



SOUTH AFRICA

Electoral Commission

Auction 0010500084

Audio Visual Screens for the Boardrooms

IMPORTANT NOTICE

Failure to comply with the completion of the auction conditions and the required information or submission of the required stipulated documents indicated above (i.e. non-submission of the required reseller authorization details and maintenance stipulations) shall invalidate a bid.

1 Introduction

The Electoral Commission (IEC) is looking to procure twelve (12) Interactive Display Screens on a movable trolley together with twelve (12) Pan, Tilt and Zoom (PTZ) Cameras, twelve (12) Camera Tripod Stands and twelve (12) table-top Microphone and Speaker Systems including all the necessary accessories.

The configuration should allow for the Interactive display screen on a movable trolley to be connected to one (1) Camera and one (1) Microphone and Speaker System as an equipment set. Nine (9) equipment sets will be delivered and setup at the Electoral Commission's Provincial Offices. Three (3) equipment sets will be delivered at the Electoral Commission's National Office in Centurion.

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

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.

2 Bid Requirements

This procurement process is for twelve (12) Interactive Display Screens on a movable trolley together with twelve (12) Pan, Tilt and Zoom (PTZ) Cameras, twelve (12) Camera Tripod Stands and twelve (12) table-top Microphone and Speaker Systems including all the necessary accessories.

The nine (9) equipment sets (screen, camera, camera tripod stand, microphone and speaker system) are to be delivered and setup at the provincial offices. Three (3) sets will be delivered at the Electoral Commission's National Office in Centurion. The addresses are as follows:

	Province	Office Address
1.	Eastern Cape	IEC House, St Helena Drive, Triple Point, Beacon Bay, East London
2.	Free State	197 Nelson Mandela Avenue, Collage Acre Building, 1st Floor, Bloemfontein
3.	Gauteng	1st Floor, Old Trafford 4, The Isle of Houghton, Houghton Estate, 36 Boundary Road, Parktown, Johannesburg
4.	KwaZulu-Natal	Westville Civic Centre Main Building, William Leister Drive, Westville, Durban
5.	Mpumalanga	23 Roodt Street, Nelspruit, Mbombela
6.	Northern Cape	Block 4, Mornridge Offices, Cnr. Kekewich & Memorial Road, Mornridge Park, Kimberley
7.	Limpopo	5 Dimitri Crescent, Platinum Park, Bendor, Polokwane
8.	North West	Protea Office Park, 103 Sekame Road, Mahikeng
9.	Western Cape	The Bridge, 1st Floor, Unit 4, 304 Durban Road, Belville, Cape Town
10.	Head Office	Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0157

Any changes to the above address will be communicated with the successful bidder.

3 Technical Specifications

The technical specification 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 deviation 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 Interactive Display Screens

The display screens must be delivered with the following:

	Component		Specification
Interactive Display screens	Movable Trolley	3.1.1	Twelve (12) trolleys are required (one for each screen)
		3.1.2	The trolley should have lockable wheels
		3.1.3	The trolley should not be taller than 1720 mm so as to fit in IEC lifts
		3.1.4	The trolley should accommodate 80' or higher screen size
		3.1.5	The IEC should be able to disassemble the trolley to take to other buildings such as the Results Operations Centre.
		3.1.6	Twelve (12) screens (80 inch or higher) are required
		3.1.7	Built in connectivity from your laptop / phone using the Wireless technology

	Component		Specification
		3.1.8	Annotation Software must come standard
		3.1.9	Built-in corporate white board software
		3.1.10	Capability to connect external microphone(s) and speaker systems
		3.1.11	Bring your own device (BYOD) capability
		3.1.12	Panel Technology: LED
		3.1.13	Native Resolution (Pixels): 3840 x 2160 – 4K Ultra High Definition
		3.1.14	Aspect Ratio: at least 16:9
		3.1.15	Brightness (cd/m2): At least 330
		3.1.16	Contrast Ratio: at least 1100:1
		3.1.17	Refresh ratio: at least 60MHz
		3.1.18	Display Colours: at least 1.06 billion
		3.1.19	Viewing Angle: at least 176/176 degrees
		3.1.20	Anti-glare & toughened glass with level 7 Mohs standard
		3.1.21	Touch Tools: Finger, Pen / Stylus / Opaque Object
		3.1.22	Ability to split screen into at least two screens
		3.1.23	Plug and Play
		3.1.24	Ability to interact with content directly on the display to take notes or emphasize things in real time.
		3.1.25	Built in power management
	Operation	3.1.26	8 x 5 usually, however a 24/7 operation may be required during brief heightened election times.
		3.1.27	Viewable Area: At least 90 degrees
	I/O Ports	3.1.28	HDMI x 2 at least
		3.1.29	USB2.0 at least 4 USB 3.0 at least 2
		3.1.30	LAN RJ45 – GB Ethernet
		3.1.31	Audio/Headphone 3.5 mm Jack 1
		3.1.32	VGA (Video Graphics Array)
		3.1.33	Ability to connect to external audio system
	Built in Windows PC	3.1.34	PC with at least i5 processor, 8GB RAM, 256 GB SSD, open pluggable specification (OPS) and PC running Windows 10 Professional operating system to run applications.
		3.1.35	Support for Teams, Skype for Business, Zoom and other Video conferencing tools. Support for PowerPoint presentations, PDF documents, Office Productivity tools etc.
	Built in Android PC	3.1.36	To control the device
		3.1.37	Ability to connect devices to the display via a wireless (WiFi) and Bluetooth connection

	Component		Specification
	Touch Technology	3.1.38	Infrared / Capacitive Touch
	Cables and Accessories	3.1.39	All necessary cables including HDMI, Power Cables, USB Cables (all types supported), Remote Control with batteries, Stylus / Pen and wireless keyboard and mouse.
	Warranty	3.1.40	Three (3) years onsite warranty

3.2 Pan, Tilt and Zoom Cameras

	Components		Specification
	PTZ Camera	3.2.1	Twelve (12) Adaptive Pan, Tilt and Zoom (PTZ) Ultra HD Camera (4K resolution). Correct auto-framing participants no matter how far they are from the camera. Automatically move and adjust the lens to frame meeting participants in rooms so that no one is left outside. At least 10 Mega-pixels camera and ability to capture up to 4K at 30 frames per second (ideal for Streaming and HD recording).
		3.2.2	Pan: at least 180 degrees, Tilt: at least 60 degrees Zoom: at least 10 x HD Zoom.
		3.2.3	at least 60 degrees field of view
		3.2.4	Plug and Play on Mac and Windows machines. Support for Windows 10 or above and Mac OS 10 Operating Systems.
		3.2.5	HD-SDI, HDMI, USB Output, Wireless LAN, Ethernet
		3.2.6	At least 3 camera pre-sets – controlled by voice activation (follow speaker) or remote control
	Warranty	3.2.7	Three (3) years onsite warranty

3.3 Table-top Microphone and Speaker System

	Component		Specification
	Operating Range	3.3.1	Up to 30 meters
	Pick up Range	3.3.2	Up to 5 meters (15 persons) in a 360 degrees angle
	Speaker Sensitivity	3.3.3	At least 80 ± 2dB@1W/1m
	Connection	3.3.4	USB/Bluetooth/3.5 mm jack

	Speaker Volume	3.3.5	Adjustable volume
	Microphone Sensitivity	3.3.6	VDD=1.8V, FCLK =2.4MHz, (0dBFS2=1V/Pa@1kHz), between – 29 dB and -23 dB
	Other Features	3.3.7	Voice Activity detector microphone(zoom on the person speaking)
		3.3.8	Plug & play for all smart device and all communication platforms
		3.3.9	Echo and noise cancellation
	Electric Charging	3.3.10	Must include all charging equipment
	Warranty	3.3.11	Three (3) years onsite warranty

3.4 Tri-pod Stand

	Components		Specification
	Tri-pod Stand	3.4.1	Multi-Purpose Head with quick release
		3.4.2	Secure mounting plate
		3.4.3	3-way pan head
		3.4.4	3-section telescopic legs
		3.4.5	Built-in Bubble level
		3.4.6	Flip lock legs
		3.4.7	Weight (without camera): (0.9 to 1.8 kg)
		3.4.8	Height (contracted): (30 to 50 cm)
		3.4.9	Height (extended): (152 to 178 cm)
		3.4.10	Max Load: (2.3 to 4.6 kg)

4 Planning Assumptions

The IEC has made the following assumptions:

- 4.1 The IEC will provide technical resources for all IEC's designated work including setup and configuration of own systems and databases;
- 4.2 Wherever the need arises the successful bidder shall do initial equipment configuration of operating systems and environmental specific requirements;
- 4.3 The delivery of the hardware, software licenses and implementation services

required must be completed within the days as stipulated in the delivery and implementation schedule below

- 4.4 The bidder's change control management process must be flexible enough to facilitate speedy deployment and resolution of problems without compromising management controls and security;
- 4.5 Bidder to provide applicable change management processes;
- 4.6 The recommended service provider shall provide all relevant details needed to ensure successful operations capability within the organization.

5 General Bid Conditions

The following standard 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 product supplied. An OEM letter of proof of the reseller agreement/authorization must accompany the written documentation for this bid. Should the reseller authorization be from a distributor, then a proof of authorization, authorizing the distributor to resell and/or to authorize others by the OEM, must be submitted
- 5.4 The bidder must provide at least two (2) contactable list of clients of past services of a similar nature. Client details must include the following: customer name, contact person, contact details (telephone, email, physical address), service description and value of services offered, per contract. Section 17 provides a guideline and client details required, however bidders are free to format their response as they prefer. Some guideline definitions include:
- 5.5 Services rendered in the past similar project to include budget, personnel

resources utilized for the duration of the contract.

- 5.6 Similar service value are those services of comparative value and not less than 50% of this bid's bid price.
- 5.7 Similar services are those services, which includes supply of similar services as per the technical requirements and of comparative value.
- 5.8 Bidders must include brochures and/or Data Sheets for the screens on a movable trolley, cameras, tripods and microphone speaker systems being proposed.
- 5.9 The IEC depreciates its IT equipment over a period of 5 years. It is therefore important that the bidder does not knowingly propose IT equipment that has a life-span that is less than 5 years. Bidders are required to provide the lifespan of the proposed products in the form of a letter.

6 Quality Control

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

- 6.1 The successful bidder will have the primary responsibility of ensuring that the proposed product complies with the required specifications in terms of functionality and technical specification including quantity and quality.
- 6.2 The proposed product must be complete, fully functional and ready for deployment without dependencies on additional equipment, software or components that may be required to make it work.
- 6.3 Upon a successful bid being accepted, the Electoral Commission reserves the right to request an inspection of the preferred service provider's facilities.

- 6.4 The successful service provider has the primary responsibility to ensure that quantity and quality are in accordance with the bid specifications.
- 6.5 The Electoral Commission will issue a formal purchase order to the successful bidder before any services can be delivered.
- 6.6 Delivery of the required product shall only be accepted by the Electoral Commission on the basis of presentation of the service provider's own delivery note. Such notes shall not be substituted by another service provider's delivery notes. No payment shall be made until full and final delivery has taken place and the product has been confirmed and delivered in accordance with the specifications
- 6.7 Awarding of the bid to any successful bidder shall be subject to the Electoral Commission's due diligence and audit requirements, where applicable.
- 6.8 In addition, the Electoral Commission may also call on service providers to make further submissions and/or presentations in order for the Electoral Commission to ensure full compliance with all its requirements and as part of the bid evaluation process prior to the conclusion of the adjudication of the auction.

7 Pricing Requirements

- 7.1 Bidders must complete and submit a detailed price breakdown of the proposed solution in the pricing schedule as per **section 16**.
- 7.2 Bidders are advised to take into account that the following costs are factored into the price. The Electoral Commission will not entertain additional charges on these items.
 - (a) Hardware costs
 - (b) Software costs.
 - (c) Setup, Installation and training costs.
 - (d) Delivery costs to the Electoral Commission's offices.

- 7.3 Bid prices must be firm for a period of one hundred and eighty (180) days.
- 7.4 Total Bid price must be submitted online on the eProcurement (Votaquotes) portal.

8 Evaluation of Bidder's Disclosure (SBD4)

All bids received will be evaluated and assessed in respect of the mandatory information provided in Appendix A - Bidder's Disclosure (SBD4). Any potential issues that may arise or transgressions that may identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

- 8.1 The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.
- 8.2 As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, is attached herewith for all entities who participate in the bid process.
- 8.3 As part of the evaluation of the procurement process, the information provided by a person on the SBD4 form must be evaluated.
- 8.4 In so doing, it must be noted that if the bid evaluation establishes that:
 - (a) a person within the bidding entity is an employee of the State, the Electoral Commission's CEO must request the relevant accounting officer/accounting authority whether the person-
 - (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
 - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
 - (b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
 - (c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
 - (d) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.
- 8.5 If it is established that a person has committed a transgression in terms of the above,

or any other transgression of SCM prescripts, the bid may be rejected and the person may be restricted.

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

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

(a) the Register of Tender Defaulters; and

(b) the list of restricted suppliers.

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

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

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

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

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

9 Award of Contract

- 9.1 An official purchase order will be issued to a bidder whose bid complies with the bid specifications.
- 9.2 It should be noted that the Electoral Commission seeks to gain the best product technically and financially and will select from the results of the bid a solution it deems to give the best investment.

10 Delivery and Implementation Timeframe

- 10.1 The successful bidder must be able to complete delivery within 60 days of receiving the official purchase order.
- 10.2 The nine (9) equipment sets (screen, camera, camera tripod stand, microphone and speaker system) are to be delivered and setup at the provincial offices. Three (3) sets will be delivered at the Electoral Commission's National Office in Centurion. The addresses are as follows:

No	Province	Office Address
1.	Eastern Cape	IEC House, St Helena Drive, Triple Point, Beacon Bay, East London
2.	Free State	197 Nelson Mandela Avenue, Collage Acre Building, 1st Floor, Bloemfontein
3.	Gauteng	1st Floor, Old Trafford 4, The Isle of Houghton, Houghton Estate, 36 Boundary Road, Parktown, Johannesburg
4.	KwaZulu-Natal	Westville Civic Centre Main Building, William Leister Drive, Westville, Durban
5.	Mpumalanga	23 Roodt Street, Nelspruit, Mbombela
6.	Northern Cape	Block 4, Mornridge Offices, Cnr. Kekewich & Memorial Road, Mornridge Park, Kimberley
7.	Limpopo	5 Dimitri Crescent, Platinum Park, Bendor, Polokwane
8.	North West	Protea Office Park, 103 Sekame Road, Mahikeng
9.	Western Cape	The Bridge, 1st Floor, Unit 4, 304 Durban Road, Belville, Cape Town
10.	Head Office	Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0157

11 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 – Bid

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.

12 Summary of Submission Requirements

- 12.1 Submit bid and bid price online on the Votaquotes portal.
- 12.2 Provide details of product, software and licenses proposed in the bid, include product code, SKU, item code, etc.
- 12.3 Detailed technical specifications in accordance with the technical requirements to demonstrate compliance, include technical documentation and brochures and/or datasheets as part of the bid;
- 12.4 A letter of proof of the reseller agreement either from the OEM or an authorized distributor; (i.e. if the reseller is authorized by a distributor). If the reseller agreement is from a distributor, then proof from the OEM authorizing the distributor needs to be included in the bid proposal.
- 12.5 The bidder shall provide at least two (2) list of clients of similar work including customer name, customer contact name, and contact details (email address and telephone contact). Refer to Section 17 for guideline.
- 12.6 Bidders must submit a letter providing confirmation that the lifespan of the proposed products is not less than 5 years.
- 12.7 Bidders must complete and submit technical bid response Sheet.
- 12.8 Bidders must complete and submit pricing schedule together with the bid proposal.

13 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 IEC servers and is not negotiable. Bidders must also take note that supporting documentation must be delivered **before the closing date and time**.

Enquiries: Linda Mthethwa **Tel:** 012 622 5470 or **eMail:** Mthethwal@elections.org.za

14 Bidder's Disclosure (SBD4)

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

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

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

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

15 Technical Bid Response

Technical Bid Response

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

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

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

Main Category	Components	Item Number	Description	Quantity	Bidder must indicate whichever is applicable		Bidder's response/technical specification for proposed solution – if providing more than minimum requirements
					Yes	No	
Interactive Screens	Movable Trolley	3.1.1	Twelve trolleys are required (One for each screen)	12			
		3.1.2	The trolley should have lockable wheels				
		3.1.3	The trolley should not be taller than 1720 mm so as to fit in IEC lifts				
		3.1.4	. The trolley should accommodate 80'screen or higher sizes				
		3.1.5	The IEC should be able to disassemble the trolley to take to other buildings such as the Results Operations Centre				
	Display Units	3.1.6	80 inch or higher screens are required	12			
		3.1.7	Built in connectivity from your laptop / phone using the Wireless technology				
		3.1.8	Annotation Software comes standard				
		3.1.9	Built-in corporate white board software				
		3.1.10	Capability to connect external microphone(s) and speaker systems				
		3.1.11	Bring your own device (BYOD) capability				
		3.1.12	Panel Technology: LED				
		3.1.13	Native Resolution (Pixels): 3840 x 2160 – 4K Ultra High Definition				
		3.1.14	Aspect Ratio: At least 16:9				
		3.1.15	Brightness (cd/m2): At least 330				
		3.1.16	Contrast Ratio: at least 1200:1				
		3.1.17	Refresh ratio: at least 60MHz				
		3.1.18	Display Colours: at least 1.06 billion				
		3.1.19	Viewing Angle: at least 176/176 degrees				

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Main Category	Components	Item Number	Description	Quantity	Bidder must indicate whichever is applicable		Bidder's response/technical specification for proposed solution – if
		3.1.20	Anti-glare & toughened glass with level 7 Mohs standard				
		3.1.21	Touch Tools: Finger, Pen / Stylus / Opaque Object				
		3.1.22	Ability to split screen into at least two screens				
		3.1.23	Plug and Play				
		3.1.24	Ability to interact with content directly on the display to take notes or emphasize things in real time.				
		3.1.25	Built in power management				
	Operation	3.1.26	8 x 5 usually, however a 24/7 operation may be required during brief heightened election times.				
		3.1.27	Viewable Area: At least 90 degrees				
	I/O Ports	3.1.28	HDMI x 2 at least	At least 2 per device			
		3.1.29	USB2.0 at least 4 USB 3.0 at least 2	USB 2.0 X 4 USB 3.0 X 2			
		3.1.30	LAN RJ45 – GB Ethernet	1 per device			
		3.1.31	Audio/Headphone 3.5 mm Jack 1	1 per device			
		3.1.32	VGA (Video Graphics Array)	1 per device			
		3.1.33	Ability to connect to external audio system	1 per device			
	Built in Windows PC	3.1.34	PC with at least i5 or equivalent processor and 8GB RAM and 256 GB SSD OPS PC running Windows 10 Professional operating system to run applications.	1 per device			
		3.1.35	Support for Teams, Skype for Business, Zoom and other Video conferencing tools. Support for PowerPoint presentations, PDF documents, Office Productivity tools etc.				
	Built in Android	3.1.36	To control the device	1 per device			

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Main Category	Components	Item Number	Description	Quantity	Bidder must indicate whichever is applicable		Bidder's response/technical specification for proposed solution – if
	PC	3.1.37	Ability to connect devices to the display via a wireless (WiFi) connection				
	Touch Technology	3.1.38	Infrared / Capacitive Touch				
	Cables and Accessories	3.1.39	All necessary cables including HDMI, Power Cables, USB Cables (all types supported), Remote Control with batteries, Stylus / Pen				
	Warranty	3.1.40	Three (3) Years onsite warranty				
	PTZ Camera	3.2.1	Twelve (12) Adaptive Pan, Tilt and Zoom (PTZ) Ultra HD Camera (4K resolution). Correct auto-framing participants no matter how far they are from the camera. Automatically move and adjust the lens to frame meeting participants in rooms so that no one is left outside. At least 10 Mega-pixels camera and ability to capture up to 4K at up to 30 frames per second (ideal for Streaming and HD recording).	12			
		3.2.2	Pan: at least 180 degrees, Tilt: at least 60 degrees, Zoom: at least 10 x HD Zoom.				
		3.2.3	at least 60 degrees field of view				
		3.2.4	Plug and Play on Mac and Windows machines. Support for Windows 10 and Mac OS 10 Operating Systems.				
		3.2.5	RJ45, HD-SDI, HDMI, USB Output, Wireless LAN, Ethernet				
		3.2.6	At least 3 camera pre-sets – controlled by voice activation (follow speaker) or Remote control				
		3.2.7	Three (3) Years on site warranty3				
	Microphone and speaker		The IEC is looking for twelve (12) Microphone and Speaker System	12			
	Operating Range	3.3.1	Up to 30 meters				

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Main Category	Components	Item Number	Description	Quantity	Bidder must indicate whichever is applicable		Bidder's response/technical specification for proposed solution – if
	Pick up Range	3.3.2	Up to 5 meters (15 persons) in a 360 degrees angle				
	Speaker Sensitivity	3.3.3	At least 80 ± 2dB@1W/1m				
	Connection	3.3.4	USB/Bluetooth/3.5 mm jack				
	Speaker Volume	3.3.5	Adjustable volume				
	Microphone Sensitivity	3.3.6	VDD=1.8V, FCLK =2.4MHz, (0dBFS2=1V/Pa@1kHz), between – 29 dB and -23 dB				
	Other Features	3.3.7	Voice Activity detector microphone(zoom on the person speaking)				
		3.3.8	Plug & play for all smart device and all communication platforms				
		3.3.9	Echo Cancellation				
	Electric Charging	3.3.10	Must include all charging equipment				
	Warranty	3.3.11	Three (3) Years on site warranty3				
	Tripod Stand	3.4.1	Multi-Purpose Head with quick release	12			
		3.4.2	Secure mounting plate				
		3.4.3	3-way pan head				
		3.4.4	3-section telescopic legs				
		3.4.5	Built-in Bubble level				
		3.4.6	Flip lock legs				
		3.4.7	Weight (without head): (0.9 to 1.8 kg)				
		3.4.8	Height (contracted): (30 to 50 cm)				
		3.4.9	Height (extended): (152 to 178 cm)				
		3.4.10	Max Load: (2.3 to 4.6 kg)				

16 Pricing Schedule

Pricing Schedule					
Company Name (Bidder):					
The completion of all pricing schedules is compulsory. Failure to complete the below will result in the bid being disqualified Prices must include VAT					
No.	Product Code (SKU)	Description	QTY	Unit Cost	Total Costs
1		80' or higher Interactive Display screen with Movable trolley, Windows PC module and Android PC for control (including all relevant software), 3840 x 2160 – 4K Ultra High Definition and Three (3) year warranty included	12	R.....	R.....
2		Adaptive Pan, Tilt and Zoom (PTZ) Ultra HD Camera (4K resolution) including Three (3) year onsite warranty	12	R.....	R.....
3		Tripod stands	12	R.....	R.....
4		Microphone Speaker System	12	R.....	R.....
5		Installation, configuration and training of 1 IEC staff per IEC office	10	R.....	R.....
6		Delivery Cost for all 9 Provincial offices and Head office		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

17 Guideline Reference Table

<u>Guideline Client List Table</u>		
EACH CLIENT LIST MUST CONTAIN THE FOLLOWING DETAILS		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product(s)	
	Services offered	
Services Value	Bid value	
	Duration of the contract	

18 Bid Evaluation

Bid Evaluation Process

18.1 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, attached as 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:

- (e) 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-
 - (iii) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
 - (iv) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
- (f) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
- (g) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- (h) 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-

- (c) the Register of Tender Defaulters; and
- (d) 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.

18.2 Stage 2: Key Qualifying Criteria

Stage 2 – Key Qualifying Criteria				
Company Name (Bidder):				
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 technical bid response as per section 5.2?			
3.	Bidder completed and submitted detailed pricing schedule as per section 7 ?			
4.	Bidder submitted a letter of proof of the reseller agreement either from the OEM or an authorized distributor (i.e. if the reseller is authorized by a distributor) as per section 5.3 ?			
5.	Bidder submitted a letter confirming that the proposed products have a lifespan not less than 5 years as per clause section 5.6?			
Overall Stage 2 Outcomes:		<u>Assessment Comments:</u>		
		Bid qualifies for further consideration: (YES/NO):		

18.3 Stage 3 Technical Bid Evaluation

Technical Bid Evaluation							
Main Category	Components	Item Number	Description	Quantity	Bidder's response		Comments
					Yes	No	
Interactive Screens	Movable Trolley	3.1.1	Twelve (12) trolleys are required (one for each screen)	12			
		3.1.2	The trolley should have lockable wheels				
		3.1.3	The trolley should not be taller than 1720 mm so as to fit in IEC lifts				
		3.1.4	The trolley should accommodate screen sizes as mentioned below				
		3.1.5	The IEC should be able to disassemble the trolley to take to other buildings such as the Results Operations Centre.				
	Display Units	3.1.6	80 inch or higher screens are required	12			
		3.1.7	Built in connectivity from your laptop / phone using the Wireless technology				
		3.1.8	Annotation Software comes standard				
		3.1.9	Built-in corporate white board software				
		3.1.10	Capability to connect external microphone(s) and speaker systems				
		3.1.11	Bring your own device (BYOD) capability				
		3.1.12	Panel Technology: LED				

Technical Bid Evaluation							
Main Category	Components	Item Number	Description	Quantity	Bidder's response		Comments
					Yes	No	
		3.1.13	Native Resolution (Pixels): 3840 x 2160 – 4K Ultra High Definition				
		3.1.14	Aspect Ratio: At least 16:9				
		3.1.15	Brightness (cd/m2): At least 330				
		3.1.16	Contrast Ratio: at least 1200:1				
		3.1.17	Refresh ratio: at least 60MHz				
		3.1.18	Display Colours: at least 1.06 billion				
		3.1.19	Viewing Angle: at least 176/176 degrees				
		3.1.20	Anti-glare & toughened glass with level 7 Mohs standard				
		3.1.21	Touch Tools: Finger, Pen / Stylus / Opaque Object				
		3.1.22	Ability to split screen into at least two screens				
		3.1.23	Plug and Play				
		3.1.24	Ability to interact with content directly on the display to take notes or emphasize things in real time.				
		3.1.25	Built in power management				
	Operation	3.1.26	8 x 5 usually, however a 24/7 operation may be required during brief heightened election times.				
		3.1.27	Viewable Area: At least 90 degrees				

Technical Bid Evaluation							
Main Category	Components	Item Number	Description	Quantity	Bidder's response		Comments
					Yes	No	
	I/O Ports	3.1.28	HDMI x 2 at least	At least 2 per device			
		3.1.29	USB2.0 at least 4 USB 3.0 at least 2	USB 2.0 X 4 USB 3.0 X 2			
		3.1.30	LAN RJ45 – GB Ethernet	1 per device			
		3.1.31	Audio/Headphone 3.5 mm Jack 1	1 per device			
		3.1.32	VGA (Video Graphics Array)	1 per device			
		3.1.33	Ability to connect to external audio system	1 per device			
	Windows PC	3.1.34	PC with at least i5 processor and 8GB RAM and 256 GB SSD OPS PC running Windows 10 Professional operating system to run applications. The PC can be in-built and detachable or separate.	1 per device			
		3.1.35	Support for Teams, Skype for Business, Zoom and other Video conferencing tools. Support for PowerPoint presentations, PDF documents, Office Productivity tools etc.				
	Built in Android PC	3.1.36	To control the device	1 per device			
		3.1.37	Ability to connect devices to the display via a wireless (WiFi) connection				
	Touch Technology	3.1.38	Infrared / Capacitive Touch				
	Cables and Accessories	3.1.39	All necessary cables including HDMI, Power Cables, USB Cables (all types supported), Remote Control with batteries, Stylus / Pen				
	Warranty	3.1.40	Three (3) years onsite warranty				
	PTZ Camera	3.2.1	Twelve (12) Adaptive Pan, Tilt and Zoom (PTZ) Ultra HD Camera (4K resolution). Correct auto-framing participants no matter how far they are	12			

Technical Bid Evaluation							
Main Category	Components	Item Number	Description	Quantity	Bidder's response		Comments
					Yes	No	
			from the camera. Automatically move and adjust the lens to frame meeting participants in rooms so that no one is left outside. At least 10 Mega-pixels camera and ability to capture up to 4K at up to 30 frames per second (ideal for Streaming and HD recording).				
		3.2.2	Pan: at least 90 degrees, Tilt: at least 60 degrees, Zoom: at least 10 x HD Zoom.				
		3.2.3	at least 60 degrees Field of View				
		3.2.4	Plug and Play on Mac and Windows machines. Support for Windows 10 and Mac OS 10 Operating Systems.				
		3.2.5	RJ45, HD-SDI, HDMI, USB Output, Wireless LAN, Ethernet				
		3.2.6	At least 3 camera pre-sets – controlled by voice activation (follow speaker) or Remote control				
		3.2.7	Three (3) years onsite warranty				
	Microphone Speaker System		The IEC is looking for twelve (12) Microphone and Speaker System	12			
	Operating Range	3.3.1	Up to 30 meters				
	Pick up Range	3.3.2	Up to 5 meters (15 persons) in a 360 degrees angle				
	Speaker Sensitivity	3.3.3	At least 80 ± 2dB@1W/1m				
	Connection	3.3.4	USB/Bluetooth/3.5 mm jack				
	Speaker Volume	3.3.5	Adjustable volume				

Technical Bid Evaluation							
Main Category	Components	Item Number	Description	Quantity	Bidder's response		Comments
					Yes	No	
	Microphone Sensitivity	3.3.6	VDD=1.8V, FCLK =2.4MHz, (0dBFS2=1V/Pa@1kHz), between – 29 dB and -23 dB				
	Other Features	3.3.7	Voice Activity detector microphone(zoom on the person speaking)				
		3.3.8	Plug & play for all smart device and all communication platforms				
		3.3.9	Echo and noise cancellation				
	Electric Charging	3.3.10	Must include all charging equipment				
	Warranty	3.3.11	Three (3) years onsite warranty				
	Tri-pod Stand	3.4.1	Multi-Purpose Head with quick release	12			
		3.4.2	Secure mounting plate				
		3.4.3	3-way pan head				
		3.4.4	3-section telescopic legs				
		3.4.5	Built-in Bubble level				
		3.4.6	Flip lock legs				
		3.4.7	Weight (without head): (0.9 to 1.8 kg)				
		3.4.8	Height (contracted): (30 to 50 cm)				
		3.4.9	Height (extended): (152 to 178 cm)				

Technical Bid Evaluation							
Main Category	Components	Item Number	Description	Quantity	Bidder's response		Comments
					Yes	No	
		3.4.10	Max Load: (2.3 to 4.6 kg)				
Overall Stage 3 Outcomes		<u>Assessments Comments:</u>					
		Bid qualifies for further consideration: (YES / NO)					

18.4 Stage 4 – Technical Scoring

Stage 4 – Technical Scoring					
To qualify to the next phase of adjudication a bidder must score a minimum of 75% (22.5/30)					
	Product Description	Available Score	Points Allocation	Actual Score	Comments
1	Relevant List Of Clients	20	List of Clients a) Customer name = 1 point b) Contact Person = 1 point c) Email = 1 point d) Telephone = 1 point e) Physical address = 1 point f) Product/Solution = 2 point g) Description of Services provided = 1 point. h) Duration and how long ago service was provided = 2 point		

Stage 4 – Technical Scoring

To qualify to the next phase of adjudication a bidder must score a minimum of 75% (22.5/30)

	Product Description	Available Score	Points Allocation	Actual Score	Comments
			Total for references = maximum 10 points per reference (minimum 2 references required).		
	Technical Solution	10	Bidder included the following: a) Brochure / Data Sheet for Screens – 4 points b) Non Submission – 0 points c) Brochure / Data Sheet for Camera – 2 points d) Non Submission – 0 points e) Brochure / Data Sheet for Microphone Speakers – 3 points f) Non Submission – 0 points g) Brochure / Data Sheet for Tripod Stands – 1 point h) Non Submission – 0 points		
	TOTAL:	30			

18.20 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.

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
1		
2		
3		
4		
5		