



SOUTH AFRICA

Electoral Commission

Auction 10563570

**Portable Multimedia Training Kits (Projectors, Projector screens
Power Extension cables, multi-plug adaptors and Trolley bags)**

IMPORTANT NOTICE

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

1 Introduction

The Electoral Commission invites suitably qualified service providers to supply and deliver training kits that consist of 330 portable mobile projectors, 150 Projector Screens, 400 power extension cables, 400 eight-way multi-plug adaptors and 100 mobile trolley bags to be used by our trainers. The new mobile projectors, projector screens and trolley bags must have direct Original Equipment Manufacturer (OEM) warranty, support and maintenance independent of the bidder.

Suppliers must place a bid on the Votaquotes (e-Procurement) system and then provide all the required documentation before the closing date as specified in this document and on the Votaquotes web site. Bidders must be registered and approved to bid.

2 Background

During a major election like the upcoming Local Government Elections (LGE) 2026, the Electoral Commission employs almost 200,000 temporary workers to manage the over 23000 voting stations, over 10 warehouses and in almost every department. These people, especially the ones that will interface with the voters, need to be trained so that they can execute on the mandate of the Electoral Commission.

Training is therefore one of the key areas of focus for the revised Human Resource Development (HRD) strategy. The availability of tools of trade for trainers, especially where it matters most at the local level, was identified as one area of concern during the National and Provincial Elections (NPE) 2024 debriefing sessions.

With the forthcoming Local Government Elections (LGE) 2026, training of electoral staff will be rolled out soon and the use of relevant resources is vital to bring to life the training strategy.

3 Technical Specifications

The technical specifications for the required products is as per the bid specifications provided below. It must be noted that the technical specifications below are the minimum requirements. The only exception that may be accepted will be in case where the service provider's specification exceeds the minimum requirements. Any offers below the minimum specification requirement will be disqualified.

3.1 The Electoral Commission requires 330 portable mobile projectors with the following specifications:

MINIMUM TECHNICAL AND FUNCTIONAL SPECIFICATION-PORTABLE MOBILE PROJECTORS		
Item	Technical Requirements	Minimum Compliance Requirements
1.	Quantity	330
2.	Brightness (Lumens)	3000 or higher
3.	Resolution	Full HD 1920 x 1080p
4.	Screen size	100 inch
5.	Contrast Ratio	5,000:1 or higher
6.	Native Aspect Ratio	16:9
7.	Throw Ratio	~1.0 to 1.3:1 (Short Throw)
8.	Light Source	LED
9.	Audio	Built-in Speaker(s))
10.	Projection Distance	Up to 10 meters at 100 inch
11.	Inputs	<ul style="list-style-type: none"> a) 1x HDMI b) USB-C c) Audio-In jack (3.5mm) d) Bluetooth e) Wi-Fi
12.	Remote Control	Remote Control (includes batteries)
13.	Product Life	The proposed product must be brand new and have a remaining product life of not less than 5 years of support,

MINIMUM TECHNICAL AND FUNCTIONAL SPECIFICATION-PORTABLE MOBILE PROJECTORS

Item	Technical Requirements	Minimum Compliance Requirements
		maintenance and availability of parts.
14.	Weight	Under 3 kg
15.	Power Cable	One SA Plug 3-pin Dedicated Redtop Plug to mobile projector, with a combined length of less than 3 meters.
16.	Warranty	Minimum of one (1) year carry in warranty, underwritten directly by the OEM .

N.B The projectors must all be of the same brand.

3.2 The Electoral Commission requires 150 portable and foldable projector screens with the following specifications:

MINIMUM TECHNICAL AND FUNCTIONAL SPECIFICATION-PORTABLE AND FOLDABLE PROJECTOR SCREENS

	Requirements	Minimum Compliance Requirements
1.	Quantity	150
2.	Frame Material	Lightweight aluminium alloy
3.	Joinery	Snap-locking or quick-release pin system
4.	Size	100-inch or 221cm x 125 cm projection screen
5.	Aspect Ratio	16.9
6.	Type	Matte white or high-gain PVC / vinyl fabric
7.	Viewing Angle	160 wide viewing angles

MINIMUM TECHNICAL AND FUNCTIONAL SPECIFICATION-PORTABLE AND FOLDABLE PROJECTOR SCREENS

	Requirements	Minimum Compliance Requirements
8.	Texture	Smooth surface optimized for 1080p projection
9.	Support	Foldable projection stands
10.	Storage	Carry case or storage bag with carry handles

N.B The portable and foldable projector screens must be the same brand.

3.3 The Electoral Commission requires 100 trolley bags with the following specifications:

MINIMUM TECHNICAL AND FUNCTIONAL SPECIFICATION- TROLLEY BAGS

Item	Technical Requirements	Minimum Compliance Requirements
1.	Quantity	100
2.	Product	Trolley bags that are compartmentalized for a laptop, a tablet and that offers space for document storage.
3.	Size	60 Litres in size
4.	Dimension	Approximately 53 x 20 x 35 cm
5.	Material composition	Synthetic nylon water resistant or 600D polyester with 210D lining to always keep belongings safe.
6.	Internal Structure	Multiple zippered main compartments with padded laptop pockets for 15.6" notebook/ laptop computer, additional pockets for documents and stationery. Additional storage to accommodate a portable projector; Bluetooth wireless speaker; document organizer and stationery pouches.
7.	External features	A trolley bag with 2 or 4 roller wheels, extendable trolley handle, interlocking zip puller for main compartments and loop carry-handles that allows easy lifting and transporting easily.

N.B The trolley bags must be the same brand.

3.4 The Electoral Commission requires 400 power extension cables with the following specifications:

MINIMUM TECHNICAL AND FUNCTIONAL SPECIFICATION-POWER EXTENSION CABLES		
Item	Requirements	Minimum Compliance Requirements
1.	Quantity	400
2.	Length	20M long x 1MM width
3.	Sockets	2-way female sockets (3-pin plug) that can power up 2 appliances
4.	Material	Durable PVC cable
5.	Maximum Current	10 A
6.	Maximum Voltage	Maximum Voltage: 220 V

3.5 The Electoral Commission requires 400 x 8-Way multi-plug adaptor with High Surge Protection and with the following specification:

MINIMUM TECHNICAL AND FUNCTIONAL SPECIFICATION - 8-WAY MULTI-PLUG ADAPTOR		
Item	Technical Requirements	Minimum Compliance Requirements
1.	Quantity	400
2.	Wiring Tester	Built-in home wiring tester
3.	Safety Shutter	Built-in safety shutters
4.	Max Current	Absorbs up to 16 000 amps
5.	3 Pin Plugs	4 x 3 Pin SA plug
6.	2 Pin Plugs	3 x 2 Pin Euro socket
7.	Schuko Socket	1 x Schuko Socket, 0.5m cord
8.	Overload Protector	Yes
9.	Warranty	1 Year Warranty

4 Planning Assumptions

The Electoral Commission has made the following assumptions:

- 4.1** The Electoral Commission will provide technical resources for all Electoral Commission’s designated work including setup and configuration of own systems and databases.
- 4.2** Wherever the need arises the successful bidder shall do initial equipment configuration of operating systems and environmental specific requirements.
- 4.3** The recommended service provider’s change management process must comply with the Electoral Commission’s change management process.

5 General Bid Conditions

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

- 5.1 Bidders must place bids online on the Electoral Commission's eProcurement website by not later than the stipulated closing date and time on the auction.
- 5.2 Bidder must complete and submit Technical Bid Response Sheet to show compliance with the technical bid requirements.
- 5.3 The bidder must be authorized to sell the products supplied.
- 5.4 A distributor or OEM letter of proof of the reseller agreement/authorization must accompany the written documentation for this bid.
- 5.5 The bidder must provide at least 4 (four) contactable references of past services of a similar scope 2(two) for the delivery of mobile projectors and the other 2(two) for projector screens). Client details must include the following: customer name, contact person, contact details (telephone, email, physical address), service\product description and value of services offered, per contract. Services must have been rendered in the past five (5) years (60 Months). Appendix C provides a guideline and client details required. Points will be allocated for a reference that had a similar requirement as the Electoral Commission.
- 5.6 Bidders must include brochures and/or Data Sheets for the mobile projectors, projector screens and bags being proposed.
- 5.7 The Electoral Commission depreciates its ICT equipment over a period of 5 years. It is therefore important that the bidder does not knowingly propose IT equipment that has a lifespan that is less than 5 years. Bidders are required to provide the lifespan of the projectors in the form of a letter.
- 5.8 Bidders must submit a warranty statement of the proposed product (OEM statement of warranty) for the mobile projectors, projector screens and bags.
- 5.9 Bidders must submit an OEM letter confirming projector life span of no less than five (5) years.

6 Quality Control

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

- 6.1** The bidder takes responsibility for the completeness and quality of their bid submission.
- 6.2** The bidder must undertake and warrant that the equipment is in good condition and in line with auction specifications.
- 6.3** The successful bidder will have the primary responsibility of ensuring that the proposed equipment complies with the required specification in terms of functionality and technical specification including quantity and quality.
- 6.4** The proposed equipment must be complete, fully functional and ready for deployment without dependencies on additional equipment, software or components that may be required to make it work.
- 6.5** It must be noted that the Electoral Commission seeks to gain the best solution technically, functionally and financially, and will select the solution that it deems to give the best investment and value for money.
- 6.6** Upon the successful bid being accepted, the Electoral Commission reserves the right to request an inspection of the successful bidder's facilities.
- 6.7** The successful bidder has the primary responsibility to ensure that quantity and quality are in accordance with the specifications.
- 6.8** In addition, the Electoral Commission may also call on bidders to make further submissions and/or presentations in order for the Electoral Commission to ensure full compliance with all its requirements and as part of the auction bid evaluation process prior to the conclusion of the adjudication process.

7 Supplier Performance

- 7.1** Contracting of any service provider to render goods and/or services to the Electoral Commission are subject to the fulfilment of the Electoral Commission's due diligence audit requirements.
- 7.2** An essential component of the Electoral Commission's due diligence audit requirements may involve site visits to potential suppliers/contractors as well as inspection of various key documents underpinning the establishment of the companies involved in bids of the Electoral Commission. This also includes confirmation of capability and capacity requirements to execute the services specified in such bids.
- 7.3** Upon notification of the Electoral Commission's intention to award a contract, the successful bidder will be required to enter into a service level agreement (SLA/contract) with the Electoral Commission.
- 7.4** The purpose of the SLA is to set performance criteria within the key requirements of this request for quotation, namely quantity, quality, and delivery.
- 7.5** The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 7.6** The Electoral Commission reserves the right to reject any services delivered not conforming to the bid specification.
- 7.7** Where previously agreed and delivery schedules are not met by a supplier, the Electoral Commission shall have the right to appoint an alternative supplier to make good the shortfall in supply. Any additional costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting supplier.

8 Pricing Requirements

- 8.1 Total bid price must be submitted online on eProcurement website
- 8.2 Bidders must complete and submit a detailed price breakdown of the proposed product in the pricing schedule as per **Appendix B**.
- 8.3 Bidders are advised to consider that the following costs are factored into the price. The Electoral Commission will not entertain additional charges on the following items.
 - (a) Hardware inclusive of all the cables and accessories costs
 - (b) Software costs.
 - (c) Warranty costs
 - (d) Delivery costs to the Electoral Commission Head Office in Centurion.
- 8.4 Bid prices must be firm for a period of one hundred and eighty (180) days from bid closure.
- 8.5 Bid prices must be inclusive of VAT.

9 Award of Contract

- 9.1 The bid adjudication process may include short-listing, presentation and demonstration of the solution and services by the short-listed finalists.
- 9.2 The order will be awarded to a bidder whose solution successfully conforms to specifications and is able to deliver and support the product, and in terms of the provisions of the Preferential Procurement Policy Framework Act, 2000.
- 9.3 The successful bidder may also be required to enter into a service level agreement (SLA/contract) with the Electoral Commission in order to formalise and confirm the exact solutions to be delivered.
- 9.4 The Electoral Commission will enter into a formal contract or issue a formal purchase order before any services or equipment can be delivered.

10 Delivery Date and Location

- 10.1 The successful bidder will be required to complete delivery of Multi-Media Training Kits within four (4) weeks from receipt of an official purchase order.

10.2 The required points of delivery are the Electoral Commission's Provincial Warehouses at the following addresses:

LOGISTICS CONTACT LIST - PROVINCIAL OFFICES AND WAREHOUSES							
PROV NO	PROVINCE	WAREHOUSE TEL	WAREHOUSE MANAGER(S)	WAREHOUSE MANAGER CELL	WAREHOUSE STREET ADDRESS	LATITUDE (S)	LONGITUDE (E)
1	EASTERN CAPE	043 736 - 4025 043 736 - 4058 043 736 - 4004	Busi Mlola Kamo Modiba	073 027 1431 061 469 8102	FARM 923 PORTION 2 BUFFALO PASS COLLONDALE EAST LONDON	-33.046461	27,806322
2	FREE STATE	051 401 - 5008 051 401- 5073 / 5002	Mbekokazi Hume Edward Macala	083 655 2832 071 684 1760	50 MONUMENT ROAD UITSIG BLOEMFONTEIN	-29.138434	26,213753
3	GAUTENG	011 644 7466 011 644 7467 011 644 7465	Moipone Hlokoisi Kabelo Khabane	072 203 7119 061 164 3495	UNIT B2 60 FIRST STREET GOLD REEF INDUSTRIAL PARK	-26.237558	28,023757
4	KWAZULU - NATAL	031 279 2202 031 279 2228 031 279 2221	Bongani Thusi Mongezi Khumalo Bongani Bukhosini	061 629 5925 069 794 9515 078 461 8870	41 ASHFIELD CLOSE SPRINGFIELD PARK DURBAN	-29.806932	31,002666
5	MPUMALANGA	013 757 - 1201 013 757 - 0621 013 757 - 0622 (Fax)	Thuli Mbethe Lucky Leyane	084 728 6291 060 974 3298	9 BLACKBERRY BLVD RIVERSIDE PARK EXT 22	-25.43062	30,96263
6	NORTHERN CAPE	053 838 5043 053 838 5032	Sarah Ubisi Thuso Phokojoe	083 206 3484 073 853 6133	13 ELLIOTT STREET KIMBERLEY	-28.732922665186035	24.762934954953813
7	LIMPOPO	015 292 - 0152 015 292 - 0149	Tendani Maselesele Daniel Magalatshetshe	083 751 3087 079 010 4635	ERF20971,18 DANUTE CRESCENT ,N1 INDUSTRIAL PARK MAGNA VIA ,POLOKWANE.	,-23.856594	29.477611
8	NORTH WEST	018 381 - 4054 018 381 - 0605 018 391 - 0808	Bogosi Judi Thato Mdali	083 544 7201 081 312 2629	RIZVI HOUSE 50/52 FIRST STREET (CNR:FIRST STREET & AERODROME ROAD INDUSTRIAL SITES MAFIKENG	-25,84172	25,633384
9	WESTERN CAPE	021 951 - 3350 021 951 - 3357(5734)	Vukile Ndyalivani Philip Verlaat	078 570 9832 079 973 9981	95 BOFORS CIRCLE EPPING INDUSTRIAL 2 EPPING CAPE TOWN	-33.933312	18,564204
10	CENTRAL WAREHOUSE	012 622 5913/5492	Robert Niemack	083 468 0200	288 KWANBI CRESCENT ICON INDUSTRIAL PARK SUNDERLAND RIDGE CENTURION	-25.842761	28,101921

10.3 Deliveries to the Electoral Commission Provincial warehouses should take place during working hours (08:30-17:00) Monday to Friday

11 Training Toolkits Distribution quantities per Province

TRAINING TOOLKIT DISTRIBUTION QUANTITIES

No	Province	Mobile Projectors	Projector Screens	Trolley Bags	Extension Cables	8-Way Adaptors
1	Eastern Cape	40	20	12	45	45
2	Free State	32	12	10	44	44
3	Gauteng	40	20	12	45	45
4	Limpopo	40	20	12	45	45
5	Mpumalanga	32	13	11	44	44
6	Northern Cape	32	12	10	43	43
7	North West	34	13	11	44	44
8	Western Cape	40	20	10	45	45
9	Kwa-Zulu Natal	40	20	12	45	45
Total		330	150	100	400	400

12 Enquiries

All enquiries regarding this bid must be submitted exclusively through the VotaQuotes platform. This requirement supports the principles of fairness, openness, and transparency in the procurement process.

All questions and the official responses will be published on the public VotaQuotes website (www.votaquotes.elections.org.za) where the bid is advertised.

Bidders are responsible for regularly monitoring the platform for any updates, clarifications, or additional information published during the bidding period.

No telephonic, email, or other forms of communication regarding bid enquiries will be accepted or responded to.

An enquiry cut-off date applies to all bids. The final date and time for submitting enquiries is published on the VotaQuotes platform under the specific bid listing.

13 Briefing Session

13.1 There will be a non- compulsory briefing session scheduled for these procurement Items. At the following;

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

14 Written Submissions

All submissions must be received on or before the closing date and time for submissions, as stipulated on the e-Procurement website <https://votaquotes.elections.org.za>. Submissions received after the final date and time will lead to bids being disqualified and not considered. Written submissions must be delivered to the Electoral Commission's Procurement & Asset Management Department. Delivery can be through any of the following means:

- Upload to the auction website;
- Place in the Electoral Commission tender box situated in the foyer of the Electoral Commission national office in Centurion at the following address before the closing date and time of this auction;

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

Note: Clearly mark your submission: For the attention of Procurement and Asset Management – Auction No: 10563570

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

15 Summary of Submission Requirements

- 15.1 Submit bid and bid price online on the Votaquotes portal.
- 15.2 Complete and submit Appendix A: Technical Bid Response Sheet
- 15.3 Complete and submit Appendix B: Pricing Schedule
- 15.4 The bidder must provide four (4) reference of similar services including product name, customer name, customer contact name, and contact details (email address and telephone contact). Refer to Appendix C for guideline.
- 15.5 Bidders must submit a warranty statement (OEM Statement of Warranty) for the trolley bags and the projector screens together with the bid proposal.
- 15.6 Bidders must submit a brochure / data sheet for the portable mobile projectors, Projector Screens, Power Extension Cables, trolley bags.

16 Closing Date

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

17 . APPENDIX A: TECHNICAL BID RESPONSE

APPENDIX A: TECHNICAL BID RESPONSE SHEET

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

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

	Items	Feature	Minimum Compliance Requirements	YES	NO	Bidder's response/technical specification for proposed solution – if providing more than minimum requirement
1.	Portable Mobile Projectors	Quantity	330			
2.		Brightness (Lumens)	3000 or higher			
3.		Screen Size	100 Inch			
4.		Resolution	Full HD 1920 x 1080p			
5.		Contrast Ratio	5,000:1 or higher			
6.		Native Aspect Ratio	16:9			
7.		Throw Ratio	~1.0 to 1.3:1 (Short Throw)			
8.		Light Source	LED			
9.		Audio	Built-in Speaker(s)			
10.		Projection Distance	Up to 10 meters at 100 inch			

APPENDIX A: TECHNICAL BID RESPONSE SHEET

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

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

	Items	Feature	Minimum Compliance Requirements	YES	NO	Bidder's response/technical specification for proposed solution – if providing more than minimum requirement
11.		Inputs	1x HDMI (2 will be added advantage)			
12.			USB-C			
13.			Audio-In jack (3.5mm)			
14.			Bluetooth			
15.			Wi-Fi			
16.		Remote Control	Remote Control (includes batteries)			
17.		Product Life	The proposed product must be brand new and remaining product life of not less than 5 years of support, maintenance and availability of parts.			
18.		Weight	Under 3 kg			
19.		Power Cable	One SA Plug 3-pin Dedicated Redtop Plug to mobile projector, with a combined length of less than 3 meters.			
20.		Warranty	Minimum of one (1) year carry in warranty, underwritten directly by the OEM.			

APPENDIX A: TECHNICAL BID RESPONSE SHEET

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

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

	Items	Feature	Minimum Compliance Requirements	YES	NO	Bidder's response/technical specification for proposed solution – if providing more than minimum requirement	
1.	Portable and foldable projector screens	Quantity	150				
2.		Size		100-inch or 221cm x 125 cm projection screen			
3.			Frame Material	Lightweight aluminium alloy			
4.			Joinery	Snap-locking or quick -release pin system			
5.			Type	Matte white or High-gain PVC/ vinyl fabric			
6.			Aspect Ratio	16.9			
7.			Viewing Angle	160 wide viewing angles			
8.			Product Quality	1080P quality film projection			
9.			Support	Foldable projection stands			
10.			Storage	Carry case or storage bag with carry handles			
	Trolley Bags		Product	Trolley bags that are compartmentalized for a laptop, a tablet and that offers space for document storage.			
1.							

APPENDIX A: TECHNICAL BID RESPONSE SHEET

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

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

	Items	Feature	Minimum Compliance Requirements	YES	NO	Bidder's response/technical specification for proposed solution – if providing more than minimum requirement
2.		Size	60 Litres in size			
3.		Quantity	100			
4.		Dimension	Approximately 53cmx 20cm x 35 cm			
5.		Material composition	Synthetic nylon water resistant or 600D polyester with 210D lining to always keep belongings safe.			
6.		Internal Structure	Multiple zippered main compartments with padded laptop pockets for 15.6" notebook/ laptop computer, additional pockets for documents and stationery. Additional storage to accommodate a portable projector; Bluetooth wireless speaker; document organizer and stationery pouches.			
7.		External features	A trolley bag with 2 or 4 roller wheels, extendable trolley handle, interlocking zip puller for main compartments and loop			

APPENDIX A: TECHNICAL BID RESPONSE SHEET

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

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

	Items	Feature	Minimum Compliance Requirements	YES	NO	Bidder's response/technical specification for proposed solution – if providing more than minimum requirement
			carry-handles that allows easy lifting and transporting easily.			
1.	Power Extension Cable	Quantity	400			
2.		Length	20M long x 1MM width			
3.		Sockets	2-way female sockets (3-pin plug) that can power up 2 appliances			
4.		Material	Durable PVC cable			
5.		Maximum Current	10 A			
6.		Maximum Voltage	Maximum Voltage: 220 V			
1.	8-Way multi-plug adaptor with High Surge Protection	Quantity	400			
2.		Wiring Tester	Built-in home wiring tester			
3.		Safety Shutter	Built-in safety shutters			
4.		Max Current	Absorbs up to 16 000 amps			
5.		3 Pin Plugs	4 x 3 Pin SA plug			

APPENDIX A: TECHNICAL BID RESPONSE SHEET

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

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

	Items	Feature	Minimum Compliance Requirements	YES	NO	Bidder's response/technical specification for proposed solution – if providing more than minimum requirement
6.		2 Pin Plugs	3 x 2 Pin Euro socket			
7.		Schuko Socket	1 x Schuko Socket, 0.5m cord			
8.		Overload Protector	Yes			
9.		Warranty	1 Year Warranty			

15. Appendix B: Pricing Schedule

Appendix B – Price Breakdown Response

Completion of this Price Breakdown response sheet by the bidder is compulsory.

Bidder to Add the SKU and Make and Model of the proposed product

Failure to complete and submit this pricing schedule sheet as part of the bid submission shall lead to disqualification

No.	Product Code (SKU)	Description	QTY	Unit Cost including VAT	Total Costs including VAT
1.		Portable Mobile Projectors with 1 year warranty	330	R.....	R.....
2.		Portable and Foldable Projector Screen with carry Bag and warranty	150	R.....	R.....
3.		Trolley Bag (60L) with warranty	100	R.....	R.....

Appendix B – Price Breakdown Response

Completion of this Price Breakdown response sheet by the bidder is compulsory.

Bidder to Add the SKU and Make and Model of the proposed product

Failure to complete and submit this pricing schedule sheet as part of the bid submission shall lead to disqualification

No.	Product Code (SKU)	Description	QTY	Unit Cost including VAT	Total Costs including VAT
4.		20m Power Extension Cable	400	R.....	R.....
5.		8-Way multi-plug adaptor with High Surge Protection with 1 year warranty	400	R.....	R.....
Total Bid Price (inclusive of VAT) (This is the bid price that must be captured on eProcurement)					R.....

Bid price (Grand Total of the items) inclusive of VAT must be submitted online on the eProcurement (Votaquotes) portal

18 . Appendix C: Guideline Reference Table

Reference 1

<u>Guideline Reference Table 1 (Projectors)</u>		
The REFERENCE MUST CONTAIN THE FOLLOWING DETAILS		
Customer Name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product(s)	
	Number of units delivered	
Services Value	Bid value	
	When was this done	

Reference 2

Guideline Reference Table 2(Projectors)

The REFERENCE MUST CONTAIN THE FOLLOWING DETAILS

Customer Name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product(s)	
	Number of units delivered	
Services Value	Bid value	
	When was this done	

Reference 3

Guideline Reference Table 3(Projector Screens)

The REFERENCE MUST CONTAIN THE FOLLOWING DETAILS

Customer Name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product(s)	
	Number of units delivered	
Services Value	Bid value	
	When was this done	

Reference 4

Guideline Reference Table 4(Projector screens)

The REFERENCE MUST CONTAIN THE FOLLOWING DETAILS

Customer Name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product(s)	
	Number of units delivered	
Services Value	Bid value	
	When was this done	

19 . Appendix D: Bid Evaluation

19.1 Stage 1: Assessment of Bidder's Disclosure

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

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

In this regard, the following must be noted:

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, as attached on Votaquotes Bidder's Disclosure (SBD4), was extended to all entities which were invited to participate in the SCM 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:

- (b) a person within the bidding entity is an employee of the State, the Electoral Commission's Accounting Officer/accounting authority must request the relevant accounting officer/accounting authority whether the person-
 - (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
 - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
- (c) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
- (d) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- (e) 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, CSD registration, tax compliance, restricted suppliers and tender defaulters:

Assessment Criteria	Bidder Requirement (YES/NO)	Comments
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.		
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 bid shall be accepted if a supplier is not registered on the National Treasury Central Supplier Database (CSD).

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

19.2 Stage 2: Key Qualifying Criteria

Stage 2 – Key Qualifying Criteria				
Failure to comply with any of the requirements below will result in the bid being disqualified				
No.	Description	Yes	No	Comments
1.	Bidder placed bid online?			
2.	Bidder completed and submitted Appendix A: Technical bid response as per 5.2?			
3.	Bidder completed and submitted Appendix B: Detailed pricing schedule as per 8.2?			
4.	Bidder submitted two (2) relevant reference for each item (projector and screens) as per 5.5?			
5.	Bidder has included warranty statements for both projectors, projector screens and trolley bags as per 5.8?			
6.	Bidders submitted OEM letters of life span of not less than 5 years for the projectors as per 5.9			
7.	Bidders has provided brochures and datasheets for the relevant products as per 5.6 and 14.6			
Overall Stage 2 Outcomes:	<u>Assessment Comments:</u>			
	Bid qualifies for further consideration: (YES/NO):			

19.3 Stage 3 Technical Bid Evaluation

Appendix A: Technical Bid Response Sheet

		Feature	Requirement	YES	NO	Comments
1.	Portable Mobile Projectors	Brightness (Lumens)	3000 or higher			
2.		Resolution	100" Image in Full HD 1920 x 1080p			
3.		Contrast Ratio	5,000:1 or higher			
4.		Native Aspect Ratio	16:9			
5.		Throw Ratio	~1.0 to 1.3:1 (Short Throw)			
6.		Light Source	LED			
7.		Audio	Built-in Speaker(s)			
8.		Projection Distance	Up to 10 meters			
9.		Inputs	1 x HDMI			
10.			USB			
11.			Audio-In jack (3.5mm)			

Appendix A: Technical Bid Response Sheet

		Feature	Requirement	YES	NO	Comments
12.			Bluetooth			
13.			Wi-Fi			
14.		Remote Control	IR Remote Control (includes batteries)			
15.		Product Life	The proposed product must have a remaining [EOSL] or product life of not less than 5 years of support, maintenance and availability of parts.			
16.		Weight	Under 3 kg			
17.		Power Cable	One SA Plug 3-pin Dedicated Redtop Plug to mobile projector, with a combined length of less than 3 meters.			
18.		Warranty	Minimum to one (1) year carry in warranty, underwritten directly by the OEM – Parts and labour.			
1.		Portable and foldable projector screens				
2.	Size		100-inch or 221cm x 125 cm projection screen			
3.	Format		16.9 made up of polyester material			

Appendix A: Technical Bid Response Sheet

		Feature	Requirement	YES	NO	Comments
4.		Viewing Angle	160 wide viewing angles			
5.		Product Quality	1080P quality film projection			
6.		Support	Foldable projection stands			
7.		Storage	Carry case or storage bag with carry handles			
1.	Trolley Bags	Product	Trolley bags that are compartmentalized for a laptop, a tablet and that offers space for document storage.			
2.						
3.		Size	60 Litres in size			
4.		Dimension	Approximately 53cm x 20cm x 35 cm			
5.		Material composition	Synthetic nylon water resistant or 600D polyester with 210D lining to always keep belongings safe.			
6.		Internal Structure	Multiple zippered main compartments with padded laptop pockets for 15.6" notebook/ laptop computer, additional pockets for documents and stationery. Additional storage to accommodate a portable			

Appendix A: Technical Bid Response Sheet

		Feature	Requirement	YES	NO	Comments
			projector; Bluetooth wireless speaker; document organizer and stationery pouches.			
7.		External features	A trolley bag with 2 or 4 roller wheels, extendable trolley handle, interlocking zip puller for main compartments and loop carry-handles that allows easy lifting and transporting easily.			
1.	Power Extension Cable	Length	20M long x 1MM width			
2.		Sockets	2-way female sockets (3-pin plug) that can power up 2 appliances			
3.		Material	Durable PVC cable			
4.		Maximum Current	10 A			
5.		Maximum Voltage	Maximum Voltage: 220 V			
1.	8-Way multi-plug adaptor with High Surge Protection	Wiring Tester	Built-in home wiring tester			
2.		Safety Shutter	Built-in safety shutters			
3.		Max Current	Absorbs up to 16 000 amps			

Appendix A: Technical Bid Response Sheet

		Feature	Requirement	YES	NO	Comments
4.		3 Pin Plugs	4 x 3 Pin SA plug			
5.		2 Pin Plugs	3 x 2 Pin Euro socket			
6.		Schuko Socket	1 x Schuko Socket, 0.5m cord			
7.		Overload Protector	Yes			
8.		Warranty	1 Year Warranty			

Overall Stage 3 Outcomes:

Assessment Comments:

Bid qualifies for further consideration: (YES/NO):

19.4 Stage 4 – Technical Scoring

Stage 4 – Technical Scoring					
To qualify to the next phase of adjudication a bidder must score a minimum of 75% (27/36)					
	Product Description	Available Score	Points Allocation	Actual Score	Comments
1	Relevant Reference	6 x2 =12 points	References (Portable Projectors) a) Customer Details (Customer name, Contact Person , Email, Telephone, Physical Address) = 1 points b) Product type/Brand = 1 points c) Number of units provided = 3points. d) 1 to 100 units=1 point e) 101 to 200 units =2points f) >200 units 3 points g) Done in the last 60 months = 1 points Total for references = maximum6 points per reference (minimum 2 references required).		
	Relevant Reference	6 x2=12 points	References (Projector Screens) a) Customer Details (Customer name, Contact Person, Email, Telephone, Physical Address) = 2 points b) Product type/Brand = 2 points c) Number of units provided = 3 points. d) 1 to100 units=1 point e) 101 to 200 units =2points		

Stage 4 – Technical Scoring

To qualify to the next phase of adjudication a bidder must score a minimum of 75% (27/36)

	Product Description	Available Score	Points Allocation	Actual Score	Comments
			f) >200 units 3 points g) Done in the last 60 months = 1 points Total for references = maximum 6 points per reference (minimum 2 references required).		
	Brochure	6	a) Bidder has included a brochure / datasheet of the projectors (2 points) b) Bidder has included a brochure / datasheet of the projector screen (2 points) c) Bidder has included a brochure / datasheet of the trolley bag (2 points)		
	Projectors Lifespan	6	a) Bidder has included a letter showing the lifespan of the projectors. (2 points) b) The projectors have a lifespan of 5 years or more (4 points)		
	TOTAL:	36			

Stage 4 – Technical Scoring

To qualify to the next phase of adjudication a bidder must score a minimum of 75% (27/36)

	Product Description	Available Score	Points Allocation	Actual Score	Comments
Overall Stage 4 Outcomes:	<u>Assessment Comments:</u>				
	Bid qualifies for further consideration: (YES/NO):				

19.5 Stage 5 – PPPFA & Price scoring

Stage 5 - Bid Evaluation Results

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

Only market related bids will be acceptable.

This Bid is deemed not to exceed R50 M therefore the 80/20 scoring will be used.

Adjudication of qualifying bids will be done in accordance with the 80/20 preference point system provided for in the Preferential Procurement Regulations, 2022.

The number of preference points will be allocated dependent on the B-BBEE status level of contributor as stated in the table below which is contained in the Preferential Procurement Regulations, 2022.

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

Bid Evaluation Committee

	Name	Signature	Date
1			
2			
3			
4			

