SOUTH AFRICA

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Electoral Commission

Auction # 0010499542

Scanning Software Solution

IMPORTANT NOTICE

Failure to comply with the completion of the bid conditions and the required information or submission of the required stipulated documents shall invalidate a bid.

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1   Introduction

The Electoral Commission introduced an image scanning solution for the 2009 National Elections, using the IRIS Powerscan software solution. The main aim of this solution was to enhance transparency in the voting process as the scanning solution was used to scan the results slips, which were linked to the captured results on the results system. Political parties, media, etc., to the scanned image to ensure that the results were captured correctly, and then compared the results. The application was further used in other departments of the Electoral Commission to scan staff contracts, attendance registers and voting station lease contracts.

The Electoral Commission has invested extensively in its ICT technologies, which provide a platform to effectively support and enable its business processes and to meet its goal of providing a free and fair election process in an open and transparent environment. The Electoral Commission's ICT Department intends to continue running a highly efficient and stable ICT environment making full use of industry standards, best practices and disciplines based upon stable and reliable technologies.

2   Background Information

The current scanning solution is a fat client-server (decentralised) solution and is based on an older architecture with limited licensing flexibility and integration features.

The Electoral Commission is looking for a centralised solution that will enhance the current architecture and reduce the challenges experienced with the current system including difficulties in on-boarding new clients, cumbersome support and maintenance of the application running on the clients dispersed throughout the country and other processing issues experienced in the back-end processing environment.

There are currently three (3) scanning solutions in the IEC environment.

a)   One is for scanning internal documents (i.e. attendance registers, contracts, results slips, and registration forms). The internal documents scanning solution is used for the scanning of results slips during National and Provincial Elections, Local Government Elections and by-elections. During the National and Provincial Elections and Local Government Elections, the scanning volumes increase drastically as compared to by-elections or a non-election year. The solution also caters for the scanning of the voter registration forms, staff contracts, staff attendance registers and voting station contracts.

b)   The other solution is for external stakeholders, in this case political parties, and jobseekers to scan in their documents (i.e. candidate ID documents, candidate acceptance of nomination forms, other forms and any additional documentation that might be required). This solution caters for the external scanning of documents into the Electoral Commissions environment for further processing.

c)   Recently the Electoral Commission introduced voter self-registration where in copies of documents such as IDs need to be uploaded as part of the registration or amendment to a registration. The

Electoral Commission uses Google Vision API to identify and extract information from the uploaded documents and images.

3 Bid Requirements

This bid is for the procurement of a scanning solution to cater for the scanning requirements of the Electoral Commission. The technical specifications below are the minimum requirements; submissions will only be accepted where it meets or surpasses the specification for the required solutions

The Electoral Commission receives a number of scanned documents from different sources and wants to be able to capture images, process them, classify, extract information, validate the data and export to different databases both the images and the extracted data.

The Electoral Commission has some control over the internally scanned documents such as results slips etc. However, it has little or no control over the quality of some of the externally acquired documents such as political parties generated documents or job seekers' data. It is therefore important for the solution to have a very good extraction capability to deal with such documents.

In the era of Artificial Intelligence and Machine Learning, it is important for the solution to use these new technologies to recognize document types and avoid the need for manual customization and development to accommodate changes or exceptions to the norm. This capability will provide opportunities to automate even more processes and functions of the organization including procurement, supplier registration etc. where many documents are sent via email. The bidder must indicate the AI/ML engine being employed by their solution especially if it is one of the most common ones.

The solution must also have some workflow that will allow for some separate processing and / segregation of duties to be introduced to some of our processes. The solution will be required to be on 3 year fixed term contract.

The sources of the data will vary from the following as per Figure 1 below:

1. External users will scan documents in whatever way and upload scanned images that need to be processed onto our online systems;

2. Documents will be scanned via Multi-functional printers;

3. Documents will be scanned using the solution from a user's desktop / laptop using a desktop scanner (Kodak i2000 Scanner, Avision AD240U Scanner or any TWAIN/ISIS compatible scanner) in PDF or JPEG or other formats. The solution must auto-detect the scanner connected to the computer;

4. Documents will come as pictures (JPEG/JPG, TIFF, BMP, PNG, PDF etc.) taken from mobile devices (cell phones, VMDs, tablets, cameras and folders/files);

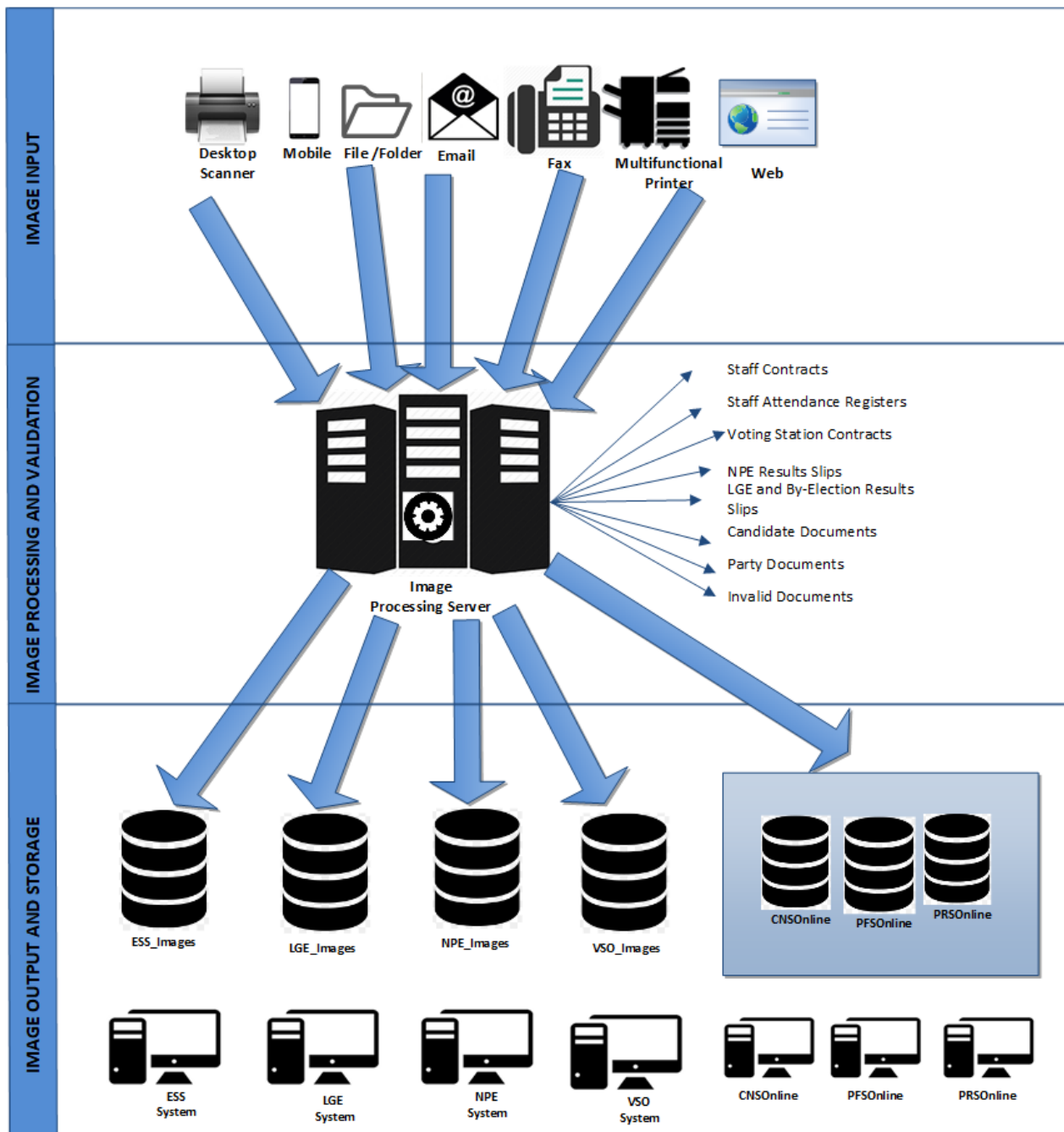5. Some Documents will be received via email and fax.

Figure 1 High Level Scanning Requirements

Below are the features of the required solution:

3.1   The solution must be centralized, fully digital and have a user friendly and simple interface;

3.2   The solution must be able to process input files that is in any of the formats: JPEG/JPG, TIFF, BMP, PNG and PDF. Support for WEBP file formats is optional;

3.3   The solution must have the ability to do the following:

        I.   Optical Character recognition (OCR): recognize machine printed characters;

        II.   Zonal: read specific fields in a for;

III.   Full-text: free form document conversion allowing search on all words in a document;

IV.   Intelligent Character Recognition (ICR): recognize hand printed characters;

V.   Optical Mark Recognition (OMR): recognize check boxes that are filled in.

3.4   Scanning of barcodes

    i.   The solution must be able to scan barcodes;

    ii.   The bar-code area must also not be restricted, i.e. different documents will have barcodes at different areas, solution should be able to read barcodes anywhere in the documents;

    iii.   It should also be able to read what can be regarded as bad quality but legible barcodes.

3.5   The solution must enable the acquisition and extraction of data with minimal manual intervention. The solution must have flexible reusable containers / templates that can be used for different source file types. The solution must not force that a new template be created when a new document is introduced. In the era of Artificial Intelligence (AI) and Machine Learning, it is important for the solution to use these new technologies to recognize document types and avoid the need for manual customization and development to accommodate changes or exceptions to the norm. The bidder must indicate whether the AI/ML engine employed is proprietary or the solution uses one of the standard ones;

3.6   The solution must have auto corrective capability – If document is scanned upside down solution should be able to rotate and fix image;

3.7   The solution should be able to export the extracted data and images to databases, other systems or to file systems;

3.8   The solution must be flexible enough to allow for contextual naming of files generated by the solution;

3.9   The solution should be able to create an 8-bit gray scale image from the received documents before exporting to other destinations. The scanned images must be saved as a compressed grayscale image with maximum image file size of 250kb. This will apply for documents being scanned from the internal process.

3.10   There should be some form of confirmation, can be a message, to user of success or failure of delivery of the image to the central server. Message must be clear and descriptive for user to understand;

3.11   The solution should provide flexible licensing:

    I.   Solution should not be locked to volume based;

II.   Solution should allow for flexibility as during the elections the usage of the scanning solution increases but on a non-election period, the scanning is significantly low.

3.12   The solution must at a minimum be able to create the following output with any image scanned:

        I.   Image Header (XML, CSV or JSON);

        II.   Image (JPEG/JPG, TIFF, BMP, PNG, PDF); and

        III.   Document Detail (Meta data – XML, CSV or JSON).

3.13   The solution must be able to process files from a file system in batch mode. It must also enable the monitoring of batch status to check details and prevent duplication if batch jobs have been generated;

3.14   The solution should be able to handle the changing scale of the number of pages scanned per year. In years where there are no elections volumes are lower as compared to years where there are elections;

3.15   The solution should:

      i.   Be deployable in a Windows Server 2016 environment;
      ii.   Be accessed from Windows 10 or later machines running Edge or Chrome Web Browsers;
      iii.   Be accessed on Android 11 or later devices running Chrome Web Browser at a minimum.
      iv.   Be accessed via web browser interfaces for both user and administrator.

3.16   The solution must support export into Microsoft SQL Server 2016 and Oracle 19c or latest version;

3.17   The solution must be deployable in a VMWare vSphere 7 or latest environment;

3.18   The solution must support scanning from a user's desktop / laptop using a desktop scanner. The solution must work with the IEC's Desktop scanners and scanner drivers:

      v.   Compatible scanner with TWAIN/ISISdrivers;
      vi.   Avision AD240U Scanner; and
      vii.   Kodak i2000 Scanner.

3.19   The solution must accommodate at least 1000 concurrent users for processing, exception indexing and quality assurance;

3.20   The solution must be supplied with a 3 years' support and maintenance contract;

3.21   Scanning accuracy and image quality must be of a standard that is suitable for the purposes of the Electoral Commission. Images must be readily readable on a computer screen and must also produce a good quality printed image;

3.22   The solution should allow for images to be versioned if a new image with the same name is uploaded;

3.23   The solution must have editing functions such as: deskew, despeckle, crop, invert, rotate and enhance colour contrast where manual intervention is required in terms of validation;

3.24   The solution must be able to merge multiple incoming files into one document;

3.25   The solution must have in-built integration mechanisms or Application Programming Interfaces (APIs) such as REST and SOAP to integrate to SAP ERP and SharePoint;

3.26   The client machine must use https to connect to the centralized server, i.e. there must be support for encryption as a secure way to send data between a web server and a web browser;

3.27   The communication between the client and server must be encrypted (https)

3.28   The solution must support Transport Layer Security (TLS) 1.2 or latest version.

4   Planning Assumptions

The IEC has made the following assumptions:

4.1   The IEC will provide technical resources for all IEC's designated work including setup and configuration of own systems and databases;

4.2   Wherever the need arises the successful bidder shall do initial equipment configuration of operating systems and environmental specific requirements;

4.3   The delivery of the hardware, software licenses and implementation services required must be completed within the days as stipulated in the delivery and implementation schedule below;

4.4   The bidder's change control management process must be flexible enough to facilitate speedy deployment and resolution of problems without compromising management controls and security;

4.5   Bidder to provide applicable change management processes;

4.6   The recommended service provider shall provide all relevant details needed to ensure successful operations capability within the organization.

5   General Bid Conditions

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

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

5.1   The bidder must be authorized to sell the product supplied;

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

5.3   The bidder is required to provide proof of available local (South African) support for the proposed software; in the form of a letter;

5.4   The Electoral Commission will issue a formal purchase order to the successful bidder before any services can be delivered;

5.5   Delivery of the required product shall only be accepted by the Electoral Commission on the basis of presentation of the service provider's own delivery note. Such notes shall not be substituted by another service provider's delivery notes;

5.6   Awarding of the auction to any successful bidder shall be subject to the Electoral Commission's due diligence audit requirements, where applicable;

5.7   No payment shall be made until full and final delivery has taken place and the product has been confirmed and delivered in accordance with the specifications;

5.8   The bidder must provide at least three (3) relevant contactable reference letters of past services of a similar nature that the bidder provided or was involved in. Reference details must include the following: customer name, contact person, contact details (telephone, email, physical address) and service description and value of services offered, per contract;

        Some guideline definitions:
        a) Services in the past similar; to include bid price, personnel resources utilized and the duration of the contract;

        b) Similar service value are those services of comparative value and not less than 50% of this bid price;

        c) Similar services are those services, which include supply of similar services as per the technical requirements stated in section 3 above and of comparative value.

5.9   Bidder must have at least three-year's experience in providing the services required. The bidder must include a company profile indicating the level of experience; and

5.10   Bidder must include a statement of service, describing the service and support that is covered under the 3 years' support and maintenance contract including the roles of the bidder and the Original Equipment Manufacturer (OEM).

6 Quality Control

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

6.1 The successful bidder will have the primary responsibility of ensuring that the proposed product complies with the required specifications in terms of functionality and technical specification including quantity and quality;

6.2 The proposed product must be complete. An IEC official will test the solution to ensure it is fully functional and ready for deployment without dependencies on additional equipment, software or components that may be required to make it work;

6.3 It must be noted that the Electoral Commission seeks to gain the best product technically, functionally and financially and will select the product that it deems to give the best investment;

6.4 Preference will be given to solutions that are based on a standard existing product in the market and not products specifically designed and/or cloned for this bid. The Electoral Commission may require market penetration indicators;

6.5 Upon a successful bid being accepted, the Electoral Commission reserves the right to request an inspection of the preferred service provider's facilities;

6.6 The successful service provider has the primary responsibility to ensure that quantity and quality are in accordance with the bid specifications.

In addition, the Electoral Commission may also call on bidders to make further submissions and/or presentations in order for the Electoral Commission to ensure full compliance with all its requirements and as part of the bid evaluation process prior to the conclusion of the adjudication of the auction.

7 Pricing Requirements

When pricing bid proposals, service providers are advised to take into account that the following issues are factored into the price. The Electoral Commission will not entertain additional charges on these items.

7.1 Total bid price must be submitted online on the eProcurement (Votaquotes) portal;

7.2 Total Bid price (Section 15: Appendix C1: Pricing Schedule) must be submitted as part of the bid;

7.3 Annual Price Breakdown (Section 15: Appendix C2: Annual Breakdown Pricing Schedule) must be submitted as part of the bid;

7.4   The total bid price must be inclusive of all costs including:

a) Software costs.

b) Configuration and/or customization services costs.

c) 3 years support and maintenance costs. The support and maintenance should include the access to new patches and updates;

d) Delivery costs to the Electoral Commission's National Office in Centurion, Gauteng, South Africa.

7.5   Bid prices must be VAT inclusive and must be firm for a period of 180 days. The firm price shall apply for the duration of the contract, whereby the price for year 1 will be without fluctuations whilst the price payable in years 2 and 3 will be based on the firm price, subject to exchange rate fluctuation as set out in paragraph 7.5 above;

7.6   In the event that the price has FOREX dependencies, the bidder must state the portion of the price that has FOREX dependency and state the exchange rate that the price is based on at the time of bidding. Where applicable, FOREX based up or down adjustments will be allowed in Years 2 and 3 to account for exchange rate impact on the Rand. The original bid price will apply as stated in paragraph b) above, subject to the exchange rate which shall be based on the specified Bank Selling Rate at the time of making payment on the purchase orders issued for years 2 and 3.

8   Evaluation of Bidder's Disclosure (SBD4)

All bids received will be evaluated and assessed in respect of the mandatory information provided in Appendix A: Bidder's Disclosure (SBD4). 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:

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

8.2   As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, is attached herewith for all entities who participate in the bid process;

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

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

 (a) a person within the bidding entity is an employee of the State, the Electoral Commission's CEO must request the relevant accounting officer/accounting authority whether the person-

(i)   Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or

(ii) Has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;

(b) The conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;

(c) The conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and

(d) The conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

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

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

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

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

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

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

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

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

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

9 Award of Contract

9.1   The adjudication process may include short-listing, presentation and demonstration of the products by short-listed potential service providers;

9.2   The official purchase order will be issued to a bidder whose bid complies with this bid specifications;

9.3   It should be noted that the Electoral Commission seeks to gain the best product technically and financially and will select from the results of the auction a solution it deems to give the best investment.

10 Delivery and Implementation Timeframe

10.1   The successful service provider will be required to complete delivery within 3 months from receipt of an official purchase order for these services.

11 Technical Enquiries

11.1   Enquiries pertaining to the specifications can be directed to Siwiwe Gwadiso at telephone number 012 622 5700 or email gwadisos@elections.org.za or to Libisi Maphanga at email maphangal@elections.org.za.

12 Briefing Session

12.1   There will be no briefing for this requirement

13 Written Submissions

All submissions must be received before the closing date and time for submissions as stipulated on the eProcurement website https://votaquotes.elections.org.za.

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

All bids must be placed online on eProcurement website https://votaquotes.elections.org.za. Supporting documentation can be submitted in any or both of the following options:

- Upload to the auction site.

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

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

Note: Clearly mark your submission: For the attention of Procurement and Asset Management Department – Auction 0010499542

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

13.1 Summary of Submission Requirements

a) All bids must be submitted online on eProcurement (Votaquotes) portal;

b) All written supporting documentation must be submitted as stipulated on the bid requirement;

c) Submissions received after the closing date and time will lead to bids being disqualified and not considered;

d) The bidder must complete and submit SBD4 – Bidder's Disclosure which is also provided on eProcurement (Votaquotes) portal;

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

    I. Completed technical specifications in accordance with the requirements in **Section 14: Appendix B: Technical Bid Response Sheet** to demonstrate compliance with the bid specification;

    II. Three (3) relevant contactable reference letters;

    III. Completed pricing schedules in **Section 15: Appendix C1 and Appendix C2**

    IV. Proof of experience in the form of a profile;

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

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

14 Closing Date

The closing date and time of this tender is specified on the eProcurement (Votaquotes) website in accordance the bidding requirements. The closing date and time is determined by the clock on the Electoral Commission's servers and is not negotiable. Bidders must also take note that supporting documentation must be delivered **before the closing date and time.**

15 APPENDIX A – Bidder's Disclosure (SBD4)

Bidder's Disclosure – SBD4			
The Bidder must complete and submit the SBD4 form. Failure to submit the SBD4 will lead to disqualification			
Company Name (Bidder):			
No.	**Description**	**Yes / No**	**Comment**
1.	Bidder is registered on the National Treasury Central Supplier Database (CSD). **		
2.	Bidder is tax compliant. ***		
3.	The bidder is not an employee of the state.		
4.	Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act.		
5.	Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		
6.	The bidder is not a tender defaulter as per the register published on the National Treasury website.		
7.	The bidder is not a restricted supplier as per the register published on the National Treasury website.		

* No late bid, as a whole or in part, shall be accepted.

** 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.

16 Appendix B – Technical Bid Response Sheet

<table>
<tr>
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Bidder must respond to each and every item in the response sheet.
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			Yes	No	
	3.4 (iii)	The solution should also be able to read what can be regarded as bad quality but legible barcodes			
4.	3.5	The solution must have flexible reusable containers / templates that can be used for different source file types. The solution mustn't force that a new template be created when a new document is introduced			
5.	3.6	The solution must have auto corrective capability – If document is scanned upside down solution should be able to rotate and fix image			
6.	3.7	The solution should be able to export the extracted data and images to databases, other systems or to file systems			
7.	3.8	The solution must be flexible enough to allow for contextual naming of files generated by the solution			
8.	3.9	The solution should be able to create an 8-bit gray scale image from the received documents before exporting to other destinations. The scanned images must be saved as a compressed grayscale image with maximum image file size of 250kb. This will apply for documents being scanned from the internal process. For web based, external facing applications.			
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10.	3.11	The solution should provide flexible licensing: • Should not be locked to volume base • Should allow flexibility for high volumes during major election events and lower volumes out			
11.	3.12	The solution must at a minimum be able to create the following with any image scanned: • Image Header (XML, CSV or JSON); • Image (JPEG/JPG, TIFF, BMP, PNG, PDF); and • Document Detail (Meta data – XML, CSV or JSON).			
12.	3.13	The solution must be able to process files from a file system in batch mode. It must also enable the monitoring of batch status to check details and prevent duplication if batch jobs have been generated.			
13.	3.15 (i)	The server solution should: Be deployable in a Windows Server 2016 environment			
	3.15 (ii)	Be accessed from Windows 10 or later machines running Edge or Chrome Web Browsers			
	3.15 (iii)	Be accessed on Android 11 or later devices running Chrome Web Browser			

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			Yes	**No**	
		at a minimum.			
	3.15 (iv)	Be accessed via web browser interfaces for both user and administrator			
14.	3.16	The solution must support export into Microsoft SQL Server 2016 and Oracle 19c or latest version.			
15.	3.17	The solution must be deployable in a VMWare vSphere 7 or latest environment			
16.	3.18 (i)	The solution must support scanning from a user's desktop / laptop using a desktop scanner. Any compatible scanner with TWAIN/ISISdrivers			
	3.18 (ii)	The solution should also work with the IEC's Desktop scanner **Avision AD240U Scanner**			
	3.18 (iii)	The solution should also work with the IEC's Desktop scanner **Kodak i2000 Scanner.**			
17.	3.19	The solution must accommodate at least 1000 concurrent users for processing, exception indexing and quality assurance			
18.	3.21	Scanning accuracy and image quality must be of a standard that is suitable for the purposes of the Electoral Commission. Images must be readily readable on a computer screen and must also produce a good quality printed image.			

	Reference	Compliance Minimum Requirements	Bidder must indicate whichever is applicable		Bidder's response/technical specification for proposed solution – if providing more than minimum requirement
			Yes	No	

Appendix B – Technical Bid Response

Completion of this technical response sheet by the bidder is compulsory.

Bidder must respond to each and every item in the response sheet.

Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.

	Reference	Compliance Minimum Requirements	Yes	No	Bidder's response/technical specification for proposed solution – if providing more than minimum requirement
19.	3.22	Images can also be versioned if a new image is uploaded.			
20.	3.23	The solution must also have some workflow that will allow for some separate processing and / or segregation of duties to be introduced to some of our processes.			
21.	3.25	The solution must be able to merge multiple incoming files into one document.			
22.	3.28	The communication between the client and server must be encrypted (https)			
23.	3.27	The solution must support Transport Layer Security (TLS) 1.2 or latest version.			

17 Appendix C: Pricing Schedule

<table>
<tr>
<td colspan="6"><u>Appendix C1 – Pricing Schedule</u>
Completion of the Appendix C1 – Pricing Schedule by the bidder is compulsory.
Failure to complete and submit this pricing sheet as part of the bid submission shall lead to disqualification.</td>
</tr>
<tr>
<th>No.</th>
<th>[A]
Description of Primary Services</th>
<th>[B]
QTY</th>
<th>[C]
Once off Installation and Customization Costs</th>
<th>[D]
Unit Cost</th>
<th>[E]
Total Cost</th>
</tr>
<tr>
<td>1.</td>
<td>Server Licenses – 8 Core Perpetual Licenses

One environment – Production (deployed in redundant mode (2 servers))</td>
<td>2</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>2.</td>
<td>Server Licenses – 8 Core Perpetual Licenses

One Environment – Disaster Recovery (DR) – Cold Failover – deployed in redundant mode (2 servers))</td>
<td>2</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>3.</td>
<td>Server Licenses – 1 Core Perpetual Licenses

Three Non Productive Environments -DEV, TEST, PILOT)</td>
<td>3</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>4.</td>
<td>Annual Support and Maintenance</td>
<td>3 Years</td>
<td></td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td colspan="3"></td>
<td>Total:

R……………………</td>
<td>Total:

R……………………</td>
<td>Total:

R……………………………
.</td>
</tr>
<tr>
<td colspan="3"></td>
<td></td>
<td></td>
<td></td>
</tr>
</table>

*TOTAL BID PRICE: [C + E + F]. For 3 years VAT Inclusive	R………………………………………

*The total bid price is the bid price that must be included as part of the bid submission. No any other additional costs will be accepted for bid evaluation and adjudication purposes.

Appendix C2 – Annual Breakdown Pricing Schedule				
Completion of the Annexure C2 – Annual Breakdown Pricing Schedule by the bidder is compulsory.				
The Annual Breakdown will go into the Service Level Agreement (SLA) and will determine the payment schedule				
Failure to complete and submit this pricing sheet as part of the bid submission shall lead to disqualification.				
No.		Description of Primary Services	Total Cost
1.	Year 1	a) License Costs b) Implementation Costs c) Annual Support and Maintenance	 R………………………………………………………………….
2.	Year 2	a) Annual Support and Maintenance	 R………………………………………………………………….
3.	Year 3	a) Annual Support and Maintenance	 R………………………………………………………………….
Total VAT Inclusive:			 R………………………………………………………………….

18 Appendix E – Technical features

Category	Requirement	Yes/No
Application Program Interface (API) Support: The solution has:	SOAP Interfaces?	
	REST Interfaces?	
	In-built Integration to SharePoint?	
	In-built integration to SAP ECC?	
Scanners:	Support for TWAIN / ISIS scanners?	
File Input Formats: Support for the following formats	PDF	
	JPEG/JPG	
	PNG	
	WEBP	
	TIFF	
	BMP	
	PNG	
Output Formats: Support for the following formats	Database (MS SQL)	
	File System	
	Microsoft Sharepoint	
	XML	
	CSV	

	XML	
Editing Options	Deskew	
	Despeckle	
	Crop	
	Invert	
	Rotate	
	Enhance Colour	
Artificial Intelligence / Machine Learning	AI / ML Engine – Which AI/ML engine is used by solution? Is it proprietary or standard? If standard please provide name.	

19 Appendix E – Bid Evaluation Criteria

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

19.1 Stage 1: Assessment of Bidder's Disclosure

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

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

In this regard, the following must be noted:

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

19.1.2   As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, is attached herewith for all entities who participate in the bid process.

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

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

(a) a person within the bidding entity is an employee of the State, the Electoral Commission's CEO must request the relevant accounting officer/accounting authority whether the person-

(i)   Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or

(ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;

(b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;

(c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and

(d) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

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

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

19.1.7   During the bid evaluation process, the Electoral Commission must in addition to other due diligence measures, establish if a person is not listed in-
   (a) the Register of Tender Defaulters; and
   (b) the list of restricted suppliers.

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

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

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

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

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

19.2 Stage 2 – Key Qualifying Criteria

<table>
<tr><td colspan="5">Stage 2 – Key Qualifying Criteria</td></tr>
<tr><td colspan="5">Failure to comply with any of the requirements below will result in the bid being disqualified</td></tr>
<tr><td>No.</td><td>Description</td><td>Yes</td><td>No</td><td>Comments</td></tr>
<tr><td>1.</td><td>Bidder submitted bid online?</td><td></td><td></td><td></td></tr>
<tr><td>2.</td><td>Bidder completed and submitted detailed Technical Bid Response Sheet as per Appendix B?</td><td></td><td></td><td></td></tr>
<tr><td>3.</td><td>Bidder completed and submitted pricing schedules as per Section 15: Appendix C1 and C2?</td><td></td><td></td><td></td></tr>
<tr><td>4.</td><td>Bidder submitted 3 relevant contactable reference letters.</td><td></td><td></td><td></td></tr>
<tr><td>5.</td><td>Bidder submitted a letter of proof of the reseller agreement either from the OEM or an authorized distributor (i.e. if the reseller is authorised by a distributor)? If the reseller agreement is from a distributor then proof from the OEM authorizing the distributor must to be included.</td><td></td><td></td><td></td></tr>
<tr><td>6.</td><td>Bidder submitted formal proof of OEM statement of licensing stating associated services, terms and conditions thereof?</td><td></td><td></td><td></td></tr>
<tr><td>7.</td><td>Bidder has included a company profile showing the number of years of experience in providing scanning solutions</td><td></td><td></td><td></td></tr>
<tr><td rowspan="2">Overall Stage 2 Outcomes:</td><td colspan="4"><u>Assessment Comments:</u></td></tr>
<tr><td colspan="4">Bid qualifies for further consideration: (YES/NO):</td></tr>
</table>

19.3 Stage 3 – Technical Evaluation Criteria

		Stage 3 – Technical Evaluation – Technical Disqualifying Factors.			
		Failure to comply with any of the requirements below will result in the bid being disqualified			
	Reference	**Compliance Minimum Requirements**	**Bidder must indicate whichever is applicable**		**Comments**
			Yes	**No**	
1.	3.1	Solution must be centralized, fully digital and have a User friendly and simple interface			
2.	3.3 (i)	The solution must have the ability to do OCR (Optical Character recognition): Recognize machine printed characters			
	3.3 (ii)	The solution must have the ability to do Zonal Reads: Read specific fields in a form.			
	3.3 (iii)	The solution must have the ability to do Full-text: Free form document conversion allowing search on all words in a document.			
	3.3 (iv)	The solution must have the ability to do ICR (Intelligent Character Recognition): Recognize hand printed characters			
	3.3 (v)	The solution must have the ability to do OMR (Optical Mark Recognition): Recognize check boxes that are filled in.			
3.	3.4 (i)	The solution must be able to scan barcodes			
	3.4 (ii)	The bar-code area must also not be restricted, i.e. different documents will have barcodes at different areas, solution should be able to read barcodes anywhere in the documents			
	3.4 (iii)	The solution should also be able to read what can be regarded as bad quality but legible barcodes			
4.	3.5	The solution must have flexible reusable containers / templates that can be used for different source file types. The solution mustn't force that a new template be created when a new			

	Reference	Compliance Minimum Requirements	Bidder must indicate whichever is applicable		Comments
		Stage 3 – Technical Evaluation – Technical Disqualifying Factors.			
		Failure to comply with any of the requirements below will result in the bid being disqualified			
			Yes	No	
		document is introduced			
5.	3.6	The solution must have auto corrective capability – If document is scanned upside down solution should be able to rotate and fix image			
6.	3.7	The solution should be able to export the extracted data and images to databases, other systems or to file systems			
7.	3.8	The solution must be flexible enough to allow for contextual naming of files generated by the solution			
8.	3.9	The solution should be able to create an 8-bit gray scale image from the received documents before exporting to other destinations. The scanned images must be saved as a compressed grayscale image with maximum image file size of 250kb. This will apply for documents being scanned from the internal process. For web based external facing applications			
9.	3.10	There should be some form of confirmation, can be a message, to user of success or failure of delivery of the image to the central server. Message must be clear and descriptive for user to understand			
10.	3.11	The solution should provide flexible licensing: • Should not be locked to volume base • Should allow flexibility for high volumes during major election events and lower volumes			

		Stage 3 – Technical Evaluation – Technical Disqualifying Factors.			
		Failure to comply with any of the requirements below will result in the bid being disqualified			
	Reference	**Compliance Minimum Requirements**	**Bidder must indicate whichever is applicable**		**Comments**
			Yes	**No**	
		out			
11.	3.12	The solution must at a minimum be able to create the following with any image scanned: • Image Header (XML, CSV or JSON); • Image (JPEG/JPG, TIFF, BMP, PNG, PDF); and Document Detail (Meta data – XML, CSV or JSON).			
12.	3.13	The solution must be able to process files from a file system in batch mode. It must also enable the monitoring of batch status to check details and prevent duplication if batch jobs have been generated.			
13.	3.15 (i)	The server solution should: Be deployable in a Windows Server 2016 environment			
	3.15 (ii)	Be accessed from Windows 10 or later machines running Edge or Chrome Web Browsers			
	3.15 (iii)	Be accessed on Android 11 or later devices running Chrome Web Browser at a minimum.			
	3.15 (iv)	Be accessed via web browser interfaces for both user and administrator			
14.	3.16	The solution must support export into Microsoft SQL Server 2016 and Oracle 19c or latest version.			

	Reference	Compliance Minimum Requirements	Bidder must indicate whichever is applicable		Comments
		Stage 3 – Technical Evaluation – Technical Disqualifying Factors.			
		Failure to comply with any of the requirements below will result in the bid being disqualified			
			Yes	No	
15.	3.17	The solution must be deployable in a VMWare vSphere 7 or latest environment			
16.	3.18 (i)	The solution must support scanning from a user's desktop / laptop using a desktop scanner. Any compatible scanner with TWAIN/ISISdrivers			
	3.18 (ii)	The solution should also work with the IEC's Desktop scanner **Avision AD240U Scanner**			
	3.18 (iii)	The solution should also work with the IEC's Desktop scanner **Kodak i2000 Scanner.**			
	3.19	The solution must accommodate at least 1000 concurrent users for processing, exception indexing and quality assurance			
17.	3.21	Scanning accuracy and image quality must be of a standard that is suitable for the purposes of the Electoral Commission. Images must be readily readable on a computer screen and must produce a good quality printed image.			
18.	3.22	Images can also be versioned if a new image is uploaded.			
19.	3.23	The solution must also have some workflow that will allow for some separate processing and / or segregation of duties to be introduced to some of our processes.			
20.	3.25	The solution must be able to merge multiple incoming files into one document.			
21.	3.28	The communication between the client and server must be encrypted (https)			

		Stage 3 – Technical Evaluation – Technical Disqualifying Factors.				
		Failure to comply with any of the requirements below will result in the bid being disqualified				
	Reference	**Compliance Minimum Requirements**	**Bidder must indicate whichever is applicable**		**Comments**	
			Yes	**No**		
22.	3.27	The solution must support Transport Layer Security (TLS) 1.2 or latest version.				
Overall Stage 3 Outcomes:		**Assessment Comments:**				
		Bid qualifies for further consideration: (YES/NO):				

19.4 Stage 4 – Technical Scoring

			Stage 4 – Technical Scoring		
			To qualify to the next phase of adjudication a bidder must score a minimum of 75% (30/40)		
	Product Description	**Available Score**	**Points Allocation**	**Actual Score**	**Comments**
1			References: a) Customer name = 1 point b) Contact Person = 1 point c) Email = 0.5 point d) Telephone = 0.5 point		

	Product Description	Available Score	Points Allocation	Actual Score	Comments
**Stage 4 – Technical Scoring**				
**To qualify to the next phase of adjudication a bidder must score a minimum of 75% (30/40)**				
	Relevant Reference	27	e) Physical Address – 0.5 point f) Product – 2 point g) Service = 2 point h) Budget = 0.5 point i) Service in last 36 months = 1 point Total for references = maximum 9 points per reference (minimum 3 references required).		
2	Relevant Experience	2	Relevant Experience in similar nature: a) => 3 years = 2 points b) < 3years = 0 points		
3	Technical Features	8	a) The solution uses Artificial Intelligence and Machine Learning (2 points) b) The AI/ML Engine is standard and bidder has stated the name (1 point) c) The solution supports REST APIs (1 point) d) The solution supports SOAP APIs (1 point) e) The solution can integrate to SAP ECC using in-built APIs (1 point) f) The solution can integrate to Microsoft SharePoint using in-built APIs (1 point) g) The solution supports WEBP file formats as input. (1 point)		
4	Number of Users	2	a) The solution supports at least 1000 concurrent users for processing, exception indexing and quality assurance (1 point) b) The solution supports unlimited concurrent web based users (1 point1)		
	**TOTAL POINTS:**	**40**			

	Product Description	Available Score	Points Allocation		Actual Score	Comments

Stage 4 – Technical Scoring						
To qualify to the next phase of adjudication a bidder must score a minimum of 75% (30/40)						
	Product Description	**Available Score**	**Points Allocation**		**Actual Score**	**Comments**
Points required to proceed to the next level of adjudication:30/40 = 75%						
Overall Stage 4 Outcomes:		**Assessment Comments:**				

19.5 Stage 5: Adjudication of Bids

Bids will be adjudicated as set out below.

Stage 5 – Adjudication of Bids
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. 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. Acceptable bids must be market related. This bid is deemed not to exceed R50 million including VAT. Therefore, the 80/20 preference point system (PPPFA scoring) in terms of the Preferential Procurement Policy Framework Act, 2005 (PPPFA) and the Preferential Procurement Regulations, 2022 shall apply in the adjudication process of this auction where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:

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

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

Bid Evaluation Team Member	Sign Off	
	Signature	Date