



**REFERENCE: IEC/WC-01/2023**

**CLOSING DATE: 19 MAY 2023**

**ENQUIRIES**

**TECHNICAL SPECIFICATIONS: Tebogo Tivane/Mashaba Makamu**

**Tel: 012 622 5766/5700 or eMail: [tivanet@elections.org.za](mailto:tivanet@elections.org.za)/[makamum@elections.org.za](mailto:makamum@elections.org.za)**

**ADMINISTRATIVE ENQUIRIES: Mr Vincent Qwabe**

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

**TENDER IEC/WC-01/2023**

**SERVICE DESCRIPTION: OFFICE ACCOMMODATION FOR WESTERN CAPE PROVINCIAL OFFICE**

Kindly furnish the Electoral Commission with a bid for the office accommodation for Western Cape as per this tender document.

The conditions contained in the Electoral Commission's supply chain management (SCM) policy documents, preferential procurement policy documents and all other conditions stated in this tender, will apply to your submission.

This tender, as formulated, contains the relevant Electoral Commission's bid documents/forms that must be completed.

A tender briefing will be held at 11:00 on 12 May 2023 at the Electoral Commission's national office situated at:

**The Bridge, 1<sup>st</sup> Floor**

**Unit 4, 304 Durban Road**

**Belville, Cape Town**

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. Mashinini | Ms J.Y. Love | 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](mailto:info@elections.org.za) | [www.elections.org.za](http://www.elections.org.za)  
Tel (+27) 12 622 5700

**TENDER NUMBER: IEC/WC-01/2023**

**SERVICE DESCRIPTION: OFFICE ACCOMMODATION FOR WESTERN CAPE PROVINCIAL OFFICE**

**CLOSING TIME: 11:00**

**CLOSING DATE: 19 MAY 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 62**) 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/WC-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 SUBMISSIONS MUST BE SUBMITTED BY NO LATER THAN THE CLOSING DATE AND TIME IN THE TENDER BOX SITUATED AT:**

**The Bridge, 1<sup>st</sup> Floor**

**Unit 4, 304 Durban Road**

**Belville, Cape Town**

**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.

**CONTENTS OF THIS PAGE NOTED:**

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## **BACKGROUND**

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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.

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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>B-BBEE Status Level of Contributor</b>	<b>Number of Points 80/20</b>	<b>Number of Points 90/10</b>
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3

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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,

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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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**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*. \_\_\_\_\_

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12. Total number of years the company/firm has been in business:.....
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?
18. If yes, who issued the certificate?

YES		NO	
YES		NO	

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](http://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		

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In the case of subcontractors, where more than 25% of the work will be done by such subcontractor/s, each subcontractor must complete the tender questionnaire as well as the bidder's disclosure (SBD4).

Separate forms must be used in each case.

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

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An employer may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.

29.2 A declaration by the employer that it complies with the relevant Chapters of the EEA, which, when verified by the Director-General, is conclusive evidence of compliance.

30. Important: The EEA requirements stipulated in paragraphs 21.2, 27.1 and 27.2 will come into effect once the President has approved the Employment Equity Amendment Bill (B14 – 2022).
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
<b>Total % of Work to be Sub-contracted*</b>	..... %

SIGNATURE OF BIDDER: .....

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

DATE: .....

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**FINANCIAL INFORMATION**

33. What is the company's annual average turnover during the previous three financial years or such lesser period during which the business has been operating?

Financial Year (e.g. 2021, 2022, 2023)	Annual Turnover	Gross Asset Value	Net Asset Value
	R	R	R
	R	R	R
	R	R	R
	R	R	R

34. Please provide the following figures in respect of the most recent audited financial statements:  
Figures are provided for the audited financial statement of ..... (State Year)

- 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 interest<sup>1</sup> 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 interest<sup>1</sup> 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
-----	----

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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2.3.1 If so, furnish particulars:

.....

### 3. POPIA Consent

#### 3.1 Consent to Process Information According to the Protection of Personal Information Act (POPI Act) - POPIA

- a) By participating in tenders of the Electoral Commission a bidder gives consent and accepts that the information they provide will be used for purposes of evaluation and adjudication of bids. This includes use of the data provided by a bidder to perform due diligence checks involving the collection of personal data from third parties (e.g. clients of the bidder(s), SARS, CIPS) to validate claims and to gather important information for the purpose of evaluation and adjudication of this bid. This may include the collection of publicly available data.
- b) By participating in the bid the bidder gives consent and accepts that the Electoral Commission may use personal data to investigate potential risk such as fronting, criminal conduct, unethical conduct for the protection of its rights and for the purpose of evaluation and adjudication of this bid. The Electoral Commission may also share personal data with relevant authorities for investigation of criminal conduct and for other lawful purpose.
- c) The bidder accepts that the Electoral Commission may share their personal data with third parties to support its internal and external audit processes.
- d) The bidder acknowledges that their personal data will be kept confidential and will be used for the purpose intended for a bid and will not be shared with third parties for unrelated or unlawful purposes. In addition, the information will be handled in line with record retention guidelines and be disposed of when the timelines in the guidelines have been reached. Any request for deletion of personal information will be acceded to in line with legislative requirements. Should such deletion impact on the evaluation, adjudication, awarding and contract phases a bidder will be informed and such impact effected.

### 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.

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- 4.2 I understand that the accompanying bid will be disqualified if this disclosure and or declaration is found not to be true and complete in every respect.
- 4.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> 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.

<sup>2</sup> 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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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 stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices including VAT and on the terms regarding time for delivery and/or execution inserted therein.
5. I agree that:
  - a) the offer herein shall remain binding upon me/us and open for acceptance by the Electoral Commission during the validity period indicated and calculated from the closing time of the tender;
  - b) this tender and its acceptance shall be subject to the terms and conditions contained in the general tender conditions of the Electoral Commission with which I am/we are fully acquainted;
  - c) I/we agree that my/our bid shall be valid for a period of 180 days; and
  - d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid.
6. I furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract/service level agreement and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
7. I hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
8. I agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgement which may be pronounced against me/us by a court of law as a result of such action.
9. Confirmation is granted that SARS may, on an ongoing basis during the contract term, disclose my/our (including that of subcontractors, partners and undisclosed principals) tax compliance status to the Electoral Commission for purposes of verifying my/our tax compliance status with SARS.
10. Notice has been taken of the tender document including all the relevant forms and the General Tender Conditions contained in this tender document, the content of which is understood.
11. It is confirmed that the required tender forms have been completed in full and signed.

.....  
Name and Surname in Print

.....  
Signature

.....  
Position

.....  
Name of Bidder (Bidding Entity)

Date.....

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## PENALTIES

### 1. PENALTIES AS PER THE Preferential Procurement Regulations, 2022

If the Electoral Commission is of the view that a 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.

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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.

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Bids that qualify for bid evaluation purpose shall be subjected to the bid evaluation criteria as set out in the bid specifications.

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

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/WC-01/2023**

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## 1. BACKGROUND

In order to discharge its constitutional mandate, the Electoral Commission leases office accommodation at The Bridge, Unit 4, 304 Durban Road, Bellville, Cape Town for its Western Cape Provincial Office.

Since the lease agreement for that office space is reaching its maturity, the Electoral Commission needs to embark on a competitive bid process to acquire office space for the Western Cape Provincial Office and therefore invites interested service providers to submit their bid proposals in response to the bid requirements.

The office accommodation must be located in the Northern Suburbs, north of the N1 main arterial, in one of the following areas:

- **Bloemhof**
- **Bo Oakdale**
- **Century City**
- **De Bron**
- **Durbanville**
- **Platteklouf**
- **Rosenpark**
- **Tyger Business Park**
- **Tyger Valley**
- **Tyger Waterfront**

Only ready-built office space or existing structures that can be easily adapted to the required specifications will be accepted and considered. Bid proposals in respect of green-field projects, that is structures that are still to be built on open land, are not suitable and will not be considered.

## 2. BID REQUIREMENTS

- 2.1 The bidders are required to submit their comprehensive company profile that describes the nature of the building and the normal business activities of the prospective landlord with the details of track record relating to the leasing of premises.
- 2.2 The bidders must submit their **written** bid proposals which sufficiently address the office space requirements, as indicated in the **General and Detailed Specifications** stipulated herein (Section 3) and must include a floor plan of the proposed site.
- 2.3 In addition to the above, the bidders are required to submit information as indicated in Section 3.10 (lease agreement) and Section 4 (rental and cost schedules) of the bid specifications.
- 2.4 The information received will be used in the bid evaluation and adjudication stages which includes a site inspection and due diligence audit. The Electoral Commission will not request additional information for the evaluation purposes in the event of the bidder's failure to include essential material. The bid proposals will be evaluated as they were submitted.
- 2.5 The Electoral Commission does, however, reserve the right to verify the information it has been provided with. If the information received is found to be factually incorrect,

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misrepresented, the bidder's bid proposal may be disqualified. The bid evaluation committee may, therefore, request clarification on certain aspects should it be deemed necessary but will not add information that was originally omitted.

- 2.6 Where consortiums or joint ventures submit a bid response or where subcontractors are included in the response, full details must be provided of all the partners/participants and their letters of agreement of all the partners should be included with the bid submission. The approved service provider(s) shall be obliged to inform the Electoral Commission about all the changes of nominated partners/participants during the course of the contract and the Electoral Commission reserves the right to cancel the contract should the Electoral Commission consider any of the changes as operationally or materially significant.

**Note:** Where specific written submissions are called for in this bid, they must be provided. All such submissions will be used in the evaluation and adjudication stages of the bid. Failure to submit the correct written documentation and/or evidence may therefore lead to disqualification of a bid proposal.

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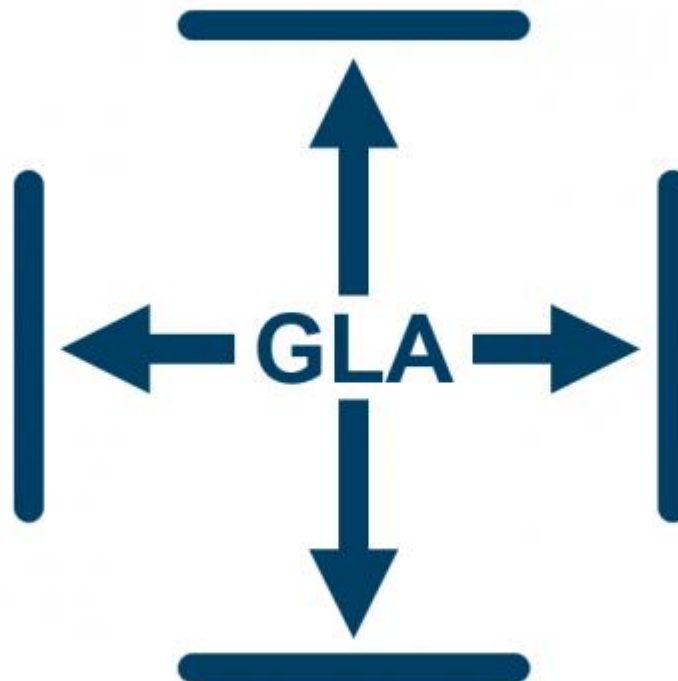
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### 3. GENERAL SPECIFICATIONS

#### 3.1 Objectives

The Electoral Commission therefore desires to lease office space for its provincial office which is accessible and can meet its operational requirements. The activities performed at the provincial office requires the use of day to day office space and parking facilities.

Based on the Electoral Commission's needs determination and space planning assessment guidelines to ensure operational functionality at a provincial level, the required office space Gross Lettable (Rentable) Area (GLA) as provided for by the South African Property Owners Association (SAPOA) should be 942m<sup>2</sup>, with a 5% tolerance for smaller facilities (895m<sup>2</sup>) and a 15% tolerance for larger facilities (1083m<sup>2</sup>). The Usable Area in excess of the requirement will not be paid by the Electoral Commission. SAPOA "Method of Measuring Floor Areas" will be used to determine Gross Rentable Area for costing purposes.



Gross Lettable Area is more commonly known in commercial real estate (CRE) terms by its abbreviation GLA. It is generally comprised of office, office space, factory, or shops. This is the space that a commercial property landlord bases his/her rent and expense charges to a tenant on. It is normally expressed in m<sup>2</sup>.

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The Electoral Commission is cognizant of the fact that challenges may arise where commercial options available for rent may fall outside the permissible variances as set out above. In such cases, the Electoral Commission reserves the right to give preference to the specified parameters but may also exercise discretion in considering office accommodation that does not exactly meet these parameters or basic requirements. In such instances, the Electoral Commission may decide to negotiate with bidders in order to find and agree on the best possible solution.

- 3.1.1 The office space Gross Lettable (Rentable) Area (GLA) should be 942m<sup>2</sup> excluding any mezzanine flooring, with a 5% tolerance for smaller facilities (895m<sup>2</sup>) and a 15% tolerance for larger facilities (1083m<sup>2</sup>).
- 3.1.2 Only Grades A+ or A buildings will be accepted. Proof of grading and municipal zoning of property must be submitted. The bidder must attach a valid valuation report to confirm the grading of the building and a copy of the zoning certificate.
- 3.1.3 The office space must provide for the following:
  - 3.1.3.1 The office space must be located in the Northern Suburbs, north of the N1 main arterial, in one of the following areas:
    - Bloemhof
    - Bo Oakdale
    - Century City
    - De Bron
    - Durbanville
    - Platteklouf
    - Rosenpark
    - Tyger Business Park
    - Tyger Valley
    - Tyger Waterfront
  - 3.1.3.2 The exact address of the proposed office space must be provided by the bidder in their written proposal.
  - 3.1.3.3 The office space must be accessible to and from main transport arteries and other main roads, not more than 8 km to the N1 main arterial.
  - 3.1.3.4 The building must be an existing office space facility and the building structure must be in good condition and ready for occupation. The building facility must adapt and suit the operational requirements of the Electoral Commission. That cost will be carried by the landlord.
  - 3.1.3.5 The office accommodation must allow for the corporate image of the Electoral Commission to be enhanced in line with its mandate and with an appearance that is aesthetically acceptable to the organisation. The Electoral Commission reserves the right to inspect any proposed building.

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- 3.1.3.6 The proposed building must provide for a discernible separation of the office space for the exclusive use by the Electoral Commission's Western Cape Provincial Office. There should be no sharing of office space with other tenants.
- 3.1.3.7 The bid proposal must be accompanied by recent photographs of the facility that is being offered and should have a detailed floor plan.
- 3.1.3.8 The office space must have reasonable access for people living with disabilities.
- 3.1.3.9 The office accommodation must comply with the National Building Regulations and Standards Act (Act 103 of 1977) and the Occupational Health and Safety Act (Act 85 of 1993), as amended.
- 3.1.3.10 The office space will be configured, in consultation with the Western Cape Provincial Office, to provide for dedicated offices. The office space will also be required to provide, as a minimum, for the following lockable rooms:
- 1 x Server room (min 12m<sup>2</sup>)
  - 1 x Storage room (min 20m<sup>2</sup>)
  - 1 x Supplies room (min 15m<sup>2</sup>)
  - 1 x Filing room (min 20m<sup>2</sup>)
  - 2 x Equipment rooms (min 10m<sup>2</sup> each)
  - 1 x Cleaner's room (min 6m<sup>2</sup>)
- 3.1.3.11 The office space must have an approximately 80m<sup>2</sup> space for the establishment of a training room facility with raised access flooring for ICT and electrical cabling and 25 panels with red and white power and 2 x network cabling points each. Remaining floor to ceiling height of the room after installation of the raised flooring must be a minimum of 2.4m. The room must have soundproof panels which can split into two rooms. Air conditioning and windows must be aligned to accommodate the splitting of the training room.
- 3.1.3.12 The office space must have an approximately 90m<sup>2</sup> conference room facility with no pillars obstructing the view of occupants.
- 3.1.3.13 The office space must have a minimum 12 m<sup>2</sup> lockable and secure IT server room for IT equipment situated away from outside walls with dedicated server room air conditioning. Raised access flooring with 6 panels each, 5 red plugs and ducting for cabling to offices plus 2 white plugs for general use. The server room must be brick walls with no window and fitted with a strong room door.
- 3.1.3.14 The specified storage, supplies and filing rooms must provide for secure storage with cylinder locking systems.
- 3.1.3.15 The two (2) equipment rooms must be lockable and provide for sufficient power points for a photocopier and network printer each.

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- 3.1.3.16 The reception area must be a minimum of 30m<sup>2</sup> and must be open plan with adequate space for a reception counter/desk, security desk and reception/waiting area furniture.
- 3.1.3.17 The reception area must be separate from the remaining office space with access to the offices controlled through access doors.
- 3.1.3.18 A cleaner's room needs to be provided with a drip sink, hot and cold water taps and shelves and sufficient cross ventilation, preferably by means of an outside window.
- 3.1.3.19 The office space must have sufficient ventilation.
- 3.1.3.20 The illumination of the office space must comply with the minimum requirements of the National Building Regulations and cater for energy saving functionality.
- 3.1.3.21 The office space must have adequate lighting that is conducive to a working environment and must be mounted from the ceiling of the building (150 lux). Energy saving lights (LED) must be installed.
- 3.1.3.22 The finishing of the office space must be preferably noise absorbing tiled/vinyl flooring on public areas, industrial carpeting in office and soundproofed walls and ceilings which are easy to maintain.
- 3.1.3.23 Dry-walling must have adequate noise reduction capabilities.
- 3.1.3.24 All windows need to be in good working condition and be fitted with blinds.
- 3.1.3.25 The general width of passages must be a minimum of 1.5m.
- 3.1.3.26 The clear floor to ceiling height needs to be as close as possible to 2.7m and maintained throughout the building.
- 3.1.3.27 The conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in the open plan work areas and office space.
- 3.1.3.28 Depending on the layout of the building and National Building Regulations, adequate lifts must be made available to staff members to access the office work area. The lifts must be user friendly to people living with disabilities.
- 3.1.3.29 The lifts must be in good working condition for the entire contractual lease agreement period. The Electoral Commission reserves the right to request an inspection certificate before occupation of the office space.
- 3.1.3.30 A minimum of two (2) keys need to be provided in respect of all office door locks and two (2) master keys which can unlock all doors.
- 3.1.3.31 Ablution facilities for males must at a minimum consist of the following:
  - 4 x urinals

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- 4 x WC (water closets)
- 4 x Hand wash basin

3.1.3.32 Ablution facilities for females must at a minimum consist of the following:

- 4 x WC (water closets)
- 4 x Hand wash basins

3.1.3.33 The office space must provide for at least one (1) ablution facility for physically disabled persons and needs to be in acceptable norms and standards with the minimum internal dimensions of 1.7m by 1.8m. The facility will serve as a dual gender ablution facility for physically disabled persons.

3.1.3.34 The bidders are encouraged to include in their written bid proposal the provision of an additional gender neutral ablution facility.

3.1.3.35 The ablution facilities must be fitted with extraction fans.

3.1.3.36 The ablution facilities must cater for at least one shower and change room each for males and females.

3.1.3.37 At least thirty (30) safe basement/under cover parking bays for staff and pool vehicles and eight (8) dedicated open or covered visitors parking.

3.1.3.38 Outside and Basement/Parking area lighting must be sufficient to provide for safe and secure parking.

3.1.3.39 Separate kitchen facility with sink, cold and hot water taps, adequate space for a single large fridge and microwave oven. Built in cupboards, utility storage space and counter space of at least 2 metres are also required.

3.1.3.40 The kitchen must be fitted with hydro-boiler for constant supply of hot water.

3.1.3.41 The kitchen must have power points to accommodate a fridge, microwave oven, kettle/toaster/urn.

3.1.3.42 The kitchen layout and design must provide for a network point or allow for a network point to be installed.

3.1.3.43 Adequate air conditioning must be provided in all office spaces, including server room and maintenance/operational rooms.

3.1.3.44 Individual air conditioning units for each office/area, preferably, energy saving units (Variable Refrigerant Flow : VRF). Air-conditioning must comply with SANS 1125 (SABS 1125). The bidder must indicate the type of air conditioning, existing or to be installed.

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- 3.1.3.45 Proof of an air conditioning maintenance contract must be provided at the time of site handover. The maintenance contract must be in place for the duration of the lease agreement.
- 3.1.3.46 New installations of air conditioning units will require the provision of installation certificates for the new units.
- 3.1.3.47 The electrical reticulation system at the office space must adequately meet the Electoral Commission's operational requirements. The office space must have a stable power supply for lighting and the utilisation of electronic equipment such as computers, photocopiers, printers, microwaves, fridges, and other electronic goods and appliances.
- 3.1.3.48 SANS 164 plugs and sockets outlets must be used with at least two (2) red and white power outlets per office or working area.
- 3.1.3.49 A separate electrical meter must be provided.
- 3.1.3.50 In addition to the requirement of stable and adequate power, the bid requires that the office space should be equipped with a generator capable to generate approximately 250 KVA. The bidder will be responsible for maintenance of the generator as it is deemed to be a fixture to the building. Diesel provision is the responsibility of the landlord. The power generator should supply power to lights, red and white wall sockets as well as the ICT server room air conditioner.
- 3.1.3.51 The emergency power supply unit (generator) must be able to run for a minimum of 24 hours before having to be refueled. The bidder must provide an indication of how long (duration) the emergency power supply unit can provide emergency power to the standard equipment mentioned above.
- 3.1.3.52 The bidders are further encouraged to provide alternative energy solutions that will ensure cost efficient and environmentally friendly power supply to the offices in addition to the provision of a generator.
- 3.1.3.53 The bidder must provide good quality plastic/steel tanks (minimum on one 5 000 liter tank) with pressure pumps as a water backup supply and must be connected to a power back-up system (generator). Alternatively, an acceptable proposed solution that provides for uninterrupted water supply. All water supply must comply with SANS 1252.
- 3.1.3.54 The bidders are encouraged to provide water and waste management solutions that are cost efficient, environmentally friendly and sustainable.
- 3.1.3.55 The bidder/landlord must allow for fibre connection from the host provider to the building and offices.
- 3.1.3.56 Adequate trunking and communication service shafts for network communication infrastructure must be provided.

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- 3.1.3.57 The perimeter of the premises must be adequately secured to ensure no unauthorized access from outside.
- 3.1.3.58 The entire outside perimeter of the office space must have adequate lighting (or provision must be made).
- 3.1.3.59 The bidder must in agreement with the Electoral Commission allow to install a security monitoring and alarm system with armed response to the specifications of the Electoral Commission's Security Department.
- 3.1.3.60 The bidder must ensure that there are burglar bars on all the windows and pedestrian doors.
- 3.1.3.61 The office space floors must have a minimum load capacity of 350 kilograms per square meter (kgm<sup>2</sup>) to cater for safes, filing systems/cabinets and network equipment.
- 3.1.3.62 The office space must be fitted with adequate fire protection and suppression systems, for example, fire extinguishers and hose reel systems as well as fire doors and fire escape stairways (where necessary) as regulated by the Occupational Health and Safety Act (OHSA).
- 3.1.3.63 Accommodation must be in compliance with the National Building Regulations, SANS 10040 as amended and Local Municipal Fire Legislation Regulations with the minimum requirement being that the smoke detection system to be fitted must be able to connect to a security control room. All fire equipment needs to be provided and maintained by the landlord as part of the lease agreement. Fire protection equipment to be installed should be in compliance with SANS 1400-T.
- 3.1.3.64 Double knock gas fire suppression protection system for the ICT server room which is safe for human consumption. Stage one alarm only and stage two gas release and alarm. Installation must be serviced once a year.
- 3.1.3.65 The building must have a guard room with access to ablution facilities for a security guard. Guards should not have direct access to the main office space. The guard room must have sufficient lighting and minimum of four (4) plug points (220v power supply).
- 3.1.3.66 In a situation where the office space is in a complex, the bidder must ensure that the gate into the complex is manned by a security guard/s, which entails that security services must be applied on a proportionate basis (cost for shared security when the offered office space facility forms part of a business park). The bidder must describe the security set-up of the complex as part of the bid proposal. There must be proof of evidence of access control at the gate (recording of movement of vehicles and people in and out of the complex).
- 3.1.3.67 The bidders should a detailed project plan with their proposals and projections on the respective phases and actions to prepare the building for occupancy as part of their bid proposal

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- 3.1.3.68 The preparations of office space will be in consultation with the Electoral Commission's Western Cape Provincial Office to ensure compliance with the bid specifications.
- 3.1.3.69 The Electoral Commission will need one month of beneficiary occupation at no cost to allow for ICT installation, cabling and security installation. All the work preparations must have been completed on the date of beneficiary occupation.
- 3.1.3.70 The beneficiary occupation should commence on the 1<sup>st</sup> August 2023 whilst the date for the commencement of the lease agreement to be on the 1<sup>st</sup> September 2023, dependent on the finalisation and conclusion of the bidding process.
- 3.1.3.71 Tenant Installation Allowance will be calculated on a rate per square meter of the usable area (less that rentable area) or rentable area.

## 3.2 Detailed Specifications

The Electoral Commission requires office space that can meet its operational requirements and must be located ***within one of the designated areas as specified in paragraph 3.1.3.1.*** The requirements are stipulated in the "Detailed Specification Table" shown below.

Please note that the office space that is less than 895m<sup>2</sup> (5% of 942m<sup>2</sup>) or larger than 1083m<sup>2</sup> (15% of 942m<sup>2</sup>) may not be operationally suitable for the office requirements.

The bidders are required to reply to each requirement provided for in the schedule below by marking a "YES" or "NO". Additional information regarding these specific requirements should be provided in the written proposal and bidders are required to provide comments where necessary in the detail specification below (Item 3.2.1).

Completion of the detail specification below is compulsory. Failure to comply will lead to disqualification of the bid proposal. The ability or stated inability to provide for the necessary minimum requirements will be used in the bid evaluation stages.

### 3.2.1 Detailed Specification Table – Western Cape Provincial Office space

ITEM #	AREA/REQUIREMENTS	CRITERIA AND REQUIREMENTS	BID CONFORMS TO REQUIREMENTS		COMMENTS
1	Location	The office accommodation must be located in the Northern Suburbs,	YES	NO	

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ITEM #	AREA/REQUIREMENTS	CRITERIA AND REQUIREMENTS	BID CONFORMS TO REQUIREMENTS		COMMENTS
		<p>north of the N1 main arterial, in one of the following areas:</p> <ul style="list-style-type: none"> <li>• Bloemhof</li> <li>• Bo Oakdale</li> <li>• Century City</li> <li>• De Bron</li> <li>• Durbanville</li> <li>• Platteklouf</li> <li>• Rosenpark</li> <li>• Tyger Business Park</li> <li>• Tyger Valley</li> <li>• Tyger Waterfront</li> </ul> <p><i>[Exact address of the office space on offer must be provided by the bidder in the written submission]</i></p>			
2	Condition of Building	<p>Existing office space is in good condition and ready for occupation.</p> <p><i>[Dilapidated buildings will not be accepted]</i></p>	YES	NO	
		<p>The building will enhance the corporate image of the Electoral Commission in line with its mandate, with an appearance that is aesthetically pleasing.</p> <p><i>[Electoral Commission reserves the right to inspect the proposed</i></p>	YES	NO	

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ITEM #	AREA/REQUIREMENTS	CRITERIA AND REQUIREMENTS	BID CONFORMS TO REQUIREMENTS		COMMENTS
		<i>building]</i>			
		The bid proposal is accompanied by recent photographs of the facility being offered and a detailed floor plan.	YES	NO	
		Office space (building) appropriately zoned for commercial/office use. <i>[Copy of Zoning Certificate submitted]</i>	YES	NO	
		Is the building Grade A+ or A? <i>[Proof of recent property valuation confirming the grading of the building must be attached]</i>	YES	NO	
		The office space must have sufficient ventilation.	YES	NO	
		The office accommodation complies with the National Building Regulations and Standards Act) and the Occupational Health and Safety Act, as amended.	YES	NO	
		The proposed building provides for a discernible separation of the office space for the exclusive use by the Electoral	YES	NO	

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ITEM #	AREA/REQUIREMENTS	CRITERIA AND REQUIREMENTS	BID CONFORMS TO REQUIREMENTS		COMMENTS
		Commission. The office space is not shared with other tenants.			
3	Size	The Gross Lettable Area (GLA) is in the order of 942m <sup>2</sup> excluding any mezzanine flooring. A 5% tolerance for facilities smaller than 942m <sup>2</sup> and a 15% tolerance for an office larger than 942m <sup>2</sup> applies. Any office space falling outside of the tolerance range of 895m <sup>2</sup> up to 1083m <sup>2</sup> may not be suitable for the purposes of this bid. <i>[Exact size of facilities offered to be provided in written submission]</i>	YES	NO	
		If not, state the size of the office space on offer.	_____ m <sup>2</sup>		
4	Accessibility	The proposed office space is easily accessible from public transport and main roads, <i>i.e. be accessible to and from main transport arteries and other main roads</i>	YES	NO	
		The proposed office space is accessible for persons with disabilities.	YES	NO	

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ITEM #	AREA/REQUIREMENTS	CRITERIA AND REQUIREMENTS	BID CONFORMS TO REQUIREMENTS		COMMENTS
5	Office Space (Size of space on offer should be stated in the written proposal)	The office space will provide, as a minimum, the following dedicated rooms: <ul style="list-style-type: none"> <li>○ 1 x Training room/centre (min 80m<sup>2</sup>)</li> <li>○ 1 x Boardroom (min 90m<sup>2</sup>)</li> <li>○ 1 x Server room (min 12m<sup>2</sup>)</li> <li>○ 1 x Storage room (min 20m<sup>2</sup>)</li> <li>○ 1 x Supplies room (min 15m<sup>2</sup>)</li> <li>○ 1 x Filing room (min 20m<sup>2</sup>)</li> <li>○ 2 x Equipment room (min 10m<sup>2</sup> each)</li> <li>○ 1 x Cleaners room (min 6m<sup>2</sup>)</li> </ul>	YES	NO	
		The office space provides for an open plan reception area of at least 30 m <sup>2</sup> to accommodate the reception desk, security desk and waiting area furniture.	YES	NO	
		The reception area is separate from the remaining office space with access to the offices controlled through access doors.	YES	NO	
		Windows are in good working order and will be fitted with blinds.	YES	NO	
		The clear floor to ceiling height is as close as possible to 2.7m.	YES	NO	

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ITEM #	AREA/REQUIREMENTS	CRITERIA AND REQUIREMENTS	BID CONFORMS TO REQUIREMENTS		COMMENTS
		General width of passages is a minimum of 1.5m.	YES	NO	
		The office space must have sufficient ablution facilities which include separate male, female and disabled ablution facilities as specified in <i>Section 3, Items 3.1.3.31 – 3.1.3.36</i>	YES	NO	
6	Kitchen	The office is equipped with a kitchen and has built-in cupboards for the storage of kitchen utensils and utility storage space.	YES	NO	
		The kitchen has adequate space for a fridge and microwave.	YES	NO	
		The kitchen has a sink with cold and hot water taps.	YES	NO	
		Kitchen has counter space of at least 2 metres.	YES	NO	
		Kitchen has sufficient power points to accommodate appliances.	YES	NO	
		Is the kitchen fitted with hydro boiler?	YES	NO	
7	Air Conditioning	There will be adequate air conditioning for work station areas, server room and operational areas.	YES	NO	
		Is the office space equipped with individual units?	YES	NO	

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ITEM #	AREA/REQUIREMENTS	CRITERIA AND REQUIREMENTS	BID CONFORMS TO REQUIREMENTS		COMMENTS
		Proof of air conditioning maintenance contract will be provided at the time of site handover?	YES	NO	
		Installation certificates will be provided for all new air conditioning installations?	YES	NO	
		Is the office equipped with energy saving Variable Refrigerant Flow?	YES	NO	
8	Network Infrastructure	Adequate trunking and communication service shafts for network communication will be provided.	YES	NO	
	Fibre Connectivity	Electoral Commission will be allowed fibre connectivity from host provider to building/offices.	YES	NO	
9	Lighting and Electricity	Lighting will be adequate and conducive to a good working environment.	YES	NO	
		The office space will be fitted with energy saving lights (LED's).	YES	NO	
		The outside of the office space must have sufficient lighting to illuminate the entire outside area, parkings and basement to ensure adequate safety	YES	NO	

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ITEM #	AREA/REQUIREMENTS	CRITERIA AND REQUIREMENTS	BID CONFORMS TO REQUIREMENTS		COMMENTS
		and security.			
		The electrical reticulation system provides stable power supply for lighting and the utilisation of electronic equipment such as computers, photocopiers, printers, microwaves, fridges, air conditioners and other electronic goods and appliances.	YES	NO	
		The office space provides for SANS 164 plugs and socket outlets with at least two (2) red and white power outlets per office or working area.	YES	NO	
		The office space will be equipped with a generator with the capacity to generate approximately 250 KVA.	YES	NO	
		The emergency power supply unit (generator) must be able to run for a minimum of 24 hours before having to be refueled.	YES	NO	
		If fully fuelled, the supplied generator is able to provide sufficient power for a duration of	_____ Hours		

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ITEM #	AREA/REQUIREMENTS	CRITERIA AND REQUIREMENTS	BID CONFORMS TO REQUIREMENTS		COMMENTS
		approximately:			
		Does the office space offer a separate electrical meter box to the Electoral Commission?	YES	NO	
10	Safety and Security	The proposed office space will be fitted with sufficient fire protection and suppression systems that comply with the Occupational Health and Safety Act (OHSA).	YES	NO	
		There will be burglar bars on the windows and entrance/exit doors and the perimeter will be adequately secured to ensure no unauthorised access from outside.	YES	NO	
		The office space floors have a minimum load capacity of 350kgm <sup>2</sup> .	YES	NO	
		Bidder agrees to allow the Electoral Commission to install a security monitoring and alarm system.	YES	NO	
		The building has a guard room with ablution facilities for a security guard. Guards will not have direct access to the main	YES	NO	

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ITEM #	AREA/REQUIREMENTS	CRITERIA AND REQUIREMENTS	BID CONFORMS TO REQUIREMENTS		COMMENTS
		office space. The guard room has sufficient lighting and minimum of four (4) plug points (220v power supply).			
		<p>If the office space forms part of a complex, the bidder has ensured that the gate into the complex is to be manned by a security guard/s (The cost for security services shared when the offered office space form part of a business park) Sections 3.1.4.65 and 5.2</p> <p>There must be evidence of access control at the gate (recording of vehicles and people moving in and out of the complex).</p>	YES	NO	
11	Parking	There are no less than thirty (30) safe and secure basement /covered parking dedicated for use by staff and pool vehicles and eight (8) dedicated parking bays open for visitors.	YES	NO	
12	Availability	One (1) month's beneficiary occupation will be provided and will commence on 1 August 2023 (all construction work to be completed).	YES	NO	

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ITEM #	AREA/REQUIREMENTS	CRITERIA AND REQUIREMENTS	BID CONFORMS TO REQUIREMENTS		COMMENTS
13	Tenant Allowance	Is there a tenant's allowance associated with the lease of the building? (If yes, please confirm the value and terms and conditions for usage thereof in (section 5.7)	YES	NO	
14	Water	Will the office space be equipped with at least 1 x 5 000 liter (or equivalent capacity) plastic/steel tank/s with pressure pumps connected to back-up power supply (generator) or is an alternative solution provided to allow for continuous water supply? All water supply must comply with SANS 1252.	YES	NO	

### 3.3 Duration of the Contract

3.3.1 The duration of the lease agreement will be for a period of nine (9) years.

3.3.2 The contract may be extended at the sole discretion of the Electoral Commission, subject to any statutory requirements imposed by inter alia National Treasury at the time of considering such extension (if applicable).

### 3.4 Documentation for Payment

Invoices and statements shall be submitted on a monthly basis by the landlord for payment purposes. The invoices submitted should reflect a clear breakdown of costs as follows;

- Rental amount
- Operating cost
- Electricity charge

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- Water charge
- Refuse removal charge

### 3.5 Exclusivity of Contract

The successful bidder will be considered as the “Preferred Supplier” and will not have exclusive rights to the decisions made by the Electoral Commission. It remains the right of the Electoral Commission to lease additional premises from alternative bidders as and when deemed necessary for the continuity of effective operations.

### 3.6 Lien

- 3.6.1 The service provider will accept an agreement whereby it shall waive any lien, hypothec or other right of retention or security that it may have over any materials or equipment to be kept at the office.
- 3.6.2 The Electoral Commission is and, therefore, shall remain the owners of all goods located at the office space and as such, the Electoral Commission shall be entitled to enforce any rights that it may have in law, arising out of its ownership of the goods.

### 3.7 Security and Integrity Requirements

The bidder(s) may be subjected to security vetting requirements at the discretion of the Electoral Commission prior to the award of a contract.

### 3.8 Confidentiality and Security During the Contract

- 3.8.1 No information or private knowledge gained by the service provider or its agents during the contractual period may be divulged to external parties.
- 3.8.2 Any requests received for such information must be directed to the Information Officer of the Electoral Commission.
- 3.8.3 No materials or equipment belonging to the Electoral Commission may be removed from the office space by the service provider or its agents during the course of the contract without the required approval of the Electoral Commission.

### 3.9 Conclusion of Lease Agreement

The award of a contract will be subject to the successful conclusion of a lease agreement between the Electoral Commission and the successful service provider.

- The lease agreement shall formalise the lease requirements and contractual obligations.
- The lease agreement shall conform to the specifications, terms and conditions of the bid invitation.

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### 3.10 Proposed Lease Agreement

3.10.1 For the purposes of fair and standardised property administration the Electoral Commission proposes that bidders should consider the Electoral Commission's generic lease agreement as provided on the Electoral Commission's website.

3.10.2 If the generic lease agreement is considered unsuitable, the bidders are requested to submit their draft proposed lease agreement, if available, for consideration by the Electoral Commission at its sole discretion.

## 4. PRICING SCHEDULE

Failure to comprehensively complete the pricing schedules below will invalidate the bid proposal.

The bidders are not allowed to substitute the pricing schedule. Additional cost calculations may be submitted in a separate page supporting the compulsory pricing schedule below.

### 4.1 Rental and Costs

The bidders are required to submit details of the rental charges for the the first twelve (12) months of the contractual period, indicating the annual escalations over a period of nine (9) years as well as any other incidental costs and/or external factors that may impact on the rental and/or incidental costs.

All prices quoted must be VAT inclusive.

### 4.2 Rental Schedule

ITEM	OFFERED	RATE PER UNIT (Including VAT)	TOTAL MONTHLY COST (Including VAT)
Gross Lettable (Rentable) Area, excluding any	.....m <sup>2</sup>	R.....	R .....
Parking Under Cover	.....Bay(s)	R.....	R .....
Parking for Visitors	.....Bay(s)	R.....	R .....
<b>TOTAL MONTHLY RENTAL Inclusive of VAT</b>			R .....
<b>Incidental Monthly Costs:</b>			
Security Services on a Proportionate Basis		R.....	R .....

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ITEM	OFFERED	RATE PER UNIT (Including VAT)	TOTAL MONTHLY COST (Including VAT)
(The cost for security services for shared security when the offered offices form part of a business park.)			
* Garden Services [if applicable to offered property] (* See Note below)		R.....	R .....
<b>TOTAL MONTHLY INCIDENTAL COSTS Inclusive of VAT</b>			R .....

\* The Electoral Commission has the sole discretion to either accept or decline the incidental services as stipulated above.

<b>Other costs:</b> (Excluding Municipal Rates and Other Cost such as Refuse Removal in 5.2)			
<b>a.</b>		R.....	R .....
<b>b.</b>		R.....	R .....
<b>c.</b>		R.....	R .....
<b>TOTAL MONTHLY OTHER COSTS Inclusive of VAT</b>			R .....
<b>TOTAL MONTHLY RENTAL, INCIDENTAL AND OTHER COSTS (Inclusive of VAT)</b>			R .....

#### 4.3 Expected Municipal Services (e.g. water and electricity consumption costs, sewerage, refuse removal)

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SERVICES DESCRIPTION	EXPECTED MONTHLY COSTS Including VAT
a.	R .....
b.	R .....
c.	R .....
d.	R .....
<b>TOTAL</b> (Do <b>not</b> include "Incidental Monthly Costs" amount provided in schedule 4.2 – "Rental Schedule" above.)	R ..... Including VAT

Note: Insurance costs as well as property rates and taxes are for the bidder's account and should NOT be included in the above costs.

#### 4.4 Availability of Facility Offered

Facility offered will be available for a period of nine (9) years:

(Please mark "Yes" or "No" as applicable)

YES	NO
-----	----

#### 4.5 Liability and Property Insurance

Facility offered covered for both liability and property insurance payable by the bidder - proof thereof provided.

(Please mark "Yes" or "No" as applicable)

YES	NO
-----	----

#### 4.6 Escalation Factor

Escalation factor over the contract period being nine (9) years:

..... % per year

#### 4.7 Tenant Allowance

Tenant allowance over the contract period being nine (9) years:

R .....

**Notes:**

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4.7.1 Terms and conditions of the tenant allowance must be clearly addressed in the written proposal (Refer to section 3.1.5.71).

## 5. CHECKLIST

The following checklist is provided for the convenience of the bidder. It remains the responsibility of the bidder to read the bid document thoroughly and to respond correctly to all instructions and requests therein.

BID RESPONSES MUST INCLUDE THE FOLLOWING (REFER ALSO TO SECTION 2 AND SECTION 3 OF THE SPECIFICATIONS):

- COMPREHENSIVE COMPANY PROFILE AS REQUIRED IN SECTION 2.1
- DETAILS OF CONSORTIUMS / PARTNERS AS REQUIRED IN SECTION 2.6
- PROOF OF GRADING AND MUNICIPAL ZONING – VALUATION REPORT AND COPY OF ZONING CERTIFICATE IN SECTION 3.1, ITEM 3.1.2
- RECENT PHOTOGRAPHS OF THE FACILITY BEING OFFERED AND DETAILED FLOOR PLAN IN SECTION 3.1, ITEM 3.1.5.7
- PROPOSED LEASE AGREEMENT AS REQUIRED IN SECTION 3.10 – IF AVAILABLE
- COMPLETE AND RETURN DETAILED SPECIFICATION TABLE (SECTION 3.2)
- DETAILED PROJECT PLAN AS DESCRIBED IN SECTION 3.1, ITEM 3.1.5.67
- WRITTEN SUBMISSION IN WHICH THE FOLLOWING ASPECTS AMONGST OTHERS ARE TO BE ADDRESSED (SECTION 2.2):
  - Describe office space location and exact address.
  - Condition of building.
  - Details of when office space will be available.
  - List of offices and facilities in office space– which should include storage spaces, office facilities (how many of each type, what size, availability of electrical plug points, *et cetera*).
  - Details of kitchen and comfort areas.
  - Details of toilets and ablution facilities (Inside: Are separate facilities available for males and females – toilets, showers, change rooms? Outside: Is there an outside toilet for guards available?)
  - Separate enclosed areas (if any – what size?).
  - Details of mezzanine floors (if any).
  - Details of security arrangements for inside and surrounding areas (The Electoral Commission will provide security for the office space itself. If the office space on offer forms part of a complex, please describe the security set-up of the complex).
  - Details of electricity and water reticulation.
  - Air conditioning to be provided.
  - Details of backup power supply (250 kVA generator) to be provided.
  - Details of staff and visitor parking facilities (how many and are they under cover?).

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- Details of secure rooms within the office space?
- Details of building access and facilities for persons with disabilities.
  
- COMPLETED RENTAL SCHEDULE (Item 4.2)
- MUNICIPAL RATES AND TAXES AND OTHER COSTS. (Item 4.3)
- AVAILABILITY OF FACILITY OFFERED (Item 4.4)
- LIABILITY AND PROPERTY INSURANCE (Item 4.5)
- COMPLETED DETAILS OF ESCALATION FACTOR (Item 4.6)
- COMPLETED DETAILS OF TENANT ALLOWANCE (Item 4.7)

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## 6. BID EVALUATION

Bids will be evaluated against the specified bid evaluation criteria listed in stages 1 to 3 below.

**Stage 1** provides for an evaluation in respect of the mandatory information provided in the Bidder's Disclosure (SBD4) as well as the register for restricted suppliers and tender defaulters.

**Stage 2** comprises mandatory criteria which must be met 100%. Failure to meet all the criteria shall result in a submission being regarded as non-compliant with the requirements.

**Stage 3** involves adjudication based on 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 where all acceptable bids received are equal to or below R50 million including VAT.

***Stages 1 and 2 comprises mandatory requirements which must be met in full in order to be considered for bid adjudication.***

**PROVISION OF OFFICE ACCOMMODATION – WESTERN CAPE PROVINCIAL OFFICE**  
IEC/.....

**BIDDER NAME:**

**BID #:**

### **Stage 1 – Bidders Disclosure Evaluation/Assessment [SBD4]**

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 Annexure B, was extended to all entities which were invited to participate in the bid process.

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

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

- (a) a person within the bidding entity is an employee of the State, the Electoral

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Commission's Accounting Officer/accounting authority must request the relevant accounting officer/accounting authority whether the person-

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

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

The Electoral Commission's Accounting Officer/accounting authority must inform National Treasury of any action taken against a person within 30 days of implementing the action.

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

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

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

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

Assessment Criteria	(YES/NO)	Comments
Bid in response to the bid received by the closing date and time. *		
Bidder is registered on the National Treasury Central Supplier Database (CSD). **		
Bidder is tax compliant. ***		
The bidder is not an employee of the state.		
Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act.		

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Assessment Criteria	(YES/NO)	Comments
Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		
The bidder is not a tender defaulter as per the register published on the National Treasury website.		
The bidder is not a restricted supplier as per the register published on the National Treasury website.		

\* *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.*

## Stage 2 – Administrative and Functionality Evaluation

No.	Bid Evaluation Criteria			
1	Administrative Criteria ( <i>Shall lead to disqualification if not met</i> )	YES	NO	Comments
1.1	Written proposal submitted [Section 2.2]			
1.2	Company profile - Explaining company's business activities and track record in leasing and/or property development of main bidder: Suitability [Section 2.1]			
1.3	Details of consortiums / partners [Section 2.6]			
1.4	Proof of grading and municipal zoning [Section 3.1, Item 3.1.2]			
1.5	Pricing schedule - Rental and costs tables completed [Sections 4.2, 4.3, 4.4, 4.5, 4.6 and 4.7]			
1.6	Detailed project plan submitted [Section 3, Item 3.1.5.67]			

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1.7	Recent photographs and detailed floor plan submitted [Section 3.1, Item 3.1.5.7]			
1.8	Completed detailed specification table [Section 3.2, Item 3.2.1]			
1.9	Lease period of nine (9) years [Sections 3.3 and 4.4]			
<b>2</b>	<b>Functional Criteria (Shall lead to disqualification if not met)</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
2.1	Location – The office space must be located within one of the designated areas as specified [Section 3.2.1 item 1]			
2.2	Office space is in good condition and will be ready for occupation [Section 3.2.1 item 2]			
2.3	Condition of building – Building is either Grade A+ or A [Section 3.2.1 item 2]			
2.4	Condition of building – The building will enhance the corporate image of the Electoral Commission in line with its mandate, with an appearance that is aesthetically pleasing [Section 3.2.1 item 2]			
2.5	Office space (building) zoned for commercial/office use [Section 3.2.1 item 2]			
2.6	The office accommodation complies with the National Building Regulations and Standards Act) and the Occupational Health and Safety Act, as amended [Section 3.2.1 item 2]			
2.7	The proposed office space provides for a discernible separation of the office space for the exclusive use by the Electoral Commission and will not be shared with other tenants [Section 3.2.1 item 2]			
2.8	Size - In the order of 942m <sup>2</sup> excluding any mezzanine flooring as prescribed by the South African Property Owners Association (SAPOA) with a 5% variance permissible for facilities smaller than 942m <sup>2</sup> and a 15% variance permissible for facilities larger than 942m <sup>2</sup> ). [Section			

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	3.2.1 item 3]			
2.9	Accessibility - Accessible from public transport and other main roads` [Section 3.2.1 item 4]			
2.10	Accessibility – Accessible for persons with disabilities [Section 3.2.1 item 4]			
2.11	Office space – Proposed office space provides for the specified offices/rooms in their respective sizes [Section 3.2.1 item 5]			
2.12	Office space – Clear floor to ceiling height is as close as possible to 2.7m [Section 3.2.1 item 5]			
2.13	Office space – General width of passages is a minimum of 1.5m [Section 3.2.1 item 5]			
2.14	Office space – Reception area will be separate from remaining office space with access to offices controlled through access doors [Section 3.2.1 item 5]			
2.15	Ablution facilities – Office space provides for the required ablution facilities as specified [Section 3.2.1 item 5]			
2.16	Kitchen – Kitchen is provided with adequate space for appliances, a sink with hot and cold water taps, built in cupboards, utility storage space and sufficient power points [Section 3.2.1 item 6]			
2.17	Kitchen – Fitted with a hydro boiler [Section 3.2.1 item 6]			
2.18	Air conditioning - Individual air conditioning system available [Section 3.2.1 item 7]			
2.19	Air conditioning – Adequate air conditioning for work station areas, server room and operational areas [Section 3.2.1 item 7]			
2.20	Proof of air conditioning maintenance contract will provided and, in the case of			

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	new installations, installation certificates [Section 3.2.1 item 7]			
2.21	Network infrastructure – Adequate trunking and communication service shafts for network communication will be provided [Section 3.2.1 item 8]			
2.22	Fibre connectivity – Electoral Commission will be allowed fibre connectivity from host provider to building/offices [Section 3.2.1 item 8]			
2.23	Provision of adequate lighting conducive to a good working environment [Section 4.1 item 9]			
2.24	Will be fitted with energy saving lights (LED's) [Section 4.1 item 9]			
2.25	Lighting and stable power supply means the office space has or will be provided with at least an 250 kVA generator [Section 4.1 item 9]			
2.26	Office space has a separate electrical meter box [Section 4.1 item 9]			
2.27	The office space provides for sufficient plug outlets that are SANS 164 compliant [Section 4.1 item 9]			
2.28	Sufficient lighting to illuminate entire outside area, parkings and basement [Section 4.1 item 9]			
2.29	Electrical reticulation system that provides stable and sufficient power supply [Section 4.1 item 9]			
2.30	Safety and security must have all elements, e.g. burglar bars and security gate, and a functional fire protection system, e.g. fire extinguishers, hose reels, fire doors, fire escapes, et cetera [Section 3.2.1 item 10]			
2.31	Bidder agrees to allow the Electoral Commission to install a security monitoring and alarm system [Section 3.2.1 item 10]			
2.32	Guardroom provided that complies with specifications [Section 3.2.1 item 10]			
2.33	Parking – Required parking will be made available [Section 3.2.1 item 11]			

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2.34	Availability – Office space must be available for beneficiary occupation on 1 August 2023 with the lease commencing on 1 September 2023 [Section 3.2.1 item 12]			
2.35	Tenant allowance provided [Section 3.2.1 item 13]			
2.36	Water tanks or viable alternative solution provided [Section 3.2.1 item 14]			
<b>Bidder Qualifies for Further Evaluation</b>				<b>Yes</b>
				<b>No</b>

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**Stage 3 – Adjudication of Bids**

Only bids that comply with the requirements and conditions of the tender 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 tender where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points</b>
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.**

**Important Note:**

Any bid qualifying for bid adjudication stages shall be subject to the Electoral Commission's due diligence audit requirements which will include assessing the correctness of all information received and a site inspection to confirm that the office space and building offered in respect of such bid complies with and conforms to the bid specifications and requirements of the Electoral Commission.

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Bid Evaluation Team Member	Sign Off	
	Signature	Date

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