



**SOUTH AFRICA**

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**Electoral Commission**

**Auction 0010556466**

**Fortinet Fortigate-1000F Firewalls**

**IMPORTANT NOTICE**

**Failure to comply with the completion of the auction conditions and the required information (i.e. Make, model and size of Hardware) or submission of the required stipulated documents indicated below shall invalidate a bid.**

# 1 Introduction

- 1.1 The Electoral Commission (IEC) is seeking to procure FortiGate-1000F Hardware appliances plus 1 Year FortiCare Premium and FortiGuard Unified Threat Protection (UTP). The license subscriptions will be for a period of 12 months.
- 1.2 Bidders must place a bid on the Votaquotes (e-Procurement) system and then provide all the required documentation before the due dates as specified in this document and on the Votaquotes web site. In order to participate in this auction, bidders must be registered and approved on Votaquotes (e-Procurement).**

## 2 Background Information

- 2.1 The Electoral Commission has invested extensively in ICT technologies, which provide a platform to effectively support and enable its business processes and to meet its goal of providing a free and fair election process in an open and transparent environment. The Electoral Commission's ICT Department intends to continue running a highly efficient, secure and stable ICT environment making full use of industry standards, best practices and disciplines based upon stable, secure and reliable technologies.
- 2.2 The Fortinet Fortigate-1000F hardware appliances will be used only during major election years. The subscription will only be renewed during a major election year. That is 2029, 2031 and 2034.

## 3 Technical Specifications

- 3.1 The technical specification for the required solution is as specified below. It must be noted that the technical specifications below are the minimum requirements; the only variation that may be accepted will be in case where the bidder's specification is better. Anything below specification will be disqualified.
- 3.2 Bidders are invited to supply the Electoral Commission with the following:

	Product Code	Description	Quantity
1.	FG-1000F-BDL-950-12	FortiGate-1000F Hardware plus 1 Year FortiCare Premium and FortiGuard Unified Threat Protection (UTP)	2

## 4 Planning Assumptions

The Electoral Commission has made the following assumptions:

- 4.1 The Electoral Commission will provide technical resources for the installation and configuration of the supplied firewalls
- 4.2 Wherever the need arises the successful bidder shall do initial equipment configuration of operating systems and environmental specific requirements.
- 4.3 The delivery of the software license subscriptions required must be completed within the days as stipulated in the delivery and implementation schedule below.
- 4.4 The bidder's change control management process must be flexible enough to facilitate speedy deployment and resolution of problems without compromising management controls and security.
- 4.5 The recommended service provider shall provide all relevant details needed to ensure successful operations capability within the organization.

## 5 General Auction Conditions

The following standard bid conditions must be adhered to and complied with; failing which the bid will be disqualified.

- 5.1 All bids must be placed online on eProcurement website <https://votaquotes.elections.org.za>.
- 5.2 Bidders must complete and submit [Appendix A: Technical Bid Response](#) to demonstrate compliance with the required technical specification.
- 5.3 The bidder must provide at least three (3) contactable reference of past services of a similar nature (Fortinet Fortigate firewalls) that the bidder provided or was involved in. Reference details must include the following: customer name, contact person, contact details (telephone, email, physical address) and Fortinet products delivered, the number of units delivered and the timeframe. Bidders are to use [Appendix C: Guideline Reference Table](#) as guideline.
- 5.4 The bidder must be authorized to sell the solution supplied.

- 5.5 An OEM letter of proof of the reseller agreement/authorization must accompany the written documentation for this bid.
- 5.6 Should the reseller authorization be from a distributor, then a proof of authorization authorizing the distributor to resell and/or to authorize others by the OEM must be submitted together with the reseller authorization from the distributor.
- 5.7 The bidder must include a formal proof of OEM statement of licensing stating associated services terms and conditions.
- 5.8 Bidder must have at least three (3) years' experience in providing the solution required. A company profile or details of company experience on a letterhead must be submitted as part of the bid's response.
- 5.9 Bidders must adhere to the delivery schedule in **Section 10**

## **6 Quality Control**

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

- 6.1 The bidder takes responsibility for the completeness and quality of their bid submission.
- 6.2 The Electoral Commission may also call on bidders to make presentations in order for the Electoral Commission to ensure full compliance with all its requirements and as part of the bid evaluation process prior to the conclusion of the adjudication of the bid. Any such request for presentations shall only be for clarification purposes in support of mandatory requirements that must be adhered to as part of the written submission requirements of this bid. Failure to submit mandatory requirements shall not be rectified by the call for presentations.
- 6.3 Any restrictions or conditions associated with any elements of the service offering/s must be detailed. The Electoral Commission reserves the right to reject conditions which are considered unfavourable to its business or unacceptable.
- 6.4 The bidder must provide the associated support and maintenance for the duration of the contract. The support and maintenance must include all services as per product code.
- 6.5 The submission of a bid implies acceptance of the terms specified in the provisions laid down in the specifications, the procurement regulations and additional documents where

applicable.

- 6.6 Bidders are expected to examine carefully and respect all instructions and standard formats contained in these specifications
- 6.7 A bid that does not contain all the required information and documentation will be disqualified.
- 6.8 Although the Electoral Commission will only deal with the principal service provider, if a bidder plans to sub-contract any of the services in this bid, they are required to attach copies of sub-contracting agreements in their bid response documentation.
- 6.9 Bidders are advised to refer to this [Appendix D: Bid Evaluation Criteria](#) to ensure that they have addressed all critical bid requirements which will be used for assess the bids
- 6.10 Notwithstanding any shortcomings in these specifications, service providers must ensure that the proposed solution will form a workable and complete solution.
- 6.11 The Electoral Commission will issue a formal purchase order to the successful bidder before any services can be delivered.
- 6.12 Awarding of the bid to the successful bidder will be subject to the Electoral Commission's due diligence audit requirements, where applicable.
- 6.13 The Electoral Commission reserves the right and discretion to amend the quantities or cancel or not award this bid based on any reason including operational or financial requirements.
- 6.14 Awarding the bid to a successful bidder may be subject to the bidder entering into a service level agreement (SLA) with the IEC that will formalize and regulate the final deliverables and associated processes and procedures.

## **7 Pricing Requirements**

Completion of the detailed pricing schedule by responding to each item is compulsory. Failure to complete and submit this detailed pricing schedule as part of the bid submission shall lead to disqualification.

- 7.1 Total bid price must be submitted online on the eProcurement (Votaquotes) portal.
- 7.2 The total bid price on the [Appendix B: Pricing Schedule](#) must be the same as the total bid price submitted online.
- 7.3 All costs associated with the hardware, software licensing, and associated support must be included in the total bid price. The total bid price must be inclusive of all factors which may contribute the cost of fulfilling the bid, factors such as:
- a) Hardware costs
  - b) Software license subscription including OEM support and maintenance (Forticare Premium) costs for 12 months.
  - c) Delivery costs to the Electoral Commission's national office in Centurion, Gauteng, South Africa.
- 7.4 Bid prices must be VAT inclusive and must be firm for a period of 180 days.
- 7.5 The Electoral Commission reserves the right to adjust costs by excluding some cost factors.
- 7.6 All costs associated with the solution must be captured on the pricing schedule - no additional costs will be entertained.
- 7.7 The solution must be a complete solution.

## **8 Adjudication and Award of Contract**

- 8.1 Bidders are advised to refer to the [Appendix D: Bid Evaluation Criteria](#) to ensure that they have addressed all critical bid requirements.
- 8.2 The bid will be awarded to a bidder whose solution successfully conforms to specifications and is able to deliver the services, and in terms of the provisions of the Preferential Procurement Policy Framework Act, 2000 and specifically the Preferential Procurement Regulations, 2022.
- 8.3 The Electoral Commission will issue a formal order before any services can be delivered
- 8.4 It should be noted that the Electoral Commission seeks to gain the best solution technically

and financially.

- 8.5 Awarding the bid to a successful bidder is subject to the bidder entering into a service level agreement (SLA) with the Electoral Commission that will formalize and regulate the final deliverables and associated processes and procedures.

## **9 Supplier Performance**

- 9.1 Upon notification of the Electoral Commission's intention to award a contract, the successful bidder may be required to enter into a service level agreement (SLA/contract) with the Electoral Commission.
- 9.2 The purpose of the SLA (if applicable other than what the Electoral Commission's standard purchase orders provide for) is to fix performance criteria within the key requirements of this request for quotation, namely quantity, quality and delivery.
- 9.3 The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 9.4 The Electoral Commission reserves the right to reject any services delivered not conforming to the above.
- 9.5 Where previously-agreed delivery schedules are not met by a supplier, the Electoral Commission shall have the right to appoint an alternative supplier to make good the shortfall in supply. Any additional costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting supplier.

## **10 Delivery and Implementation Timeframe**

- 10.1 The successful bidder will be advised as to the start date of the license validity period. This should be around February / March 2026.
- 10.2 Delivery will be at the Electoral Commission's National Office in Centurion, Gauteng, South Africa

## **11 Written Submissions**

- 11.1 All submissions must be received before the closing date and time for submissions as

stipulated on the eProcurement website <https://votaquotes.elections.org.za>

11.2 Submissions received after the final date and time will lead to bids being disqualified and not considered.

11.3 All bids must be placed online on eProcurement website  
<https://votaquotes.elections.org.za>.

Supporting documentation can be submitted in any or both of the following options:

- Upload to the auction site.
- Place in the Electoral Commission tender box situated in the foyer of the Electoral Commission National Office in Centurion at the following address before the closing date and time of this auction

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

**Note: Clearly mark your submission: For the attention of Procurement and Asset Management Department – Auction 0010556466**

11.4 Failure to submit all of the required documentation before the closing date and time shall invalidate the bid. It remains the responsibility of the bidder to confirm receipt of the required documentation with the Electoral Commission Procurement and Asset Management Department.

11.5 The following supporting documents must be submitted as part of the written submissions. Failure to submit these will lead to the bid being disqualified:

11.5.1 Completed technical specifications in accordance with the requirements in [Appendix A: Technical Bid Response Sheet](#) to demonstrate compliance with the bid specification.

**11.5.2** Three (3) relevant contactable References, as per [Appendix C: Guideline Reference Table](#)



**11.5.3** Completed pricing schedule in [Appendix B: Pricing Schedule](#).

11.5.4 A letter of proof of the reseller agreement either from the OEM or an authorized distributor; (i.e. if the reseller is authorized by a distributor). If the reseller agreement is from a distributor, then proof from the OEM authorizing the distributor needs to be included.

11.5.5 A statement of service, describing the service and support that is covered under the license renewal process including the roles of the bidder and the Original Equipment Manufacturer (OEM)

## **12 Briefing Session or Enquiries**

12.1 There will be no briefing session for this requirement.

12.2 Enquiries pertaining to the specifications can be directed to Yash Sookan at telephone number 012 622 5700 or email [sookany@elections.org.za](mailto:sookany@elections.org.za) or captured on <https://votaquotes.elections.org.za>

## **13 Closing Date**

The closing date and time of this auction is specified on the eProcurement (Votaquotes) website in accordance the bidding requirements. The closing date and time is determined by the clock on the Electoral Commission's servers and is not negotiable.

Bidders must also take note supporting documentation must be delivered before closing date and time of the submission of supporting documentation.

## 14 Appendix A: Technical Bid Response Sheet

<b>Technical Bid Response Sheet</b> <b>Completion of this technical response sheet by the bidder is compulsory.</b> <b>Bidder must respond to each and every item in the response sheet.</b> <b>Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.</b>						
	Product Code and Description	Compliance Minimum Requirements	Quantity	Bidder must indicate whichever is applicable		Bidder's response/technical specification for proposed solution – if providing more than minimum requirement
				Yes	No	
1.	FG-1000F-BDL-950-12	FortiGate-1000F Hardware plus 1 Year FortiCare Premium and FortiGuard Unified Threat Protection (UTP)	2			

## 15 Appendix B: PRICING SCHEDULE

<b><u>PRICING SCHEDULE</u></b> Completion of this Price Breakdown response sheet by the bidder is compulsory. Bidder must respond to each and every item in the response sheet. Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.					
	Product Code	Description	Quantity	Unit Cost	Total Cost
1.	FG-1000F- BDL-950-12	FortiGate-1000F Hardware plus 1 Year FortiCare Premium and FortiGuard Unified Threat Protection (UTP)	2	R.....	R.....
*TOTAL BID PRICE inclusive of VAT					R.....

\*The total bid price is the bid price that must be placed on eProcurement (auction). No any other additional costs will be accepted for bid evaluation and adjudication purposes.

## 16 Appendix C: Guideline Reference Table

### Reference #1

EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS:		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product	
	Services Provided	
Service Value	Budget (estimate)	
	Number of hardware devices supplied	
	When was this done?	

Reference #2

**EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS:**

Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product	
	Services Provided	
Service Value	Budget (estimate)	
	Number of devices supplied	
	When was this done?	

Reference #3

**EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS:**

Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product	
	Services Provided	
Service Value	Budget (estimate)	
	Number of devices supplied	
	When was this done?	

## **17 Appendix D: Bid Evaluation Criteria**

Bidders are advised to refer to this section to ensure that they have addressed all critical bid requirements which will be used for assess the bids. Bidders are NOT expected to complete and submit this section.

### **17.1 Stage 1: Assessment of Bidder's Disclosure**

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

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

In this regard, the following must be noted:

17.1.1 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.

17.1.2 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.

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

17.1.4 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.

17.1.5 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.

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

17.1.7 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.

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

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

	<b>Assessment Criteria</b>	<b>Bidder Requirement (YES/NO)</b>	<b>Comments</b>
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.		



	Assessment Criteria	Bidder Requirement (YES/NO)	Comments
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.

## 17.2 Stage 2: Key Qualifying Criteria

Stage 2 – Key Qualifying Criteria				
Failure to comply with any of the requirements below will result in the bid being disqualified				
No.	Description	Yes	No	Comments
1.	Did the bidder place their bid online as per 5.1			
2.	Did the bidder complete and submit technical specification as per 5.2? ( <a href="#">Appendix A: Technical Bid Response Sheet</a> )			
3.	Did the bidder complete and submit pricing schedule as per 7.2? ( <a href="#">Appendix B: Pricing Schedule</a> )			
4.	Is the bidder authorized to sell the solution as per 5.4, 5.5 and 5.6?			
5.	Did the bidder submit a statement of service, describing the service and support that is covered under the contract including the roles of the bidder and the Original Equipment Manufacturer (OEM) as per 5.7			
Overall Stage 2 Outcomes:		<b><u>Assessment Comments:</u></b>		
		<b>Bid qualifies for further consideration: (YES/NO):</b>		

### 17.3 Stage 3: Technical Evaluation

<b>Stage 3 – Technical Evaluation – Technical Disqualifying Factors.</b> <b>Failure to comply with any of the requirements below will result in the bid being disqualified</b>						
	Product Code and Description	Compliance Minimum Requirements	Quantity	Bidder indicated?		Comments
				Yes	No	
1	FG-1000F-BDL-950-12	FortiGate-1000F Hardware plus 1 Year FortiCare Premium and FortiGuard Unified Threat Protection (UTP)	2			
Overall Stage 3 Outcomes:		<b><u>Assessment Comments:</u></b>				
		<b>Bid qualifies for further consideration: (YES/NO):</b>				

### 17.4 Stage 4: Technical Scoring

<p style="text-align: center;"><b>Bid Evaluation Criteria</b> <b>Stage 4 – Technical Scoring</b></p>					
<p style="text-align: center;"><b>To qualify to the next phase of adjudication a bidder must score a minimum of 75% (27/36)</b></p>					
	Product Description	Available Score	Points Allocation	Actual Score	Comments
1	Relevant Reference	30	<p>References:</p> <ul style="list-style-type: none"> <li>a) Customer name = 1 point</li> <li>b) Contact Person = 1 point</li> <li>c) Email = 1 point</li> <li>d) Telephone = 1 point</li> <li>e) Physical address = 1 point</li> <li>f) Product/Solution = 1 points</li> <li>g) Description of Services provided = 1 point</li> <li>h) Value (Budget Estimate) = 1 point</li> <li>i) Value (Number of devices Supplied) = 1 point</li> <li>j) Was this done in the past 36 months? = 1 point</li> </ul> <p><b>Total for references = maximum 10 points per reference (3 references)</b></p>		
	Relevant Experience	6	<p>Experience. (Max 6 points)</p> <ul style="list-style-type: none"> <li>a) The bidder has three to five (3-5) years' experience (4 points).</li> <li>b) Bidder has more than 5 years' experience (6 points)</li> </ul>		

Bid Evaluation Criteria					
Stage 4 – Technical Scoring					
To qualify to the next phase of adjudication a bidder must score a minimum of 75% (27/36)					
	Product Description	Available Score	Points Allocation	Actual Score	Comments
Overall Stage 4 Outcomes:	<u>Assessment Comments:</u>				
	Bid qualifies for further consideration: (YES/NO):				

### **17.5 Stage 5: Adjudication of Bids**

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

Acceptable bids must be market related.

This bid is deemed not to exceed R50 million including VAT.

Therefore, the 80/20 preference point system (PPPFA scoring) in terms of the Preferential Procurement Policy Framework Act, 2005 (PPPFA) and the Preferential Procurement Regulations, 2022 shall apply in the adjudication process of this RFQ where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:

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

#### **Bid Evaluation Committee**

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

#### **Overall Adjudication Outcomes:**

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