

BID EVALUATION CRITERIA

TENDER IEC/LG-05/2023

Stage 1: Assessment of Bid Compliance and Bidder's Disclosure

All bids received will be evaluated and assessed in respect of the mandatory information provided in the Bidder's Disclosure (SBD4) as well as the register for restricted suppliers and tender defaulters.

Any potential issues that may arise or transgressions that may identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, was extended to all entities which were invited to participate in the 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 Accounting Officer/accounting authority must request the relevant accounting officer/accounting authority whether the person-
 - (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
 - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
- (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 Accounting Officer/accounting authority must inform

National Treasury of any action taken against a person within 30 days of implementing the action.

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

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

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

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

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

* 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.

Security Warehousing and Distribution Services for NPE2024

BID REFERENCE NO

BIDDER NAME

Technical Evaluation Criteria

	Stage 2 Key requirements for evaluation. Failure to comply with any of the requirements under phase 1 shall lead to disqualification of bid	YES	NO
A	Comprehensive written proposal (Section 13)		
B	Proposed warehouse location compliant [Section 3.2.1 / 4.1]		
C	Specific tracking system proposed [Section 6.2]		
D	Completion of Sections 13.4, 13.5 and 13.6		
E	Completion of information on warehousing and distribution capacity and deployment of security (Sections 13.4, 13.5 and 13.6)		

OUTCOME OF STAGE 2 QUALIFIES/DOES NOT QUALIFY

	Stage 3	Maximum Points	Source Reference	Score
1	Partners and Key Personnel <i>1 Point per CV submission to the minimum of eleven (11) CV's</i>	11	Item 13.1	
2	Track Record <i>(Details provided / Applicability / Scope)</i> <i>1 Points for details provided – YES / NO</i> <i>1 Points for applicability – YES / NO</i> <i>1 Points for matching scope – YES / NO</i>	3	Item 2.4/13.2	
3	Information Management System <i>2 Points for information management process</i> <i>2 Points for inventory management reporting process</i>	4	Item 13.3	

Stage 3		Maximum Points	Source Reference	Score
4	Warehousing Capacity	12		
	Central Warehouse <i>(1 Point per supervisor, 1 point for 10 labourers, 1 point for material handling equipment)</i>	3	Item 13.4.1	
	Provincial warehouse <i>1 Point = 3 Labourers per province</i> <i>0 Points = Less than 3 labourers</i>	9	Item 13.4.2	
5	Distribution Capacity	22		
	Central Warehouse <i>(Minimum of 5 vehicles - Total capacity 20 Tons)</i> <i>2 Points for 5-8 vehicles and 4 points for >8 vehicles</i>	4	Item 13.5.1	
	Provincial Warehouses <i>(Minimum 3 vehicles available per province – Capacity of 1-4 Tons)</i> <i>1 Point for 3 vehicles per province and an additional 1 point for >3 vehicles per province</i>	18	Item 13.5.2	
6	Operational Control and Monitoring Centre	4		
	<i>Communication</i>	1	Item 13.5.3 & 6.1.8	
	<i>Suitable operators</i>	1		
	<i>Functions</i>	1		
	<i>Track and trace</i>	1		
7	Security	40		
	Central Warehouse <i>2 Points per supervisor (Grade B certificate required)</i> <i>Two (2) supervisors = 4 Points)</i> <i>0 Points for supervisor(s) without grade B certificate</i>	13	Item 7.3/13.6.1	
	<i>1 Point per security officer: Picking/packing/sealing bay (Grade C certificate required)</i>			
	<i>1 Point per security officer: Receipt area (Grade C certificate required)</i>			
	<i>1 Point per security officer: Storage area (Grade C certificate required)</i>			
	<i>1 Point per security officer: Dispatch (Grade C certificate required)</i>			
	<i>1 Point per escort security officers to a maximum of five (5) security officers (Grade C certificate required)</i> <i>0 Points for security officers without grade C certificate</i>			

	Security Provincial Warehouses (x9) <i>1 Point for supervisor (Grade B certificate is required)</i> <i>0 Points for supervisor(s) without grade B certificate</i> <i>1 point per security officer) storage area (Grade C certificate is required)</i> <i>1 Point per escort security officer (Grade C certificate is required)</i> <i>0 Points for security officers without grade C certificate</i>	27	Item 7.3/ 13.6.2	
	Total points scored out of 96			

Minimum points required for further consideration: 72/96 = At least 75%

PROPOSED RESULT**	QUALIFY	DOES NOT QUALIFY
Select Applicable Option	YES	NO
COMMENTS:		

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 specifications and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.</p> <p>Only market related bids will be acceptable.</p> <p>Adjudication of qualifying bids will be done in accordance with the 80/20 preference point system provided for in the Preferential Procurement Regulations, 2022 and as set out in the tender document.</p>

Bid Evaluation Committee Proposal:

Bid Evaluation Committee

BEC Member	Department/Office	Signature