMPLIANCE STATUS ON THE CSD AND MUST ENSURE THAT THEIR STATUS REFLECTS AS TAX COMPLIANT. BIDDERS MUST RESOLVE ANY PENDING TAX ISSUES WITH SARS TIMEOUSLY AS IT TAKES TIME FOR STATUS CHANGES TO BE EFFECTED FROM THE SARS TAX COMPLIANCE SYSTEM (TCS) TO THE CSD.

ALTHOUGH NOT ALL THE INFORMATION REQUESTED HEREUNDER MIGHT BE RELEVANT TO THE SPECIFIC REQUIREMENTS OF THIS TENDER, YOU ARE REQUESTED TO COMPLETE THE DOCUMENT WITH AS MUCH RELEVANT DETAIL AS POSSIBLE.

THE INFORMATION MAY BE USED DURING THE BID EVALUATION PROCESS OF THE TENDER.

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D. TENDER QUESTIONNAIRE

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

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

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

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

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

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

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation (CC)
- Company
- (Pty) Ltd

10. Describe Principal Business Activities

.....

11. Company Classification [TICK APPLICABLE BOX]

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

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

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

Full Name	Identity Number

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

Non-SMME	<input type="checkbox"/>	Very Small	<input type="checkbox"/>
Medium	<input type="checkbox"/>	Micro	<input type="checkbox"/>
Small	<input type="checkbox"/>	EME	<input type="checkbox"/>

15. Please stipulate the B-BBEE status level of contribution as it appears on the certificate/affidavit for your entity

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the entity an exempted micro enterprise (EME) for the purposes of the Preferential Procurement Regulations, 2017?	YES	NO	<input type="checkbox"/>
17. Has a B-BBEE status level verification certificate/affidavit been submitted?	YES	NO	<input type="checkbox"/>

18. If yes, who issued the certificate?

Commissioner of Oaths in the case of an applicable sworn affidavit	<input type="checkbox"/>
A verification agency accredited by the South African Accreditation System (SANAS)	<input type="checkbox"/>
An IRBA registered auditor	<input type="checkbox"/>

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

19. Legal status of bidder (tick one box)

Principal bidder	<input type="checkbox"/>	
Subcontractor	<input type="checkbox"/>% of work will be subcontracted*
Consortium	<input type="checkbox"/>	
Joint venture (JV)	<input type="checkbox"/>	
Other, specify	<input type="checkbox"/>	

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In the case of subcontractors, where more than 25% of the work will be done by such subcontractor/s, each subcontractor must complete the tender questionnaire as well as the bidder's disclosure (SBD4).

Separate forms must be used in each case.

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

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

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

21.1 must-

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

21.2 attach to that offer either-

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

22. In terms of Section 53(2) of the EEA an employer referred to in subsection (1) may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.

23. In terms of Section 53(3) a certificate issued in terms of subsection (2) is valid for 12 months from the date of issue or until the next date on which the employer is obliged to submit a report in terms of Appendix H, whichever period is the longer.

24. In terms of Section 53(4) a failure to comply with the relevant provisions of this Act is sufficient ground for rejection of any offer to conclude an agreement referred to in subsection (1) or for cancellation of the agreement*.

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

25. Is your company a designated employer in terms of the Employment Equity Act (EEA)? (Act 55 of 1998)

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

26. Does your company comply with Chapter III of the Employment Equity Act? (Act 55 of 1998)

YES		NO		EXEMPT	
-----	--	----	--	--------	--

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

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

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

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

28. Important: The EEA requirements stipulated in paragraphs 21.2, 27.1 and 27.2 will come into effect once the President has approved the Employment Equity Amendment Bill (B 14B – 2022).

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- 29. Bidders must monitor developments around the EEA in order to be informed of any changes in the statutory requirements.
- 30. In the event of subcontractors being used to render the services required in terms of this tender, the principal bidder must complete the schedule below in order to clearly indicate which entities will be subcontracted as well as the percentage of work to be subcontracted to each of these entities in relation to the total value of the contract.

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

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E. FINANCIAL INFORMATION

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

Financial Year (e.g. 2020, 2021, 2022)	Annual Turnover	Gross Asset Value	Net Asset Value
	R	R	R
	R	R	R
	R	R	R
	R	R	R

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

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

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

33. Is your company listed on the Stock Exchange?

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

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

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

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

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

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

Explanation:

Prices linked to fixed period adjustments.

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

Prices linked to escalation formula adjustments.

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

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

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F. DELIVERABLES AND GUARANTEES

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

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

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

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

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

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

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H. BIDDER'S DISCLOSURE AND DECLARATION

SBD4 and INCLUDING POPIA CONSENT

1. PURPOSE OF THE FORM

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

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

2. Bidder's Declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES	NO
-----	----

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

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES	NO
-----	----

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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YES	NO
-----	----

2.3.1 If so, furnish particulars:

.....

3. POPIA Consent

3.1 Consent to Process Information According to the Protection of Personal Information Act (POPI Act) - POPIA

a) The bidder(s) gives consent and accepts that the information provided by the bidder(s) will be used for purpose of evaluation and adjudication of this bid. This includes use of the data provided by a bidder(s) to perform due diligence checks involving the collection of personal data from third parties (e.g. clients of the bidder(s), SARS, CIPS) to validate claims and to gather important information for the purpose of evaluation and adjudication of this bid. This may include the collection of publicly available data. **YES/NO***

b) The bidder(s) gives consent and accepts that the Electoral Commission may use personal data to investigate potential risk such as fronting, criminal conduct, unethical conduct for the protection of its rights and for the purpose of evaluation and adjudication of this bid. The Electoral Commission may also share personal data with relevant authorities for investigation of criminal conduct and for other lawful purpose. **YES/NO***

c) The Electoral Commission may share the bidder(s) personal data with third parties to support our internal and external audit processes. **YES/NO***

d) The bidder(s) personal data will be kept confidential and be used for the purpose intended for this bid and will not be shared with third parties for unrelated or unlawful purposes. In addition, the information will be handled in line with record retention guidelines and be disposed of when the timelines in the guidelines have been reached. Any request for deletion of personal information will be acceded to in line with legislative requirements. Should such deletion impact on the evaluation, adjudication, awarding and contract phases the bidder(s) will be informed and such impact effected. **YES/NO***

* Please encircle/tick the applicable response.

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4. Declaration

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

- a) I have read and I understand the contents of this disclosure.
- b) I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- c) The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- d) In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- e) here have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid
- f) I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

4.2 I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

4.3 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/2022 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

4.4 In addition to the above I, the undersigned, in submitting the accompanying bid in response to the invitation for the bid made by The Electoral Commission do hereby make the following statements that I certify to be true and complete in every respect.

4.5 I certify, that:

- a) I have read and I understand the contents of this disclosure and declaration.
- b) I certify that the information furnished in this bid submission, which includes the information stated in respect of the applicable SBD forms, is true and correct. I accept that the Electoral Commission

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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may reject the bid or act against me should this declaration be found not to be true and complete in every respect.

- c) Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
- d) I hereby bid to render all or any of the services described in the attached documents to the Electoral Commission on the terms and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices including VAT and on the terms regarding time for delivery and/or execution inserted therein.

4.6 I agree that:

- a) the offer herein shall remain binding upon me/us and open for acceptance by the Electoral Commission during the validity period indicated and calculated from the closing time of the tender;
- b) this tender and its acceptance shall be subject to the terms and conditions contained in the general tender conditions of the Electoral Commission with which I am/we are fully acquainted;
- c) I/we agree that my/our bid shall be valid for a period of 180 days; and
- d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid.

4.7 I furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract/service level agreement and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

4.8 I hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.

4.9 I agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgement which may be pronounced against me/us by a court of law as a result of such action.

4.10 Confirmation is granted that SARS may, on an ongoing basis during the contract term, disclose my/our (including that of subcontractors, partners and undisclosed principals) tax compliance status to the Electoral Commission for purposes of verifying my/our tax compliance status with SARS.

4.11 Notice has been taken of the tender document including all the relevant forms and the General Tender Conditions contained in this tender document, the content of which is understood.

4.12 It is confirmed that the required tender forms have been completed in full and signed.

.....
Name and Surname in Print

.....
Signature

.....
Position

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

.....
Date

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I. BID EVALUATION

IMPORTANT NOTICE:

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

A Acceptance or Rejection of Bid (Primary Compliance Verification)

Legality of bid document:

- Non-compliance with tender rules - The following shall lead to disqualification:
- Failure to attend a compulsory briefing session (if applicable).
- Failure to return all pages of the tender document that must be signed/initialled.
- Failure to complete tender forms in original ink.
- Failure to sign/initial all applicable pages of the tender document. Signing of the Bidder's Disclosure and Declaration is deemed equivalent to signing page 19 and/or signing the page represents signing the Bidder's Disclosure and Declaration.
- Any changes/alterations to pricing that are not signed/initialled and/or the use of correctional fluid/tape or any similar product in respect of pricing in the tender document.
- Any changes to the tender specifications (unless formally agreed to by the Electoral Commission and recorded as such before the closure of the tender).
- Failure to complete and sign all affidavits, certificates, declarations and schedules contained in the tender in original ink.
- Failure to register on the Central Supplier Database (CSD).
- Non-compliance with tender rules – In addition to (a) above, the following may lead to disqualification:
- Failure to sign/initial any other alterations and/or corrections to the information submitted by the bidder, which the Electoral Commission may consider to be material.
- No tender shall be awarded to a bidder that is not tax compliant.

Incomplete bid submission:

- The following shall lead to disqualification:
- Rates and Prices – Schedules not completed as required.
- Failure to submit obligatory written proposals/explanations/samples/prototypes/ certificates or similar requirements.
- In respect of subcontractors (>25%) or joint ventures or consortiums, failure to complete and submit the required tender forms (pages 14-23 of the tender document) or to submit evidence that your tax affairs are in order.

B Bid Evaluation

Inability to evaluate the tender:

- Incomplete Schedule of Rates and Prices.
- Prices and information not furnished as specified and/or required.
- Incomplete written proposals/submissions where required.

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

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

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

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General questionnaire to ensure compliance with tender requirements/rules/conditions/ specifications:

Question	If YES, please tick*	If NO, please tick*
Are you duly authorised to sign the tender?		
Has the <i>Bidder's Disclosure</i> and <i>Declaration</i> been completed and signed?		
Have separate forms (pages 14-23) been completed for each member of a consortium, joint venture or subcontractor as specified in the tender document?		
Is the tender document complete – i.e. are all pages as well as compulsory returnables included/returned with your bid submission?		
The use of pencil to complete the tender forms will invalidate your bid. Have all applicable pages of this document been completed and signed or initialled in original ink by the signatory of the tender document?		
Have all corrections/alterations to information and or prices made on this document been certified/signed/ initialled by the signatory of the tender document?		
Have you noted that the use of correction fluid/tape or any such products to amend prices shall invalidate your bid submission?		
Is your company (and any potential subcontractors) registered on the Central Supplier Database (CSD)? Please include a copy of your registration form in your bid submission.		
Are your tax affairs in order and reflected as being compliant on the Central Supplier Database (CSD)? As such, have you noted that your bid may be rejected at the time of awarding this tender if your tax status is non-compliant on the CSD?		
Have the General Tender Conditions been noted?		
Have the Bid Evaluation Criteria been noted?		
Has the Scope of Services been noted?		
Have prices been quoted VAT inclusive?		
Have a comprehensive written proposal and/or samples/certificates/ <i>et cetera</i> as called for in this tender been prepared and submitted with the tender document?		

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J. BID SPECIFICATION



SOUTH AFRICA

**TENDER
IEC/ICT-04/2022**

**ENTERPRISE INFORMATION
ARCHITECTURE (EIA) REVIEW**

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1. Introduction

The Electoral Commission (IEC) invites bidders to tender for the provisioning of an Enterprise Information Architecture Review service as a rigorous and structured approach for IT portfolio planning, execution and governance. Enterprise Information Architecture (EIA) focuses on establishing a common framework for defining, managing and governing business/IT structure, relationship and components. In a way, EIA represents an integrated organisational blueprint for execution of business strategy through IT and covers strategy, tactical and operational domains. The IEC would like to grow in this very important approach to IT investment management.

The Enterprise Information Architecture and Business Process Management Capability Maturity within the Electoral Commission is at different levels and is disjointed. There also seems to be a disconnection between business planning and ICT planning. As a result, the alignment between IT with the strategy and positioning of the organization is not well documented resulting in disconnected state between IT and the business.

Bidders must print the tender documentation from the Electoral Commission's website (eProcurement system) and then complete and submit all the required documentation before the due dates as specified in the tender. The tender requires manual completion of the required documentation and submission thereof.

2. Background Information

Election management is an essential part of any democratic process and has existed in some manner for more than twenty-five hundred years.”³

The Electoral Commission is a constitutional institution reporting directly to Parliament. In line with its mandate, the Electoral Commission manages the national, provincial and municipal elections, ensures that those elections are free and fair, and declares the results within a prescribed period. The Electoral Commission was established in terms of the Electoral Commission Act (51 of 1996), which sets out the composition, powers, functions and duties of the Electoral Commission. The Commission aims to continuously entrench the Electoral Commission as the focal point in the delivery of cost effective, free and fair elections. This is not only the core of its constitutional mandate, but also an important factor in its interaction with other Chapter 9 and associated institutions and other election management bodies.

³ ACE (2009) Overview of Electoral Management: The Electoral Knowledge Website: <http://aceproject.org/ace-en/topics/em/em10>

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The Electoral Commission derives its mandate from the Constitution of the Republic and the Electoral Commissions Act of 1996. The objects of the Commission, as defined in section 4 of the Electoral Commission Act, 1996, are to strengthen constitutional democracy and promote democratic electoral processes. In addition to the provisions in the Electoral Act; the Municipal Electoral Act 2000 (Act 24 of 2000) deals with the specific nature of local government elections.

South Africa's national and provincial elections take place every five years. Voters vote for a political party, not individuals although this may change with the current Electoral Amendment Bill currently before parliament. The political party then gets a share of seats in Parliament in direct proportion to the number of votes it got in the election. Each party then decides on members to fill the seats it has won. This is called a proportional representation (PR) voting system.

Municipal elections take place every five years. A mixed or hybrid system, making use of both the ward system and the proportional representation (PR) system, is used for municipal elections

By-elections take place within 90 days after a municipal ward council seat becomes vacant due to death, expulsion or resignation of a ward councillor.

The duties and functions of the Electoral Commission in respect of national and provincial elections are also defined in the Electoral Act 1998 (Act 73 of 1998) as amended. These include to:

- a) manage any election;
- b) ensure that any election is free and fair;
- c) promote conditions conducive to free and fair elections;
- d) promote knowledge of sound and democratic electoral processes;
- e) compile and maintain a voters' roll by means of a system of registering eligible voters by utilising data available from government sources and information furnished by voters;
- f) compile and maintain a register of parties;
- g) establish and maintain liaison and co-operation with political parties;
- h) undertake and promote research into electoral matters;
- i) develop and promote the development of electoral expertise and technology in all spheres of government;
- j) continuously review electoral legislation and proposed electoral legislation, and to make recommendations in connection therewith;
- k) promote voter education;
- l) promote co-operation with and between persons, institutions, governments and administrations for the achievement of its objects;
- m) declare the results of elections for national, provincial and municipal legislative bodies within seven days after such elections;

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- n) adjudicate disputes which may arise from the organisation, administration or conducting of elections and which are of an administrative nature; and
- o) appoint appropriate public administrations in any sphere of government to conduct elections when necessary
- p) Section 2 of the Electoral Commission Act, 1996, includes the holding of a referendum as one of the mandates of the Commission
- q) Manage political party funding allocations
- r) Manage political party donations disclosures

Other functions include:

- a) Verify Voter eligibility;
- b) Register eligible Voters;
- c) Ensure that voting districts boundaries are accurately reflected in systems and maps;
- d) Create written descriptions and maps that describe and show voting districts;
- e) Register political entities which may include political parties and candidates;
- f) Recruit, train, manage and pay temporary election staff;
- g) Establish temporary voting stations;
- h) Create, procure, store and distribute event materials;
- i) Educate voters
- j) Oversee campaign financing
- k) Administer voting at National and Provincial Elections, Local Government Elections, By-elections, Traditional Council Elections and Referenda;
- l) Consider ballots and count votes
- m) Allocate seats as per results
- n) Declare the results of the elections
- o) Engage the media and other stakeholders
- p) Ensure compliance with Electoral Law and work with Electoral Court
- q) Cooperate with other levels of government and electoral agencies to share information and resources in an effort to continually improve service to voters

The Electoral Commission has identified the following as its strategic outcome-oriented goals:

- Strengthening governance, institutional excellence, professionalism and enabling business processes at all levels of the organization
- Achieving pre-eminence in the area of managing elections and referenda, including the strengthening of a cooperative relationship with political parties
- Strengthening electoral democracy
- Contribute to the enhancement of transparency in elections and party funding.

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Bidders can refer to the 2021 Electoral Commission Annual Report to get more information on the goals, objectives, KPIs and other related information.

2.1 Some identified Drivers and Concerns

The IEC has also identified certain drivers and concerns that need to be taken into consideration when developing the Architecture model. The bidder will be required to confirm these drivers and concerns with the business and identify others.

A. Cost Reduction

The Electoral Commission has in the past five years seen a drastic reduction in funding allocation from National Treasury. The Commission has to look at ways to reduce costs as the mandate has not changed.

B. Increase Voter participation especially among the youth

For 2019 NPE, the Electoral Commission was concerned that about 9.8 million eligible voters did not register. Of those, about 6 million - more than 60 percent - are under the age of 30 years old. The IEC has embarked on voter registration drive targeting institutions of higher education.

C. Environmental factors

South Africa is going through a number of environmental challenges that impact on the Electoral Commission’s ability to deliver on its mandate. These include:

- Less than ideal GDP growth and declining tax revenues;
- Increased electoral contestation including independents at a national and provincial level. National and Provincial Elections (NPE) 2024 may be managed under a new electoral system that includes individual candidates for the first time following the judgement of the Constitutional Court;
- Calls for the harmonization of elections – elections for all spheres of legislative bodies to happen on the same day;
- There is an on-going imperative to meet the ruling of the Constitutional Court in regards to the quality of voters’ roll in respect of voter addresses;
- Covid-19 pandemic and the associated disruptions and costs;
- Natural disasters like floods as a result of global warming and climate change;
- Political unrests and a climate of trust deficit with the authorities;

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D. Technology Upgrades

- Introduction of the Voter Management Devices (VMDs) which are ruggedized tablets communicating in real-time via APN;
- Update and roll out of the Commission’s IT infrastructure in line with current and future requirements such as providing digitization, self-service channels and other automation; software defined Wide Area Network etc.

E. IT systems availability, scalability and stability.

More and more of the Electoral Commission’s work and processes are automated via computer systems from capturing voters on the voters’ roll to tallying the results and determining the winners and losers. It is therefore important for the systems to be available and stable because of the limited time that voters are expected to exercise their right to vote. Voters cannot come back the next day to vote, nor can they be expected to wait in endless queues because of system failures. The systems should also be able to scale up during high peak seasons in the election cycle and scale down during the low peak seasons.

F. Business Process Automation / Modernization / Digitization

The Covid-19 lockdown made the need for online collaboration even clearer, especially for a geographically dispersed organization like the IEC. More and more meetings are held online with less need to travel from provinces to National Office. A number of committees are having their meetings online and therefore there is a need to: collaborate online, share documents online, record decisions, make recommendations, and provide online approvals.

G. Channels extension

In March 2019, the Electoral Laws Amendment Act, which opened the door to further future electronic interaction with stakeholders, including allowing eligible voters to register online, and online self-service facility for political parties, came into effect.

The online and digital interaction and self-service channels for voters and parties that started in 2014 is to be extended. This includes mobile phone interactions, creation of Extranets or secure online self-service portals (for voters, political parties and other stakeholders), mobile applications and the use of

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external sources to enrich the voters' roll. This aspect has the potential to assist the Commission to reduce the average service cost / voter.

H. New Technologies and Innovation

With the ever-changing technology landscape, the successful bidder is required to consider and incorporate amongst others the following:

- Use of Artificial Intelligence (AI) and Biometrics
- Machine Learning
- Chat bots
- Social and Digital Media
- Cloud Technology
- Deprecated or Discontinued and new Development frameworks
- Customer Experience
- Electronic Voting and Counting Machines

3. Technical Specifications

The technical specifications for the required solution are as specified below. The technical specifications below are the minimum requirements; submissions will only be accepted where it meets or surpasses the specification for the required solutions.

The Electoral Commission wants to have insight into how the different aspects of the enterprise relate to one another. The value of developing an enterprise information architecture model is to describe how the corporate governance, organisational structure, business processes, information and ICT infrastructure support the strategic objectives of the organization. This capability will enable the IEC to manage inevitable change, plan its ICT expenditure based on accurate business information and continually develop its enterprise information architecture model.

The successful bidder is expected to deliver the following:

- Establish a sustainable capability to continually develop and improve the enterprise architecture model;
- Develop each of the enterprise architecture domains to such an extent as to populate all relationships based on a select number of business functions or processes that will assist the Electoral Commission in preparation for National and Provincial Elections (NPE) 2024;

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- Develop the enterprise architecture to such an extent, that the model becomes embedded in the way the IEC manages its complexity and inevitable change. Therefore, the enterprise architecture model will become the way that the IEC understands and articulates how the organisation works, is structured, measured and governed and the services it delivers

The Enterprise Architecture activities include but are not limited to the following:

- Confirm the Architecture vision;
- Develop AS-IS architecture (from existing architecture/processes);
 - a) Business architecture.
 - b) Information systems (data & application) architecture.
 - c) Technology architecture.
 - d) Architecture governance.
- Develop TO-BE architecture;
- Design the Solution Architecture;
- Define a master plan for implementation;
- Advise the IEC on the effective usage of innovative technologies in the form of a document;

The bidder will focus on the following business functions / processes as a subset of all the business processes within the Electoral Commission.

- Delimitation
- Voter Registration
- Candidate Nomination
- Voting, Counting and Results Processes

An organizational review was recently concluded where business functions and their measures (KPIs) in relation to the organizational objectives were documented. These outputs will serve as input into the Information Architecture Review process.

It is envisaged that the output of this process can be used to assist the Electoral Commission to plan and execute activities in preparation for National and Provincial Elections (NPE) 2024.

The IEC has adopted the Government Wide Enterprise Architecture (GWEA) Framework and preference will be given to bidders who align to this framework or an equivalent framework. The diagrams below

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show the TOGAF Architecture Development Method (ADM) aligned GWEA processes and the GWEA deliverables

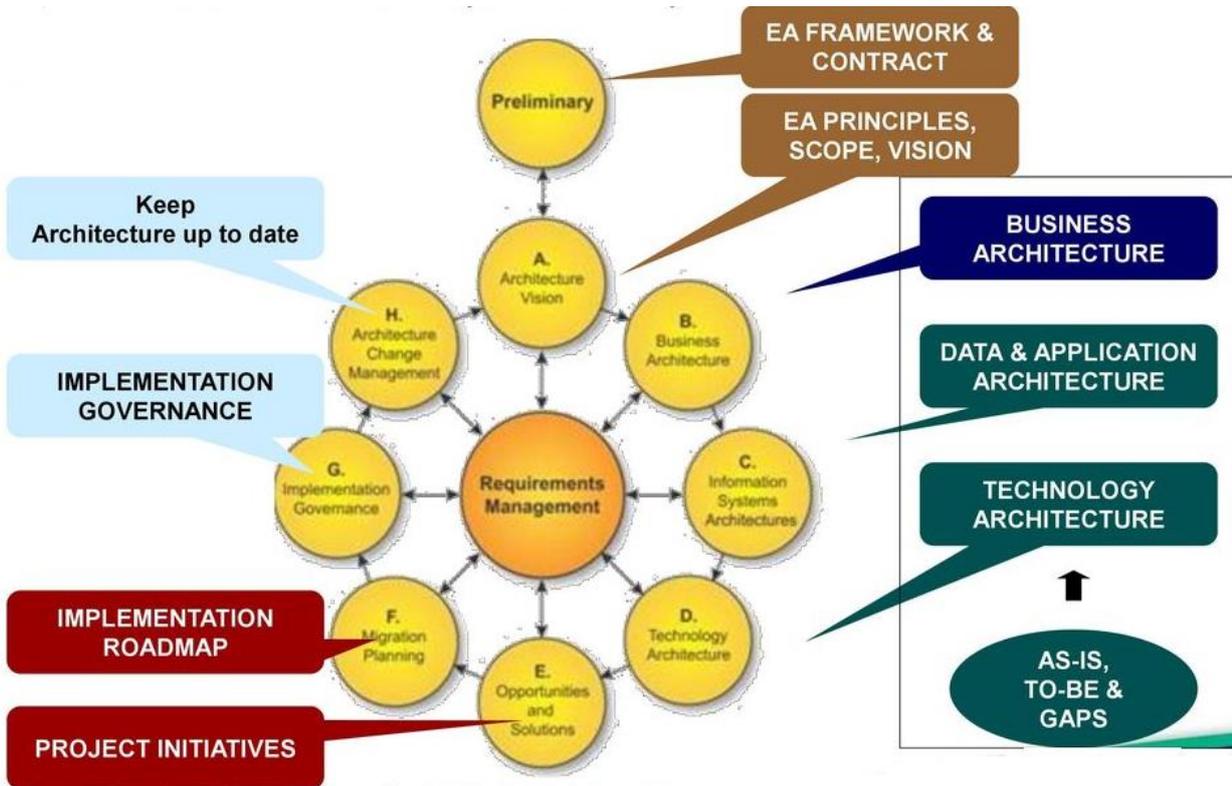


Figure 1 GWEA Process

Preliminary (P) & Vision (A) Views						
EA Org Model	EA FW	EA Request	EA SOW	EA Principles	EA Vision	Comm Plan
Business Architecture Views (B)		Data Architecture Views (C1)		Application Architecture Views (C2)		Technology Architecture Views (D)
Business Performance Model		Data Reference & Standards Model		Application Reference & Standards Model		Technology Reference & Standards Model
Organisation Structure Model		Data Security Model		Application Distribution Model		Technology/Network Distribution Model
Business Function/Service Model		Data-Application Model		Application Stakeholder Model		Technology Platform Model
Business Information Model						
Business Process Model						
Business Gap		Data Gap		Application Gap		Technology Gap
Business Roadmap		Data Roadmap		Application Roadmap		Technology Roadmap
Opportunities & Solution (E) and Implementation Plan (F) Views (Programmatic Views)						
Consolidated Roadmap & Transition Architecture		Implementation and Migration Plan		Implementation Governance Model		

Figure 2 GWEA Deliverables

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The actual development of the architecture model will follow an objective-based approach, by defining the strategy and business objectives, then establish relationships to the other domains of the architecture. These relationships are specified as part of the Government Wide Enterprise Architecture Framework as in the figure below

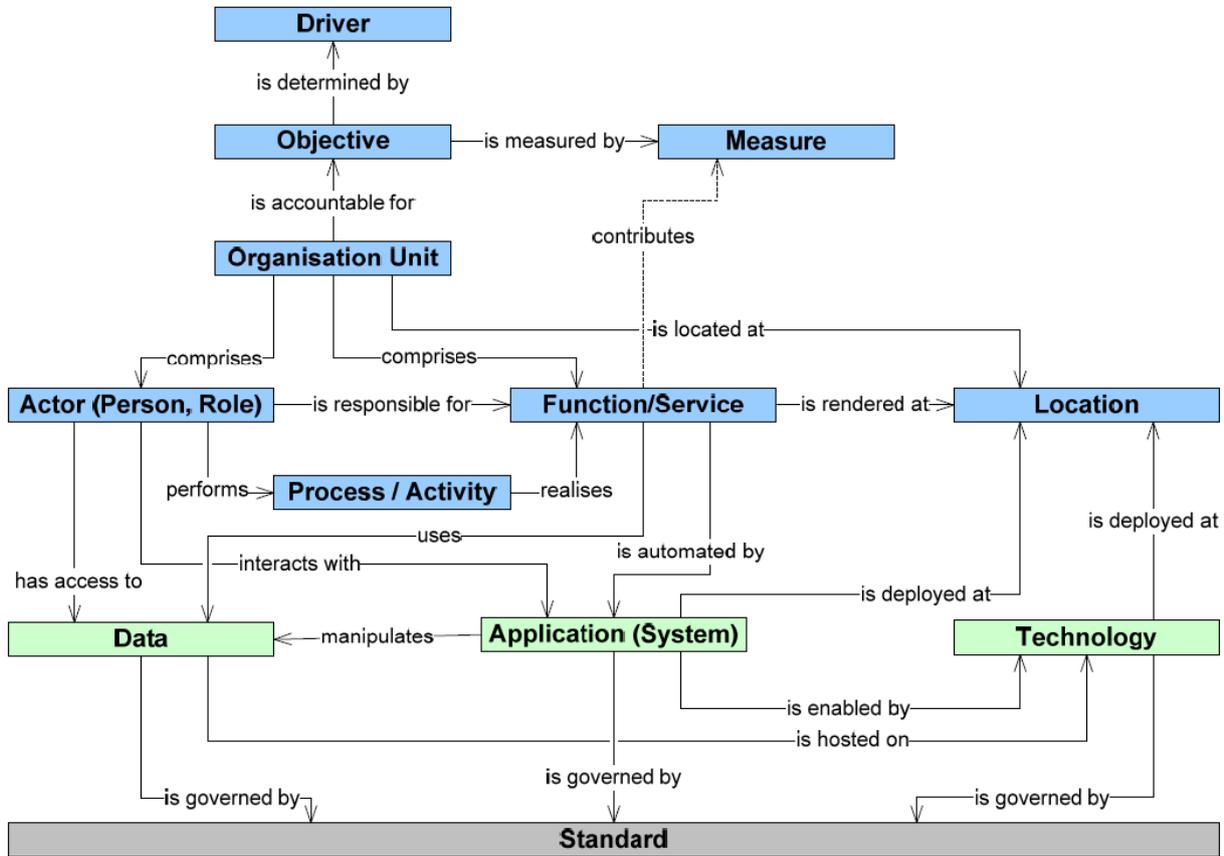


Figure 3 GWEA Content Meta-model

It is preferred that the output of the exercise will also be aligned to the GWEA framework.

3.1 Technology Baseline

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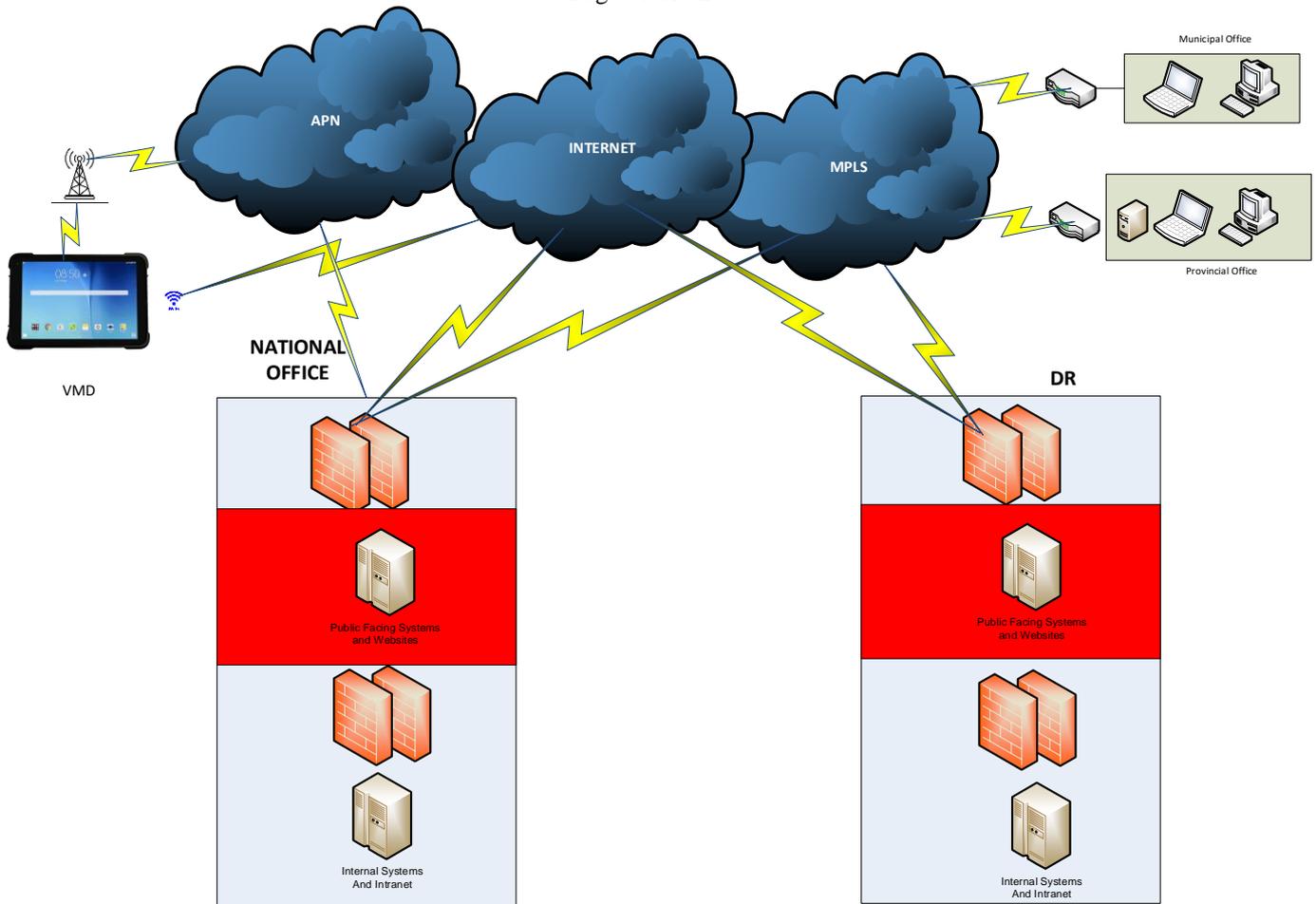


Figure 4 IEC Technology Categories

The IEC's systems and applications can be broadly categorized into the following:

- Intranet / Internal applications
- Public Facing Applications
- Remote and Internal Users
- VMD Applications

More details will be provided to the successful bidder after the signing of the non-disclosure agreements.

3.2 Curriculum Vitae (CVs) to be included with the bid

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Resource	Resource Requirements	Resource Architecture Experience
Enterprise Architect	<ul style="list-style-type: none"> • Bachelor's degree/Diploma or Advanced qualifications in Information Technology/Computer Science • TOGAF certification • Information Technology governance and legislative framework such as COBIT, ITIL, SDLC etc. • In depth knowledge of Enterprise Architecture, Technology Analysis, and the System Development Lifecycle • Strategic Planning understanding of strategic IT solutions • Knowledge of the DPSA's prescribed ICT Governance Framework and Government Wide Enterprise Architecture Framework. • Knowledge of strategic IT solutions • Knowledge of Cloud computing and cloud technologies • Knowledge / Certification of COBIT and ITIL Frameworks 	5+ years Enterprise Architecture Experience
Business Architect	<ul style="list-style-type: none"> • Business Analysis Certification • TOGAF certification • Bachelor's degree/Diploma or Advanced qualifications in Information Technology/Computer Science • SDLC and system development methodologies such as waterfall, Rational Unified Process (RUP), agile, scrum and understanding of DevOps CI/CD processes and tools • Business Analytic Skills, business analysis methodology, assist with project requirements planning, process and Business Requirements specification documentation • capability maps development skills • Skills to enable technology of core capabilities and value streams • Skills to analyze operating and business models • Strong interpersonal skills, communication and documentation skills • Strong business process modeling and management skills • Knowledge of the DPSA's prescribed ICT Governance Framework and Government Wide Enterprise Architecture Framework. • Good written and verbal communication skills 	5+ years' experience in business analysis, business process management and business process engineering

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<p>Application Architect</p>	<ul style="list-style-type: none"> • Relevant experience of designing software solutions using software architecture design principles and proven design patterns. • Bachelor's degree/Diploma or Advanced qualifications in Information Technology/Computer Science • SDLC and system development methodologies such as waterfall, Rational Unified Process (RUP), agile, scrum and understanding of DevOps CI/CD processes and tools • Azure Active Directory/Azure DevOps/ Azure Web Apps/ Microsoft 365 • TOGAF certification • Knowledge of the DPSA's prescribed ICT Governance Framework and Government Wide Enterprise Architecture Framework. • Good written and verbal communication skills 	<ul style="list-style-type: none"> • 5+ years' experience in Application architecture
<p>Data Architect</p>	<ul style="list-style-type: none"> • Bachelor's degree/Diploma or Advanced qualifications in Information Technology/Computer Science • TOGAF certification • Knowledge of the DPSA's prescribed ICT Governance Framework and Government Wide Enterprise Architecture Framework. • Understanding of schema, entities, data flow, hierarchy etc. • Understanding of Data Models Design Principles, and the ability to develop Data Models • Expert experience with database and data warehouse technologies (SQL Server or equivalent) • Reporting and analytics tools (e.g. Power BI), Database and concept skills, reporting, Analyse • Data needs • Understanding of Protection of Personal Information Act (POPIA), Data Classification and Tagging • Strong knowledge of database structure, systems and data mining. • Good written and verbal communication skills 	<ul style="list-style-type: none"> • 5+ years' experience Data Architecture • Experience in Data Governance will be an added plus
<p>Technical / Infrastructure Architect</p>	<ul style="list-style-type: none"> • Bachelor's degree/Diploma or Advanced qualifications in Information Technology/Computer Science • TOGAF certification • Other Technical Architecture certification (e.g. MCSE) • Knowledge of the DPSA's prescribed ICT Governance Framework and Government Wide Enterprise Architecture Framework. • Knowledge of strategic IT solutions • Azure Active Directory/Azure DevOps/ Azure Web Apps/ Microsoft 365 • Extensive knowledge of computer hardware, operating systems and networking systems • Good written and verbal communication skills 	<ul style="list-style-type: none"> • 5+ years' experience in a Technology Architectural environment.

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<p>Security Architect</p>	<ul style="list-style-type: none"> • Bachelor's degree/Diploma or Advanced qualifications in Information Technology/Computer Science • TOGAF certification • Security Certification (e.g. Certified Information Systems Security Professional (CISSP)– Architecture) • Knowledge of the DPSA’s prescribed ICT Governance Framework and Government Wide Enterprise Architecture Framework. • Knowledge of strategic IT solutions • Solid understanding of security protocols, cryptography, authentication, authorisation and security • Good working knowledge of current IT risks and experience implementing security solutions • Extensive knowledge of IT security and/or IT risk management with a focus on security, performance and reliability • Knowledge of the Fortinet and CheckPoint suite of products will be an advantage • Azure Active Directory/Azure DevOps/ Azure Web Apps/ Microsoft 365 • Good written and verbal communication skills 	<ul style="list-style-type: none"> • 5+ years’ experience in IT security
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4. Planning Assumptions

The Electoral Commission has made the following assumptions:

- a) The Electoral Commission will provide technical resources for all Electoral Commission’s designated work including setup and configuration of own systems and databases.
- b) Bidder should bring their own tools to execute this job. It must be noted that the IEC does not have an Architecture Repository tool as yet. It is expected that the successful bidder will recommend a tool to be used by the IEC.
- c) The implementation of the services required must be completed within the days as stipulated in the delivery and implementation schedule ([Section 9](#)) below.
- d) The bidder’s change control management process must be flexible enough to facilitate speedy deployment and resolution of problems without compromising management controls and security.
- e) The recommended service provider shall provide all relevant details needed to ensure successful operations capability within the organisation.
- f) The successful bidder will be required to enter into a service level agreement including a non-disclosure agreement.

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- g) The successful bidder and their personnel who will be implementing the solution may be subjected to security/police clearance through authorised state security institutions.

5. General Bid Conditions

The following standard bid conditions must be adhered to and complied with, failing of which the bid will be disqualified:

- a) Bidders must submit their bids by no later than the stipulated closing date and time on the bid requirement.
- b) Bidders must complete and submit Bidder's Disclosure - SBD 4
- c) Bidders must complete and submit Technical Bid Response Sheet to demonstrate compliance with the technical bid requirements.
- d) The bidder must provide an architecture approach (methodology) used by their organization in dealing with an Architecture review / formulation requirement as required for this tender.
- e) Bidder must provide a high level project plan in line with the approach in 5(d) above and the staffing plan mentioned below
- f) The Electoral Commission prefers bidders that have experience and knowledge of the DPSA's prescribed ICT Governance Framework and Government Wide Enterprise Architecture Framework. Bidder to indicate the number of years of experience with GWEA and IT Governance Framework.
- g) The bidder must provide at least two (2) contactable references of past services of a similar nature (architecture review / formulation) 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. The bidder must use Guideline Reference Table as guideline. Some other guideline definitions:
 - I. Service value defined in terms of size, personnel resources and duration.
 - II. Similar service in terms of the scope of the project.
- h) Bidder must indicate the level of experience in providing architecture review / formulation services. The IEC prefers to work with bidders that have at least three (3) years' experience in providing architecture review services. Bidders to use Guideline Profile Table as guideline.
- i) Bidders must have the technical resources required to deliver and support these services. The bidder must provide an ideal project team's (Contractor) composition, skills and organization including the time estimates of the required time for each member such as full time / part time (a staffing plan). The bidder is to include at least one CV per resource list in Section 3.2. It

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should be noted that once the bid is awarded, the project team members must be constituted by the same or similar resources. The bidder must use CV Guideline Table as a guide

- j) The IEC reserves the right and discretion to cancel and not award this bid based on any reason including operational or financial.
- k) Awarding the bid to a successful bidder will be subject to the bidder entering into a service level agreement (SLA) with the IEC that will formalize and regulate the final deliverables and associated processes and procedures.
- l) Companies on the following Electoral Commission's contracts are precluded from bidding, namely:
 - I. IEC/ICT-01/2020 – ICT Professional and Support Services
 - II. IEC/ICT-02/2020 – GIS Professional and Support Services
 - III. IEC/ICT-03/2020 – SAP (ERP) Professional and Support Services

6. Quality Control

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

- a) The successful bidder will have the primary responsibility of ensuring that the proposed solution complies with the required specifications in terms of functionality and technical specification including quantity and quality.
- b) 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.
- c) Preference will be given to solutions that are based on a standard existing standards in the market and not solution specifically designed and/or cloned for this bid. The Electoral Commission may require market penetration indicators.
- d) Consultants appointed on the project may be required to undergo security clearance.
- e) Finalization of the project will only be accepted on delivery of signed artefacts as agreed with the IEC
- f) No payment shall be made until full and final delivery has taken place and the product has been confirmed and delivered in accordance with the specifications.
- g) Upon a successful bid being accepted, the Electoral Commission reserves the right to request an inspection of the preferred service provider's facilities. Awarding of the auction to any successful bidder shall be subject to the Electoral Commission's due diligence audit requirements, where applicable

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- h) The successful service provider has the primary responsibility to ensure that quantity and quality are in accordance with the bid specifications.
- i) 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, service providers 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.

- a) Staffing plan and resource allocation over 6 months
- b) Bidder must complete and submit Pricing Schedule
- c) Delivery costs to the Electoral Commission's National Office in Centurion, Gauteng, South Africa. The Electoral Commission does not pay for transport costs of resources to and from their offices.
- d) Bid prices must include VAT and must be firm for a period of one hundred and eighty (180) days.

8. Award of Contract

- a) The bid adjudication process may include short-listing, presentation and demonstration of the solution and services by the short-listed bidders.
- b) The contract / purchase order will be awarded to a bidder whose solution successfully conforms to specifications and is able to deliver and support the product.
- c) 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.
- d) The Electoral Commission will issue a formal purchase order before any services or equipment can be delivered.
- e) It should be noted that the Electoral Commission seeks to gain the best solution technically and financially and will select from the results of the bid a solution it deems to give the best investment.

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9. Delivery and Implementation Timeframe

- a) The successful service provider will be required to complete delivery within 6 months from receipt of an order for these services.

10. Briefing Session

- a) A non-compulsory bid briefing session may be held on a date and time to be advised on the Electoral Commission's website at <https://votaquotes.elections.org.za> and at the National Treasury e-Tender portal
- b) Bidders may, however, direct enquiries concerning the technical requirements to Mr Libisi Maphanga at 012 622-5700 or maphangal@elections.org.za

11. Summary of Submission Requirements

- a) A detailed proposal including the detailed approach / methodology, staffing plan (including CVs) and project plan as per 5(d), 5(f) and 5(i);
- b) Detailed technical specifications in accordance with the technical requirements to demonstrate compliance by completing and submitting Technical Bid Response Sheet as per 5(c);
- c) Pricing Schedule as per 7(b);
- d) A profile or letter indicating the level of experience of the organization as per 5(h);
- e) At least two (2) contactable references of past services of a similar nature that the bidder provided or was involved in, as per 5(g)

12. Closing Date

The closing date and time of this bid is as specified in the bid document. The closing date and time is determined by the clock on the Electoral Commission's servers and is not negotiable. Bidders must also take note supporting documentation must be delivered **before closing date and time**.

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13. Technical Response Sheet

Technical Bid Response Sheet Completion of this technical response sheet by the bidder is compulsory. Bidder must respond to each and every item in the response sheet. Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.						
Requirements		References	Indicate whichever is applicable		Bidder's Comments	Supporting Documentation or Reference to Supporting Documentation
			Yes	No		
1.	The bidder has included an approach/methodology followed by the organization to execute an IT Architecture Review/Formulation as per 5(d)	3				
2.	The bidder has included a high-level project plan and a staffing plan as per 5(e) and 5(i)	3				
3.	The bidder has included at least one CV for each of the following roles. It should be noted that once the bid is awarded, the project team members must be constituted by the same or similar resources: <ul style="list-style-type: none"> • Enterprise Architect • Business Architect • Application Architect • Data Architect • Technical / Infrastructure Architect • Security Architect 	3				

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14. Pricing Schedule

Pricing Schedule					
Completion of this pricing response sheet by the bidder is compulsory. Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.					
	Role	Number of Resources	Number of hours on the project	Rate / hour (Tariff)	Total Cost
1.	Enterprise Architect				
2.	Business Architect				
3.	Application Architect				
4.	Technical / Infrastructure Architect				
5.	Security Architect				
6.	Project Management:				
*Total Bid Price:					
*Total Bid Price must be in full and complete for the proposed solution, it also the price which will be used for adjudication.					

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15. Guideline Reference Table

15.1 Reference # 1

<u>Guideline Reference Table</u>		
<u>Bidder must provide 2 References as per Section 5</u>		
EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS AT THE LEAST		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Scope of Work	
Services Provided	Number of resources on the project	
	Project Duration	
	Was GWEA and DPSA's IT Governance Framework used?	

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15.2 Reference # 2

<u>Guideline Reference Table</u>		
<u>Bidder must provide 2 References as per Section 5</u>		
EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS AT THE LEAST		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Scope of Work	
Services Provided	Number of resources on the project	
	Project Duration	
	Was GWEA and DPSA's IT Governance Framework used?	

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16. CV Guideline Table

CV Guideline Table

Please use the guideline below to provide the details of the resource(s) to be utilized to do the installation and configuration:

Provision of the resource(s) details is compulsory. Failure to complete and submit shall lead to disqualification

All relevant unshaded cells are to be filled in. Fill in the corresponding Role section per Resource.

Resource Name			
Role			
English Proficiency (Excellent, Average, Basic)	Reading	Speaking	Writing
Qualifications	Post Matric Qualifications (e.g, BSc)	Year of Qualification	Institution
Professional Certificates	TOGAF Version:	Year of Qualification:	Registration Number:
	Other certificates:		
	Other certificates:		
	Other certificates:		
Pen Portrait (Describe below, in a maximum of 50 words, significant highlights of your professional			

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experience and achievements. Please type the description in the field below)			
Experience	From Date to Date	Company / Organization	Position and Responsibilities
Section 3.11 Specific Requirements	Role	Requirement	Comply Yes / No
	Enterprise Architect	<ul style="list-style-type: none"> • Knowledge of Information Technology governance and legislative framework such as COBIT, ITIL, SDLC • In depth knowledge of Enterprise Architecture, Technology Analysis, and the System Development Lifecycle • Strategic Planning understanding of strategic IT solutions • Knowledge of the DPSSA's prescribed ICT Governance Framework and Government Wide Enterprise Architecture Framework. • Knowledge of strategic IT solutions 	

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		<ul style="list-style-type: none"> • Knowledge of Cloud computing and cloud technologies • Good written and verbal communication skills 	
	Business Architect	<ul style="list-style-type: none"> • Business Analysis Certification • SDLC and system development methodologies such as waterfall, Rational Unified Process (RUP), agile, scrum and understanding of DevOps CI/CD processes and tools • Business Analytic Skills, business analysis methodology, assist with project requirements planning, process and Business Requirements specification documentation • capability maps development skills • Skills to enable technology of core capabilities and value streams • Skills to analyse operating and business models • Strong business process modelling and management skills • Knowledge of the DPSA's prescribed ICT Governance Framework and Government Wide Enterprise Architecture Framework. • Good written and verbal communication skills 	
	Application Architect	<ul style="list-style-type: none"> • Relevant experience of designing software solutions using software architecture design principles and proven design patterns. • SDLC and system development methodologies such as waterfall, Rational Unified Process (RUP), agile, scrum and understanding of DevOps CI/CD processes and tools • Azure Active Directory/Azure DevOps/ Azure Web Apps/ Microsoft 365 • Knowledge of the DPSA's prescribed ICT Governance Framework and Government Wide Enterprise Architecture Framework. • Good written and verbal communication skills 	
	Data Architect	<ul style="list-style-type: none"> • Knowledge of the DPSA's prescribed ICT Governance Framework and Government Wide Enterprise Architecture Framework. • Understanding of schema, entities, data flow, hierarchy etc. • Understanding of Data Models Design Principles, Data Models and the ability to develop Data Models • Expert experience with database and data warehouse technologies (SQL Server or equivalent) • Reporting and analytics tools (e.g. Power BI), Database and concept skills, reporting, Analyse • data needs 	

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		<ul style="list-style-type: none"> • Understanding of POPIA, Data Classification and Tagging • Strong knowledge of database structure systems and data mining. • Good written and verbal communication skills 	
	Technical / Infrastructure Architect	<ul style="list-style-type: none"> • Knowledge of the DPISA's prescribed ICT Governance Framework and Government Wide Enterprise Architecture Framework. • Knowledge of strategic IT solutions • Azure Active Directory/Azure DevOps/ Azure Web Apps/ Microsoft 365 • Extensive knowledge of computer hardware, operating systems and networking systems • Good written and verbal communication skills 	
	Security Architect	<ul style="list-style-type: none"> • Knowledge of the DPISA's prescribed ICT Governance Framework and Government Wide Enterprise Architecture Framework. • Knowledge of strategic IT solutions • Solid understanding of security protocols, cryptography, authentication, authorisation and security • Good working knowledge of current IT risks and experience implementing security solutions • Extensive knowledge of IT security and/or IT risk management with a focus on security, performance and reliability • Azure Active Directory/Azure DevOps/ Azure Web Apps/ Microsoft 365 • Good written and verbal communication skills 	

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17. Guideline Profile Table

<u>Guideline Profile Table</u>		
<u>Bidder must complete and submit the below to show bidder's experience</u>		
Company Name		
Number of Years in Business		
Number of Years of Experience	Architecture Review / Formulation	
	GWEA	
	IT Governance Framework (DPSA)	
Number of Employees	Number of Employees	
	Number of Architecture certified employees (TOGAF, Zachman etc)	
Architecture Projects	Number of Architecture Review / Formulation projects done by the organization	
	How many were done in the last 3 years	
	How many projects utilized GWEA and/or DPSA's IT Governance Framework?	

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18. Bid Evaluation Criteria

18.1 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, was extended to all entities which were invited to participate in the RFQ 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:

- I. 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;
- II. the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
- III. the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- IV. the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

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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

Stage 1 – Bidder’s Disclosure.				
Important Note: Detail on any transgression must be reported if issues are identified as mandatory steps must be taken as prescribed in <i>National Treasury PMFA SCM Instruction Note 3 of 2016/2022: Enhancing Compliance, Transparency and Accountability in Supply Chain Management.</i>				
Company Name (Bidder):				
No.	Description	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.			
Overall Stage 1 Outcomes:		<u>Assessment Comments:</u>		
* No bid shall be accepted if a supplier is not registered on the National Treasury Central Supplier Database (CSD).				
** A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder’s tax affairs remains non-compliant as per the provisions of National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification.				

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18.2 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				
Company Name (Bidder):				
No.	Description	Yes	No	Comments
1.	Bidder completed and submitted technical bid response sheet as per 5(c)			
2.	The bidder has completed and submitted Pricing Schedule as per 7(b)			
3.	Bidder submitted two (2) contactable references as per 5(g)			
4.	The bidder has indicated the level of experience in providing similar solutions 5(h)			
5.	The bidder has supplied CVs of resources as per 5(i)			
6.	Bidder is not part of the IEC's IT panels as per 5(l)			
Overall Stage 2 Outcomes:		<u>Assessment Comments:</u>		
		Bid qualifies for further consideration: (YES/NO):		

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18.3 Stage 3 – Technical Evaluation

<p align="center">Stage 3 – Technical Evaluation.</p> <p align="center">Failure to comply with any of the requirements below will result in the bid being disqualified</p>					
Requirements		References	Indicate whichever is applicable		Comments
			Yes	No	
1.	Has the bidder included an approach/methodology followed by the organization to execute an IT Architecture Review/Formulation as per 5(d)?	3			
2.	Has the bidder has included a high-level project plan and a staffing plan as per 5(e) and 5(i)?	3			
3.	Has the bidder included at least one CV for each of the following roles? <ul style="list-style-type: none"> • Enterprise Architect • Business Architect • Application Architect • Data Architect • Technical / Infrastructure Architect • Security Architect 	3			
Overall Stage 3 Outcomes:		<p><u>Assessment Comments:</u></p>			
		<p>Bid qualifies for further consideration: (YES/NO):</p>			

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18.4 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% (67.5/90)					
	Product Description	Available Score	Points Allocation	Actual Score	Comments
1.	The bidder has at least 3 years' experience in conducting Architecture Reviews / Formulations	5	a) 7+ years (5 points) b) 5+ years (4 points) c) 3+ years (3 points)		
2.	The bidder has experienced in using Government Wide Enterprise Architecture Model (GWEA)	5	a) 5 or more projects (5 points) b) 3 – 4 projects (3 points) c) 1- 2 projects (1 point)		
3.	The bidder has experienced in using DPSA's IT Governance Framework	3	a) 3 or more projects (3 points) b) 2 projects (2 points) c) 1 project (1 point)		
4.	Enterprise Architect proposed has 5+ years of experience	5	a) 10+ years (5 points) b) 8-9 years (4 points) c) 5-7 years (3 points)		
5.	Enterprise Architect has knowledge and certification of TOGAF, COBIT and/or ITIL	4	a) TOGAF certification (2 point) b) COBIT certification (1 point) c) ITIL certification (1 point)		
6.	Business Architect proposed has 5+ years of experience	5	a) 10+ years (5 points) b) 8-9 years (4 points) c) 5-7 years (3 points)		

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Bid Evaluation Criteria**Stage 4 – Technical Scoring**

To qualify to the next phase of adjudication a bidder must score a minimum of 75% (67.5/90)

	Product Description	Available Score	Points Allocation	Actual Score	Comments
7.	Business Architect proposed has TOGAF and Business Analysis/Architecture Certification	3	a) TOGAF certification (2 points) b) Business Analysis / Architecture certification (1 point)		
8.	Application Architect proposed has 5+ years of experience	5	a) 10+ years (5 points) b) 8-9 years (4 points) c) 5-7 years (3 points)		
9.	Application Architect has understanding of Azure Active Directory/Azure DevOps/ Azure Web Apps/ Microsoft 365 experience	4	a) Azure AD and M365 (2 points) b) Azure DevOps and Azure Web Apps (2 points)		
10.	Data Architect proposed has 5+ years of experience	5	a) 10+ years (5 points) b) 8-9 years (4 points) c) 5-7 years (3 points)		
11.	Data Architect proposed has TOGAF and Data Analysis/Architecture Certification	3	c) TOGAF certification (2 points) d) Data Analysis / Architecture certification (1 point)		
12.	Technical / Infrastructure Architect proposed has 5+ years of experience	5	a) 10+ years (5 points) b) 8-9 years (4 points) c) 5-7 years (3 points)		
13.	Technical / Infrastructure Architect has understanding of Azure Active Directory/Azure DevOps/ Azure Web Apps/ Microsoft 365 experience	4	a) Azure AD and M365(2 points) b) Azure DevOps and Web Apps (2 points)		
14.	Technical Architect proposed has TOGAF and other Technical Architecture Certification	3	a) TOGAF certification (2 points) b) Other Technical Architecture certification (1 point)		
15.	Security Architect proposed has 5+ years of experience	5	a) 10+ years (5 points) b) 8-9 years (4 points) c) 5-7 years (3 points)		

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Bid Evaluation Criteria

Stage 4 – Technical Scoring

To qualify to the next phase of adjudication a bidder must score a minimum of 75% (67.5/90)

	Product Description	Available Score	Points Allocation	Actual Score	Comments
16.	Security Architect proposed has TOGAF and Security Certification	4	a) TOGAF certification (2 points) b) Security Certification (2 points)		
17.	Security Architect has understanding of Azure Active Directory/Azure DevOps/ Azure Web Apps/ Microsoft 365 experience	2	a) Azure AD (1 point) b) Azure DevOps (1 point)		
18.	Relevant Reference	20	References: a) Customer name = 1 point b) Contact Person = 1 point c) Email = 1 point d) Telephone = 1 point e) Physical address = 1 point f) Scope of Work = 3 point g) Number of resources on the project = 1 point. h) Project Duration = 1 point Total for references = maximum 10 points per reference (minimum 2 references required).		
TOTAL:		90			
Overall Stage 4 Outcomes:		<p><u>Assessment Comments:</u></p>			
		<p>Bid qualifies for further consideration (YES/NO):</p>			

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Stage 5 – Bid Evaluation Results

Only bids that comply with the requirements and conditions of the RFQ 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.

19. Bid Evaluation Committee

	Committee Member’s Name	Signature
1		
2		
3		
4		

Overall Adjudication Outcomes:

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