



REFERENCE: IEC/SS-01/2023

CLOSING DATE: 17 JULY 2023

ENQUIRIES

TECHNICAL SPECIFICATIONS: Tebogo Tivane

Tel: 012 622 5766 or eMail: Tivanet@elections.org.za

ADMINISTRATIVE ENQUIRIES: Mr Vincent Qwabe

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

TENDER IEC/SS-01/2023

SERVICE DESCRIPTION: COMMERCIAL FLEET SERVICES

Kindly furnish the Electoral Commission with a bid for the commercial fleet services 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 7 July 2023 at the Electoral Commission's National Office situated at:

Election House

Riverside Office Park

1303 Heuwel Avenue

CENTURION

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

TENDER NUMBER: IEC/SS-01/2023

SERVICE DESCRIPTION: COMMERCIAL FLEET SERVICES

CLOSING TIME: 11:00

CLOSING DATE: 17 JULY 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 55**) 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 (**IEC/SS-01/2023**) 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.

TENDER SUBMISIONS 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 tenderer’s own conditions of tender. Failure to comply with this requirement shall invalidate the bid.
 7. Failure on the part of the tenderer 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 tenderer 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 tenderer 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. Tenderers 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.

CONTENTS OF THIS PAGE NOTED:

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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 tenderer that is not registered on the CSD.
18. It is an absolute requirement that the tax affairs of the successful tenderer 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 tenderers whose tax status is compliant. This means that if a tenderer has a non-compliant tax status before the award is completed the bid will be disqualified if that tenderer'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, tenderers 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 tenderer.
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 tenderer 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 tenderer 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 tenderer in the net cost of the supplies on which the tender price was based. When any such increase or reduction in costs occurs, the tenderer 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, tenderers 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 tenderer 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 tenderer will be taken into consideration for payment purposes.
26. The bid specifications form an integral part of the tender document and tenderers 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. Tenderers are requested to promote local content as far as possible.
30. A service level agreement (SLA/contract) shall be entered into with the successful tenderer.
31. Unless otherwise stipulated, all tools/equipment needed must be supplied by the successful tenderer.
32. Any tenderer 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 tenderer 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 tenderer 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 tenderer 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 tenderer'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 tenderer 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 tenderer 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 tenderer's conduct.
 - (e) No price adjustments shall be accepted unless stipulated in the tender document received and agreed to by the Electoral Commission. The tenderer 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 tenderer.
 - (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 tenderer'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 tenderer 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 tenderer 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. Tenderers 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) and 5(2) of the Preferential Procurement Regulations, 2022 preference points must be awarded to a tenderer 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

CONTENTS OF THIS PAGE NOTED:

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7	4	2
8	2	1
Non-compliant contributor	0	0

50. Tenderers 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 tenderer must submit a B-BBEE document in compliance with the applicable sector code.
51. Tenderers 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. Tenderers 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 tenderer 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 tenderer, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points,

CONTENTS OF THIS PAGE NOTED:

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in any manner required by the Electoral Commission. In the event that no response is received from the issuer of the certificate after 48 hours or the tenderer, no specific goal points will be allocated in the final scoring.

62. A tenderer 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 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 tenderer or his/ her authorised representative declare his/ her position in relation to the evaluating/ adjudicating authority, where:
 - (a) the tenderer 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 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 tenderer scoring the highest points is not market-related.
70. 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 tenderer 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 tenderer 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 tenderers 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 tenderers tax affairs must be in order to be considered in the adjudication of this tender. A tenderer's tax compliance status is reflected on the national treasury central supplier database (CSD).

A tenderer'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 tenderer 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 tenderers are, therefore, encouraged to continuously monitor their tax compliance status on the CSD and must ensure that their status reflects as tax compliant. tenderers 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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.....
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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 (tenderer):
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 tenderer):
5. Contact number:
6. Cellphone number:
7. eMail address:.....
8. Physical address of tenderer:
.....
.....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:.....

CONTENTS OF THIS PAGE NOTED:

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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 tenderers 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 tenderer 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 tenderers 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 tenderer being deemed as non-compliant and zero points (0) will be allocated for specific goals. If the tenderer 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]

Are you a foreign based supplier for the goods/ services/ works offered? [If YES, answer the questionnaire below]

Is the entity a resident of the republic of South Africa (RSA)?

Does the entity have a branch in the RSA?

Does the entity have a permanent establishment in the RSA?

Does the entity have any source of income in the RSA?

Is the entity liable in the RSA for any form of taxation?

YES		NO	
YES		NO	
YES		NO	
YES		NO	
YES		NO	
YES		NO	
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 tenderer (tick one box)

Principal tenderer		
Subcontractor	% of work will be subcontracted*
Consortium		
Joint venture (JV)		
Other, specify		

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

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bidder's disclosure (SBD4).

Separate forms must be used in each case.

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

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.

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- 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).
31. Tenderers 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 tenderer 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:

CONTENTS OF THIS PAGE NOTED:

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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)

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

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.

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- 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.
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

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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SERVICE PROVIDERS INITIALS / SIGNATURE

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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.....

CONTENTS OF THIS PAGE NOTED:

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PENALTIES

1. PENALTIES AS PER THE Preferential Procurement Regulations, 2022

If the Electoral Commission is of the view that a tenderer 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 tenderer or terminate the contract in whole or in part; and
- if applicable, claim damages from the tenderer.

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 BBBEEA 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.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

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BID EVALUATION

IMPORTANT NOTICE:

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

A Acceptance or Rejection of Bid (Primary Compliance Verification)

Legality of bid document:

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 tenderer, 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 14-24 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.

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

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

General questionnaire (for completion by the tenderer) 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 14-24) 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/SS-01/2023

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1. Introduction

The Electoral Commission (IEC) is a permanent body established in terms of chapter 9 of the Constitution of South Africa to promote and safeguard democracy in South Africa. Although publicly funded and accountable to Parliament, the Electoral Commission is independent of Government. Its immediate task is the impartial management of free and fair elections at national, provincial and local level including by-elections.

Currently the operations of the Electoral Commission include the national office, nine (9) provincial offices and local offices throughout the country. The national office is situated at, 1303 Heuwel Avenue, Riverside Office park, Election House in Centurion.

2. Purpose of the Bid

The Electoral Commission requires a FAIS (Financial Advisory and Intermediary Services) compliant insurance broker to provide comprehensive commercial fleet insurance to the Electoral Commission for a period of thirty nine (39) months.

The Electoral Commission needs to secure commercial fleet insurance through an insurance broker with experience, expertise and capacity to act as an intermediary between the IEC and the insurance market.

3. General Bid Conditions

3.1. Service provider experience

The service provider must indicate in the company profile at least five (5) years commercial fleet insurance experience, expertise and capacity to act as an intermediary between the Electoral Commission and the insurer to provide commercial fleet insurance to the Electoral Commission's fleet.

3.2. Bid Submission

All the necessary supporting documentation must be submitted together with the bid submission – refer to section 4.2 to 4.6.

Bid submissions received after the final date and time will be disqualified and not considered.

3.3. Established Office

The service provider must have an established operational office with the necessary office infrastructure.

- a) Within the established office, the prospective service provider must have at its disposal an administrative section to handle the claims received from the Electoral Commission, which must be an immovable structure, situated at a place that is reasonably accessible for inspection by the Electoral Commission's personnel.
- b) The office must consist of the following minimum equipment:
 - Office furniture,
 - Operational landline telephone communication,
 - Computer equipment,

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- Photocopier/printer
 - Hard copy and/or electronic filing system for the orderly keeping of all records and documents.
- c) The operational standard of the infrastructure and capacity requirement will be subjected to a due diligence audit by the Electoral Commission prior to the awarding of the bid.

3.4. Exclusivity of the Contract

The service provider will be considered as a “Preferred Supplier” and will not have exclusive rights to the insurance arrangement decisions made by the Electoral Commission. It, therefore, remains the exclusive right of the Electoral Commission of SA to choose or select alternative service providers if and when it deemed to be necessary.

3.5. Duration of the Contract

The contract will be for a period of thirty nine (39) months, subject to National Treasury’s yearly approval. Refer to section 6.1 for detail.

3.6. Due Diligence Audit

Before the awarding of the tender a due diligence audit will be carried out at the premises of the bidder.

3.7. Service Level Agreement

The successful service provider will be required to sign a mutually agreed service level agreement (SLA) which may include the indication and refinement of parameters and will include a quality guarantee, service assurance and penalty clause. The SLA will be entered into prior to the commencement of services.

4. Key Requirements – Stage 2 of the bid evaluation

4.1. Established operation office (refer to section 3.3).

4.2. Financial Advisory and Intermediary Services (FAIS) – *Insurer, Underwriter and Broker*

The applicable FAIS membership must be in order. Proof thereof must be provided by submitting the certificate issued by the respective (Affiliation or Accreditation) institution together with the bidder’s written proposal.

4.3. Professional Indemnity Insurance (PII) – *Broker*

The necessary Professional Indemnity Insurance must be in order. Proof thereof must be provided by submitting the applicable document issued by the respective (Affiliation or Accreditation) institution together with the bidder’s written proposal.

4.4. Credit rating certificate (Global Credit Rating - GCR) – *Insurer*

A credit rating certificate from GCR of the insurer must be submitted together with the written proposal.

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Important: A credit rating level of at least “A2” and above will be acceptable.

4.5. Company Profile

A company profile together with the bid proposal that indicates the company's core business with at least three (3) contactable reference letters must be submitted together with the bid.

4.6. Applicable CV's – refer to section 8.

4.7. Pricing Schedule - refer to section 9.

5. Scope of Work

The scope of work includes the following:

5.1. The insurance broker will be required to assist with commercial fleet insurance needs as follows:

- a) Placing catastrophic claims risks with reinsurers for local basis
- b) Ensuring adequate insurance for IEC short-term vehicles
- c) Covering the professional indemnity of IEC vehicles

5.2. Minimum criteria upon which the annual premium must be based on and must be valid for the duration of the contract:

- a) Own damage limit – refer to Table A (list of current fleet vehicles of the Electoral Commission);
- b) 3rd party damage limit – R2,500,000.00;
- c) Passenger liability limit – R2,500,000.00;
- d) Vehicle insured values must be based on the retail value;
- e) Windscreen excess – 20% min R500.00;
- f) Basic Excess – 5% min R5000.00;

g) Additional excess -

Theft & Hijack – 10% of claim (when fitted with a tracking device this is waived);

h) Extension of Services

- SASRIA (Riot) Insurance
- Loss of Keys
- Windscreen
- Wheels (tyre & rims)
- Contingent Liability
- Unauthorised Passenger Liability
- Unlimited wreckage removal / towing services
- Car Radios – R2 000.00
- Parking / storage

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6. Annual Premium Declaration Review Process

It is a requirement that the insurance cover policy be reviewed on an annual basis. The outcome of the declaration process with the adjusted annual premium must be submitted to the Electoral Commission of South Africa for approval at least one (1) month prior to the annual renewal date.

6.1. The annual premium and period insured will be, subject to the following:

- a) Treasury approval for each subsequent year as required in terms of TR12.1 as set out below:

“12.1 General

12.1.1 Subject to the provisions of this regulation, or any other legislation or agreement, the state will bear its own damages and accident risks and be responsible for all claims and losses of state property where these arise from state activities by an official who is liable in law and who is or was employed by an institution.

12.1.2 Notwithstanding paragraph 12.1.1, the accounting officer of an institution may (if deemed economical and based on a risk assessment) insure motor vehicles, including hired vehicles, or such other movable assets determined by the relevant treasury, but the insurance premium cost may not exceed R250 000 a year on that vote, unless otherwise approved by the relevant treasury.”

6.2. This process will also be guided by the following that might have an impact on the premium calculations:

- a) Addition of new vehicles;
- b) Vehicles written off due to accident damage, stolen or hi-jacked, and;
- c) Vehicles disposed.

7. Administration

7.1. Claims Process

The written proposal must in detail (step-by-step) address the process the bidder will use from receiving a claim from the Electoral Commission that is register the claim, appoint an assessor and continuously update the Electoral Commission with the progress of the claim until the claim is settled.

7.2. Reports

The bidder must be able to submit the following reports (excel format) on request:

- a) Monthly claims status report – The report must include the following information:
 - Date of claim registered;
 - Vehicle detail that is, registration number, make and model;
 - Assessment outcome, that is vehicle to be repaired / written off;

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- Panel beater details where applicable;
- Breakdown on costs, that is repairs, tow in services, excess payable by the Electoral Commission, settlement figures and others.

b) Yearly consolidated detailed report that include 3rd party claims.

8. Management and Staff

8.1. Operational / Branch Manager

The operational/branch manager must have at least three (3) years relevant managerial commercial fleet insurance experience, skill and knowledge and must be the principal contact between the underwriter and the Electoral Commission and will be responsible for the following:

- a) Implementation and co-ordination of the service level agreement.
- b) Arrange regular review meetings in conjunction with the Electoral Commission during which relations and functioning can be structured and maintained.

A Curriculum Vitae must be included with the bid that clearly indicate the applicable experience.

8.2. Claims Administrator

The Claim Administrator must have at least five (5) years commercial fleet insurance claims administration experience and must ensure on-going service quality to the Electoral Commission to:

- a) Facilitate a claim from receiving the request from the Electoral Commission until the final settlement of a claim;
- b) Give claim status feedback on request; and
- c) Submit the necessary reports requested by the Electoral Commission as and when required – *refer to section 7.2 in this document.*

A Curriculum Vitae must be included with the bid that clearly indicate the applicable experience.

9. Pricing

The total bid price must be firm for 180 days from date of bid closure and in South African Rand inclusive of VAT and ALL factors, which may contribute to the cost of fulfilling the bid.

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9.1. Pricing schedule

NOTE: COMPLETION OF THE PRICING SCHEDULE IS COMPULSORY. FAILURE TO COMPLETE AND SUBMIT SHALL LEAD TO THE DISQUALIFICATION OF YOUR BID.	
PREMIUMS	Premium (Vat inclusive)
Annual premium – 1 January 2024 to 31 March 2025	R
Estimate annual premium – 1 April 2025 to 31 March 2026	R
Estimate annual premium – 1 April 2026 to 31 March 2027	R
TOTAL Estimate cost over the contract period of 39 months	R

10. Adjudication and Award of Contract

- 10.1. Bidders are advised to use the Bid Evaluation Criteria to ensure that they have addressed all critical bid requirements.
- 10.2. The bid will be awarded to a bidder who successfully conforms to specifications and is able to deliver and manage the required service.
- 10.3. 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.
- 10.4. The bidder should undertake and confirm in the written proposal their ability to obtain and manage commercial fleet insurance to the Electoral Commission fleet.

11. Enquiries

For any technical information can be directed to:

Tel: (012) 622 5700

eMail: Ms Tebogo Tivane: tivanet@elections.org.za / Ms Anet Horn: horna@elections.org.za

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TABLE A

CURRENT FLEET DETAILS 332 VEHICLES

Province	Make	Model	Year purchased	Odo reading as at FEB 2023
Eastern Cape	NISSAN	NP 200 1.6 16V LDV	2011	166795
Eastern Cape	NISSAN	NP 200 1.6 16V LDV	2011	180578
Eastern Cape	NISSAN	NP 200 1.6 16V LDV	2011	151163
Eastern Cape	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	225773
Eastern Cape	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	191 356
Eastern Cape	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	167134
Eastern Cape	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	138130
Eastern Cape	Nissan	NP300 2.4 Hi-Rider 4x4 D/Cab - Petrol	2014	108103
Eastern Cape	Nissan	NP300 2.4 Hi-Rider 4x4 D/Cab - Petrol	2014	165 054
Eastern Cape	HYUNDAI	H1 2.4	2016	102952
Eastern Cape	TOYOTA	Quest 1.6 A/T	2018	75871
Eastern Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	101048
Eastern Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	66806
Eastern Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	111327
Eastern Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	186415
Eastern Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	85715
Eastern Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	107697
Eastern Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	104534
Eastern Cape	ISUZU	D-MAX 250KB 4X4 D/C H-RIDER (Diesel)	2018	86 823
Eastern Cape	TOYOTA	HILUX 2.0 S/CAB (PETROL)	2020	65450
Eastern Cape	TOYOTA	HILUX 2.0 S/CAB (PETROL)	2020	37700
Eastern Cape	M BENZ	VITO 111CDI TOURER	2020	31477

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Eastern Cape	VW	POLO SEDAN 1.6 COMFORTLINE	2020	46786
Eastern Cape	ISUZU	KB 250 4X2 HI-RIDER (DIESEL)	2020	41883
Eastern Cape	ISUZU	KB 250 4X2 HI-RIDER (DIESEL)	2020	59 130
Eastern Cape	ISUZU	KB 250 4X2 HI-RIDER (DIESEL)	2020	31759
Eastern Cape	ISUZU	KB 250 4X2 HI-RIDER (DIESEL)	2020	55593
Eastern Cape	ISUZU	KB 250 4X2 HI-RIDER (DIESEL)	2020	43870
Eastern Cape	NISSAN	NP200 1.5cDi High	2020	66452
Eastern Cape	NISSAN	NP200 1.5cDi High	2020	21505
Eastern Cape	ISUZU	KB250 D/C Hi-Rider 4x2 (Diesel)	2022	18 109
Eastern Cape	ISUZU	KB 250 D/C H-RIDER 4X2 - DIESEL	2022	7349
Eastern Cape	ISUZU	KB 250 D/C H-RIDER 4X2 - DIESEL	2022	10840
Eastern Cape	ISUZU	KB 250 D/C H-RIDER 4X2 - DIESEL	2022	7710
Eastern Cape	ISUZU	KB 250 D/C H-RIDER 4X4 - DIESEL	2023	50
Free State	NISSAN	NP 200 1.6 16V LDV	2011	176198
Free State	NISSAN	NP 200 1.6 16V LDV	2011	124070
Free State	NISSAN	NP 200 1.6 16V LDV	2011	132437
Free State	NISSAN	NP 200 1.6 16V LDV	2011	108639
Free State	NISSAN	NP 200 1.6 16V LDV	2011	155612
Free State	NISSAN	NP 200 1.6 16V LDV	2011	125154
Free State	NISSAN	NP 200 1.6 16V LDV	2011	91615
Free State	NISSAN	NP 200 1.6 16V LDV	2011	151350
Free State	Chev	Optra 1.6 Sedan	2011	134755
Free State	MERCEDES BENZ	VITO 116CDI SHUTTLE	2013	103010
Free State	NISSAN	NP 300 2.5 TDI D/C 4X2	2013	158093
Free State	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	182024
Free State	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	160683
Free State	Isuzu	KB250 4x2 (with diff-lock) LE D/Cab - Diesel	2016	103956
Free State	Isuzu	KB250 4x2 (with diff-lock) LE D/Cab - Diesel	2016	174616

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Free State	ISUZU	D-MAX 250KB 4X4 D/C H-RIDER (Diesel)	2018	72887
Free State	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	70652
Free State	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	48668
Free State	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	40335
Free State	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	19330
Free State	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	36164
Free State	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	33127
Free State	NISSAN	NP200 1.6 8V (Petrol)	2021	25167
Free State	NISSAN	NP200 1.6 8V (Petrol)	2021	20423
Free State	NISSAN	NP200 1.6 8V (Petrol)	2021	20010
Free State	FORD	2.2 TDCI D/C 4X2	2021	17014
Free State	IZUZU	KB250 D/C Hi-Rider 4x2 (Diesel)	2022	8207
Gauteng	NISSAN	NP 200 1.6 16V LDV	2011	187195
Gauteng	NISSAN	NP 200 1.6 16V LDV	2011	148683
Gauteng	NISSAN	NP 200 1.6 16V LDV	2011	152990
Gauteng	NISSAN	NP300 2.4 HI-RIDER 4X4 / DC	2011	154242
Gauteng	NISSAN	NP 200 1.6 16V LDV	2011	159856
Gauteng	IZUZU	KB 2.4 S/C 4X2	2012	171972
Gauteng	NISSAN	NP 200 1.6 16V LDV	2012	148186
Gauteng	NISSAN	NP 200 1.6 16V LDV	2012	140896
Gauteng	NISSAN	NP 200 1.6 16V LDV	2012	136782
Gauteng	NISSAN	NP 200 1.6 16V LDV	2012	136648
Gauteng	MERCEDES BENZ	VITO 116CDI SHUTTLE	2013	117529
Gauteng	Isuzu	KB 250 LE 4x2 Crew Cab (D/C) - Diesel	2014	83461
Gauteng	Isuzu	KB 250 LE 4x2 Crew Cab (D/C) - Diesel	2014	123921
Gauteng	Isuzu	KB 250 LE 4x2 Crew Cab (D/C) - Diesel	2014	118444
Gauteng	Isuzu	KB 250 LE 4x2 Crew Cab (D/C) - Diesel	2014	128904

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Gauteng	Isuzu	KB 250 LE 4x2 Crew Cab (D/C) - Diesel	2014	168800
Gauteng	Isuzu	KB 250 LE 4x2 Crew Cab (D/C) - Diesel	2014	104623
Gauteng	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	147836
Gauteng	Isuzu	KB250 4x2 (with diff-lock) LE D/Cab - Diesel	2016	123444
Gauteng	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	54464
Gauteng	ISUZU	D-MAX 250KB 4X4 D/C H-RIDER (Diesel)	2018	49720
Gauteng	TOYOTA	Quest 1.6 A/T	2018	49814
Gauteng	ISUZU	D-MAX 250KB 4X4 D/C H-RIDER (Diesel)	2018	68618
Gauteng	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	66886
Gauteng	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	11163
Gauteng	NISSAN	NP200 1.5dCi High (Diesel)	2020	11733
Gauteng	NISSAN	NP200 1.5dCi High (Diesel)	2020	33774
Gauteng	ISUZU	KB 250 D/C H-RIDER 4X2 - DIESEL	2022	3991
Gauteng	ISUZU	KB 250 D/C H-RIDER 4X2 - DIESEL	2022	3383
Gauteng	NISSAN	NP200 1.5 dCi High (Diesel)	2020	35935
Gauteng	NISSAN	NP200 1.5 dCi High (Diesel)	2020	25064
KwaZulu Natal	MERCEDES	SPRINTER 315CDI PV	2008	221722
KwaZulu Natal	NISSAN	NP 200 1.6 16V LDV	2011	145629
KwaZulu Natal	NISSAN	NP 200 1.6 16V LDV	2011	184561
KwaZulu Natal	NISSAN	NP 200 1.6 16V LDV	2011	116895
KwaZulu Natal	NISSAN	NP 200 1.6 16V LDV	2011	104429
KwaZulu Natal	NISSAN	NP 200 1.6 16V LDV	2011	167164
KwaZulu Natal	NISSAN	NP 200 1.6 16V LDV	2011	108525
KwaZulu Natal	NISSAN	NP 200 1.6 16V LDV	2011	121120
KwaZulu Natal	NISSAN	NP 200 1.6 16V LDV	2011	143 600
KwaZulu Natal	MERCEDES-BENZ	VITO 116CDI Shuttle	2012	149393
KwaZulu Natal	CHEV	1.6 OPTRA LS	2012	196500

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KwaZulu Natal	NISSAN	NP 200 1.6 16V LDV	2012	164340
KwaZulu Natal	NISSAN	NP 200 1.6 16V LDV	2012	132901
KwaZulu Natal	NISSAN	NP 200 1.6 16V LDV	2012	152371
KwaZulu Natal	TOTOTA	HILUX 2.5 D/C 4X4	2013	179209
KwaZulu Natal	NISSAN	NP 300 2.5 TDI D/C 4X2	2013	222758
KwaZulu Natal	NISSAN	NP 300 2.5 TDI D/C 4X2	2013	116920
KwaZulu Natal	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	215170
KwaZulu Natal	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	72159
KwaZulu Natal	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	202511
KwaZulu Natal	Isuzu	KB 250 LE 4x2 (with diff lock) D/Cab Diesel	2016	179331
KwaZulu Natal	Isuzu	KB 250 LE 4x2 (with diff lock) D/Cab Diesel	2016	188488
KwaZulu Natal	Isuzu	KB 250 LE 4x2 (with diff lock) D/Cab Diesel	2016	157134
KwaZulu Natal	Isuzu	KB 250 LE 4x2 (with diff lock) D/Cab Diesel	2016	138357
KwaZulu Natal	Isuzu	KB 250 LE 4x2 (with diff lock) D/Cab Diesel	2016	152047
KwaZulu Natal	ISUZU	D-MAX 250KB 4X4 D/C H-RIDER (Diesel)	2018	90221
KwaZulu Natal	ISUZU	D-MAX 250KB 4X4 D/C H-RIDER (Diesel)	2018	99212
KwaZulu Natal	ISUZU	D-MAX 250KB 4X4 D/C H-RIDER (Diesel)	2018	86569
KwaZulu Natal	ISUZU	D-MAX 250KB 4X4 D/C H-RIDER (Diesel)	2018	52223
KwaZulu Natal	ISUZU	D-MAX 250KB 4X4 D/C H-RIDER (Diesel)	2018	86280
KwaZulu Natal	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	82612
KwaZulu Natal	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	73742
KwaZulu Natal	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	83466
KwaZulu Natal	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	65123
KwaZulu Natal	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	52413
KwaZulu Natal	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	105973
KwaZulu Natal	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	43797
KwaZulu Natal	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	37303

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KwaZulu Natal	NISSAN	NP200 1.dCi High (Diesel)	2020	22304
KwaZulu Natal	NISSAN	NP200 1.dCi High (Diesel)	2020	35256
KwaZulu Natal	NISSAN	NP200 1.dCi High (Diesel)	2020	37504
KwaZulu Natal	NISSAN	NP200 1.dCi High (Diesel)	2020	50299
KwaZulu Natal	NISSAN	NP200 1.dCi High (Diesel)	2020	33159
KwaZulu Natal	TOYOTA	HILUX 2.0 S/CAB (PETROL)	2020	38393
KwaZulu Natal	NISSAN	NP300 4X4 D/cab (Petrol)	2020	49185
KwaZulu Natal	NISSAN	NP300 4X4 D/cab (Petrol)	2020	30 547
KwaZulu Natal	NISSAN	NP200 1.dCi High (Diesel)	2020	26832
KwaZulu Natal	NISSAN	NP200 1.dCi High (Diesel)	2020	76529
KwaZulu Natal	NISSAN	NP200 1.dCi High (Diesel)	2020	37375
KwaZulu Natal	NISSAN	NP200 1.dCi High (Diesel)	2020	38530
KwaZulu Natal	ISUZU	KB20 4X2 D/CAB D-MAX (Diesel)	2021	43153
KwaZulu Natal	NISSAN	Almeria 1.5 Automatic	2022	0
KwaZulu Natal	ISUZU	KB 250 D/C H-RIDER 4X2 - DIESEL	2022	7972
Limpopo	NISSAN	NP 200 1.6 16V LDV	2011	168177
Limpopo	NISSAN	NP 200 1.6 16V LDV	2011	169090
Limpopo	NISSAN	NP 200 1.6 16V LDV	2011	113279
Limpopo	NISSAN	NP 200 1.6 16V LDV	2011	166037
Limpopo	NISSAN	NP 200 1.6 16V LDV	2011	123452
Limpopo	NISSAN	NP 200 1.6 16V LDV	2011	128005
Limpopo	NISSAN	NP 200 1.6 16V LDV	2011	126361
Limpopo	NISSAN	NP 300 2.5 S/C 4X2	2013	55602
Limpopo	NISSAN	NP 300 2.5 TDI D/C 4X2	2013	149840
Limpopo	MERCEDES-BENZ	VITO 116CDI SHUTTLE	2013	120036
Limpopo	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	126064
Limpopo	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	97877

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Limpopo	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	183225
Limpopo	Ford	1.6 Ikon	2015	94236
Limpopo	Isuzu	KB250 LE 4x2 with diff-lock D/Cab - Diesel	2016	231411
Limpopo	Isuzu	KB250 LE 4x2 with diff-lock D/Cab - Diesel	2016	139881
Limpopo	Isuzu	KB250 LE 4x2 with diff-lock D/Cab - Diesel	2016	94631
Limpopo	Isuzu	KB250 LE 4x2 with diff-lock D/Cab - Diesel	2016	86427
Limpopo	Isuzu	KB250 LE 4x2 with diff-lock D/Cab - Diesel	2016	150090
Limpopo	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	64452
Limpopo	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	50661
Limpopo	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	50448
Limpopo	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	100525
Limpopo	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	34016
Limpopo	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	61952
Limpopo	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	37290
Limpopo	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	32318
Limpopo	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	36339
Limpopo	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	60 254
Limpopo	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	36494
Limpopo	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	73819
Limpopo	NISSAN	NP200 1.5 dCi High (Diesel)	2020	11581
Limpopo	NISSAN	NP200 1.5 dCi High (Diesel)	2020	37986
Limpopo	NISSAN	NP200 1.5 dCi High (Diesel)	2020	28698
Limpopo	NISSAN	NP200 1.5 dCi High (Diesel)	2020	29416
Limpopo	NISSAN	NP200 1.5 dCi High (Diesel)	2020	30073
Limpopo	NISSAN	NP200 1.5 dCi High (Diesel)	2020	20819
Limpopo	NISSAN	NP200 1.5 dCi High (Diesel)	2020	21628
Limpopo	NISSAN	NP200 1.5 dCi High (Diesel)	2020	26063

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Limpopo	NISSAN	NP200 1.5 dCi High (Diesel)	2020	33314
Limpopo	NISSAN	NP200 1.5 dCi High (Diesel)	2020	23 549
Limpopo	NISSAN	NP200 1.5 dCi High (Diesel)	2020	15185
Limpopo	NISSAN	NP200 1.5 dCi High (Diesel)	2020	21552
Limpopo	NISSAN	NP300 2.4 4X4 D/C (PETROL)	2020	24700
Limpopo	NISSAN	NP300 2.4 4X4 D/C (PETROL)	2020	36621
Limpopo	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2021	56483
Limpopo	FORD	RANGER 2.2 TDCI D/C 4X2 A/T	2021	37670
Limpopo	ISUZU	KB250 D/C Hi-Rider 4x2 (Diesel)	2022	8733
Limpopo	ISUZU	KB 250 D/C H-RIDER 4X2 - DIESEL	2022	377
Limpopo	ISUZU	KB 250 D/C H-RIDER 4X2 - DIESEL	2022	2594
Mpumalanga	NISSAN	NP 200 1.6 16V LDV	2011	136866
Mpumalanga	NISSAN	NP 200 1.6 16V LDV	2011	103592
Mpumalanga	NISSAN	NP 200 1.6 16V LDV	2011	132094
Mpumalanga	NISSAN	NP 200 1.6 16V LDV	2011	94237
Mpumalanga	FORD	RANGER 3.0 AT XLE 4X2 D/C	2012	150693
Mpumalanga	MERCEDES-BENZ	VITO 116CDI SHUTTLE	2013	55306
Mpumalanga	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	146624
Mpumalanga	Isuzu	KB250 LE 4x2 with diff lock D/Cab - Diesel	2016	62775
Mpumalanga	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	28492
Mpumalanga	ISUZU	D-MAX 250KB 4X4 D/C H-RIDER (Diesel)	2018	95729
Mpumalanga	NISSAN	NP 300 2.4 4X4 D/CAB (petrol)	2020	11185
Mpumalanga	TOYOTA	HILUX 2.0 S/CAB (PETROL)	2020	10199
Mpumalanga	TOYOTA	HILUX 2.0 S/CAB (PETROL)	2020	27863
Mpumalanga	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	47438
Mpumalanga	VW	POLO SEDAN 1.6 COMFORTLINE - MANUAL	2020	15977
Mpumalanga	NISSAN	NP200 1.5dCi High (Diesel)	2020	19681

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Mpumalanga	NISSAN	NP200 1.5dCi High (Diesel)	2020	17331
Mpumalanga	NISSAN	NP200 1.5dCi High (Diesel)	2020	28598
Mpumalanga	ISUZU	KB250 D/C H-Rider 4x2 Diesel	2022	6556
Mpumalanga	ISUZU	KB 250 D/C H-RIDER 4X2 - DIESEL	2022	1893
National Office	MERCEDES	SPRINTER 115 CDI PV	2008	37662
National Office	MERCEDES	E300	2012	256483
National Office	TOYOTA	FORTUNER 3.0 4X4 AUTO	2013	156067
National Office	TOYOTA	FORTUNER 3.0 4X4 AUTO	2015	217718
National Office	HYUNDAI	H1 2.5	2015	69939
National Office	HYUNDAI	Access 1.6 Auto (Sedan)	2016	137267
National Office	Toyota Corolla	1.6 Corolla Quest A/T	2018	79057
National Office	TOYOTA	FORTUNER 2.4 GD6 4x4 A/T (DIESEL)	2020	122028
National Office	TOYOTA	FORTUNER 2.4 GD6 4x4 A/T (DIESEL)	2020	69784
National Office	TOYOTA	HILUX 2.0 S/CAB (PETROL)	2020	21651
National Office	BMW	520D Sedan	2021	21749
National Office	NISSAN	Almeria 1.5 Automatic	2022	2185
National Office	VW	Tiquan (Petrol)	2023	2069
North West	NISSAN	NP 200 1.6 16V LDV	2011	161862
North West	NISSAN	NP 200 1.6 16V LDV	2011	147653
North West	NISSAN	NP 200 1.6 16V LDV	2011	122690
North West	NISSAN	NP 200 1.6 16V LDV	2011	148 509
North West	NISSAN	NP 200 1.6 16V LDV	2011	141601
North West	NISSAN	NP 200 1.6 16V LDV	2011	187 445
North West	MERCEDES-BENZ	VITO 116CDI SHUTTLE	2013	152105
North West	NISSAN	NP 300 2.5 TDI S/C 4X2	2013	91481
North West	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	123776
North West	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	153036

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North West	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	160853
North West	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	134181
North West	Isuzu	KB250 LE 4x2 with diff lock D/Cab - Diesel	2016	159809
North West	Isuzu	KB250 LE 4x2 with diff lock D/Cab - Diesel	2016	185357
North West	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	113128
North West	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	60382
North West	ISUZU	D-MAX 250KB 4X4 D/C H-RIDER (Diesel)	2018	37519
North West	NISSAN	NP 300 2.4 4X4 D/CAB (petrol)	2020	42894
North West	TOYOTA	HILUX 2.0 S/CAB (PETROL)	2020	25192
North West	TOYOTA	HILUX 2.0 S/CAB (PETROL)	2020	26880
North West	TOYOTA	HILUX 2.0 S/CAB (PETROL)	2020	26 483
North West	VW	POLO SEDAN 1.6 COMFORTLINE - MANUAL	2020	59273
North West	NISSAN	NP200 1.5 dCi High (Diesel)	2020	46081
North West	NISSAN	NP200 1.5 dCi High (Diesel)	2020	22878
North West	NISSAN	NP200 1.5 dCi High (Diesel)	2020	35550
North West	NISSAN	NP200 1.5 dCi High (Diesel)	2020	11837
North West	ISUZU	KB250 D/C Hi-Rider 4x2 (Diesel)	2022	11257
North West	ISUZU	KB250 D/C Hi-Rider 4x2 (Diesel)	2022	9248
North West	ISUZU	KB 250 D/C H-RIDER 4X2 - DIESEL	2022	8336
Northern Cape	NISSAN	NP 200 1.6 16V LDV	2011	108567
Northern Cape	NISSAN	NP 200 1.6 16V LDV	2011	175313
Northern Cape	RENAULT	Logan 1.6 Expression Sedan	2011	120579
Northern Cape	NISSAN	NP 200 1.6 16V LDV	2011	120337
Northern Cape	NISSAN	NP 200 1.6 16V LDV	2011	82723
Northern Cape	NISSAN	NP 200 1.6 16V LDV	2011	64330
Northern Cape	NISSAN	NP 200 1.6 16V LDV	2011	169896
Northern Cape	NISSAN	NP 200 1.6 16V LDV	2011	122700

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Northern Cape	NISSAN	NP 200 1.6 16V LDV	2011	84979
Northern Cape	NISSAN	NP 200 1.6 16V LDV	2011	111916
Northern Cape	NISSAN	NP 200 1.6 16V LDV	2011	118559
Northern Cape	NISSAN	NP 300 2.5 TDI S/C 4X2	2013	167350
Northern Cape	NISSAN	NP 300 2.5 TDI D/C 4X2	2013	176893
Northern Cape	NISSAN	NP 300 2.5 TDI S/C 4X2	2013	132982
Northern Cape	NISSAN	NP 300 2.5 TDI S/C 4X2	2013	134094
Northern Cape	NISSAN	NP 300 2.5 TDI S/C 4X2	2013	88553
Northern Cape	NISSAN	NP 300 2.5 TDI S/C 4X2	2013	56621
Northern Cape	NISSAN	NP 300 2.5 TDI D/C 4X2	2013	147952
Northern Cape	Nissan	NP300 2.4 Hi-Rider 4x4 D/Cab - Petrol	2014	99119
Northern Cape	Nissan	NP300 2.4 Hi-Rider 4x4 D/Cab - Petrol	2014	117550
Northern Cape	Nissan	NP300 2.4 Hi-Rider 4x4 D/Cab - Petrol	2014	94215
Northern Cape	Isuzu	KB 250 LE 4x2 Crew Cab (D/C) - Diesel	2014	121674
Northern Cape	Isuzu	KB 250 LE 4x2 Crew Cab (D/C) - Diesel	2014	131751
Northern Cape	Isuzu	KB 250 LE 4x2 Crew Cab (D/C) - Diesel	2014	152210
Northern Cape	Isuzu	KB 250 LE 4x2 Crew Cab (D/C) - Diesel	2014	224862
Northern Cape	Isuzu	KB 250 LE 4x2 with diff lock (D/C) - Diesel	2016	169705
Northern Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	68611
Northern Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	59263
Northern Cape	ISUZU	D-MAX 250KB 4X4 D/C H-RIDER (Diesel)	2018	50425
Northern Cape	M BENZ	Vito 111CDI Tourer	2020	34869
Northern Cape	TOYOTA	HILUX 2.0 S/CAB (PETROL)	2020	32914
Northern Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	34797
Northern Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	57519
Northern Cape	NISSAN	NP300 4X4 D/C (Petrol)	2021	29173
Northern Cape	ISUZU	KB250 D/C Hi-Rider 4x2 (Diesel)	2022	13199

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Northern Cape	ISUZU	KB 250 D/C H-RIDER 4X2 - DIESEL	2022	8886
Northern Cape	ISUZU	KB 250 D/C H-RIDER 4X2 - DIESEL	2022	4816
Western Cape	NISSAN	NP 300 2.5 TDI D/C 4X2	2013	159896
Western Cape	NISSAN	NP300 2.0 LWB S/Cab	2013	75065
Western Cape	NISSAN	NP300 2.0 LWB S/Cab	2013	126922
Western Cape	NISSAN	NP300 2.4 H-Rider 4x4 D/Cab	2013	163691
Western Cape	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	147305
Western Cape	NISSAN	NP300 2.4 H-Rider 4x4 D/Cab	2013	193677
Western Cape	NISSAN	NP300 2.4 H-Rider 4x4 D/Cab	2013	139262
Western Cape	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	92731
Western Cape	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	128296
Western Cape	NISSAN	NP 200 1.6 16V LDV	2011	115351
Western Cape	NISSAN	NP 200 1.6 16V LDV	2011	138065
Western Cape	NISSAN	NP 200 1.6 16V LDV	2011	171249
Western Cape	NISSAN	NP 200 1.6 16V LDV	2011	146123
Western Cape	Toyota	Hilux 2.5 D/Cab 4x2 - Diesel	2014	117764
Western Cape	NISSAN	NP 200 1.6 16V LDV	2011	108852
Western Cape	NISSAN	NP 200 1.6 16V LDV	2011	112601
Western Cape	NISSAN	NP 200 1.6 16V LDV	2011	194436
Western Cape	NISSAN	NP 200 1.6 16V LDV	2011	137464
Western Cape	NISSAN	NP 200 1.6 16V LDV	2011	105294
Western Cape	Ford	Ikon 1.6 Ambiente 4dr Sedan	2014	130369
Western Cape	ISUZU	D-MAX 250KB 4X4 D/C H-RIDER (Diesel)	2018	57284
Western Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2018	70614
Western Cape	ISUZU	D-MAX 250KB 4X4 D/C H-RIDER (Diesel)	2018	88294
Western Cape	TOYOTA	HILUX 2.0 S/CAB (PETROL)	2020	20613
Western Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	42407

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Western Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	56143
Western Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	46146
Western Cape	M BENZ	VITO 111CDI TOURER	2020	16138
Western Cape	TOYOTA	HILUX 2.0 S/CAB (PETROL)	2020	43961
Western Cape	NISSAN	NP200 1.5 dCi High (Diesel)	2020	21041
Western Cape	NISSAN	NP200 1.5 dCi High (Diesel)	2020	56630
Western Cape	NISSAN	NP200 1.5 dCi High (Diesel)	2020	29504
Western Cape	NISSAN	NP200 1.5 dCi High (Diesel)	2020	22644
Western Cape	ISUZU	KB 250 4x2 D/Cab H-Rider - Diesel	2020	27121
Western Cape	NISSAN	NP200 1.6 8V (Petrol)	2021	7801
Western Cape	NISSAN	NP200 1.6 8V (Petrol)	2021	6502
Western Cape	IZUZU	KB 250 D/C H-RIDER 4X2 - DIESEL	2022	7882

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TABLE B

Note: Information in this table is for information purposes

CLAIMS HISTORY

Year	Fleet quantity	Estimate amount paid by the insurer (claims related)
2020	325	R722 546,00
2021	313	R1 553 500,00
2022	332	R618 480.00

ELECTORAL COMMISSION OFFICE DETAILS

NOTE: THE INFORMATION IS SUBJECT TO CHANGE

IEC Eastern Cape St Helena Drive, IEC House, Triple Point, Beacon Bay, East London 043 709 4200	IEC Free State 197 Nelson Mandela Avenue, Collage Acre Building, 1 st Floor, Bloemfontein 051 401 5000	IEC Gauteng 36 Boundary Road, Houghton Estate, The Isle of Houghton, Old Trafford, Parktown, Jhb 011 644 7400
IEC KwaZulu Natal William Lester Drive, Westville Civic Centre, Westville, Durban 031 279 2200	IEC Limpopo 5 Dimitri Crescent, KPMG Building, 1 st Floor, , Platinum Park, Bendor, Polokwane 015 283 9100	IEC Mpumalanga 23 Roodt Street, IEC Building, , Nelspruit 013 762 0640
IEC North West 103 Sekame Road, Protea Office Park, Mmabatho 018 391 0800	IEC Northern Cape Cnr Memorial & Kekewich Drive Block 4, Mondridge Park, , Monument Heights, Kimberley 053 838 5000	IEC Western Cape 304 Durban Road, The Bridge 1 st Floor, Bellville, Cape Town 021 910 5700
IEC National Office 1303 Heuwel Street Riverside Office Park, Elections House, Centurion 012 622 5700		

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CHECK LIST

Kindly check that the following documentation and information form part of your bid submission

DESCRIPTION	Source Reference
FAIS membership (Insurer, Underwriter and Broker) included in the written submission.	4.2
Proof of Professional Indemnity Insurance (PII) included in the written submission - Broker	4.3
Credit Rating certificate of the Insurer.	4.4
Company profile	4.5
Claims process	7.1
Curriculum Vitae – Operations/Branch Manager	8.1
Curriculum Vitae – Claims administrator	8.2
Price schedule completed?	9.1

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Bid Evaluation Criteria

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, attached as Section 14 (Page 36), was extended to all entities, which were invited to participate in the SCM 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.

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

TENDER IEC/SS-01 /2023				
Bid Evaluation Criteria				
Stage 1 – Bidder’s Disclosure. The Bidder has completed and submitted Bidder’s Disclosure (SBD4)				
Important Note: Detail on any transgression must be reported if issues are identified, as mandatory steps must be taken as prescribed in <i>National Treasury PMFA SCM Instruction Note 3 of 2016/2022: Enhancing Compliance, Transparency and Accountability in Supply Chain Management</i>.				
Bidder:		Bid Ref:		
No.	Description	Yes	No	Comments
1	The bidder is not an employee of the state.			
2	The bidder’s conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act.			
3	The bidder’s conduct does not constitute a transgression of the Competition Act.			
4	The bidder is not a tender defaulter as per the register published on the National Treasury website.			
5	The bidder is not a restricted supplier as per the register published on the National Treasury website.			
6	The bidder is registered on the National Treasury Central Supplier Database (CSD)*			
7	The bidder is tax compliant**			
Overall Stage 1 Outcome:		<u>Assessment Comments:</u>		

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

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

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Stage 2 – Key Qualifying Criteria

TENDER IEC/IEC- /2023				
Bid Evaluation Criteria				
Stage 2 – Key Qualifying Criteria				
Failure to comply with any of the requirements below will result in the bid being disqualified				
Bidder:		Bid Ref:		
Description	Source reference	YES	NO	Comments
Established operational office	3.3			
Insurer, Underwriter and broker's member of FAIS – Certificate submitted.	4.2			
Broker's Professional Indemnity Insurance (PII) – proof submitted.	4.3			
Insurer's proof of credit rating certificate submitted.	4.4			
Company profile submitted	4.5			
Operation/ Branch manager identified and CV submitted	8.1			
Claims administrator identified and CV submitted	8.2			
Price Schedule - completed	9.1			
Bid submission	3.2			
Overall State 2 Outcome:	<u>Assessment Comments:</u>			
	Bid qualifies for further consideration: (YES/NO):			

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Stage 3 –Technical Evaluation

TENDER IEC/IEC- /2023 Bid Evaluation Criteria					
Stage 3 – Technical Evaluation Failure to comply with any of the requirements below will result in the bid being disqualified.					
Description		Source reference	Maximum Score	Score achieved	Comments
1	Years of experience in the insurance business (Company profile): 0 -2 years = 0 points 3 years = 5 points above 3 years = 8 points	3.1	8		
2	Contactable reference letters 1 letter = 2 points 2 letters = 4 points 3 letters = 6 points	4.5	6		
3	Step-by-step claims process that is, receive and register a claim and others, and continuous communication with the IEC with regard to the status of a claim. Receive and register a claim = 1 point Identify, confirm (with IEC) and appoint an assessor = Up to 3 points Continuous communication with the IEC with regard to status of a claim = Up to 2 points	7.1	6		
4	Operational/Branch Manager - Relevant insurance experience and knowledge as a Manager. Information from CV submitted 0 -2 years = 0 points 3 years = 5 points above 3 years = 8 points	8.1	8		
5	Claims Administrator - Relevant insurance claims experience and knowledge. Information from CV submitted 0 -4 years = 0 points 5 years = 5 points above 5 years = 8 points	8.2	8		
TOTAL MERIT POINTS: 36					
A minimum of 75% (27 out of 36) is required to qualify for further evaluation.					

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TENDER IEC/IEC- /2023				
Bid Evaluation Criteria				
Stage 3 – Technical Evaluation				
Failure to comply with any of the requirements below will result in the bid being disqualified.				
Description	Source reference	Maximum Score	Score achieved	Comments
Out of Overall Stage 3 Outcome:	<u>Assessment Comments:</u>			
	Bid qualifies for further consideration: (YES/NO):			

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 auction where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:</p> <table border="1"> <thead> <tr> <th>B-BBEE Status Level of Contributor</th> <th>Number of Points</th> </tr> </thead> <tbody> <tr><td>1</td><td>20</td></tr> <tr><td>2</td><td>18</td></tr> <tr><td>3</td><td>14</td></tr> <tr><td>4</td><td>12</td></tr> <tr><td>5</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>4</td></tr> <tr><td>8</td><td>2</td></tr> <tr><td>Non-compliant contributor</td><td>0</td></tr> </tbody> </table>	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
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.

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Bid Evaluation Committee	Sign Off	
	Signature	Date

INTERNAL EVALUATION GUIDE

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QUESTION	SOURCE	POINT ALLOCATION
YEARS OF EXPERIENCE IN THE INSURANCE BUSINESS	COMPANY PROFILE	0 -2 years = 0 points 3 years = 5 points above 3 = 8 points MAXIMUM OF 8 POINTS
CLAIMS PROCESS	WRITTEN PROPOSAL (6.1)	Receive and register a claim = 1 point Identify, confirm (with IEC) and appoint an assessor = Up to 3 points Continuous communication with the IEC with regard to status of a claim = Up to 2 points MAXIMUM OF 6 POINTS
OPERATIONAL/BRANCH MANAGER Relevant insurance experience and knowledge as a Manager.	CV	0 -3 years = 0 points 5 years = 5 points Above 5 years = 8 points MAXIMUM OF 8 POINTS
CLAIMS ADMINISTRATOR Relevant insurance claims experience and knowledge.	CV	0 -4 years = 0 points 5 years = 5 points above 5 years = 8 points MAXIMUM OF 8 POINTS
CONTACTABLE REFERENCE LETTERS	COMPANY PROFILE	1 Point per letter MAXIMUM OF 6 POINTS

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