

ELECTORAL COMMISSION

BID SPECIFICATIONS

DISPOSABLE PLASTIC APRON

ePROCUREMENT AUCTION 0010460101

It is strongly recommended that the service provider print this document, scrutinize it carefully and retain for reference purposes!

ITEMS DESCRIPTION: DISPOSABLE PLASTIC APRON

1. BACKGROUND

- The Electoral Commission requires a quantity of **15,332 disposable plastic aprons** for staff personal protection at voting stations.
- The plastic aprons are required on **20 October 2021**.
- This AUCTION calls for the supply and delivery of the goods stated above.
- Note that samples will be required for bid evaluation purposes and will not be returned to bidders after the award.
- Bidders must be registered and approved on IEC's eProcurement (<https://votaquotes.elections.org.za>) in order to place a bid online

2. ITEMS SPECIFICATION

- Item must be a disposable plastic apron.
- Single-use straight protective apron, for use in healthcare settings.
- Seamless liquid proof and stain resistant.
- Comfortable to wear, apron has back and neck band strips attached (4 in total).
- Both back and neck should be easily adjustable to fit/suit the user.
- Material to be made of durable environmentally friendly 100% chlorinated polyethylene (PE).

- Should be able to resist water and disinfectant (ethanol 70% and chlorine solution 0.5%).

3. DIMENSIONS

- Size must be 110 x 85cm and 120 x 85cm.
- Thickness of the apron to be at least 20 (**micron**).

4. COLOUR

- The colour of the plastic apron must be **white or blue**.

5. QUANTITY

- **15,332 (Fifteen thousand, three hundred and thirty-two) disposable plastic aprons.**
- Unit of Measure is **“each”**

6. DELIVERY LOCATION AND DATE

- Deliveries of goods to the selected Electoral Commission Warehouses Must be completed no later than **20 October 2021**.
- The required point of delivery is the Electoral Commission warehouses as per Annexure B.
- The sites details are given in Annexure B for reference.
- Late deliveries will not be accepted nor paid for.

NB: Prices must include delivery of the specified quantities to the central warehouse or alternative site within the relevant municipality but within the vicinity of the provincial warehouse.

7. PACKAGING FOR DELIVERY

- The pallets must be labeled with an **Green A4 label**.
- **Strict attention must be paid to stable and secure packaging to withstand the rigours of transportation by road.**

- Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- The pallets must be clearly labeled indicating:
 - ✓ Contents: **DISPOSABLE PLASTIC APRONS**
 - ✓ Weight
 - ✓ Bidder's details
- Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.

8. COSTING AND BIDDING

- Bidders must take care to estimate and calculate their costs and prices **CORRECTLY** before submitting a bid to the Electoral Commission. Erroneous low bids cannot be removed or adjusted upwards. Common errors include the entering of a unit price instead of a total price in the case of a batch requirement, or accidentally omitting zeros (e.g. R50 instead of R5,000).
- All prices must include VAT.
- Amounts/total cost must include all variables involved in the production of this item. Service providers must note that prices cannot be negotiated or amended after bid closure.
- Amounts on the bid or quotation and/or official purchase order will be considered as the final and total cost, and thus cannot be changed/amended at any given time by the service provider during and after the service has been rendered.
- Bids must be placed for the correct unit of measure, i.e. "each".

NB: Bidders must note that the cost of packaging and delivery must be included in the bid price, and all packaging materials (including pallets) remain the property of the Electoral Commission after delivery.

9. DELIVERIES

- Deliveries to Electoral Commission sites should be made from Monday to Friday during working hours (08h30-17h00).
- The goods must be delivered to the Electoral Commission warehouses as per Annexure B below.
- Prior notification must be given to ensure availability of receiving staff. The service provider must notify the appropriate Electoral Commission contact person on the delivery schedule and intended times of delivery, as per Annexure B below.
- Deliveries must be in the name of the service provider – no third party deliveries will be accepted.
- No partial delivery will be accepted unless there is prior agreement and approval by the Electoral Commission.
- NB: No deliveries will be accepted without submission of signed delivery notes.

NB: Waybills will not be accepted as delivery notes.

10. QUALITY CONTROL

- The Electoral Commission reserves the right to conduct inspections at the service provider's premises for quality and adherence to specifications before deliveries are made.
- The service provider must undertake and warrant that all goods shall, at the time of delivery, be according to specifications, in good condition, order and ready for use.
- The service provider has the primary responsibility to ensure that **quantity and quality** are in accordance with the specification.

11. PRODUCTION REQUIREMENTS

Minimum local content requirements:

- The stipulated minimum threshold percentages for local production and content for the required Disposable

Plastic Apron is 100%, thus only **locally** produced or **locally** manufactured Disposable Plastic Apron from **local** raw material or input will be considered.

In cases where raw materials are not available locally

- If the raw material or input for the Disposable Plastic Apron is not available locally, bidders should obtain written authorisation from the Department of Trade and Industry (dti) should there be a need to import such raw material or input. A copy of the authorisation letter must be submitted together with the bid and sample Disposable Plastic Apron at the closing date and time of the auction.
- The exchange rate used for the calculation of local production and content will be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of the advertisement of the bid.
- The rates of exchange quoted by the bidder in paragraph 4.1 of the Declaration Certificate will be verified for accuracy.

Important Note on Determining Local Content:

A declared local content of 100% is not a true reflection if the dti issued an authorisation letter to import some of the raw materials. In such instances bidders are expected to declare the actual local content % of less than 100% for the fact that an authorisation letter was provided by the dti. In that regard, bids will not be disqualified during the first stage of evaluation for not meeting the required local content threshold. The purpose thereof is to encourage

bidders to declare the exact local content, e.g. if a bidder indicates that he/she will be importing dyes and chemicals or other raw materials then it is not possible to have 100% local content if there is any portion of import no matter how small it may be.

Calculation of the local content

- The South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 will be used to calculate local content.
- The Declaration Certificate for Local Production and Content (SBD 6.2 – Annexure B) together with Annexure C (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted by the bidder at the closing date and time of the bid.
- The SABS approved technical specification and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annexure C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annexure C) and E (Local Content Declaration: Supporting Schedule to Annexure C)] are accessible to all potential bidders on the dti's official website <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> at no cost.
- The local content (LC) expressed as a percentage of the bid price will be calculated in accordance with the following formula:
$$LC = (1 - x/y) * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x will be converted to Rand (ZAR) by using the exchange rate published by the SARB at 12:00 on the date that the bid has been advertised.

Please note that the bid price reflected on the auction (eProcurement system) must include all applicable costs INCLUDING VAT, however for the purposes of completion of annexures B, C, D and E – local content declarations and schedules – prices must EXCLUDE VAT.

12. SPECIAL REQUIREMENTS

In addition to the requirements stipulated in section 3 above, bidders are required to provide the Electoral Commission with the following as part of their bid submission:

Written Submission

- A written submission explaining who will supply the raw materials for the Disposable Plastic Aprons and manufacture them. Once all the suppliers in this process have been confirmed by the Electoral Commission, the delivery of the Disposable Plastic Aprons will be subject to those suppliers being used and no change will be allowed without prior approval. The Electoral Commission also reserves the right to execute random inspections at the producers of the

Disposable Plastic Aprons and any other vetting/inspections that may be required to ensure adherence to auction conditions – that includes verification of the origin of any material used in the production process.

- Bidders must complete the attached form “**Questionnaire A**” to confirm that all requirements will be met for the production and printing of the Disposable Plastic Aprons as listed in Section 2, 4 and 5.
- Where subcontractors (these may include manufacturers of Disposable Plastic Aprons) are being used for the supply of the Disposable Plastic Aprons (or any component thereof) **a letter of guarantee must be obtained from that supplier in support of any of the local content claims being made.** The letter of guarantee must state that the subcontractor is supplying the Disposable Plastic Aprons (or any component thereof) to the bidder and that the Disposable Plastic Aprons (or any component thereof) conform to the specific local content requirements and 100% minimum threshold applicable to the Disposable Plastic Aprons. Any percentage applicable to imported products/components must also be clearly stated (these must be supported by the letter/s of authorisation from the dti).
- Relevant certificates to prove that the Disposable Plastic Aprons conform to applicable SABS standards should also be submitted.
- The written submission must also be accompanied by the documentation referred to in section 3:
 - Declaration Certificate for Local Production and Content

(Annexure B).

- Local Content Declaration: Summary Schedule (Annexure C).
 - Imported Content Declaration: Supporting Schedule to Annexure C (Annexure D).
 - Local Content Declaration: Supporting Schedule to Annexure C (Annexure E).
- In addition to the above, service providers must prepare and submit a bill of materials (BOM) (raw materials included) to be utilised in the production process. The schedule must clearly indicate **all** the materials to be used for the product, which materials are produced locally in South Africa and which materials are imported.
- The proposed format for the BOM to be created is as follows:

EXAMPLE only (please complete with relevant information for product)

Bill of Materials (BOM)	% of Disposable Plastic Aprons	Locally Manufactured (YES / NO)	Imported (YES / NO)	dti Authorisation (YES / NO)
e.g. Synthetic fibre: polyethylene	75%	Yes	No	Not applicable
e.g. Plastic	10%	Yes	No	Not applicable
e.g. fabric dye (Blue or white)	5%	No	Yes	Yes
e.g. silk screen ink	10%	Yes	No	Not applicable

Note: Please do not copy and paste this table, as it is INCOMPLETE. It contains only a few lines to demonstrate the format for the BOM. Please return a complete BOM as applicable.

- In support of the local content requirements, the necessary written authorisation from the Department of Trade and Industry (dti) must be submitted, should there be a need to import such raw material or input.

Please note that authorisation must be requested and obtained from the dti for each individual auction.

- The information provided in Annexures C, D and E must correlate with the BOM, especially in respect of local content % and values.

Please remember that all elements used in the manufacturing of the item which are locally produced must be included in Annexure E, while all imported elements must be featured on Annexure D. Annexure C is a summary of the information on Annexures D & E.

13. TECHNICAL EVALUATION / SAMPLES

- Before an order is placed with any bidder, that bidder will be required to prove conformance of the offered goods to the stated specification.
- The Electoral Commission reserves the right to inspect samples or examples of the offered materials to establish conformance before awarding an order.
- The Electoral Commission, furthermore, also reserves the right to consider at its sole discretion alternative options to the exact specifications outlined in the quotation or otherwise stipulated that may be offered by service providers should the Electoral Commission be of the opinion that such alternative options that are being offered are economically viable and/or may be a practical solution and/or may be generally beneficial in respect of

promoting and reaching the Electoral Commission's goals, target dates and objectives.

- For evaluation purposes, **ALL BIDDERS ON THIS AUCTION** who has placed a bid on **1 October 2021 at 12:00** are required to submit a sample for inspection and testing by the Electoral Commission. **Note that reminders will not be sent out by the Electoral Commission: it is the responsibility of each bidder to submit the sample as a matter of course**
- **The sample must be made of the specified materials and components for use in full scale manufacture.**
- **Samples must be submitted not later than 15:00 on 1 October 2021.**
- Failure to submit a **SAMPLE** and the required written proposal within the specified period will exclude that bidder from further consideration.
- The samples must be delivered directly to:
Ms Mbali Goqo
Electoral Commission
Procurement and Asset Management Department
Election House
Riverside Office Park
1303 Heuwel Avenue
Centurion
PRETORIA
Tel: (012) 622-5916
- **Samples will be stringently tested for quality compliance to specifications and will not be returned to service providers.**
- The contract will be awarded to a successful bidder in terms of the bid conditions and whose sample conforms to the bid specifications and ability to deliver as well as the provisions of the Preferential Procurement Policy Framework Act 2000, that apply

- Successful bidders may be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before an official purchase order is issued.

14. ADDITIONAL REQUIREMENTS: SERVICE PROVIDER INDUSTRY

- It will be necessary for the successful service provider to develop production strategies to ensure successful performance of the work.
- Therefore, bidders on this AUCTION must be established operators in the relevant industry. For the purpose of this requirement, established operators refers to existing entities with the ability and capability to render a service of this magnitude. Such confirmation must be included in the written submission.
- In case of sub-contracting, consortium or joint venture, specific arrangements (including the roles of different service providers) entered into by the parties must be stated in a written submission and must be submitted to the Electoral Commission together with the bid.
- The Electoral Commission will use the detail provided in the written submission together with the sample and any due diligence audit provisions and other information at its disposal to determine compliance of any prospective service provider with the Electoral Commission's requirements.

15. POST EVALUATION ACTIVITIES

- Before the bid is awarded, the recommended service provider(s) will be subjected to an administrative and/or technical due diligence audit.
- A due diligence audit will be conducted at the recommended service provider's premises and subcontractors premises (only if subcontracting has been mentioned in the written submission)
- Due diligence audit will include, but not limited to, site inspection where items will be manufactured, packaged and dispatched, and viewing of equipment and machinery.

- Signing of the Service Level Agreement.

16. SERVICE PROVIDER PERFORMANCE

- Before a purchase order is awarded the successful bidder will be required to enter into a Service Level Agreement (SLA) with the Electoral Commission.
- The purpose of the SLA is to fix performance criteria within the key requirements of this AUCTION, namely QUANTITY, QUALITY – INCLUDING FINAL SPECIFICATIONS AND DELIVERY DATE.
- The SLA will contain elements such as service provider progress milestones, delivery schedules, quality checkpoints, and invoicing procedures.
- The Electoral Commission reserves the right to reject any deliveries not conforming to the above, including damaged units/parcels.
- Where previously agreed delivery schedules are not met by a service provider, the Electoral Commission shall have the right to appoint an alternative service provider (such as the next highest ranking bidder for example or any other service provider able to deliver) to make good the shortfall in supply in order to ensure delivery of elections. Any extra costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting service provider. As such, any costs already incurred by the initially appointed service provider shall, at the sole discretion of the Electoral Commission, be for the account of that service provider since it failed to deliver! The normal penalties provided for on the Electoral Commission's purchase order shall also apply!

NOTE: Service provider is not allowed to amend/change the ordered items after approval of the sample and receipt of the official purchase order. Any recommendations for improvement on the ordered

items/products must be first discussed and approved in writing by the Electoral Commission, at no additional cost.

17. DELIVERY NOTES

- Bidders must take note that a proper delivery notes system is crucial.
- **NB:** No deliveries will be accepted without submission of delivery notes. The delivery notes must be signed by both the service provider and the warehouse receiving staff.
- Deliveries will not be accepted at the warehouse if delivery notes do not clearly state the name of the service provider, quantity of items delivered, i.e. number of pallets, boxes/bottles and actual quantities delivered.
- The Electoral Commission will not accept waybills as a delivery note.
NB: No deliveries will be accepted without submission of delivery notes.

18. PAYMENT

- No payment will be made by the Electoral Commission before a service has been rendered.
- No payment will be made without an original invoice and copies of signed delivery notes.
- No payment will be processed before full delivery is completed and accepted.
- Payment will be made within 30 days of receipt of the valid tax invoice and copies of signed delivery notes from the service provider, provided that the Electoral Commission is satisfied with the quality and standard of the Service provider's performance.

19. PROVISIONS OF THE INSTRUCTION NOTE 11 OF 2020/21

The instruction Note 11 of 2020/21: PROCUREMENT IN RESPONSE TO NATIONAL STATE OF DISASTER REGARDING COVID-19 PANDEMIC AND REPEAL OF INSTRUCTION 5 of 2020/2021 prescribes maximum

prices for the identified PEE items. As such, service providers are required to bid within the parameters stipulated in Annexure A of the instruction note. No contract will be awarded to a bidder that exceeds the maximum price cap as indicated in Annexure A.

20. TECHNICAL ENQUIRIES

- Technical enquiries can be directed to:-
Ms Suzette Thato Ndala / Mr Molwelang Mathibe
Electoral Commission
Logistics Department
Tel: (012) 622-5851 / 5723
Fax: (012) 622-5252
E-mail: ndalas@elections.org.za / mathibem@elections.org.za

APPENDIX A

ELECTORAL COMMISSION WAREHOUSE AND CONTACT NUMBERS DELIVERY OF DISPOSABLE PLASTIC APRON

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON		CONTACT NUMBERS	LATITUDE	LONGITUDE	QUANTITIES
Eastern Cape Warehouse	Farm 923; Portion 2; Buffalo Pass; Collondale; East London	Masindi Mosehana Thobeka Dakela Busi Mlola		043 736 4004 043 736 4025 043 736 4058	33.0464610	27.8063220	2,000
Free State Warehouse	50 Monument Road, Uitsig Bloemfontein	Andre Rauch Mbekokazi Hume		051 447 3543	29.138434	26.213753	1,000
Gauteng Warehouse	Unit B2 60 First Street Gold Reef Industrial Park Booyens Reserve	Mosue Nozulu		011 496 1725 011 496 1784	26.237558	28.023757	2,100
Kwazulu-Natal Warehouse	41 Ashfield Close, Springfield Park, Durban	Cheryl Venter Mongezi Khumalo		031 579 4829 031 579 4206 031 579 5404	29.806932	31.002666	2,500
Mpumalanga Warehouse	9 Blackberry Blvd Riverside Park Ext 22, Nelspruit	Thuli Mbethe		013 754 0200	25.43062	30.96263	1,000
Northern Cape Warehouse	No. 7 Delfos Street, Kimdustria: Kimberley	Dugmore Makoloi Sarah Ubisi		053 838 5000 053 838 5029	28.756689	24.783402	800
Limpopo Warehouse	11 Kobalt Street Nirvana Polokwane	Tendani Maselele D Magalatshetshe		015 292 0152 015 292 0149	23.88719	29.43751	1,800
North West Warehouse	Rizvi House, 50/52 First Street (CNR: First Street & Aerodrome Road), Industrial Sites, Mafikeng,	Bogosi Judi		018 381 4054 018 391 0800	25.841743	25.633314	1,200
Western Cape Warehouse	95 Bofors Circle Epping Industrial Epping 2 Cape Town	Philip Verlaat		021 951 3350	33.913664	18.645469	1,500
Central Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack Maite Matsebatlela		012 646 1017 012 622 5201	-25.842761	-28.101921	1,432
						TOTAL	15,332

Service providers should please note that these address is correct at the time of advertising this bid. Changes may occur as a result of operational requirements. Warehouse will, however remain within the relevant municipality.

APPENDIX B

PLEASE NOTE THAT THIS PICTURE IS AN **EXAMPLE** ONLY



APPENDIX C

BID EVALUATION CRITERIA – DISPOSABLE PLASTIC APRONS

AUCTION NUMBER:		
DATE:		
NAME OF BIDDER:		

Criteria			
PHASE ONE	YES	NO	Comments
KEY REQUIREMENTS FOR EVALUATION (If the answer is NO to any of the questions, the bid is disqualified).			
1. Dis the bidder submit the auction online (eProcurement) as required?			
2. Was the sample submitted as required? (Item 11 bullet 6)			
3. Is the price within the requirements of the instruction Note 11 of 2020/2021?			
4. Was the sample accompanied by a bill of materials (BOM)?			
5. Was the sample accompanied by the Declaration Certificate for Local Production and Content (Annexure B / SBD 6.2) and the required forms as stipulated in the dti requirements, i.e. Annexures C, D and E?			
6. Has the Declaration Certificate for Local Production and Content (Annexure B / SBD 6.2) been fully completed AND audited?			
7. Have the relevant sections of Annexures C, D and E been fully			

completed and signed?			
8. Was the sample accompanied by a copy of the authorisation letter from the dti if the raw materials are not locally available (if applicable)?			
9. Does the bid amount on the eProcurement auction correlate with that of Annexure C (i.e. tender price as stipulated in Annexure C plus VAT)?			
10. Was the sample accompanied by a written submission explaining: <ul style="list-style-type: none"> ❖ Who the supplier of the raw materials is? ❖ Who the manufacturer of the Disposable Plastic Aprons is? 			
PHASE ONE OUTCOME	QUALIFIED	DISQUALIFIED	Comments
PHASE TWO (If the answer is NO to any of the questions, the bid is disqualified).	YES	NO	Comments
1. Is the item a disposable plastic apron? (Item 2 bullet 1)			
2. Is the item a single-use straight plastic apron, for use in healthcare settings? (Item 2 bullet 2)			
3. Is it seamless liquid proof and stain resistant? (Item 2 bullet 3)			
4. Is it comfortable to wear with waist and neck band strips attached (4 in total)? (Item 2 bullet 4)			
5. Are both back and neck easily adjustable to fit/suit user? (Item 2 bullet 5)			
6. Is the material made of durable environmentally friendly 100% chlorinated polyethylene (PE)? Item 2 bullet 6)			

7. Does it have the ability to resist water and disinfectant (ethanol 70% and chlorine solution 0.5%)? (Item 2 bullet 7)			
8. Are sizes of the item as following: 110 x 85cm and 120 x 85cm? (Item 3 bullet 1)			
9. Is the thickness of the plastic apron at least 20 (Microns) ? (Item 3 bullet 2)			
10. Is the general appearance of the sample acceptable, i.e. as per item specifications? (Item 2)			
BID EVALUATION OUTCOME	QUALIFIED	DISQUALIFIED	

Adjudication of Qualifying and Acceptable Bids

Only bids that comply with the requirements and conditions of the auction and that meet the minimum criteria in the bid evaluation process will be considered for bid adjudication purposes. Adjudication of qualifying bids will be done in accordance with the 80/20 preference point system provided for in the Preferential Procurement Regulations, 2017. Pre-scoring of bids on the eProcurement system is illustrative only in respect of the potential outcome of the auction and serves to enhance transparency in the bidding process as well as to encourage competitive bidding and B-BBEE compliance. Qualifying bids will be scored to conclude the bid evaluation process and final price and total bid points may change accordingly. Ranking of the qualifying bids in terms of the scoring will be confirmed. The order or ranking of qualifying bids may change should the formula depicted in the Regulations result in such change. Bidders must, therefore, only use the order of bids on the auction to guide their bidding process and not as the definitive outcome of the tender process.

Bid Evaluation Committee Names:	<i>Signature:</i>

ANNEXURE B

SBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

a. General Conditions

1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.

1.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4.A person awarded a contract in relation to a designated sector, may not sub- contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SANS 1286: 2017 as follows:

$$LC = [1 - x / y] * 100$$

Where

X is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SANS 1286:2017 is accessible at no cost on the dti website or through the quick link:

<http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.

b. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SANS 1286:2017) for this bid (cotton buds) is 100%

c. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.1. If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible at www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SANS 1286:2017):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate(s) of exchange used.

d. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION
(REFER TO ANNEXURE B OF SANS 1286:2017)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER (CFO) OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)
IN RESPECT OF BID NO.**

ISSUED BY: THE ELECTORAL COMMISSION

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/default.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

Important: Declarations C, D and E must be completed as required and signed by the same company representative that certifies/signs below (Annexure B). Annexure D must also be completed – stipulate zero (0) values if there are no imported material.

I, the undersigned, (full names),

do hereby declare, in my capacity as
of(name of bidder
entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that: <http://www.thedti.gov.za/default.jsp>.

(i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SANS 1286:2017; and

(ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SANS 1286:2017, the rates of exchange indicated in

paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SANS 1286:2017	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SANS 1286:2017	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SANS 1286:2017, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SANS 1286:2017.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SANS 1286:2017, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____