



SOUTH AFRICA

REFERENCE: IEC/EM-02/2023

CLOSING DATE: 13 DECEMBER 2023

ENQUIRIES

TECHNICAL SPECIFICATIONS: Karen Knibbs

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ADMINISTRATIVE ENQUIRIES: Mr Vincent Qwabe

Tel: (012) 622-5576 / (012) 622-5700

TENDER IEC/EM-02/2023

SERVICE DESCRIPTION: FACILITIES MANAGEMENT INFRASTRUCTURE SERVICES

Kindly furnish the Electoral Commission with a bid for the provisioning of facilities management infrastructure services as per this tender document.

The conditions contained in the Electoral Commission's supply chain management (SCM) policy documents, preferential procurement 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 tender briefing session will be held at 11:00 on 30 November 2023 at the following address:

Tshwane Events Centre

Gate 2, Hall J

Souter Street

Pretoria

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

Electoral Commission

Ensuring Free and Fair Elections

Commissioners: Mr M. Moepya (Chairperson) | Ms J.Y. Love | Mr G. Mashini | Dr N.P. Masuku | Judge D. Pillay
National Office: Election House, Riverside Office Park, 1303 Heuvel Avenue, Centurion, 0157 | P/Bag X112, Centurion, 0046
info@elections.org.za | www.elections.org.za
Tel (+27) 12 622 5700

TENDER NUMBER: IEC/EM-02/2023

SERVICE DESCRIPTION: FACILITIES MANAGEMENT INFRASTRUCTURE SERVICES

CLOSING TIME: 11:00

CLOSING DATE: 13 DECEMBER 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 69**) MUST BE COMPLETED AND SIGNED IN ORIGINAL INK. THE BIDDER IS HOWEVER NOT REQUIRED TO FILL IN THE TENDER EVALUATION CRITERIA. 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 NECESSARY AND WRITE YOUR COMPANY NAME AS WELL AS THIS TENDER REFERENCE NUMBER ON THE ENVELOPE/ CONTAINER.

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

BID SUBMISSIONS 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.

ONLY BIDS SUBMITTED IN THE CORRECT TENDER BOX(ES) AS SPECIFIED IN THE TENDER DOCUMENT OF THE ELECTORAL COMMISSION SHALL BE ACCEPTED. BIDS SUBMITTED IN THE ADDRESS NOT SPECIFIED IN THE TENDER DOCUMENT, 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. TENDERERS 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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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 Section 190 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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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 and advertised competitive bidding processes;
 - (e) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); together with the Broad-Based Black Economic Empowerment Amendment Act, 2013 (Act No. 46 of 2013)
 - (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 exempted micro 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) “service provider” means any individual or entity that is contracted by the Electoral Commission to render goods or services.
 - (p) “specific goal” means specific goals as contemplated in section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000

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- (q) "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;
- (r) "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

- (s) "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
 - (t) "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 will 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 tender 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 submission.
 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. Bidders 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.

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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.
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 SCM policy 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.

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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.
24. 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.
25. 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.
26. The bid specifications form an integral part of the tender document and bidders shall indicate in the space/s provided whether the specific goods and/or services offered are according to specification or not.
27. In cases where the goods and/or 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.
28. Unless specifically provided for in the tender document, no bids transmitted by facsimile or email will be considered.
29. Bidders are requested to promote local content as far as possible.
30. A service level agreement (SLA/contract) shall be entered into with the successful bidder.
31. Unless otherwise stipulated, all tools/equipment needed must be supplied by the successful bidder.
32. Any bidder found to be influencing the tender adjudication process shall be automatically disqualified and not accepted for consideration.
33. 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 service provider's point of supply is not situated at or near the place where services are required or, if the service provider's services are not readily available.
34. 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.
35. 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.
36. 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.
37. 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.
38. 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

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- (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.
39. All acquisitions for goods and/or 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.
 - (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 tender 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 SCM policy.
 - (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 service provider as registered on the Central Supplier Database (CSD). It remains the service provider'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.
40. 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*.
41. 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

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writing to the contact person stated in the service level agreement (SLA/contract), and at the same time the service provider shall indicate the extension of the delivery/completion period which will then be required.

42. 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.
43. Bidders 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.
44. 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, 2022. Only valid B-BBEE status level certificates, CIPC B-BBEE certificates or B-BBEE affidavits are acceptable, and these will be subject to verification and validation.
45. The following preference point systems are applicable to bids of the Electoral Commission:
 - (a) the 80/20 system for goods and/or services with a Rand value equal to or below R50,000,000 (all applicable taxes included);
 - (b) the 90/10 system for goods and/or services 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.
46. **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.**
47. Preference points for this bid shall be awarded for:
 - (a) Price (80 or 90 as applicable); and
 - (b) Specific goal(s) (a maximum of 20 or 10 as applicable).
48. 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 price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

49. In terms of Regulation 3(b) of the Preferential Procurement Regulations, 2022 preference points must be awarded to a bidder for specific goal(s) in accordance with the table below:

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

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50. Bidders who qualify as exempted micro enterprises (EMEs) in terms of the B-BBEE Act and its codes must submit a CIPC B-BBEE certificate or B-BBEE sworn affidavit (with the exception of sector codes).
 - (a) For EMEs falling under a sector charter, the bidder must submit a B-BBEE document in compliance with the applicable sector code.
51. Bidders who qualify as qualifying small enterprises (QSEs) in terms of the B-BBEE Act and its codes must submit a B-BBEE 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 valid B-BBEE status level certificate, issued by a Verification Agency accredited by South African Accreditation System (SANAS) substantiating their B-BBEE claims. A black-owned QSE may be measured in terms of the QSE scorecard should it so choose and therefore may also provide a valid B-BBEE status level certificate issued by a Verification Agency accredited by SANAS substantiating their B-BBEE claims.
52. Bidders other than EMEs or QSEs must submit their valid B-BBEE status level certificate issued by a Verification Agency accredited by South African Accreditation System (SANAS), substantiating their B-BBEE claim.
53. Failure on the part of a bidder to submit a sworn affidavit, or 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 specific goals are not claimed.
54. In order to validate the credibility of the information recorded on the B-BBEE verification certificate, sworn affidavit or CIPC B-BBEE certificate the Electoral Commission requires all applicable supporting documents.
55. An incorporated 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.
56. A trust, consortium or unincorporated 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.
57. 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.
58. Start-ups that are EMEs but wish to tender for contracts of R10 million in value or above, must be verified using the QSE scorecard. For tenders of R50 million in value or above start-ups must be verified using the generic scorecard.
59. A person will not be awarded points specific goals if it is indicated in the bid document 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.
60. 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.
61. 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

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received from the issuer of the certificate after 48 hours or the bidder, no specific goal points will be allocated in the final scoring.

62. A bidder who's bid is acceptable will be awarded a contract based on lowest acceptable bid, which is market related, subject to section 2(1)(f) of the PPPFA, in addition 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.
63. Points scored will be rounded off to the nearest two (2) decimal places.
64. 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 points for specific goals.
65. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
66. Any legal person may make an offer or offers in terms of this invitation to bid.
67. 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.
68. 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.
69. The Electoral Commission reserves the right not to award the tender to a bidder that has affiliations with any registered political party/parties, candidate(s) or contestant(s).
70. The Electoral Commission may cancel the tender for reasons that may include *inter alia*:
 - (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.
 - (e) If the price offered by a bidder scoring the highest points is not market-related.
71. This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract.

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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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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. Cell phone 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)
- Public Company
- Personal Liability Company
- Company (Pty) Ltd
- Non-Profit Company
- State Owned Company
- Other _____

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	Designation

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

EME	
QSE	
Generic	

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

16. Is the entity an exempted micro enterprise (EME) for the purposes of the Preferential Procurement Regulations, 2022?

17. Has a B-BBEE status level verification certificate/affidavit been submitted?

YES		NO	
YES		NO	

18. If yes, who issued the certificate?

A verification agency accredited by the South African National Accreditation System (SANAS)	
Commissioner of Oaths in the case of an applicable sworn affidavit	
CIPC	

All bidders must submit sworn affidavits or 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.

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19. Compulsory supporting documents for B-BBEE claims

OWNERSHIP	DOCUMENTS REQUIRED
Black ownership Black female ownership	B-BBEE Status level certificate/ CIPC B-BBEE certificate/ B-BBEE sworn affidavit Proof ownership (share certificates for companies/ CK1 or CK2 for CCs) IDs for all owners
Black people with disabilities	Completed form EEA1 Doctor's letter confirming disability
Financial year end and Ex Officio confirmation	Disclosure certificate not older than 3 months

All bidders must submit sufficient supporting documents together with their bid documentation in support of and confirming the specific goals claimed above. Failure to submit the documents will result in a bidder being deemed as non-compliant and zero points (0) will be allocated for specific goals. If the bidder is owned by juristic persons, proof of ownership must be submitted for all entities until all natural persons are accounted for.

20. Questionnaire to foreign bidders:

Are you the accredited representative in South Africa for the goods/ services/works offered? [If YES, enclose proof]	YES		NO	
Are you a foreign based supplier for the goods/ services/ works offered? [If YES, answer the questionnaire below]	YES		NO	
Is the entity a resident of the republic of South Africa (RSA)?	YES		NO	
Does the entity have a branch in the RSA?	YES		NO	
Does the entity have a permanent establishment in the RSA?	YES		NO	
Does the entity have any source of income in the RSA?	YES		NO	
Is the entity liable in the RSA for any form of taxation?	YES		NO	

If the answer is "NO" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register via e-Filing through the SARS website www.sars.gov.za.

21. 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"/>	

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.

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

In bids where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate TCS certificate/ PIN/ CSD number.

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

23. 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:

23.1 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

23.2 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.

24. 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.

25. 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 section 21, whichever period is the longer.

26. 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.

27. Is your company a designated employer in terms of the Employment Equity Act (EEA)? (Act 55 of 1998)	YES		NO		
28. Does your company comply with Chapter III of the Employment Equity Act? (Act 55 of 1998)	YES		NO		EXEMPT

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

29.1 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.

29.2 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.

30. 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 (B14 – 2022).

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- 31. Bidders must monitor developments around the EEA in order to be informed of any changes in the statutory requirements.
- 32. 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* %

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
 (Proof of authority must be submitted e.g. company resolution)

DATE:

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FINANCIAL INFORMATION

33. 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. 2021, 2022, 2023)	Annual Turnover	Gross Asset Value	Net Asset Value
	R	R	R
	R	R	R
	R	R	R
	R	R	R

34. 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)

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

35. Is your company listed on the Stock Exchange?

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

36. 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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DELIVERABLES AND GUARANTEES

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

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

38. 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	
-----	--	----	--

39. 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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**BIDDER'S DISCLOSURE AND DECLARATION
(SBD4)
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?

YES	NO
-----	----

2.3.1 If so, furnish particulars:

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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2.4 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have an affiliation with any registered political party/parties, candidate(s) or contestant(s)?

YES	NO
-----	----

2.4.1 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) By participating in tenders of the Electoral Commission a bidder gives consent and accepts that the information they provide will be used for purposes of evaluation and adjudication of bids. This includes use of the data provided by a bidder 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.
- b) By participating in the bid the bidder 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.
- c) The bidder accepts that the Electoral Commission may share their personal data with third parties to support its internal and external audit processes.
- d) The bidder acknowledges that their personal data will be kept confidential and will be used for the purpose intended for a 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 a bidder will be informed and such impact effected.

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4. Declaration

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:

- 4.1 I have read and I understand the contents of this disclosure and declaration.
- 4.2 I understand that the accompanying bid will be disqualified if this disclosure and or declaration is found not to be true and complete in every respect.
- 4.3 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.
- 4.4 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.
- 4.5 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.
- 4.6 There 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.
- 4.7 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 4 ABOVE IS CORRECT.

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.

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.

I certify, that:

- 1. I have read and I understand the contents of this disclosure and declaration as well as consent to the provisions set out in respect of the Protection of Personal Information Act (POPIA).
- 2. 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 may reject the bid or act against me should this declaration be found not to be true and complete in every respect.
- 3. 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.

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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4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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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PENALTIES

1. PENALTIES AS PER THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

If the Electoral Commission is of the view that a bidder submitted false information regarding a specific goal it will follow the prescriptions as per regulation 9 and if the Electoral Commission concludes that such information is false it may -

- disqualify the bidder or terminate the contract in whole or in part; and
- if applicable, claim damages from the bidder.

2. PENALTIES AS PER THE B-BBEE ACT

It is contrary to the B-BBEE Act for a measured entity to trade with an invalid/ inconclusive or incorrect B-BBEE verification certificate, sworn affidavit or CIPC certificate. Trading with an invalid or fraudulent B-BBEE certificate or sworn affidavit/ CIPC certificate may constitute an offence in terms of section 13O(1)(a) of the B-BBEE Act, which states that a person commits an offence if that person knowingly misrepresents or attempts to misrepresent the B-BBEE status of an enterprise, and the B-BBEE Commission may institute an investigation in terms of section 13J of the B-BBEE Act.

In addition, section 13A of the B-BBEE Act has empowered organs of state to cancel any contract or authorisation awarded on account of false information knowingly furnished by or on behalf of an enterprise in respect of its B-BBEE empowerment status.

If an entity is found to have violated the B-BBEE Act, the B-BBEE Commission is empowered to act accordingly as guided by the B-BBEE Act and this can result in the entity that violated the B-BBEE Act to be fined up to 10% of its annual turnover, and individuals involved could be imprisoned for up to 10 years, and/ or fined. Specifically, the offence under section 13O (2) could lead to imprisonment of up to 12 months, or a fine, or both the fine and imprisonment.

In terms of section 13O (2) a procurement officer or any official of an organ of state who becomes aware of the commission of, or attempt to commit any offence referred to under section 13O (1) and fails to report it, is guilty of an offence.

Any person convicted of an offence in terms of the BBEEA may not, for a period of 10 years from the date of conviction, contract or transact any business with any organ of state or public entity and must for that purpose be entered into the register of tender defaulters which the National Treasury maintain for that purpose.

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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:

The following shall lead to disqualification:

- Non-compliance with tender rules.
- 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 that specific page 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 annexures contained in the tender in original ink.
- Failure to register on the Central Supplier Database (CSD).
- A non-compliant tax status

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.

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 (for completion by the bidder) to ensure compliance with tender requirements/ rules/ conditions/ specifications:

Question	If YES, Mark YES*	If NO, Mark NO*
Are you duly authorised to sign the tender?		
Has the <i>Bidder's Disclosure and 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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SOUTH AFRICA

Bid Specifications

TENDER IEC/EM-02/2023

FACILITIES MANAGEMENT INFRASTRUCTURE SERVICES

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Glossary of Terms: Meanings as Used in This Tender Document

BTU - The British thermal unit (**Btu** or **BTU**) is a traditional unit of heat; it is **defined** as the amount of heat required to raise the temperature of one pound of water by one degree Fahrenheit. This unit of energy is used in respect of heating, ventilation and air conditioning in this specification.

CCTV - Closed-circuit television) is a TV system in which signals are not publicly distributed but are monitored, primarily for surveillance and security purposes. CCTV relies on strategic placement of cameras, and observation of the camera's input on monitors somewhere.

CV - Curriculum vitae (Latin for “course of (one's) life”) is “a short account of one's career and qualifications prepared typically by an applicant for a position” – in other words, a résumé.

HVAC – defined as heating, ventilation and air conditioning.

ICT - Information and Computer Technologies, often referred to as IT (Information Technology).

kVA – a measurement of electrical power, k is used as a symbol depicting 1000 units. VA depicts *volt-ampere*. The term kVA is typically used in conjunction with diesel generators. Typically 1000 volt amps is referred to as 1kVA.

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NPE – National and Provincial Elections, used as an acronym at the Electoral Commission of South Africa to describe the type of election.

NB – A latin abbreviation for nota bene, meaning “note well”. It is used to emphasize and important point.

PLC - Political Liaison Committee, a committee established for consultation and co-operation between the Electoral Commission and the registered parties concerned on all electoral matters

ROC – Results Operations Centre(s) specifically used as an acronym at the Electoral Commission of South Africa for its results announcement centre(s).

SABC - The South African Broadcasting Corporation SOC Limited, a state-owned company registered in terms of the company laws of the Republic of South Africa, under registration number 2003/023915/06 and constituted in terms of the Broadcasting Act No. 4 of 1999, as amended.

Units of measurement:

Mm or **mm**- is defined as millimetre, a unit of distance. An example of **mm** is how someone would shorten the phrase "100 millimetres" **M** or **m** are symbols depicting the distance of one metre in length. **Sq** or **sq** with **m** depicts square metres being a two dimensional size measurement.

LM refers to linear metres, typically used to measure sheet goods such as fabric cloth where the width is static and one uses the measurement in length only

Mm or **mm**- is defined as millimetre, a unit of distance. An example of **mm** is how someone would shorten the phrase "100 millimetres;" 100 mm.

UPS - An uninterruptible power supply (UPS) is a device that allows, for example, a computer to keep running for at least a short time when the primary power source is lost. It also provides protection from power surges.

VAT – An indirect tax on the domestic consumption of goods and services, currently regulated at 15%

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1. Background

The Electoral Commission is obliged by the Act, Act 51 of 1996 to:

- manage elections for national, provincial and local legislative bodies and referenda; and
- publish elections results within seven days after such elections.

To facilitate these processes a National “**Results Operational Centre**” (ROC), to support the 2024 National and Provincial Elections (NPE) and to publish elections results, is to be established in the vicinity of the Electoral Commission’s National Office.

The ROC will be situated in a venue in the City of Tshwane Metropolitan Area.

2. Objectives of the National Results Operational Centre (ROC)

The key objective of the appointed service provider is to create the infrastructure for the National ROC in order to:

- (a) Publish the Elections Results within the 7 day window period after Elections as stipulated by the Act; Act 51 of 1996
- (b) Support electoral processes on voting day in the operational period and during the results processing period.
- (c) House the various National TV and radio broadcasting activities.
- (d) Host additional events such as launches as from date of appointment as successful bidder
- (e) Host Political party representatives and observers

3. Scope of Work

The requirement of this bid is to appoint a professional, experienced and well qualified service provider (Facilities/Infrastructure Management Company) that the Electoral Commission is confident will create, provide and support the following infrastructure goods and services, the following list includes but is not limited to:

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- (a) Construction of the entire infrastructure based upon supplied floor plans, specifications as detailed herein (reference Paragraph 6 following), design documents as will be provided, and upon instruction by the project manager.
- (b) Provide technical and support services throughout the indicated periods and will include the installation and maintenance of complex single and three phase electrical reticulation, back- up generators and UPS units, multiple HVAC configurations.
- (c) Provide the installation of security systems and equipment which includes access control systems, x-ray machines, CCTV system, metal detectors and temporary speed fencing covering the required area of the facility.
- (d) Create and set up an end-to-end accreditation facility to accredit all staff, stakeholders and guests from data collection through to card creation plus staff a 24 hour service desk during the operational period.
- (e) Create an exhibition area with all the necessary infrastructure and services as required and as per specifications provided, working with Electoral Commission staff, and the appointed Event Management Team and sponsors representatives.
- (f) Create and set up infrastructure and services as required and as per specifications provided for a major event within the centre being “The Launch Function” to be held approximately one week prior to the election date.
- (g) Create and set up part of the infrastructures and services as required and as per specifications provided for a major event within the centre being “The Results Announcement Function” to be held within one week of the election date. This would include a Gala Dinner in an adjacent hall for not more than 1000 guests.
- (h) Management of the venue and facilities; working with the Electoral Commission Project Manager, Venue Management Team, appointed Event Management Team, appointed Catering Team, Technical AV Services Team, SABC Team, appointed data cabling service provider, and the various security personnel, Fire and Emergency Medical Services personnel.
- (i) General Maintenance and repairs of facilities
- (j) Deconstruct, decommission and clean up all venues utilised, restoring them to a condition at least equal to that received.
- (k) Provide a post mortem analysis report at the end of the project as part of the final

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completion with recommendations for future events of this nature.

4. Provisional Milestones/Timelines

The Commission intends to take occupation of the venue and secure it until two weeks after the election date. The election date still needs to be proclaimed by the President of the Republic of South Africa.

For planning purposes however an “**example**” table is illustrated below. This template highlights key phases of the project.

Dates are subject to change

Activity	Number calendar days	Start date	Completion date
Construction	28	10 April 2024	8 May 2024
Test	2	9 May 2024	10 May 2024
Pilot	4	11 May 2024	14 May 2024
Operational	11	15 May 2024	26 May 2024
Results function construction	7	18 May 2024	25 May 2024
Deconstruction	9	26 May 2024	4 June 2024
Close out / debriefing	23	5 June 2024	28 June 2024

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5. Completing the Proposal Document

The following information is given to provide guidance regarding the services required:

5.1 Written Proposal (Issues/answers must be numbered similar to section 5 for ease of reference).

For the purpose of adjudicating this tender, the bidder is required to demonstrate their capacity and capability to effectively provide and manage the goods and services as stipulated by submitting a written proposal which would include but not be limited to the paragraphs below:

- (a) Company profile and business interests.
- (b) Demonstration that the service provider has the capacity by way of personnel, owned equipment, arrangements and agreements with third parties to provide all the goods, materials and services required.
- (c) A minimum of three (3) projects of a similar physical size and complexity previously successfully completed in the past five (5) years should be included in the written proposal. This should include names of references as well as contact details of such references, contract values of the projects, scale and size of the project.
- (d) Supply CV' s illustrating full details of the relevant experience of the operational team that would be involved in this project specifically the appointed project manager with a minimum of 10 years of experience. It is further required that an organogram/structure of the team be submitted.
- (e) Supply a detailed and relevant Project Plan illustrating the supply, preparation and construction, highlighting and identifying the various phases, time lines and critical milestones of the project using an example timeline as provided in the Provisional Milestones/Timelines in Section 4 above.
- (f) Service providers must include details with regard to the Financial Arrangements they propose i.e. proposed schedule of deposits, proposed payment plan for work completed after key stages or phases of the project, etc. Such arrangements will be negotiated with a successful service provider and recorded in the Service Level Agreement (refer to Section 7 below).

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- (g) Details of Contingency Plans and Risk Analysis in case of unforeseen circumstances.
For example: in the event of technical failure of equipment, damaged goods, etc. indicate the measures that the service provider is able to provide to enable continuity of operation. Highlight areas of risk and concern and identify any single points of failure with solutions and proposals as applicable. List agreements in place with maintenance companies for the 24 hour x 7 day cover of important components during the operational period.
- (h) Indicate clearly that Insurance of all goods and equipment supplied is covered and is fully included in the rental price.
- (i) Indicate clearly that Value Added Tax (VAT) is fully included in all pricing
- (j) Detail the Bidders Own Requirements in respect of office/storage space in square metres required to support the National ROC.

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5.2 Pricing

All pricing schedules must be completed and submitted together with the bid. Failure to complete and submit shall lead to bid being disqualified. Pricing schedules must also not be substituted.

All prices quoted throughout the document must be **inclusive** of Value Added Tax (V.A.T

- a) Schedule 1 - must be completed to indicate the pricing schedule (rates) for staff.
- b) Schedule 2 – 5 - must be used for the quoting of prices for the rental of equipment and material.
- c) Schedule 6 - must be completed with the totals brought forward from Schedule 1 - 5 inclusive.
- d) Schedule 7 – must be completed for the costs for additional and optional resources/items/goods and services over and above those listed in the schedule.

Additional pages MAY be added as required to supplement this Schedule only.

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The Electoral Commission reserves the right to adjust the quantities of items/materials/equipment/goods/resources and services.

5.2.1 Important: Unless otherwise stated, prices must be quoted per unit as required in the pricing schedules in Schedules “B” to “H” and must be an ‘all inclusive price’, i.e. includes value added tax (VAT), insurance, overheads, rental period, maintenance, replacement in the event of failure, delivery, installation, usage, operation, and final decommission and recovery, etc.

5.2.2 Ensure that the original supplier details are indicated in the column provided in each Schedule. Sizes, quantities and dimensions are for comparative/quoting purposes and where such quantities are shown this is for evaluation purposes. Final figures will be discussed and agreed with the successful service provider once floor plans and layouts are finalised.

5.3 Delivery, Installation and Maintenance

The Electoral Commission expects items, equipment and services to be delivered/rendered to the National ROC situated at the venue identified.

This requires a commitment from the prospective service provider to be able to supply, test, install and maintain all goods and services for the time frames as specified by the Electoral Commission. A maintenance agreement must be in place for the replacement or repair of all components which must be immediate, 7 days per week, 24 hours per day basis for the duration of the operational period, unless spare swap out units are made available. This must include standby technicians for key equipment.

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5.4 Goods and Services Provision

It must be acknowledged that in a project of this size, with a number of possible variables to address, it is impossible to be entirely accurate in the resources, infrastructure, equipment and capacity that is and will be required.

As a result of the above, it is anticipated that the Electoral Commission may require additional items and services not already covered in the specifications, but that are material to the final catalogue of requirements.

Any such additional items/services will be negotiated with the service provider on a case by case basis, and the procurement of such additional services and/or items will be done on a quotation basis with a standard mark-up as quoted in the pricing schedule.

The final quote will then be signed off by the Electoral Commission's Project Manager for the ROC in consultation with the General Manager Electoral Matters.

5.5 SABC Requirements

The document attached as is included as supporting and background documentation to illustrate to service providers the requirements for the SABC areas. Whilst most of the requirements of the SABC are included service providers must indicate in their proposal their understanding of the information and give assurance that they are able to manage, support and fulfil all these requirements.

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6. Facilities Management Services Requirement

A comprehensive response is expected in support of the “Facilities Management Services” as described in this section.

It is acknowledged that the appointed service provider may need to sub contract the supply of many of the items of goods and services that need to be provided and will be expected to achieve this transparently throughout the program. The Electoral Commission needs to be assured that relationships do officially exist between the service provider and these third party suppliers. It is for that reason, that in responding to this tender document, the service provider must clearly indicate who is the original owner/supplier of each product or service, such arrangements and agreements will be tested during the due diligence process.

6.1 Provision of Infrastructure

The Electoral Commission requires the following services but not limited to the:

- 6.1.1 Construction of shell partitioning and worktops to construct temporary offices and various forms of rooms, information kiosks, desk and meeting room table configurations, etc as per the floor plans provided.
- 6.1.2 Provision and installation of exhibition style carpeting tiles throughout the venue as well as two red VIP carpets at entrance ways.
- 6.1.3 Provision and installation of draping inside the hall from floor to ceiling on the outer walls
- 6.1.4 Provision and placement of furniture; equipment; heating, ventilation and air-conditioning; fridges; pot plants; filtered water coolers, etc. and around other areas as required and specified.

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- 6.1.5 Provision, installation and testing of all electrical equipment, cabling and lighting (incl. backup and emergency power supplies): UPS provision, installation, commissioning and provision of a 24 hour technical support for all specified diesel generator sets and all cabling and connections; as per the electrical specifications and requirements to support the Electoral Commission and broadcasting areas. Assist all media organisations to set up their electrical and data communications infrastructures with guidance on cableways and provision of services as necessary and in compliance with all health and safety and local authority certification requirements.
- 6.1.6 Provision and construction of scaffolding where required such as for an emergency exit.
- 6.1.7 Sourcing and provision of cleaning services all cleaning staff, equipment and consumables of acceptable standards must be provided for during the operational period of approximately eleven (11) days requiring 24 hour services. This service will be in place during the construction period in a scaled down version of the service during the operational period.
- 6.1.8 Provision and management of additional ablution facilities with specific emphasis on 24 hour cleaning of all ablutions; an initial in-depth cleaning will be required at commencement for all venue ablutions plus a repeat clean at the end.
- 6.1.9 Provision, erecting and branding of an entrance area and exit to the facility as indicated on the floor plans and in consultation with the management team, the entrance area will include the provision for décor, pot plants, artwork and features to support and highlight the entrance to the visitors whilst providing security, accreditation services and access into the centre.
- 6.1.10 Provision of two-way radio communication system for communication between the service providers' team and at least three (3) members of the Electoral Commission project team.
- 6.1.11 Provision of an on-site Emergency Medical Service for construction period and breakdown period, as well as a Safety Officer and a Compliance Officer.
- 6.1.12 Provision of firefighting equipment (e.g. fire extinguishers) and signage as well as emergency exit signage and emergency lighting as required; ensuring the venue facilities are functional and meet all certification requirements (see 6.1.12 and 6.1.13)

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6.1.13 Obtain Certificate of Compliance and ensure compliance in terms of all statutory requirements for the construction of a temporary structure (i.e. Electrical Compliance Certificates, Temporary Structure Construction Certificate, Fire Certificate, Occupational Health and Safety Act, Act 85 of 1993, etc).

6.1.14 Provision of Certificate of Compliance for occupation from the Local Authority.

6.1.15 Service Provider's appointed Project Manager and Safety Officer attending all daily Security and Joint Operation Centre Meetings.

6.1.16 Provision of a full, comprehensive support and back up package in the form of a team of people at the venue and to be available 7 days per week, 24 hours per day for the election process duration of approximately ten (10) days. Exact dates will be confirmed with the successful service provider.

6.2 Design and Decoration

This service will include but not be limited to the:

6.2.1 Provision of painting services.

6.2.2 Provision of decorative services e.g. artwork, draping, plants etc. as per requirements/ specifications;

6.2.3 Production and installation of signage (as per specifications);

6.2.4 Production of branding material as determined by Electoral Commission such as, but not limited to: pillar wraps, hanging baskets, banners, stand and sponsor branding, venue and general directional signage,

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6.3 Additional Technical Support Services and Facilities Required

The Electoral Commission requires the following technical services but not limited to the:

6.3.1 Provision of high volume A3 Colour printer/copiers, including toners and ink cartridges. A full installation and 24 hours support package for the operational period should be included. All usage charges, over-and-above rental period, must be highlighted in the written proposal;

6.3.2 UPS power supply units for use on technical equipment such as the CCTV system, as required by SABC IT and IEC IT for server rooms.

6.4 Design and build an Exhibition Stand

IEC Exhibition Stand

Service providers must clearly indicate their ability to carry out the technical design of an exhibition stand as well as the capability of producing such a designed stand. Guidance regarding the design will be given by the Electoral Commission Project Team. A briefing with the successful bidder will take place with the Electoral Commission Communication Teams' appointed Advertising Agency and the appointed Events Management Service Provider at the earliest date. Quotations will be negotiated with the appointed service provider but will be expected to be based around quoted costs herein, i.e. carpeting, shell, furniture, electrical etc.

Additional Stands

Additional stands ie sponsor stands will be required in the exhibition area as indicated on the floor plan; such requirements will only be available closer to the election.

6.5 Branding Requirements

The National ROC will be branded both on the inside as well as at the entrances to the venue. Service providers must clearly indicate their ability to design and produce items such as but not limited to banners, teardrops flags, and vinyl cladding for pillars, sponsor and IEC branded panels, floor tiles 500mm x 500mm, vinyl graphics on panels, fabric graphic banners, graphic lightboxes, general signage and directional signage, A branding plan and detailed the costings of these items to be provided in the written proposal, the Branding Solution price to be provided in Schedule G of

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the pricing schedule.

The service provider is required to address this in their proposal response and indicate how they would create such branding, where it would be produced and the timelines necessary, this is particularly important if outsourced to a company based many kilometres away. Artwork for branding will only be available at a later date.

6.6 Accreditation

Accreditation is an important activity at the centre and one that needs to run smoothly as it is highly visible to guests and visitor’s demands staff that are trained in people skills and that are fully conversant with the computer equipment and software products utilised.

The service provider is required to source a reliable and proven supplier that can supply such a package that can rapidly capture guest’s data and create accreditation cards with lanyards that will be worn by each guest throughout the event. Such a card must be of a good quality and should display a photograph, a theme for the year and should indicate access areas/zonal colour codes for easy identification by security personnel. In addition a generic disposable day visitor pass that is of a temporary nature will be needed. The cards must also be scannable so that they can be able to monitor the number of people and identify people at the venue at a specific time.

An online facility must be made available for the collection of application data from the large and various media groups of attendees and from the in-house access control database for Electoral Commission staff. It is anticipated that most of the Electoral Commission Provincial ROC’s accreditation will also be carried out using this centralised system.

Linked to the accreditation system, a PC with hand scanner must be provided and located in the restaurant area and staffed to monitor and record dining room attendance during the operational period.

The bidder should provide a detailed plan and costing in the Written Proposal, the Accreditation Solution price to be provided for in Annexure I of the pricing schedule.

It is expected that there will be a need to register +/- 500 personnel (this would include Electoral Commission staff, TV and radio broadcasting staff, service provider staff, media representatives,

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invited guests and visitors plus participating provincial requirements).

There will be a special entrance door to the ROC for accreditation only where a counter and support area will be established. Provision is made on the floor plan for three operators/photographer's booth.

Accreditation will need to commence operation from six (6) weeks prior to election date and run up to and include the day of the Results Announcement Function. During the operational period there must be sufficient staff to cover a shift pattern that provides 24 hour support.

The quoted price must include all set up costs, delivery, installation and 24x7 operations as specified.

7 Service Level Agreement

A service level agreement will be negotiated and included in the final contract of the successful service provider and will address the following aspects:

- (a) Appointment;
- (b) Commencement and duration;
- (c) Payment and remuneration;
- (d) Scope of services;
- (e) Penalty clause;
- (f) Special and ad hoc conditions (if any).

8 Rental Period

Items requested may have to be rented. The exact period will be confirmed closer to the event. The project plan submitted by the service provider must cater for items to be rented for the shortest possible time without impacting on the operations of the Electoral Commission.

9 Ownership and Insurance of Equipment and Goods Supplied

It is understood that all equipment and goods supplied remain the property of the service provider. All equipment and goods supplied must be removed by the service provider at the end of the event.

It is therefore expected that the service provider would insure such equipment and goods for

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all risks for the rental period. The cost for insurance on all equipment must be included in the prices tendered. Compliance must be clearly stated in the written proposal (refer to Section 5.1 (i) and 5.2 above.

10 Management of the Successful Service Provider

The project management team of the successful service provider will work in close relationship with and report to the National ROC management team of the Electoral Commission. This team will be under the leadership of The General Manager Electoral Matters.

11 Enquiries

All technical enquiries may be directed to: Mr Granville Abrahams on 012 622 5762 or e-mail abrahamsg@elections.org.za

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**PRICING SCHEDULE A FOR PROVISION OF
PERSONNEL All Prices Must be Quoted VAT Inclusive**

Personnel:

Resources and Skills		Rate per Hour Rands (a)	Estimated Total Hours (b)	Total Resource Cost Rands – Incl VAT Multiply (a) by (b)
Example				
Supervisor		R 100	40	R (100) x (40) = 4000
Project Management Team:				
Senior Project Manager		R	350	R
Project Manager		R	100	R
Co-ordination staff		R	300	R
Supervisor		R	300	R
Estimated Total Project Management Team Costs		A		R
Resource Components:				
Air conditioning(HVAC) technician standby hourly rate		R	80	R
Electrician		R	300	R
Electrician standby hourly rate		R	40	R
Safety Officer		R	80	R
Compliance Officer		R	80	R
Accreditation Supervisor		R	300	R
Accreditation staff		R	300	R
Plumber standby hourly rate		R	40	R
Estimated Total Resource Component Costs		B		R
TOTAL - VAT Inclusive	A+B			R

For the purposes of the tender evaluation, a column is included with an estimated number of hours to be worked per resource.

Completion of the pricing schedules is compulsory.

Timesheets are to be in support of invoices before payment is made.

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PRICING SCHEDULE B FOR PROVISION OF GOODS AND SERVICES “Supplier”
Column should indicate service provider or name of 3rd Party Organisation where an agreement exists to provide Goods or Services

All Prices Must be VAT inclusive.

Infrastructure Construction (Walling) Reference Section 6.1	A	B	A x B	
Item	Estimated Quantity	Unit Price Incl. VAT	Total Price Incl VAT	Supplier
Walling 2500mm high: linear meters (LM)	1400 LM			
Walling 2500mm high: sound proofed	250 LM			
Walling 3000mm high: including Perspex	50 LM			
Ceiling grid m ²	600 LM			
Lockable solid doors	150			
Lockable double doors	15			
Panel 2500mm high: 50% solid 50% Perspex	50 LM			
Lockable shelving units	15			
Drop in tops including frame	500			
Desks with drop in tops of wood grain finish	70			
Wood grain wall panelling	175 LM			
Carpets:				
Blue & Charcoal exhibition carpet squares – 500mm x 500m	10,000 m ²			
Red exhibition carpet squares – 500mm x 500m “X” section - lower level, see floor plan	1,500 m ²			
Red VIP Carpet Runners for entrance ways – 50 metres each	3			

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Infrastructure Construction Reference Section 6.1	A	B	A x B	
Item	Estimated Quantity	Unit Price Incl VAT	Total Price Incl VAT	Supplier
Draping:				
Black high density block out fabric (linear metres) Drop width 1200mm:	14,000m			
Electoral Commission Blue fabric – (linear metres) Drop width 1200mm:	4,000m			
Fire retardant for fabric	1			
Rigging equipment for draping	1			
Set up and break down of draping	1			
Delivery & collection of rigging equipment	1			
TOTAL - VAT Inclusive			R	

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PRICING SCHEDULE C FOR PROVISION OF GOODS AND SERVICES
“Supplier” Column Should Indicate Service Provider or Name of 3rd Party Organisation
Where an Agreement Exists to Provide Goods or Services

All Prices Must be VAT Inclusive

Infrastructure Construction	A	B	A x B	
Item	Estimated Quantity	Unit Price Incl. VAT	Total Price Incl. VAT	Supplier
Air Conditioning:				
75,000 BTU Split Air conditioning including all installation costs. Units must be able to cool and heat as required. Located throughout the venues	25			
Scaffolding/Staging: (Ref Paragraph 6.1.6)				
For air conditioning towers	1			
Emergency exit stairway from upper level to ground level	1			
Portable “Zozo” type unit for crew relaxation area and lounge to be positioned on to the platform specified below- To include all costs: delivery installation and removal etc.	2			
Construct scaffolding platform for SABC crew relaxation area and crew lounge – To include all costs: delivery installation and removal, et cetera. Construction must be strictly according to plan and alignment with SABC OB vehicles See Floor Plan: 37m x 4.5m x 1m high	1			
TOTAL - VAT Inclusive				R

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PRICING SCHEDULE D FOR PROVISION OF GOODS AND SERVICES

**“Supplier” Column Should Indicate Service Provider or Name of 3rd Party Organisation
Where an Agreement Exists to Provide Goods or Services
All Prices Must be VAT Inclusive**

Operational Facilities and Services	A	B	A x B	
Item	Estimated Quantity	Unit Price Incl. VAT	Total Price Incl. VAT	Supplier
Electrical Requirements:				
Plug points	750			
Down lighters	300			
Fluorescents	50			
Single phase distribution boards 32 amps	75			
Three phase distribution boards 32 amps	50			
Three phase distribution boards 63 amps	20			
5 point multi plugs	100			
Cable trays	400m			
500kVA Generator sets including all cabling and connectivity	2			
2 x SYNCHRONISED (500kVA each) Generator sets including all cabling and connectivity	1			
200kVA Generator sets for kitchen area	2			
Supply of diesel fuel for generators, estimated usage for tender purpose only.	40 000 litres			
10kVA UPS including installation.	15			
Other Requirements:				
Guard House – Zozo Type	2			
2-Way Radio with spare batteries (Ref paragraph 6.1.9)	8			
2 x 4-seater golf carts	2			
Utility cart for caterers needs	2			
Plants in pots not higher than 1,2m	100			
Aluminium framed 2 x glass sliding doors for Broadcasters entrance in roller doors - 4m wide 2m high	2			
Portable VIP toilets including daily pump outs, 11 day period VICES	8			
TOTAL - VAT Inclusive			R	

Completion of the pricing schedules is compulsory

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PRICING SCHEDULE E FOR PROVISION OF GOODS AND SERVICES “Supplier” Column Should Indicate Service Provider or Name of 3rd Party Organisation Where an Agreement Exists to Provide Goods or Services

All Prices Must be VAT Inclusive

Operational Facilities and Services		A	B	A x B	
Item		Estimated Quantity	Unit Price Incl. VAT	Total price Incl. VAT	Supplier
Security Requirements:					
Hi – Performance Security X-Ray Machines with:		4			
<ul style="list-style-type: none"> • Quality of image display • Ability and capabilities for threat and risk detection • Endurance for operations over 24 hours • Easy to operate 					
Metal detectors for entrances.		5			
Turnstiles as per floor plan main entrance and exit.		3			
34 Camera CCTV “System”, 6 of them must be Pan Tiltz Zoom (PTZ) to include installation and cabling throughout the hall. training and back up support		34			
Speed fencing (at least 6 sets of fencing with wheels to act as temporary and moveable gates.		1000m			
Emergency Medical Services for build-up and breakdown period.		1			
Stanchion and red rope barrier. Around “X” area		50m			
Bank queue line control barriers with stanchions - retractable.		50m			
Certification: City of Tshwane & Fire Department and all related approvals		1			
Printing Requirements: Rental and Support					
A3 Colour Printer/Copiers	High volume 30 – 35 pages per minutes CAT5 network attachment	5			

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Operational Facilities and Services	A	B	A x B	
Item	Estimat ed Quanti ty	Unit Price Incl. VAT	Total price Incl. VAT	Supplier
Photocopier and Printer technician including standby for operational period (6 days x 24 hour)	1			
Cleaning Services – provide one price				
To include the following services and staffing - <ul style="list-style-type: none"> • Indoor and outdoor cleaning of the venue • Vacuuming carpets • Cleaning in building ablution facilities • Provision of consumables i.e hand wash, cleaning fluids, toilets paper and hand towels • Deep cleaning of all venue ablutions at the start of project. • Daily cleaning during build up and breakdown period • Staffing for 24hrs by 11 days Operational period • Launch & Results Functions • Cleaning venue at the end of the project • Provide 				R
TOTAL - VAT Inclusive			R	

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PRICING SCHEDULE F FOR PROVISION OF GOODS AND SERVICES "Supplier"
Column Should Indicate Service Provider or Name of 3rd Party Organisation Where an Agreement Exists to Provide Goods or Services

Furniture and Equipment		A	B	A x B	
Item	Description	Estimated Quantity	Unit Price Incl. VAT	Total price Incl. V A	Supplier
Executive desks with side credenza		15			
Executive chairs	To complement above	15			
Executive visitors chairs	To complement above	30			
Coat rack wooden	H 1700mm with above	15			
Desk – standard office type with pedestal	W 1350x740	60			
Desk – standard office type with pedestal	W 1000x740	25			
Credenza		10			
Lounge suite leather (black 1-seater)	H 850mm W 950mm D 750mm	30			
Lounge suite 2-seater black leather	H 850mm W 1400mm D 750mm	20			
Lounge suite 3 - seater Black leather	H 850mm W 1830mm D 650mm	2			
Hi back swivel chairs on casters – no arms	Blue	150			
Hi back swivel chairs on casters – with arms	Blue	50			
Hi back visitor chairs	Blue	50			
Office chair	Black, Grey	50			
Conference style padded chairs	Grey	1200			
Chrome bistro table	Silver H 1075mm D 535mm	40			

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Furniture and Equipment		A	B	A x B	
Item	Description	Estimated Quantity	Unit Price Incl. VAT	Total price Incl. VAT	Supplier
Round chrome and leather bar stool	Black	160			
Hi back bar stool	Black	30			
Boardroom table	12 seater	1			
Boardroom table	24 seater	1			
Chrome and glass coffee table	H 450mm W 700mm D 500mm	5			
Coffee table	H 450mm W 600mm x 1200mm	5			
Side tables – square	H 450mm W 600mm x 600mm	10			
Round glass coffee table	H 450mm W 700mm	10			
Brochure Holder/ Stand		2			
White boards	1200mm x 1000mm	10			
Small Bar Refrigerators	H 840mm W 520mm D 480mm	6			
Free Standing Ashtrays	White/Black for outside usage	10			
Weatherproof Tables for outside	Café Style	3			
Weatherproof Chairs for outside	Café Style	20			
Plastic Chairs	White	50			
Trestle Tables	H 650mm W 1800mm D 750mm	50			
Oval Table	6 seater	1			

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Round Table	4 seater	2			
Round Dining Table	10 seater	40			
Furniture and Equipment	A	B	A x B		
Item	Description	Estimated Quantity	Unit Price Incl. VAT	Total price Incl. VAT	Supplier
Fire Extinguisher	9 Kg – Red	60			
Purified Water	20 LT containers and cups	200			
Water cooler	Electric & Heating	20			
Filing Cabinet	H 1100mm W 450mm D 500mm	1			
Office Cupboard – Wooden	H 900mm W 1030mm D 530mm	5			
Lockable cupboards	Metal	2			
Lockable drawers	Metal	1			
Waste paper bins	Small	60			
Waste paper bins	Large	25			
Wheelie Bins	Domestic style	30			
Make Up Mirrors		3			
TOTAL - VAT Inclusive				R	

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**PRICING SCHEDULE G FOR ROVISION OF GOODS AND SERVICES
ADDITIONAL COSTS PRICING SCHEDULE**

“Supplier” Column Should Indicate service Provider or Name of 3rd Party Organisation
Where an Agreement Exists to Provide Goods or Services

Costs for Additional Resources/Items/Services E&O's Over and Above Those Listed
Must be Detailed and Quoted for in Schedule “G”.

Such Pricing Will Not be Considered in the Evaluation of the Bid but Any Such Items May be Added in the Overall Contract at the Sole Discretion of the Electoral Commission.
Attachments May be Added in Support of clearly Indicate “Refer to Attached Document” if Applicable.

Item and Description	A	B	AxB	Supplier
	Estimated Quantity	Unit Price Incl. VAT	Total Price Incl. VAT	
IEC EXHIBITON STAND Reference 6.4	1			
SPONSOR STAND Reference 6.4	1			
VENUE BRANDING Reference 6.5	1			
ACCREDITIATION SOLUTION Reference 6.6	1			
SABC EXHIBITION STAND	1			
TOTAL - VAT Inclusive				
			R	

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SUMMARY OF TOTALS BROUGHT FORWARD

Schedule Reference	Total Price Incl. VAT
Staff Pricing Schedule A	R
Pricing Schedule B Infrastructure Construction	R
Pricing Schedule C Infrastructure Construction B	R
Pricing Schedule D Specialised Equipment	R
Pricing Schedule E Operational Facilities and Services	R
Pricing Schedule F Furniture and Equipment	R
Pricing Schedule G – Additional Costs	R
TOTAL PRICING SCHEDULES	R.....

Important: Bids will be evaluated on the total price as indicated above as well as the mark-up on additional services below. In the event that prices on this page differ from the price on the corresponding schedule the price on the schedule will be used for evaluation purposes.

The Electoral Commission reserves the right to clarify discrepancies with bidders.

Whilst the completion of this page is not compulsory it is helpful in totalling the bid price.

Additional services, rentals, materials etc. will be charged at a:

Cost plus _____% (See Section 5.4)

percentage in space provided above.

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Infrastructure Requirements for the SABC at the Electoral Commission's National Results Operational Centre, Tshwane 2024

Introduction

The SABC's national broadcast hub for the 2024 NPE will be located at the Electoral Commission's National Results Operational Centre. The Electoral Commission allocated certain areas in and around the hall to the SABC for broadcast and related operations. The Electoral Commission and the SABC also decided to collaborate on the site preparation and procurement of certain services.

In terms of an agreement between the two institutions the Electoral Commission will set up the required SABC infrastructure based on specifications supplied by the SABC. This will be done via the Facilities Management (Infrastructure) tender issued by the Electoral Commission.

This document provides an overview of the SABC's operations, summaries of the requirements and specifications as well as supporting floor plans.

SABC Operations

The SABC's executive editorial team overseeing countrywide coverage on radio, television and other media will be based at the centre during election week. The following production and support units will operate from the centre:

- TV and Radio and Digital news reporters;
- Radio national bulletin production team;
- Current affairs staff for seventeen national radio stations;
- TV production team responsible for national special election shows;
- Producers for the continental services;
- Digital News Online and Mobile;
- Pool and broadcast services;
- Technical and logistics teams supporting radio, TV and computer operations.

During election week, the SABC team at the national results operations centre will peak at about 75 regular workers on site at a time. Teams will spend seven consecutive working days, from the Saturday before until the Friday after the Election Day on site, starting with 2 – 3 days participating in rehearsals, broadcast preparations and equipment testing; regular broadcasts and intensive round-the-clock production and broadcasts on election and results days.

Smaller teams (up to about 30 at a time) involved in broadcast equipment set-up, site preparation and training will work on site from about fourteen days before the start of election week.

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SABC Areas

The combined floor space allocated to the SABC amounts to more than 1300m², comprising the following areas (please refer to floor plans):

L-shape on the upper level (west):

1. Airtime technical area
3. TV edit-suites and server room
4. Pool services: plug-in desk
5. Logistics storeroom and office
6. SABC reception, pool desk and refreshment point
7. Research, results, sabcnews.com
8. TV production, reporters and graphic producers
9. Radio current affairs production
10. Analysts' desk
11. Radio studios Single rooms
12. Refreshment point
13. Radio MCR, bookings and server room
14. Computer and server rooms
15. Storage space

Lower level:

16. TV set area including research, waiting and technical storage space. This area is located against the southern wall, centred between the escalators.

Four areas are located outside the building:

17. Airtime outside broadcast vehicles west of the building - linked to the SABC area via a dedicated goods/cable/staff entrance; with adjacent crew and other temporary rooms and toilets.
18. Green room next to the OB van
19. Dedicated parking for about 20 vehicles south of the building (not indicated on floor plan)
20. 3mx3mx1.5 meters scaffolding next to the smoking area.

Note that in addition several camera positions on the lower and upper level will still be allocated and scaffolding will be set up for house and production lighting and cameras.

Exhibition Area

SABC Exhibition area plus meeting room for Board and Executive members (including an exhibition and reception area, office, green room area, and kitchenette): 7m x 7m (49 m²).

Time Frames

The construction work, installation and broadcast equipment set-up will be done in phases, with the installation of broadcast equipment following after site preparation is completed:

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Site preparation phase (minimum two weeks):

1. Construction of walls, floors, cable trays complete; power network, ventilation, air-conditioning, cabling, house lighting in place.
2. Carpeting, custom-made and other furniture, computer networks, lighting scaffolding and set platform in place.
3. TV set, production lighting, radio and TV studios and telephone system installation complete.

All SABC areas need to be operational on the Wednesday 14 days before the election date. A site inspection will be done on the Monday 16 days before the elections.

Broadcast equipment installation phase:

The broadcast equipment rig, including all technical checks, should be completed on the Friday before the election date.

A final inspection will be done on the Wednesday a week before the elections.

Rehearsals (Saturday - Sunday) and election week broadcasts (Sunday – Friday).

Broadcast de-rig (from the day after the final results have been declared by the Electoral Commission).

Site clearance from after final results announcement to be completed within 48 hours.

Tender Notes

A summary of the specifications based on the attached floor plan, intended to facilitate the tendering process follows: Electoral Commission procedures will be followed in respect of additional information required.

The information supplied is based on the projected election plans and may be updated and adjusted according to changing needs.

The SABC's appointed project manager will work closely with the Electoral Commissions' project manager and the appointed facilities manager to oversee all work done in SABC areas.

Certain broadcast specific work – such as the TV set design, construction and installation, TV lighting as well as construction of radio studios and edit suites – will be subject to detailed specifications that may require the appointment of an SABC approved subcontractor and the involvement of the SABC in the selection process.

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Specifications for SABC Facilities

1. Construction

- All partitioning to be about 3 metres high around the broadcast set and radio, except where indicated.
- Cable trays for power, network and broadcast (separate tray).
- Total SABC area to be carpeted.
- Additional lighting requirements for specific areas, i.e. studios, edit suites and operational floor area.
- Enclosed working areas/offices i.e. server room, some with locks.
- Air-conditioning/ventilation (standard and special e.g. server rooms).
- Construction of stairs, ramps, scaffolding.
- Power to be supplied to all SABC areas with necessary extensions and adapters (standard power, UPS and generators).
- "Zozo" huts (for crew room and green room).
- Portable toilets outside and adjacent to crew rooms.
- Construction of outside scaffolding around OB units.
- 3mx3mx1.5metres scaffolding for satellite uplink dish.
- All SABC areas should comply with Health and Safety regulations and be accessible for the disabled.

2. Furniture

- Meeting chairs.
- Stacked chairs.
- Office chairs (with wheels).
- Trestle tables.
- Custom made working tables/counters to allow for cabling and computer requirements.
- White and notice boards.
- Shelving (adjustable).
- Couches and chairs (lounge suite).
- Coffee tables.

3. Office Equipment

- Dustbins.
- Ashtrays for allocated smoking areas.
- Multi-function printers.

4. Marketing Material

- Provision of SABC branding in the form of banners, logos and posters for the election centres, according to SABC specifications.
- Setting up of branding material at the national election centre, in accordance to instructions by the SABC and the Electoral Commission.
- Signage for SABC areas.

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5. Special Power Requirements

- 2 Synchronised generators (500 kVA each).
- 200 Amp supply to DB for power to SABC area.
- 150 Amp supply for OB units.
- 150 Amp supply at SABC studio.
- 63 Amp three phase supply on both sides of press conference area.
- Control room and dimmer area.

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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, is attached herewith for all entities who participate in the bid process.

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

In so doing, it must be noted that if the bid evaluation establishes that:

- (a) a person within the bidding entity is an employee of the State, the Electoral Commission's CEO must request the relevant accounting officer/accounting authority whether the person-
 - (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
 - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
- (b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
- (c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- (d) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

If it is established that a person has committed a transgression in terms of the above, or any other transgression of SCM prescripts, the bid may be rejected and the person may be restricted.

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

During the bid evaluation process, the Electoral Commission must in addition to other due diligence measures, establish if a person is not listed in-

- (a) the Register of Tender Defaulters; and
- (b) the list of restricted suppliers.

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

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

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

* No bid shall be accepted if a supplier is not registered on the National Treasury Central Supplier Database (CSD).

** A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification.

EVALUATION RESULTS / OUTCOME	QUALIFIED	DISQUALIFIED
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Stage 2: Evaluation

Bids received in respect of this tender will be assessed/evaluated for compliance with technical specifications/functionality in accordance with the following evaluation criteria:

Key requirements for evaluation.

If the answer is NO to any of the questions the bid will be disqualified.

* Any bid that fails to meet the criteria for functionality will be regarded as unacceptable and set aside/disqualified.

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BID EVALUATION SHEET

FACILITIES MANAGEMENT SERVICES ROC 2024

Bid Reference Number				
Stage 2				
	Source reference	YES	No*	Comments
Project proposal submitted.	5.1			
Project team to work on this project provided.	5.1			
Company profile;	5.1			
Project plan submitted;	Section 5.1(e)			
Supporting references;	Section 5.1(c)			
Pricing schedules completed;	Section 5.2			
* Noncompliance results in disqualification from further consideration.				
BID RECOMMENDED FOR FURTHER EVALUATION?		YES	NO*	
Stage 3				
How well did the tender submission in detail address the following points:	Source reference		Score	Comments
Written proposal and contents as detailed in paragraph 5.1.(a) to (k)	5.1	35		
Detailed and relevant project plan as described in para 5.1.(e)	5.1 (f)	25		
Health and safety requirements	6.1.12 to 6.1.15	5		
Walling, carpets, drapes	Schedule B	5		
Electrical/lighting/backup generator/technicians standby arrangements/other requirements	Schedule D	5		
Security requirements, printing requirements, cleaning services	Schedule E	4		
IEC Exhibition Stand	6.4	5		
Branding Solution	6.5	10		
Accreditation Solution	6.6	6		
TOTAL POINTS SCORED OUT OF A MAX OF 100 POINTS.				
Minimum acceptable points to be scored for further consideration (75%) = 75 POINTS				

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Stage 4: Bid Adjudication Process

Bids will be adjudicated as set out below.

Stage 4 – Adjudication of Bids	
<p>Only bids that comply with the requirements and conditions of the bid and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.</p> <p>Acceptable bids must be market related.</p> <p>This bid is deemed not to exceed R50 million including VAT.</p> <p>Therefore, the 80/20 preference point system (PPPFA scoring) in terms of the Preferential Procurement Policy Framework Act, 2005 (PPPFA) and the Preferential Procurement Regulations, 2022 shall apply in the adjudication process of this bid where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:</p>	
B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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

Bid Evaluation Team Member	Sign Off	
	Signature	Date

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FACILITIES MANAGEMENT SERVICES - ROC 2024

POINTS BREAKDOWN

Bid Reference Number:				
Phase Two	Source Reference	Available Points	Score	Comments
How well did the tender submission in detail address the following points:				
	5.1	35		
Written proposal and contents as detailed in para 5.1(a) to (K) Company Profile and business interests	A	2		
Demonstrate capacity to provide all goods and services required.	B	3		1 point per category (Personnel, own equipment and agreements with 3 rd parties)
Three references to illustrating similar sized events undertaken, demonstrating value of contract, venue size, type of project, number of people attended. Role taken on the project and deliverables. Name of project, details of contactable reference	C	15		Size of contract – Equal or greater than R 15 000 000 – 2 point Size of venue - Greater than 10 000sqm – 2 point 9 999sqm – 0 sqm - .05 point Scope of work done – 1 points Maximum 5 points per project
CV Project Manager & Organogram	D and E	5		Project Management experience 10 years or more – 3 points Detailed organogram showing team leaders – 2 points
Financial Arrangements	F	1		
Contingency plans & risk analysis	G	5		1 point per category covered. Understanding of contingency plans and risk analysis; standby equipment; standby technicians; standby hardware; agreement with maintenance company(s).
Insurance confirmation	H	2		1 each
Bidders own requirements: Financial and office requirements	K	2		1 each
		25		
Detailed and relevant project plan as described in para 5.1.(e) Phases build/test/operational/breakdown illustrated	5.1 (f)	5		1 point per phase identified
Tasks from deliveries/ set up/ infrastructure installations/ operational meetings/ electrical/ carpets/draping/ furniture/ scaffolding/ Electrical/ branding/ décor/testing/operational and operational tasks/ certification/events/breakdown and clean- up/end with timelines using example dates provided		10		1 point per category.

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Key milestones with dependencies	e	5		1 point per milestone identified accurately.
Responsibilities/tasks	e	5		1 point per identified responsibility identified.
		40		
Health & Safety requirements	6.1.12 to 6.1.15	5		1 point per any category covered to the maximum of 5. This should include amongst others, comprehensive understanding, certification and process,, medical services, firefighting equipment, understanding of JOC and liaison.
Shell, Carpets, Drapes, plants, furniture	Schedule B	5		1 point per each item covered
Electrical/ lighting/ backup generator/ technicians standby arrangements/ other requirements	Schedule D	5		1 point per each item covered
Security requirements/ CCTV requirements/Printing requirements/ Cleaning	Schedule E	4		1 point per each item covered
Exhibition stands for IEC and sponsor stand - proposal, detailed costings and process	6.4	5		Design – 2 points Costing breakdown – 2 points Sponsor stand – 1 point
Branding Solution – proposal, detailed costings and proces	6.5	10		2 points each per highlighted area covered in explaining the proposal to the maximum of 10 points.
Accreditation solution Accreditation proposal, methodology and process management during the event.	6.6	6		2 points each per highlighted area covered in explaining the proposal
TOTAL POINTS SCORED OUT OF MAXIMUM 100. Minimum acceptable points to be scored for further consideration (75%) = 75 points				

Bid Reference Number:

Phase Two	Source Reference	Available Points	Scor	Comments
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Stage 4- Bid Adjudication

Only acceptable bids that comply with the requirements and conditions of the bid and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.

Only market related bids will be acceptable.

Adjudication will be done in accordance with the Preferential Procurement Regulations, 2022 as set out in the tender document.

Overall Bid Adjudication Outcome:

Bid Evaluation Committee (BEC)

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

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