



**REFERENCE: IEC/SS-03/2021**

**CLOSING DATE: 22 SEPTEMBER 2021**

**ENQUIRIES**

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

**Tel:** 012 622 5766/5229 or **eMail:** [tivanet@elections.org.za](mailto:tivanet@elections.org.za); [Makamum@elections.org.za](mailto:Makamum@elections.org.za)

**ADMINISTRATIVE ENQUIRIES:** Mr Vincent Qwabe

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

**TENDER IEC/SS-03/2021**

**PROVISION FOR ROC CATERING SERVICES FOR LGE 2021**

Kindly furnish the Electoral Commission with a bid for the provision of Catering Services for ROC 2021 LGE function as per the attached documents.

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

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

A virtual bid briefing session will be conducted at 11:00 on 10 September 2021. Detail will be published on the Electoral Commission's website.

Kindly submit your bid by completing the relevant forms and deposit the bid in the tender box at the Electoral Commission's address before the closing date and time as specified on page two (2).

The Electoral Commission takes no responsibility for any late bids, whatever the reason may be.

This tender replaced tender IEC/SS-02/2021 that yielded no successful outcome.

Yours sincerely

**MARIUS STEYN**  
**MANAGER: SCM**

**Electoral Commission**

*Ensuring Free and Fair Elections*

Commissioners: Mr V.G. Mashinini (Chairperson) | Ms J.Y. Love (Vice-Chairperson) | Dr N.P. Masuku | Mr M. Moepya | Judge D. Pillay  
National Office: Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0157 | P/Bag X112, Centurion, 0046  
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**TENDER NUMBER: IEC/SS-03/2021**

**PROVISION FOR ROC CATERING SERVICES FOR LGE 2021**

**CLOSING TIME: 11:00**

**CLOSING DATE: 22 SEPTEMBER 2021**

YOU ARE HEREBY INVITED TO SUBMIT A BID TO THE ELECTORAL COMMISSION OF THE REPUBLIC OF SOUTH AFRICA.

**THIS TENDER DOCUMENT MUST BE COMPLETED AND ALL APPLICABLE PAGES RETURNED AS PART OF YOUR BID SUBMISSION - DO NOT RETYPE OR SUBSTITUTE THE PAGES OF THE TENDER DOCUMENT IN ANY OTHER FORM.**

ALL TENDER FORMS (**PAGE 2 THROUGH TO PAGE 72**) MUST BE COMPLETED AND SIGNED IN ORIGINAL INK. FORMS WITH PHOTOCOPIED SIGNATURES/INITIALS OR ANY OTHER SUCH REPRODUCTION OF DETAIL WILL BE REJECTED, RESULTING IN THE TENDER BEING DISQUALIFIED.

SUBMIT YOUR BID IN A SEPARATE SEALED ENVELOPE OR SUITABLE CONTAINER IF NECESSITATED AND WRITE YOUR COMPANY NAME AS WELL AS THIS TENDER REFERENCE NUMBER (**IEC/SS-03/2021**) ON THE ENVELOPE/CONTAINER.

SERVICE PROVIDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS AND PLACED IN THE TENDER BOX. BID DOCUMENTS MUST ONLY BE DEPOSITED IN THE TENDER BOX (ES) WHICH ARE IDENTIFIED AS TENDER BOX (ES) OF THE ELECTORAL COMMISSION.

**BID DOCUMENTS MUST BE SUBMITTED BY NO LATER THAN THE CLOSING DATE AND TIME IN THE TENDER BOX SITUATED AT:**

**Election House**

**Riverside Office Park**

**1303 Heuwel Avenue**

**CENTURION**

**THE TENDER BOX WILL BE OPEN DURING OFFICE HOURS.**

BIDS SUBMITTED IN THE INCORRECT TENDER BOX(ES) OF THE ELECTORAL COMMISSION, AND NOT IN THE BOX STIPULATED ABOVE WILL NOT BE CONSIDERED.

**BIDS RECEIVED AFTER THE CLOSING DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED FOR CONSIDERATION. LATE BIDS ARE RECORDED BUT SET ASIDE.**

BIDS SUBMITTED BY TELEGRAM, FACSIMILE, POST OR BY ELECTRONIC MEANS SUCH AS eMAIL WILL NOT BE ACCEPTED FOR CONSIDERATION.

THE ELECTORAL COMMISSION WILL PUBLISH THE AWARD OF THIS TENDER IN THE GOVERNMENT TENDER BULLETIN AND APPLICABLE MEDIA AS REQUIRED. SERVICE PROVIDERS SHOULD NOTE THE AWARD OF THE TENDER AS PUBLISHED. NO GENERAL NOTICES TO UNSUCCESSFUL BIDDERS WILL BE ISSUED.

THE ELECTORAL COMMISSION GENERALLY DOES NOT ISSUE LETTERS OF APPOINTMENT. SUCCESSFUL BIDDERS WILL BE REQUIRED TO SIGN A SERVICE LEVEL AGREEMENT, AND/OR WILL BE ISSUED WITH AN OFFICIAL PURCHASE ORDER AS MAY BE APPLICABLE WHICH REPRESENTS THE 'CONTRACT' BETWEEN THE TWO PARTIES CONCERNED.

**CONTENTS OF THIS PAGE NOTED:**

**SERVICE PROVIDERS INITIALS / SIGNATURE**

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## **BACKGROUND**

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The Electoral Commission is a permanent body established in terms of Chapter 9 of the Constitution of the Republic of South Africa and the Electoral Commission Act 51 of 1996. It is responsible for managing and administering all elections and promoting and safeguarding democracy in South Africa. Although publicly funded and accountable to Parliament, the Electoral Commission is independent of government.

In terms of Section 190 of the Constitution of the Republic of South Africa (Act 108 of 1996), the Electoral Commission must -

- Manage elections of national, provincial and municipal legislative bodies;
- Ensure that those elections are free and fair;
- Declare the results of those elections; and
- Compile and maintain a voters' roll.

Duties of the Electoral Commission as stated in Section 5 of the Electoral Commission Act require that the Electoral Commission:

- Compile and maintain a register of parties;
- Undertake and promote research into electoral matters;
- Develop and promote the development of electoral expertise and technology in all spheres of government;
- Continuously review electoral laws and proposed electoral laws, and make recommendations;
- Promote voter education;
- Declare the results of elections for national, provincial and municipal legislative bodies within seven (7) days of those elections; and
- Appoint appropriate resources in any sphere of government to conduct elections when necessary.

The Electoral Commission currently operates in approximately 213 municipal electoral offices, nine provincial offices and warehouses and the national office and warehouse in Pretoria.

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## GENERAL TENDER CONDITIONS

1. These conditions form part of the tender and failure to comply with these may invalidate a bid.
2. The following definitions shall apply:
  - (a) “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
  - (b) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;
  - (c) “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
  - (d) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
  - (e) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
  - (f) “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
  - (g) “consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
  - (h) “contract” **Error! Bookmark not defined.** means the agreement (including a service level agreement) that results from the acceptance of a bid by the Electoral Commission;
  - (i) “EME” means any enterprise with an annual total revenue that is less than the prescribed threshold value;
  - (j) “firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
  - (k) “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
  - (l) “non-firm prices” means all prices other than “firm” prices;
  - (m) “person” includes a juristic person;
  - (n) “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable duties and taxes;
  - (o) “state” means any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999), any municipality or municipal entity, provincial legislature, National Assembly or the National Council of provinces; or Parliament;

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- (p) "Service Provider or Supplier" (used interchangeably) means any individual or entity that has the potential to be contracted by the Electoral Commission to render goods/services.
- (q) "sub-contract" means the primary bidder/contractor's assigning, leasing, making out work to, or employing, another person to support such primary bidder/contractor in the execution of part of a project in terms of the SLA/contract.

In the event that the primary contractor/bidder is purchasing or renting goods from another entity for the purposes of rendering the services required in respect of this tender the latter shall be deemed not to be a 'sub-contractor';

- (r) "total revenue" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007; and
  - (s) "trust" means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
3. The tender forms are drafted to ensure that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire/s (where applicable) or in a separate annexure/s.
  4. The tender forms shall not be retyped or redrafted but photocopies may be prepared and used. All photocopied pages must, however, be completed and signed/initialled in original ink as stipulated.
  5. Additional offers may be made for any item in response to this tender but only on a photocopy of the applicable page/s. Additional offers made in any other manner may be disregarded.
  6. Tenders must not be qualified by the bidder's own conditions of tender. Failure to comply with this requirement shall invalidate the bid.
  7. Failure on the part of the bidder to *sign/initial all applicable pages* of this tender form and thus to acknowledge and accept the conditions in writing shall invalidate the bid submission.
  8. Failure on the part of the bidder to complete the attached forms, questionnaires and specifications' document in all respects may invalidate the bid submission. Failure to complete mandatory forms/schedules shall invalidate the bid submission.
  9. All changes/alterations in the bid document should be signed/initialled. Failure on the part of the bidder to sign/initial any alterations and/or corrections made to information provided in this tender form may invalidate the tender.
  10. No correction fluid/tape or similar products will be allowed and the use thereof on any page of the tender document may invalidate your bid submission.
  11. Any changes/alterations to pricing that are not signed/initialled are considered material, and shall invalidate the bid submission. Correction fluid/tape or similar products will not be allowed to amend prices and the use thereof shall invalidate the bid submission.
  12. Information/detail provided on completed tender forms must be legible and ink must be used. Tender forms completed and signed mechanically, e.g. by means of a typewriter/computer are deemed to have been completed in original ink. Pencil must not be used as it shall lead to the disqualification of the bid submission.
  13. Service providers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated. Incomplete bid submissions (i.e. with missing pages) shall be disqualified.
  14. Tender prices must be all inclusive, including VAT in respect of all vendors registered for VAT purposes. Non-VAT registered bidder shall not charge VAT.

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15. Tender prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs inclusive of VAT on a basis of delivered on site as specified.
16. National Treasury has placed an obligation on all bidders that intend doing business with government to register on its Central Supplier Database (CSD). The Electoral Commission will not contract any bidder that is not registered on the CSD.
17. It is an absolute requirement that the tax affairs of the successful bidder must be in order.
18. An entity's tax compliance status is indicated on the Central Supplier Database (CSD). The Electoral Commission will only contract bidders whose tax status is compliant. This means that if a bidder has a non-compliant tax status before the award is completed the bid will be disqualified if that bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction 9 of 2017/2018. It remains the bidder's responsibility to ensure that their taxes are in order, remain in order and that this is reflected on the CSD. The bidder must also ensure that all sub-contractors (if applicable) are tax compliant.
19. Bids must be submitted based on firm tender prices and delivery periods, unless otherwise stated in the bid specifications. Consequently, bidders must clearly state whether prices and delivery periods will remain firm for the duration of the SLA/contract or not.
20. When the SLA/contract is awarded on the basis of firm prices, contract prices may be adjusted during the contract period only if:
  - (a) customs or excise duty or any other duty, levy or tax (excluding any anti-dumping and countervailing duties or similar duties), is introduced in terms of any Act or regulation; or
  - (b) any such duty, levy or tax is legally changed or abolished; and
  - (c) the onus of proof of the effect of such events is placed upon the bidder.
21. If non-firm prices are provided for in the bid specifications, the following rules shall apply:
  - (a) In respect of any factors which demonstrably have an influence on the production cost of the supplies or the cost of rendering the services which have been tendered on the basis of non-firm prices, price adjustments which become effective during the contract period may be allowed with effect from the date of the change in cost and founded on the actual direct change in the cost as used in the calculation of the tender price, in addition to those provided for.
  - (b) Where the bidder is the manufacturer of the supplies or the provider of the service, or where he/she/they is the accredited agent of the manufacturer or the provider, evidence in support of the price adjustments claimed shall be produced on demand.
  - (c) As an alternative, the bidder may specify a formula in the bid submission for the purpose of adjusting prices in accordance with published indices.
  - (d) Where the bidder is not the provider of the service, or where he/she/they is not the accredited agent of the provider, any price adjustment shall be based on the increase or reduction to the bidder in the net cost of the supplies on which the tender price was based. When any such increase or reduction in costs occurs, the bidder shall submit copies of the quotation or price list with reference to which the tender price as calculated, as well as the revised quotation or price list on which the claim is based.
22. Where prices are subject to exchange rate fluctuations, bidders must take that factor into account when bidding and, where necessary, should ensure that they have taken the necessary forward cover to provide for possible price increases. When applicable, specific detail to this effect should be included in the bid submission.
23. Discounts offered by any bidder as part of their bid submission may be considered by the Electoral Commission at its sole discretion in the bid adjudication process.

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24. The bid specifications form an integral part of the tender document and bidders shall indicate in the space/s provided whether the specific services offered are according to specification or not.
25. In cases where the services offered are not according to specification, the deviations from the specifications must be indicated. Specifications may not, however, be changed on the tender forms provided as that shall invalidate a bid submission.
26. Unless specifically provided for in the tender document, no bids transmitted by facsimile or email will be considered.
27. Service providers are requested to promote local content as far as possible.
28. A service level agreement (SLA/contract) shall be entered into with the successful bidder.
29. Unless otherwise stipulated, all tools/equipment needed must be supplied by the successful bidder.
30. Any bidder found to be influencing the tender adjudication process shall be automatically disqualified and not accepted for consideration.
31. In accordance with the Electoral Commission's policy, the Electoral Commission reserves the right to procure goods/services outside of the SLA/contract if, *inter alia*, an emergency arises; the bidder's point of supply is not situated at or near the place where services are required or, if the bidder's services are not readily available.
32. The Electoral Commission reserves the right to negotiate the extension of the SLA/contract at its sole discretion with due regard to any statutory provisions imposed by National Treasury at the time of considering such extension.
33. The Electoral Commission may, at its sole discretion, resolve to procure lesser or additional goods/services as provided through the tender should the need arise. Any such change in the scope of services shall be negotiated with the successful bidder if and when relevant with due regard to any statutory provisions imposed by National Treasury at the time of considering such.
34. Bid submissions received by the Electoral Commission and bid evaluation, assessment and adjudication reports that may contain sensitive information relating to any specific bids are not available for perusal by the public.
35. All information supplied by the Electoral Commission will be in the strictest confidence and will remain the proprietary information of the Electoral Commission. No bidder will be permitted to disclose any such information to any third party without the prior express consent and/or written authority and/or consent of the Electoral Commission.
36. Should the bidder fail to comply with any of the conditions of the SLA/contract, the Electoral Commission shall be entitled, without prejudice to any of its other rights, to:
  - (a) arrange for the alternative execution of the service/s not rendered or not in conformity with the specifications of the SLA/contract; and
  - (b) recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct; or
  - (c) cancel the SLA/contract and claim any damages which it has suffered as a result of having to make less favourable arrangement due to such cancellation.
37. All acquisitions for goods/services made by the Electoral Commission are subject to the following conditions:
  - (a) No variations from the terms and conditions herein contained, and no contrary stipulation by the bidder shall be valid and binding unless confirmed by the Electoral Commission in writing.
  - (b) The Electoral Commission reserves the right to cancel any order if delivery is not made in due time and the bidder will not be entitled to any cancellation fees.
  - (c) Part deliveries will only be accepted on prior arrangement with the Electoral Commission.

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- (d) If delivery is not met as per agreement, the Electoral Commission reserves the right to cancel the outstanding delivery, and recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct.
  - (e) No price adjustments shall be accepted unless stipulated in the bid document received. The bidder will be obliged to sell at tendered prices.
  - (f) The award of the tender may be subjected to the negotiation of a market-related price with a bidder in accordance with the provisions of the Preferential Procurement Regulations, 2017.
  - (g) The Electoral Commission shall not be responsible for any risk in relation to the goods before delivery.
  - (h) The Electoral Commission shall not be obliged to pay for any goods with any deviation from the agreed specification and quality.
  - (i) The Electoral Commission shall be entitled to return any goods with defects or deviations from the agreed specification without consent from the bidder.
  - (j) The service provider shall submit a valid tax invoice where the service provider is VAT registered, or a valid invoice if the service provider is not VAT registered, conforming to tax law requirements, to the Electoral Commission. The invoice amount shall correspond with the order amount and shall be VAT inclusive, where applicable.
  - (k) Details provided on invoices issued to the Electoral Commission must correspond to the details of the bidder as registered on the Central Supplier Database (CSD). It remains the bidder's responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to the bidder.
  - (l) Payment shall be effected within 30 days of receipt of a valid invoice/s together with a statement of the Electoral Commission's account, unless a dispute arises in respect of such invoice/s. Every effort shall be made to take advantage of special discounts.
  - (m) To avoid unnecessary delays in payment, it remains the bidder's responsibility to ensure that banking details are correct and validated on the Central Supplier Database (CSD). The Electoral Commission will not be liable for interest accrued on overdue accounts where the bidder has not resolved their incorrect banking details on the CSD.
38. No damages shall be claimable by the Electoral Commission in respect of any reasonable period of delay which the bidder can prove to the satisfaction of the Electoral Commission to be directly due to unforeseen events and/or any *force majeure*.
39. If the execution of any SLA/contract entered into is likely to be delayed or is in fact being delayed on account of any reason, full particulars of the circumstances shall be immediately reported in writing to the contact person stated in the service level agreement (SLA/contract), and at the same time the bidder shall indicate the extension of the delivery/completion period which will then be required.
40. If information required in respect of any item in the tender document cannot be adequately inserted in the space provided, additional information may be provided on a separate sheet of paper with a clear and accurate reference to the item and page of the tender document.
41. Service providers may, at the discretion of the Electoral Commission, be requested to submit samples or prototypes, make presentations and/or written submissions in order for the Electoral Commission to assess compliance with tender conditions and specifications.
42. Scoring in respect of this tender will be based on the provisions of the Preferential Procurement Policy Framework Act, 2000 (PPPFA) and Preferential Procurement Regulations, 2017. These regulations require bidders to submit valid original or certified copies of their B-BBEE Status Level Certificates from accredited verification agencies or an affidavit as applicable.

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43. The following preference point systems are applicable to bids of the Electoral Commission:
- the 80/20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes included);
  - the 90/10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included); and
  - if it is unclear which preference point system will be applicable, then either the 80/20 or the 90/10 preference point system will apply and the lowest acceptable bid will be used to determine the applicable preference point system.
44. **The value of this tender is estimated to not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 scoring system shall be applicable.**
45. Preference points for this bid shall be awarded for:
- Price (80 or 90 as applicable); and
  - B-BBEE status level of contribution (20 or 10 as applicable).
46. A maximum of 80 or 90 points is allocated for price on the following basis:

$$80/20 \text{ or } 90/10 \quad P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ or } P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for comparative price of bid under consideration  
 Pt = Comparative price of bid under consideration  
 Pmin = Comparative price of lowest acceptable bid

47. In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

48. Bidders who qualify as exempted micro enterprises (EMEs) in terms of the B-BBEE Act must submit a sworn affidavit (with the exception of sector codes).
- For sectors not repealed nor amended, a B-BBEE status level certificate issued by an Accounting Officer as contemplated in the Close Corporation Act (CCA), or a Verification Agency accredited by South African Accreditation System (SANAS) or a Registered Auditor. Registered auditors do not need to meet the prerequisite for Independent Regulatory Board of Auditors (IRBA) approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
49. Bidders who qualify as qualifying small enterprises (QSEs) in terms of the B-BBEE Act must submit a sworn affidavit or B-BBEE status level certificate as applicable.

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- (a) QSEs with at least 51% black ownership must submit a B-BBEE QSE sworn affidavit.
  - (b) QSEs with 50% or less black ownership must submit their original and valid B-BBEE status level certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by South African Accreditation System (SANAS).
50. Bidders other than EMEs or QSEs with at least 50% black ownership must submit their original and valid B-BBEE status level certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by South African Accreditation System (SANAS).
  51. Failure on the part of a bidder to complete and/or to sign this form and submit a sworn affidavit, or an original or a certified copy of a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
  52. A trust, consortium or joint venture, will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
  53. A trust, consortium or joint venture will qualify for points for its B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE status level certificate as if it were a group structure and that such a consolidated B-BBEE status level certificate is prepared for every separate bid.
  54. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
  55. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
  56. A person awarded a SLA/contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
  57. The Electoral Commission reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points, in any manner required by the Electoral Commission. In the event that no response is received from the issuer of the certificate after 48 hours no B-BBEE points will be allocated in the final scoring.
  58. The bidder obtaining the highest number of total points will be awarded the SLA/contract subject to complying with all the other requirements, such as, meeting the technical specifications and satisfying the Electoral Commission's due diligence audit requirements which entails confirmation of the bidder's capacity, capability and ability to render the goods/services in accordance with the tender conditions/specifications.
  59. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
  60. Points scored will be rounded off to the nearest 2 decimal places.
  61. In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.
  62. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality.
  63. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

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64. Any legal person may make an offer or offers in terms of this invitation to bid.
65. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority, where:
- (a) the bidder is employed by the state; and/or
  - (b) the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and/or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the bid.
66. The Public Service Administration Management Act 11 of 2014 prohibits public servants from conducting business with the state or being a director of a public or private company that conducts business with the state. This Act will take effect on a date still to be determined by the President. Should your bid be submitted on a date after such determination by the President, you may be disqualified in terms of this Act.
67. The Electoral Commission may cancel the tender in accordance with the provisions of the Preferential Procurement Regulations, 2017 for reasons that include:
- (a) Changed circumstances – There is no longer a need for the goods/services.
  - (b) Funds are no longer available to cover the total envisaged expenditure.
  - (c) No acceptable bid is received.
  - (d) There is a material irregularity in the tender process.

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**BID SUBMISSION**

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This standard bidding document must be completed by the bidder and forms part of all bids.

In the case of a consortium or joint venture, every member of the consortium or joint venture must complete the questionnaire.

In the case of subcontractors, where more than 25% of the work will be done by such subcontractor/s each subcontractor must complete the questionnaire.

Separate forms must be used in each case.

Failure to complete and sign/initial all pages, in original ink, of this document shall invalidate your bid.

Where space provided is insufficient, annexes must be submitted with the relevant information.

False documents and/or the omission of information may invalidate your bid.

The form serves as a declaration to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

Any bid may be disregarded if the bidder or any of its directors or shareholders has:

- abused the Electoral Commission's supply chain management system;
- committed fraud or any other improper conduct in relation to such system; or
- failed to perform on any previous contract.

**PROSPECTIVE BIDDERS MUST REGISTER ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) PRIOR TO SUBMITTING THEIR BIDS. FAILURE TO REGISTER ON THE CSD SHALL INVALIDATE YOUR TENDER.**

**A BIDDER'S TAX AFFAIRS MUST BE IN ORDER TO BE CONSIDERED IN THE ADJUDICATION OF THIS TENDER. A BIDDER'S TAX COMPLIANCE STATUS IS REFLECTED ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD).**

**A BIDDER'S TAX COMPLIANCE STATUS SHALL APPLY AS IT WAS AT THE TIME OF THE AWARD OF THE TENDER. THE TENDER SHALL ONLY BE AWARDED TO A BIDDER THAT IS TAX COMPLIANT. THE ELECTORAL COMMISSION VERIFIES TAX STATUS AGAINST THE CSD. ANY BID WITH A NON-COMPLIANT TAX STATUS SHALL BE REJECTED AT THE TIME OF THE AWARD OF THE TENDER. TAX NON-COMPLIANT BIDDERS ARE, THEREFORE, ENCOURAGED TO CONTINUOUSLY MONITOR THEIR TAX COMPLIANCE STATUS ON THE CSD AND MUST ENSURE THAT THEIR STATUS REFLECTS AS TAX COMPLIANT. BIDDERS MUST RESOLVE ANY PENDING TAX ISSUES WITH SARS TIMEOUSLY AS IT TAKES TIME FOR STATUS CHANGES TO BE EFFECTED FROM THE SARS TAX COMPLIANCE SYSTEM (TCS) TO THE CSD.**

**ALTHOUGH NOT ALL THE INFORMATION REQUESTED HEREUNDER MIGHT BE RELEVANT TO THE SPECIFIC REQUIREMENTS OF THIS TENDER, YOU ARE REQUESTED TO COMPLETE THE DOCUMENT WITH AS MUCH RELEVANT DETAIL AS POSSIBLE.**

**THE INFORMATION MAY BE USED DURING THE BID EVALUATION PROCESS OF THE TENDER.**

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**TENDER QUESTIONNAIRE (INCLUDING THE CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD9), DECLARATION OF BIDDER'S PAST SUPPLY CHAIN PRACTICES (SBD8), DECLARATION OF INTEREST (SBD4), THE ENTERPRISE DECLARATION AFFADAVIT, INVITATION TO BID AND TERMS AND CONDITIONS OF THE BID (SBD1))**

Important note: Where more space is required for additional information please use photocopies of the applicable page/s. However, all pages **must** be completed in original ink.

**ORGANISATIONAL PROFILE**

1. Name of business entity (bidder): .....
2. Company CIPC registration number (if applicable).....
3. Central Supplier Database (CSD) registration number:

M	A	A	A							
---	---	---	---	--	--	--	--	--	--	--

Your unique registration number as provided above will be used to capture your company details as a vendor to the Electoral Commission. The Electoral Commission will draw your registration detail and tax compliant status from the National Treasury Central Supplier Database (CSD) and any changes (including banking details) you effect to your registration on the CSD will automatically update your registration as a vendor to the Electoral Commission. Detail provided on invoices issued to the Electoral Commission must correspond to the detail of your company as registered on the CSD. It remains your responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to you.

4. Contact person (person representing bidder): .....
5. Contact number: .....
6. Cellphone number: .....
7. eMail address: .....
8. Physical address of bidder: ..... Postal Code: .....
9. Type of Company/Enterprise [TICK APPLICABLE BOX]
  - ☐ Partnership/Joint Venture / Consortium
  - ☐ One-person business/sole propriety
  - ☐ Close corporation (CC)
  - ☐ Company
  - ☐ (Pty) Ltd
10. Describe Principal Business Activities  
.....
11. Company Classification [TICK APPLICABLE BOX]
  - ☐ Manufacturer
  - ☐ Supplier
  - ☐ Professional
  - ☐ Other, e.g. transporter, *et cetera*.

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12. Total number of years the company/firm has been in business:
13. The names of directors / members of companies are drawn from the Central Supplier Database (CSD). Please provide the detail of any trustees/shareholders/owners and their individual identity numbers that do not appear on your CSD registration in the table below.

Full Name	Identity Number

14. SMME Classification (Tick one applicable to your company):

Non-SMME		Very Small	
Medium		Micro	
Small		EME	

15. Please stipulate the B-BBEE status level of contribution as it appears on the certificate/affidavit for your entity

16. Is the entity an exempted micro enterprise (EME) for the purposes of the Preferential Procurement Regulations, 2017?

17. Has a B-BBEE status level verification certificate/affidavit been submitted?

YES		NO	
YES		NO	

18. If yes, who issued the certificate?

Commissioner of Oaths in the case of an applicable sworn affidavit	
A verification agency accredited by the South African Accreditation System (SANAS)	
An IRBA registered auditor	

All bidders must submit sworn affidavits or original or certified copies of their status level certificates together with their bid documentation in support of and confirming the B-BBEE status level indicated above. Failure to submit the affidavit or certificate will result in a bidder being deemed as a non-compliant contributor and a status level of zero (0) will be allocated.

19. Legal status of bidder (tick one box)

Principal bidder		
Subcontractor		.....% of work will be subcontracted*
Consortium		
Joint venture (JV)		
Other, specify		

In the case of subcontractors, where more than 25% of the work will be done by such

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subcontractor/s, each subcontractor must complete the tender questionnaire (including the certificate of independent bid determination (SBD9), declaration of bidder's past supply chain practices (SBD8), declaration of interest (SBD4) and the enterprise declaration affidavit.)

Separate forms must be used in each case.

The tax affairs of subcontractors must also be in order on the Central Supplier Database (CSD).

20.	Is your company a designated employer in terms of the Employment Equity Act (EEA)? (Act 55 of 1998)	YES		NO	
21.	Does your company comply with Chapter III of the Employment Equity Act? (Act 55 of 1998)	YES		NO	EXEMPT

22. In respect of the EEA requirements above, please attach either:

22.1 A certificate in terms of Section 53(2) of the EEA which is conclusive evidence that the employer complies with the relevant Chapters of the EEA; or

Section 53(2) states: An employer may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.

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

23. In the event of subcontractors being used to render the services required in terms of this tender, the principal bidder must complete the schedule below in order to clearly indicate which entities will be subcontracted as well as the percentage of work to be subcontracted to each of these entities in relation to the total value of the contract.

Name of Company to be Subcontracted	% Value of Total Contract Allocated to Subcontractor	The B-BBEE status level of the sub-contractor	Sub-contractor is an EME or QSE (Please indicate EME, QSE, or "N/a")
<b>Total % of Work to be Sub-contracted*</b>	..... %		

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### **FINANCIAL INFORMATION**

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

<b>Financial Year (e.g. 2018, 2019, 2020)</b>	<b>Annual Turnover</b>	<b>Gross Asset Value</b>	<b>Net Asset Value</b>
	R	R	R
	R	R	R
	R	R	R
	R	R	R

25. Is your company listed on the Stock Exchange?

YES		NO	
-----	--	----	--

26. Are the prices quoted firm for the full period of the contract?

YES		NO	
-----	--	----	--

If the tender prices are not firm for the full period, provide details against the appropriate category(s) below:

Non-firm prices, i.e. prices linked to statutory adjustments and other proven adjustments.

YES		NO	
-----	--	----	--

Explanation:.....

Prices linked to fixed period adjustments.

YES		NO	
YES		NO	

Prices linked to escalation formula adjustments.

Explanation: Note that for the purpose of price comparisons, the actual price inclusive of VAT that the Electoral Commission will have to pay over the contract period will be used, unless otherwise stipulated in the detailed specifications

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**DELIVERABLES AND GUARANTEES**

---

27. Is the delivery period stated in the tender firm?

YES		NO	
-----	--	----	--

28. Do you confirm that the required goods/services are guaranteed in terms of any specific guarantees that may be required in the bid specification?

YES		NO	
-----	--	----	--

29. Are you the accredited representative in the Republic of South Africa of the manufacturer of the equipment offered by you?

YES		NO	
-----	--	----	--

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**PAST SUPPLY CHAIN PRACTICES**  
**(SBD8)**

30. Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?

YES		NO	
-----	--	----	--

(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied).

The Database of Restricted Suppliers now resides on the National Treasury's website ([www.treasury.gov.za](http://www.treasury.gov.za)) and can be accessed by clicking on its link at the bottom of the home page.

If so, furnish particulars:

.....

31. Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?

YES		NO	
-----	--	----	--

The Register for Tender Defaulters can be accessed on the National Treasury's website ([www.treasury.gov.za](http://www.treasury.gov.za)) by clicking on its link at the bottom of the home page.

If so, furnish particulars:

.....

32. Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?

YES		NO	
-----	--	----	--

If so, furnish particulars:

.....

33. Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?

YES		NO	
-----	--	----	--

If so, furnish particulars:

.....

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**DECLARATION OF INTEREST**  
**(SBD4)**

34. Are you or any person connected with the bidder presently employed by the state?

YES		NO	
-----	--	----	--

If so, furnish the following particulars:

Name of person/director/trustee/shareholder/member: .....

Name of state institution to which the person is connected: .....

Position occupied in the state institution: .....

Any other particulars: .....

.....

Was appropriate authority to undertake remunerative work outside employment in the public sector obtained?

YES		NO	
-----	--	----	--

Did you attach proof of such authority to the bid document?

YES		NO	
-----	--	----	--

If no, furnish reasons for non-submission of such proof:

.....

.....

35. Did you or your spouse, or any of the company's directors/trustees/shareholders/ members or their spouses conduct business with the state in the previous twelve months?

YES		NO	
-----	--	----	--

If so, furnish particulars.

.....

.....

36. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and/or adjudication of this bid?

YES		NO	
-----	--	----	--

If so, furnish particulars.

.....

.....

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37. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and/or adjudication of this bid?

YES		NO	
-----	--	----	--

If so, furnish particulars.

.....

.....

38. Do you or any of the directors/trustees/ shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES		NO	
-----	--	----	--

If so, furnish particulars.

.....

.....

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**CERTIFICATE**  
**(SBD1, SBD4, SBD6.1, SBD8, SBD9)**

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I, the undersigned, in submitting the accompanying bid:

**TENDER: IEC/SS-03/2021**

In response to the invitation for the bid made by The Electoral Commission do hereby make the following statements that I certify to be true and complete in every respect.

I certify, on behalf of: \_\_\_\_\_  
that:

1. I have read and I understand the contents of this Certificate.
2. I certify that the information furnished in this bid submission, which includes the information stated in respect of the applicable SBD forms, is true and correct. I accept that the Electoral Commission may reject the bid or act against me should this declaration be found not to be true and complete in every respect.
3. Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
4. I hereby bid to render all or any of the services described in the attached documents to the Electoral Commission on the terms and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices including VAT and on the terms regarding time for delivery and/or execution inserted therein.
5. I agree that:
  - a) the offer herein shall remain binding upon me/us and open for acceptance by the Electoral Commission during the validity period indicated and calculated from the closing time of the tender;
  - b) this tender and its acceptance shall be subject to the terms and conditions contained in the general tender conditions of the Electoral Commission with which I am/we are fully acquainted;
  - c) I/we agree that my/our bid shall be valid for a period of 180 days; and
  - d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid.
6. I furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract/service level agreement and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
7. I hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
8. I agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgement which may be pronounced against me/us by a court of law as a result of such action.

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9. Confirmation is granted that SARS may, on an ongoing basis during the contract term, disclose my/our (including that of subcontractors, partners and undisclosed principals) tax compliance status to the Electoral Commission for purposes of verifying my/our tax compliance status with SARS.
10. We have arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>1</sup> will not be construed as collusive bidding.
11. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who:
  - a) has been requested to submit a bid in response to this bid invitation;
  - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
12. In particular, without limiting the generality of paragraph 10 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) geographical area where product or service will be rendered (market allocation);
  - c) methods, factors or formulas used to calculate prices;
  - d) the intention or decision to submit or not to submit, a bid;
  - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - f) bidding with the intention not to win the bid.
13. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
14. The terms of the accompanying bid have not been, and will not be, disclosed by us, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
15. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and/or the bidder may be restricted from conducting business with the

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<sup>1</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

16. I certify that the points claimed, based on the B-BBEE status level of contribution indicated in the tender documents, qualifies the bidder for the preference shown and I acknowledge that:
  - a) The information furnished is true and correct;
  - b) The preference points claimed are in accordance with the General Tender Conditions as indicated in this form; and
  - c) In the event of a contract being awarded as a result of points claimed I may be required to furnish documentary proof to the satisfaction of the Electoral Commission that the claims are correct.
17. If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the Electoral Commission may, in addition to any other remedy it may have –
  - a) disqualify the person from the bidding process;
  - b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding ten (10) years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - e) forward the matter for criminal prosecution.
18. Notice has been taken of the tender document including all the relevant forms and the General Tender Conditions contained in this tender document, the content of which is understood.
19. It is confirmed that the required tender forms have been completed in full and signed.

.....  
Name and Surname in Print

.....  
Signature

.....  
Position

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

Date.....

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**IMPORTANT NOTICE:**

*The under-mentioned requirements form an integral part of the bid assessment and bid evaluation processes that will be followed by the Electoral Commission. Please note that bids that do not conform to the primary compliance requirements indicated in Section A will not be considered. The bid evaluation requirements below must be read together with the bid evaluation criteria that may form part of the bid specifications.*

**A Acceptance or Rejection of Bid (Primary Compliance Verification)**

**Legality of bid document:**

- (a) Non-compliance with tender rules - The following shall lead to disqualification:
- Failure to attend a compulsory briefing session (if applicable).
  - Failure to return all pages of the tender document that must be signed/initialled.
  - Failure to complete tender forms in original ink.
  - Failure to sign/initial all applicable pages of the tender document. Signing of the Certificate is deemed equivalent to signing page 24 and/or signing the page represents signing the Certificate.
  - Any changes/alterations to pricing that are not signed/initialled and/or the use of correctional fluid/tape or any similar product in respect of pricing in the tender document.
  - Any changes to the tender specifications (unless formally agreed to by the Electoral Commission and recorded as such before the closure of the tender).
  - Failure to complete and sign all affidavits, certificates, declarations and annexures contained in the tender in original ink.
  - Failure to register on the Central Supplier Database (CSD).
- (b) Non-compliance with tender rules – In addition to (a) above, the following may lead to disqualification:
- Failure to sign/initial any other alterations and/or corrections to the information submitted by the bidder, which the Electoral Commission may consider to be material.
  - No tender shall be awarded to a bidder that is not tax compliant.

**Incomplete bid submission:**

- (c) The following shall lead to disqualification:
- Rates and Prices – Schedules not completed as required.
  - Failure to submit obligatory written proposals/explanations/samples/prototypes/certificates or similar requirements.
  - In respect of subcontractors or joint ventures or consortiums, failure to complete and submit the required tender forms (pages 14-24 of the tender document) or to submit evidence that your tax affairs are in order.

**B Bid Evaluation**

**Inability to evaluate the tender:**

- (a) Incomplete Schedule of Rates and Prices.
- (b) Prices and information not furnished as specified and/or required.
- (c) Incomplete written proposals/submissions where required.

*Service providers should note that ALL information requested in terms of the bid submission is required and may be used for bid evaluation purposes.*

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**General questionnaire to ensure compliance with tender requirements/rules/conditions/specifications:**

Question	If YES, please tick*	If NO, please tick*
Are you duly authorised to sign the tender?		
Has the <i>Declaration of Interest Questionnaire</i> been duly completed and included with the other tender forms?		
Has the <i>Certificate</i> been completed and signed?		
Have separate forms (pages 14-24) been completed for each member of a consortium, joint venture or subcontractor as specified in the tender document?		
Is the tender document complete – i.e. are all pages as well as compulsory returnables included/returned with your bid submission?		
The use of pencil to complete the tender forms will invalidate your bid. Have all applicable pages of this document been completed and signed or initialled in original ink by the signatory of the tender document?		
Have all corrections/alterations to information and or prices made on this document been certified/signed/initialled by the signatory of the tender document?		
Have you noted that the use of correction fluid/tape or any such products to amend prices shall invalidate your bid submission?		
Is your company (and any potential subcontractors) registered on the Central Supplier Database (CSD)? Please include a copy of your registration form in your bid submission.		
Are your tax affairs in order and reflected as being compliant on the Central Supplier Database (CSD)? As such, have you noted that your bid may be rejected at the time of awarding this tender if your tax status is non-compliant on the CSD?		
Has an original or certified copy of your valid B-BBEE certificate/affidavit been attached to the tender document?		
Have the General Tender Conditions been noted?		
Have the Bid Evaluation Criteria been noted?		
Has the Scope of Services been noted?		
Have prices been quoted VAT inclusive?		
Have a comprehensive written proposal and/or samples/certificates/ <i>et cetera</i> as called for in this tender been prepared and submitted with the tender document?		

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# **CATERING SERVICES**

## **Results Operations Centre (ROC)**

### **2021 Local Government Elections (LGE)**

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## **GENERAL SPECIFICATIONS FOR 2021 LGE ROC: CATERING SERVICES**

### **RENDERING OF A CATERING SERVICE AT THE ELECTORAL COMMISSION'S NATIONAL RESULTS OPERATIONS CENTRE (ROC)**

#### **1. General requirement**

1.1 The Electoral Commission requires catering services at the Results Operations Centre (ROC) from an established service provider for the operational period of approximately twelve (12) days. This period will include a ROC Launch function (to be confirmed) as well as a Results Announcement function (also to be confirmed). The Local Government Elections will take place on 27 October 2021. The catering services will take place at the following venue:

**TSHWANE Events Centre  
Pretoria Show Grounds, Hall J  
Gate 2, Souter Street  
Pretoria**

The address provided above is likely to be a venue for the event.

A **COMPULSORY bid briefing session** will be held on 2 July 2021 at 11:00, at the venue as stipulated above.

#### **2. Scope of Tender**

During the operational period, a large number of staff and service providers such as broadcasters and media will be present at the ROC daily and often 24 hours per day. The Electoral Commission is desirous to appoint an established catering service provider to render a catering service at the ROC premises for the said period. Furthermore, the Electoral Commission requires catering for the Launch of the ROC as well as a Gala Dinner following the announcement of the results of the elections.

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The following is a brief summary of the catering needs that will be required at the Electoral Commission's Results Operations Centre for the operational period as indicated above will serve as a guideline only. Department of Health COVID-19 Infection and Control Guidelines and Electoral Commission's COVID-19 protocols must be adhered to for the duration of the event.

2.1 The serving of meals for breakfast, lunch, dinner and midnight snacks to the staff, service providers and guests of the Electoral Commission at the ROC. Guidelines of the expected meals to be served each day are given in the Pricing Schedule Annexure B. The Electoral Commission will on a daily basis give an indication of the minimum number of meals per sitting for the following day during the active election period.

Bidders must also prepare and submit proposals with bid price quotations for:

- The catering for a **ROC Launch Function** for approximately **500 (to be confirmed as per COVID-19 protocols)** guests which will be hosted in **Hall J** (depending on the venue and type of event to be hosted) of the venue (this will take the format of a cocktail function around midday) to be held one week before the Election Day. Bids must contain detail regarding, setting up of tables, replenishment of food on the tables, waiters to serve food on trays, waiters to serve drinks on trays, staffing, etc. A menu for costing is included in Annexure A. Cost calculations for this purpose are included in the attached Pricing Schedule in **Annexure C** (3.2).
- The catering for Gala Dinner after the **Election Results Announcement Function** for approximately **1000 (to be confirmed as per COVID-19 protocols)** guests will be hosted in **Hall L** (depending on the venue and type of event to be hosted) of the venue (this will take the format of a formal four course "gala dinner") after the election activities have been finalised. A menu for costing purposes is included for costing in Annexure A. See Annexure C 3.3 for the Pricing Schedule for this function.

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- The Electoral Commission may for the above functions, at its sole discretion accept the quote/s offered by the preferred service provider or contract an alternative service provider should it prefer.
- Menus for both the above functions will be finalised with the service provider.

2.2 The Electoral Commission envisages that it may also have to make special arrangements in certain instances to provide meals/catering to small designated groups at times outside of the normal scheduled meal times. Bidders must clearly indicate their ability to adhere to this requirement.

2.3 The Electoral Commission may also require additional services relating to the overall catering requirements and may include such services on a quotations basis.

2.4 The Electoral Commission reserves the right to amend a number of attendees since the Results Operation Centre will most likely also be held through virtual platforms.

### **3. Bid Requirements**

The service provider will be required to prepare and serve three meals per day, as well as midnight snacks, cater for a launch function and possibly cater for a gala dinner after the results announcement at the Results Operations Centre of the Electoral Commission. The Department of Health COVID-19 Infection and Control Guidelines and Electoral Commission's COVID-19 protocols must be adhered to for the duration of the event.

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### 3.1 Food serving and preparation

Bidders are required to cost the menus attached in Annexure A. All prices must be quoted in rand and include Value Added Tax (VAT). Estimated quantities of meals are indicated in Annexure B which must be used for pricing purposes. The following guidelines and COVID:19 protocols have to be adhered to in terms of the menus to be served:

3.1.1. **Full English Breakfast:** See menus attached in **Annexure A**.

3.1.2. **Lunch:** See menus attached in **Annexure A**.

3.1.3 **Dinner:** See menus attached in **Annexure A**.

3.1.4 **Midnight Snack:** See menus attached in **Annexure A**.

3.1.5 The bidder must indicate its ability to cater for specialised meal choices and snacks such as **halaal and vegetarian**. Please note that salads alone are not to be considered vegetarian meals. Vegetarian meals are stipulated on the menus.

3.1.6 One non-alcoholic beverage such as fresh juice, canned cool drink/juice or bottled water must be served per person for all meals.

3.1.7 Tea and percolated coffee must be available in both, the main and the VIP dining areas plus various stations throughout the facility.

3.1.8 Variety of salads must be available for every lunch and dinner serving.

3.1.9 Pricing is required on **Annexure F** for six types of platters. Details of each should be described in the written proposal. It is expected that an estimated of

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40 platters will be served over the period of the project. (The platters consist of 6 x different menus, as stipulated in **Annexure F**).

3.1.10 Bidders must clearly indicate on what premises and where food preparation will be done as well as clearly indicate the mode of transporting prepared food from the preparation area to the serving areas. Clearly indicate measures that will be in place to prevent contamination of food during transportation.

3.1.11 Bidders must be ready to serve breakfast between 07h00 and 10h00, lunch between 13:00 and 14:30, dinner between 18:00 and 21:00 as well as midnight snack between midnight and 01:00am. Bidders must confirm in the written proposal their ability to serve meals at these times as well as adhering to requests from broadcasters for service some meals out of the stipulated meal times such as extending meal serving times with approximately thirty (30) minutes for a specific number of guests.

3.1.12 The service provider must be able to increase/decrease the daily meal quota should the need arise. Bidders must clearly indicate the minimum hours required for them to decreasing or increasing of meal quotas.

3.1.13 Provision must be made for a VIP Lounge area within the centre on the Mezzanine level. See 3.2 regarding cash bar facilities required there. Snacks in the form of platters (see 3.1.9) and pastries, tea, coffee and juices must also be available in the Executive Area and VIP lounge at all times.

## **3.2 Bar and VIP Services**

A VIP lounge area with full cash bar facilities must be operational from midday to midnight as well as snacks, pastries/light meals on request. On Election Day and the following two days the VIP Lounge must be operated on a 24 hour basis. The VIP lounge area will only be utilised for six (6) days during the week of elections. This area must be properly staffed as indicated above. The estimated number of guests during this period is 140 people per day. This number will increase significantly on Election

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Day and the two following days. This requirement must be addressed in detail in the written proposal document (see paragraph 8). The Department of Health COVID-19 Infection and Control Guidelines and Electoral Commission's COVID-19 protocols must be adhered to for the duration of the event.

At least two (2) cash bars must be operational for six (6) days during the election week. One will be situated in the VIP dining area. The other will be in the VIP lounge area. Bar prices must be reasonable and a list of bar stock items with prices must be included in the bid documentation. Use Annexure G for this purpose.

The successful bidder must provide the liquor licence for the duration of services.

**Note:** The cash bar in the dining room area must operate during lunch and dinner meal times only.

### 3.3 Hygiene and Quality

Food must comply with general nutritional standards. Food must be healthy and not be saturated in cooking oil/fat. Note that "Take Aways" from takeaway outlets will **NOT** be acceptable. In the event of Electoral Commission guests and staff members contracting food poisoning or any other food related ailment as a result of the food served being contaminated, the Electoral Commission reserves the right not to pay for meals served on such a day and/or to cancel the agreement with immediate effect and to appoint another service provider to take over the services. The health inspectors of the City of Tshwane will visit the facility daily to take samples and measure temperatures of food served/stored. Penalties will apply in the event that the Health Inspectors find reason to stop the service. The Department of Health COVID-19 Infection and Control Guidelines and Electoral Commission's COVID-19 protocols must be adhered to for the duration of the event.

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### 3.4 Serving of Coffee and Tea

Good quality tea (including Rooibos tea) and percolated coffee, fresh milk, clean cups and saucers and tea spoons/stirring sticks must be available at the various tea/coffee stations and meal serving points at all times and the cost must be indicated separately as indicated on the pricing schedule. **Tea and percolated coffee must also be available at meeting rooms for staff attending meetings.** Full details of tea and coffee that will be served as well as equipment provision must be detailed. **Eight (8)** such stations are envisaged. These must be maintained and serviced by the service provider. Bidders must bear in mind that they will be responsible for the staffing, cleaning and provision of hot water and consumables at the various stations at all times. The Department of Health COVID-19 Infection and Control Guidelines and Electoral Commission's COVID-19 protocols must be adhered to for the duration of the event.

During the operational period tea/coffee stations must be operational at the various points on a 24 hour (as long as the centre is open) basis and during meetings in the four (4) meeting rooms.

## 4. Catering Equipment and Related Issues

4.1 The Electoral Commission is able to supply the following:

4.1.1 Premises for the main dining/serving areas and VIP dining/serving areas in Hall J.

4.1.2 A small kitchen facility with a walk-in-fridge and very little other equipment will be made available to the service provider. This is however not sufficient for the preparation of food in the volumes required for this project.

4.1.3 Serving counters, round tables and chairs for the dining areas.

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4.2 Bidders must clearly indicate their ability to provide all the catering equipment needed for the setting up of a kitchen including but not limited to:

- Tables for the preparation of food
- Cutlery
- Crockery
- Serving equipment such as bain-marie's *etcetera*
- Fridges and freezers
- Table cloths (enough tablecloths to change daily)
- Decorations on the tables, i.e. flower arrangements or pot plants
- Washing up facilities
- Cooking equipment such as stoves and grillers
- Disposable three way breakfast and lunch container (plastic)
- Disposable crockery and cutlery.
- Pre-packaging for desert, starters and fruit salads.
- Crockery and cutlery sterilising machines for all serving stations.

**NOTE: BIDDERS MUST BE AWARE THAT THERE ARE NO CATERING OR FOOD PREPARATION FACILITIES AVAILABLE IN HALL J.**

4.3 The service provider must provide all gas equipment, installation and gas cylinders and must provide for gas usage. Temporary gas installations must be done in line with the municipal regulations or any other statutory provisions that may be applicable. A certificate of compliance (COC) must be submitted to the Electoral Commission's project manager prior to commencement of food preparation.

4.4 Bidders must indicate the minimum period required for set-up as well as breaking down of the catering facilities.

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- 4.5 The bidders ability to provide all the equipment needed for the required catering service must be clearly addressed.
- 4.6 Tablecloths must be replaced daily or more often if soiled. Bidders must present as part of their bid a plan that will ensure that tablecloths are clean at all times. Thus soiled table cloths must be removed and replaced between meals.
- 4.7 Food buffet areas must be designed and decorated in consultation with the Electoral Commission's appointed project manager for catering services.
- 4.8 Bidders requiring transport for prepared food from their preparation area to the dining area must make provision for such transport and costs in the written submission. This must include the mode / type of transportation for food and from preparation to delivery point.
- 4.9 The availability of all the equipment offered for this project will be inspected during the due diligence audit at the premises of the recommended bidder.
- 4.10 Bidders must submit details with regard to contingency plans should the need arise due to unforeseen circumstances with regard to the provision of the service. Detail of such contingency plans such as alternative facilities for the preparation, absenteeism, labour unrest, electrical and mechanical faults, COVID-19, chilling/warming and transportation of meals must be addressed in the written submission.

## **5. Provision of Staff**

- 5.1 Bidders shall provide all staff required for the efficient operation of the service. A clear indication must be given of the envisaged staff component, organisational principles, procedures and functions for the effective management and operation of the staff and service.

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A comprehensive staffing plan, showing the shift durations and positions/responsibilities and experience of staff that will be utilized must be submitted.

All staff members including waiters must be trained and experienced in all facets of catering required for this project.

5.2 All staff used must be neatly dressed in uniforms bearing the logo of the service provider.

5.3 Catering staff will not be permitted to sleep on the premises. An accommodation and transport plan for staff must be submitted as part of the bid documentation. Catering staff that are not on duty may not be loitering (standing, walking, sleeping or laying around) on the premises.

5.4 For security purposes, all staff and vehicles utilized by the service provider will be subject to the ROC Accreditation processes, including security screening. Prior to the commencement of the project the service provider will be required to submit a complete list with the following:

- Names and ID numbers of all staff members utilized for this project.
- Registration numbers of all vehicles envisaged to enter the premises.

5.5 The Electoral Commission reserves the right to request the replacement of catering staff members at its discretion.

## 6. Control Requirements

6.1 A meal voucher system for breakfast, Lunch and Dinner will be used to manage the number of meals served to staff and visitors. Specific procedures for the

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managing of meals served will, before commencement of the catering service, be agreed upon between the service provider and the project manager. The meal voucher system will serve as the official record of meals served.

- 6.2 A reconciliation of meals served must be submitted to the Electoral Commissions project manager daily reflecting the meals actually served the previous day. This may be subject to audit by the Internal Audit unit of the Electoral Commission.
- 6.3 The Electoral Commission and the service provider shall each assign a project manager who shall form a communication link between both parties in order to facilitate the flow of information, problem solving, *et cetera*.

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## 7. Hygiene and Cleanliness

The service provider:

- 7.1 Shall keep the catering premises, including all windows, catering equipment, kitchen area, utensils, cutlery, *et cetera* in a clean, hygienic and tidy condition to the satisfaction of the Electoral Commission's *project manager* and in accordance with local government health regulations. The prospective bidder must utilize COVID-19 19 compliant chemicals to clean the premises.
- 7.2 Will ensure that food served is in compliance with health food standards.
- 7.3 Staff shall at all times be clean, neatly dressed and in a state of health that is in keeping with the service they will be providing. (Refer paragraph 5.2)
- 7.4 Bidders must submit a plan for the washing up of cutlery, crockery, pots and pans. Detail of the washing up process must be given – covering where, and how washing up will take place. Hygiene must be addressed in detail.
- 7.5 Cleaning, staffing and servicing of all food and bar service areas will be the responsibility of the service provider. This includes all areas where coffee, tea and snacks are being served.
- 7.6 The service provider must ensure that masks are worn for the duration of the event.  
The Department of Health COVID-19 Infection and Control Guidelines and Electoral Commission's COVID-19 protocols must adhered to for the duration of the event.

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## 8. Written Proposal

***Note: Where possible items included and covered in the written proposal must be numbered the same as in this bid specification document.***

Bidders must submit a written proposal in which all the requirements to render the catering services are addressed in detail. Bidders must clearly indicate their ability to render the required services at the ROC.

**Note:** Due diligence audits will be conducted to verify submissions by bidders. The due diligence will include the tasting of food based on the set menu that will be provided to the recommended service provider prior the due diligence audit date.

The following must also be addressed in the written submission or added as an annexure:

- 8.1 Company profile with catering as main business with minimum operational experience of five (05) years.
- 8.2 Related experience and track record with names and contact details of references.
- 8.3 Company organogram including the names and positions of staff and owners.
- 8.4 Submission of current/previous Municipal Certificate of Acceptability for food premise issued by Municipal Health Services.
- 8.5 Submission of three (3) valid reference letters confirming catering served for five (5) consecutive days. The letter must clearly indicate three meals served daily for 500 guests for a period of five (05) days.

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- 8.6 Two (2) Operational Managers who will be involved in the project with a minimum of five (5) years' experience within hospitality industry.
- 8.7 The project will require four (4) qualified chefs for effective implementation of this project. Submission of proof of registration certificates with South African Chef Association for the Chef for all four (4) chefs. The CVs of four (4) Chefs with a minimum of five (5) years' experience as a chef in a hospitality industry must be attached.
- 8.8 Submission of a proof of how halaal food will be sourced or cooked. Halaal certificate of the prospective bidder or contractor (where halaal food will be sourced) must be attached. (3.1.5).
- 8.9 Submission of certificate of membership with Federated Hospitality Association of Southern Africa.
- 8.10 Relevant methodology/project plan/project execution plan addressing the sourcing of foods, equipment, preparation, serving of food/food distribution plan, recruitment and deployment plan and clearing of tables.
- 8.11 Bidder's ability to supply all the catering equipment required for this project (see 4.2).
- 8.12 VIP Lounge area addressed in detail as required in 3.1.13.
- 8.13 Clearly state the existence of insurance cover for equipment and goods for this project. (see paragraph 11 below).

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- 8.14 Details of contingency plans in case of unforeseen circumstances and mitigation factors. Contingency Plan must address the current South African challenges, (See 4.10).
- 8.15 Minimum period required for set-up as well as breaking down of the catering facilities. (see 4.4).
- 8.16 Indicate equipment that the bidder will not be able to provide. (see 4.5).
- 8.17 Table cloth replacement system. (see 4.6).
- 8.18 Clearly indicate the mode of transport for prepared food. (see 4.8).
- 8.19 List of names with SA ID numbers of all staff utilized for this project as well as details of vehicles to be utilized for this project. (see 5.4).
- 8.20 Washing up plan. (see 7.4).
- 8.21 Proposal for ROC Launch function. (see 2.1).
- 8.22 Proposal for Results Announcement function (Gala dinner). (see 2.2).
- 8.23 Adherence to required meal serving times. (see 3.1.11).
- 8.24 The prospective bidder must demonstrate in writing the methods to be used for preparation and serving of meals to mitigate the possible spread and outbreak of COVID:19. Disinfection of surfaces must be demonstrated to curb the possible spread and outbreak of COVID:19. Utilization of pre-packaging containers must also be demonstrated by the prospective bidder.

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## 9. Security Regulations

- 9.1 The bidder agrees to ensure that the security regulations applicable at the Results Operations Centre will be complied with by all management and staff.
- 9.2 The successful bidder and its staff shall be subjected to a security screening by the State Security Agency.

## 10. Pricing

- 10.1 A full breakdown of the costs must be submitted as proposed by the bidder (see **Annexure E**).
- 10.2 Additional information may be supplied as addendums.
- 10.3 Annexure B to H must be comprehensively completed. Failing to do so will invalidate your bid submission.
- 10.4 Additional information may be furnished in the form of an annexure/s and clearly marked as such but such annexure/s may not substitute the pricing schedules as provided in this tender document.
- 10.5 All prices provided must be inclusive of VAT.
- 10.6 Calculation formulas for possible price escalations must be clearly stated as requested in **Annexure H**.

## 11. Insurance of Equipment

It is understood that all equipment and goods supplied remain the property of the service provider. It is therefore; expected that the service provider would insure such equipment and goods for all risks for the period of this project. The insurance cover must be clearly stated in the written proposal. (Refer to 8.13).

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**Annexure A**

**ROC MENUS 2021**

Full costs for halaal and vegetarian servings must be included in the detailed pricing schedule as per Annexure B

**BREAKFAST DAY 1**

Assorted fruit juices (330ml)  
Fruits (fruit salad in a 175ml salad plastic disposable)  
Cereals  
Yoghurts (smooth yogurt 175ml)  
Milk  
Scrambled Egg with sour Cream and Chives (2 eggs)  
Beef Sausage (80g)  
Back Bacon (50g)  
Grilled Herb Tomato (1/2)  
Hash Browns (30g)  
White and Brown Bread Toasted (2 slices)  
Seeded Brown Bread (1 slice)  
Butter (8g) Jam (5g) Honey (5g)

**Price per person inclusive of VAT: R\_\_\_\_\_**

**BREAKFAST DAY 2**

Assorted fruit juices (330ml) Fruits (fruit salad in a 175ml salad plastic disposable)  
Cereals  
Yoghurts (smooth yogurt 175ml)  
Milk  
Scrambled Egg with Spring Onions (2 eggs)  
Back Bacon (50g)  
Savoury Mince (50g)  
Tomato topped with Basil Pesto (halved)  
White and Brown Bread Toasted (2 slices)  
Poppy Seed Rolls (1 per person)  
Rye Bread (1 slice per person)  
Butter (8g) Jam (5g) Honey (5g)

**Price per person inclusive of VAT: R\_\_\_\_\_**

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**BREAKFAST DAY 3**

Assorted fruit juices (330ml)  
Fruits (fruit salad in a 175ml salad plastic disposable)  
Cereals  
Yoghurts (smooth yogurt 175ml)  
Milk  
  
Herbed Scrambled Egg (2 eggs)  
Veal Sausage (80g)  
Back Bacon (50g)  
Tomato topped with Parmesan Cheese (1/2)  
  
White and Brown Bread Toasted (2 slices)  
Sesame Seed Rolls (1 per person)  
  
Butter (8g) Jam (5g) Honey (5g)

**Price per person inclusive of VAT: R\_\_\_\_\_**

**BREAKFAST DAY 4**

Assorted fruit juices (330ml)  
Fruits (fruit salad in a 175ml salad plastic disposable)  
Cereals  
Yoghurts (smooth yogurt 175ml)  
Milk  
  
Fried eggs (2 eggs)  
Beef Sausage (80g)  
Back Bacon (50g)  
Grilled Herb Tomato (1/2)  
Hash Browns (30g)  
  
White and Brown Bread Toasted (2 slices)  
  
Seeded Brown Bread (1 slice)  
  
Butter (8g) Jam (5g) Honey (5g)

**Price per person inclusive of VAT: R\_\_\_\_\_**

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## Annexure A

### **BREAKFAST DAY 5**

Assorted fruit juices (330ml)  
Fruits (fruit salad in a 175ml salad plastic disposable)  
Cereals  
Yoghurts (smooth yogurt 175ml)  
Milk  
Scrambled Egg with sour Cream and Chives (2 eggs)  
Beef Sausage (80g)  
Back Bacon (50g)  
Grilled Herb Tomato (1/2)  
Hash Browns (30g)  
White and Brown Bread Toasted (1 slice)  
Croissant (1 per person)  
Seeded Brown Bread (1 slice)  
Butter (8g) Jam (5g) Honey (5g)

**Price per person inclusive of VAT: R\_\_\_\_\_**

### **BREAKFAST DAY 6**

Assorted fruit juices (330ml)  
Fruits (fruit salad in a 175ml salad plastic disposable)  
Cereals  
Yoghurts (smooth yogurt 175ml)  
Milk  
Scrambled Egg with sour Cream and Chives (2 eggs)  
Chicken Mince (50g)  
Back Bacon (50g)  
Hash Browns (30g)  
White and Brown Bread Toasted (1 slice)  
Seeded Brown Bread (1 slice)  
Butter (8g) Jam (5g) Honey (5g)

**Price per person inclusive of VAT R\_\_\_\_\_**

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**BREAKFAST DAY 7**

Assorted fruit juices (330ml Fruits (fruit salad in a 175ml salad plastic disposable)

Cereals

Yoghurts (smooth yogurt 175ml)

Milk

Cheese Omelettes (60g)

Back Bacon (50g)

Grilled Herb Tomato (halved)

Hash Browns (30g)

White and Brown Bread Toasted (1 slice)

Croissant (1 per person)

Seeded Brown Bread (1 slice)

Butter (8g) Jam (5g) Honey (5g)

**Price per person inclusive of VAT R\_\_\_\_\_**

**BREAKFAST DAY 8**

Assorted fruit juices (330ml

Fruits (fruit salad in a 175ml salad plastic disposable)

Cereals

Yoghurts (smooth yogurt 175ml)

Milk

Scrambled Egg with Spring Onions (2 eggs)

Back Bacon (50g)

Savoury Mince (50g)

Tomato topped with Basil Pesto (halved)

White and Brown Bread Toasted (2 slices)

Poppy Seed Rolls (1 per person)

Rye Bread (1 slice per person)

Butter (8g) Jam (5g) Honey (5g)

**Price per person inclusive of VAT: R\_\_\_\_\_**

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## Annexure A

### **LUNCH DAY 1**

Grilled Lamb Chops with Gravy (150g)  
Chicken Stuffed (150g) with Sage and Onion (50ml)

Savoury Rice (120g)  
Turned Baby Marrows (80g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers

Potato Salad (80g)  
Beetroot and Onion Salad (60g)  
Vinaigrette

White Bread Rolls/  
Brown Bread Rolls (1 roll per person)  
Butter (8g)

Dessert: Individual Chocolate Mouse and Cream Piping (100ml)

**Vegetarian Dish:** Individual Vegetable Wellington (180g)

**1 x Soft Drink per person**  
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

### **LUNCH DAY 2**

Baked Crumbed Fish Fillets (150g) with Relish Mayonnaise (50ml)  
Barbeque Chicken Thighs and Drumsticks (150g) (50/50)

Yellow Rice with Sultanas (100g)  
Cauliflower Gratin (80g)  
Honey Roast Pumpkin (100g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers

Celery, Egg and Potato Salad (80g)  
Chakalaka Salad (60g)  
Vinaigrette

Italian Roll/  
Whole-wheat Rolls (1 roll per person)  
Butter (8g)

Dessert: Bonofie Pie (100g)

**Vegetarian Dish:** Individual Thai Green Vegetable Curry (200g)

**1 x Soft Drink per person**  
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

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**LUNCH DAY 3**

Beef Schnitzel (150g)  
 Roast Chicken with Balsamic and Basil (150g)  
 Neapolitan Sauce (150g)

Spaghetti (100g)  
 Mielie Pap (150g)  
 Peas, Corn & Cauliflower

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers

Carrot, Pine & Raisin Salad (60g)  
 Vegi Hot Stuff Salad (60g)  
 Vinaigrette

Poppy Seed Rolls/  
 Whole-wheat Rolls (1 roll per person)  
 Butter (8g)

Dessert: English Trifle (100g)

**Vegetarian Dish:** Individual Vegetable Lasagne (200g)

**1 x Soft Drink per person**  
 Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

**LUNCH DAY 4**

Meatballs in Mushroom Sauce (2 x 80g)  
 Oven Chicken (150g) with mushroom sauce

Mielie Pap and Chakalaka (150g)  
 Herbed Penne Pasta (100g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers

Carrot and Raisin Salad (60g)  
 Coleslaw (60g)  
 Vinaigrette

Cocktail White Rolls/  
 Cocktail Brown Rolls (1 roll per person)  
 Butter (8g)

Dessert: Pavlova with Fresh Fruit Salad (100ml)

**Vegetarian Dish:** Individual Vegetable Lasagne (200g)

**1 x Soft Drink per person**  
 Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

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**LUNCH DAY 5**

Chicken Schnitzels with Cheese Sauce (150g)  
Sliced Roast Beef Rump Gravy (150g)

Rice (150g)  
Sautéed Potatoes (100g)

Broccoli and Almond Butter

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Carrot and Raisin Salad (60g)  
Vinaigrette

Cocktail White Rolls/  
Cocktail Brown Rolls (1 roll per person)  
Butter (8g)

Dessert: Grenadille Mousse (100ml)

**Vegetarian Dish:** Individual Feta and Tomato Cannelloni (200g)

**1 x Soft Drink per person**  
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

**LUNCH DAY 6**

Junior T Bone Steaks (150g)  
Chicken Tikka (150g)

Savoury Rice (150g)  
Pap and Sheba Sauce (100g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Coleslaw (60g)  
Vinaigrette

White Bread Rolls/  
Brown Bread Rolls (1 roll per person)  
Butter (8g)

Dessert: Grenadille Mousse (100ml)

**Vegetarian Dish:** Individual Feta and Tomato Cannelloni (200g)

**1 x Soft Drink per person**  
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

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**LUNCH DAY 7**

Grilled Short-rib (150g)  
Chicken Tandoori (150g)

Savoury Rice (150g)  
Pap and Sauce (150g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Copper Penny Salad (60g)  
Vinaigrette

Cocktail White Rolls/  
Cocktail Brown Rolls  
(1 roll per person)  
Butter (8g)

Dessert: Baked New York Cheesecake (100ml)

**Vegetarian Dish:** Individual Feta and Tomato Cannelloni (200g)

**1 x Soft Drink per person**

Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

**LUNCH DAY 8**

Baked Crumbed Fish Fillets (150g) with Relish Mayonnaise (50ml)  
Barbeque Chicken Thighs and Drumsticks (150g) (50/50)

Yellow Rice with Sultanas (100g)  
Cauliflower Gratin (80g)  
Honey Roast Pumpkin (100g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Celery, Egg and Potato Salad (80g)  
Chakalaka Salad (60g)  
Vinaigrette

Italian Roll/  
Whole-wheat Rolls (1 roll per person)  
Butter (8g)

Dessert: Banoffee Pie (100g)

**Vegetarian Dish:** Individual Thai Green Vegetable Curry (200g)

**1 x Soft Drink per person**

Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

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## Annexure A

### **DINNER DAY 1**

Carved Blackened Roast Sirloin of Beef (150g) with Mushroom Sauce (50ml)  
Baked line fish (150g) in Thyme Lemon Butter Sauce (50ml)

Mielie Pap (150g)  
Rosemary New Potatoes (80g)

Roast Mediterranean Vegetables (80g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers

Three Bean Salads (60g)  
Coleslaw (60g)  
Vinaigrette

Italian Cocktail Rolls/  
Portuguese Cocktail Rolls (1 roll per person)  
Butter (8g)

Dessert: Strawberry Cheesecake (1 Slice)

**Vegetarian Dish:** Individual Vegetable Bake (200g)

**1 x Soft Drink per person**  
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

### **DINNER DAY 2**

Cajun Spiced Line Fish with Lemon Cream Sauce (150g)  
Roast Chicken Thighs (150g)  
Brown Onion Sauce (50ml)

Gratin Potato Bake (100g)  
Peas & Corn (80g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers

Cabbage Salad (50g)  
Vinaigrette

Poppy Seed Rolls/ (1 per person)  
Seeded Brown Rolls  
Butter (8g)

Dessert: Malva Pudding with Custard (80g)

**Vegetarian Dish:** Individual Vegetable and White Cheese Pancakes (200g)

**1 x Soft Drink per person**  
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

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## Annexure A

### **DINNER DAY 3**

Grilled Lamb Chops with Gravy (150g)  
Grilled Chicken Kebabs (2 x 80g)

Creamed Spinach (80g)  
Baked Butternut & Pumpkin with Cumin (80g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Penne Salad (60g)  
Beetroot & Onion Salad (60g)  
Vinaigrette

Portuguese Cocktail Rolls (1 per person)  
Health Bread  
Butter (8g)

Dessert: Chocolate Brownies

**Vegetarian Dish:** Individual Feta and Spinach Tortellini with Red Pepper Sauce (200g)

**1 x Soft Drink per person**  
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

### **DINNER DAY 4**

Lamb Curry (150g)  
Roast Chicken and Gravy (150g)

Châteaux Potatoes (100g)  
Rice (100g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Baby Marrow and Zucchini (60g)  
Vinaigrette

Bread Rolls (1 per person)  
Health Bread  
Butter (8g)

Dessert: Peppermint tart

**Vegetarian Dish:** Individual Feta and Spinach Tortellini with Red Pepper Sauce (200g)

**1 x Soft Drink per person**  
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

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**DINNER DAY 5**

BBQ Chicken Leg Quarters (150g)  
Spicy Greek Lamb Cutlets (150g)

Creamed Potatoes (100g)  
Rice (100g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Beetroot and Onion (60g)  
Vinaigrette

Italian Rolls (1 per person)  
Health Bread  
Butter (8g)

Dessert: Lamingtons and Fresh Fruit Salad

**Vegetarian Dish:** Individual Feta and Spinach Tortellini with Red Pepper Sauce (200g)

**1 x Soft Drink per person**  
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

**DINNER DAY 6**

Line Fish (150g)  
Chicken Korma (150g)

Jasmin Rice (100g)  
New Potatoes (100g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Creamed Feta Spinach (60g)  
Vinaigrette

Italian Rolls (1 per person)  
Health Bread  
Butter (8g)

Dessert: Baked Apple Pie and Cream / Ice Cream

**Vegetarian Dish**

Individual Vegetable Biryani (200g)

**1 x Soft Drink per person**  
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

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**DINNER DAY 7**

Chicken Thigh Chasseur (150g)  
Roast Leg of Lamb (150g)

Rice (100g)  
Rosemary New Potatoes (100g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Julienne of Carrots (60g)  
Vinaigrette

Italian Rolls (1 per person)  
Health Bread  
Butter (8g)

Dessert: Assorted Cocktail Tartlets  
White Chocolate Mouse

**Vegetarian Dish:** Individual Vegetable Chow Mein (200g)

**1 x Soft Drink per person**  
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

**DINNER DAY 8**

Cajun Spiced Line Fish with Lemon Cream Sauce (150g)  
Roast Chicken Thighs (150g)  
Brown Onion Sauce (50ml)

Gratin Potato Bake (100g)  
Peas & Corn (80g)

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers  
Cabbage Salad (50g)  
Vinaigrette

Poppy Seed Rolls/ (1 per person)  
Seeded Brown Rolls  
Butter (8g)

Dessert: Malva Pudding with Custard (80g)

**Vegetarian Dish:** Individual Vegetable and White Cheese Pancakes (200g)

**1 x Soft Drink per person**  
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

**Price per person inclusive of VAT: R\_\_\_\_\_**

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**Annexure A**

**Late Night Snack Menus**  
(Served between midnight and 01:00)

**Examples of Menus**

**1: Assorted fresh sandwiches**

Price per person inclusive of VAT: R\_\_\_\_\_

**2: Soup in a cup with a bread roll**

Price per person inclusive of VAT: R\_\_\_\_\_

**3: Croissants with cheese or ham**

Price per person inclusive of VAT: R\_\_\_\_\_

**4: Vegetable wraps**

Price per person inclusive of VAT: R\_\_\_\_\_

**5: Scones with cheese and jam**

Price per person inclusive of VAT: R\_\_\_\_\_

**6: Muffins with cheese and jam**

Price per person inclusive of VAT: R\_\_\_\_\_

**7: Quiche of the day**

Price per person inclusive of VAT: R\_\_\_\_\_

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## ROC LAUNCH FUNCTION

### MENU

#### COLD CANAPES

Served on Glass Sheets on Buffet & Waiter Served

##### Italian Skewers

Rosa Tomato, Sweet Pepper, Bocconcini, Cucumber & Stuffed Olives in a Short Glass drizzled with Basil Pesto

##### Smoked Salmon

Vegetable Nori Roll topped with a Rosette of Smoked drizzled with Wasabi Mayonnaise

##### Beef Fillet

Rare Roast Fillet of Beef topped with tomato chutney garnished with Baby Herbs & Sprouts on Bruchette

#### HOT CANAPES

Served in Chaffers & Waiter Served

##### Chicken Satay

Strips of Chicken on a Skewer with Peanut Dipping Sauce

##### Panko Prawns

Crumbed Prawns served with a Chilli Plum Sauce

##### Butternut Cigars

Butternut & Sweet Potato Cigars Served with Tzatziki

#### FOOD SERVED IN BOWL (Waiter Served)

##### Tortellini

Three Cheese Tortellini served with a Creamy Basil Sauce garnished with Fresh Herbs

##### Lamb Knuckle

Deboned Braised Lamb Knuckles in a Rich Tomato Sauce served on a bed of Rustic Mash in a China Bowl

##### Butter Chicken

Spicy butter chicken on a Bed of Basmati Rice garnished with Fresh Coriander

#### DESSERTS

Selection of Mini Desserts to include

Amarula Mouse in Chocolate Cups, Nougat Wedges, Chocolate Dipped Strawberries, Florentines & Macaroons

R \_\_\_\_\_ per person including VAT

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## RESULTS ANNOUNCEMENT GALA DINNER

### PLATED MENU

#### STARTER

##### Smoked Salmon Wedge

Smoked Salmon with Cream Cheese & Horseradish layered in a Crepe accompanied by Fresh Garden Greens & a wedge of Lemon accompanied by a Dill Yoghurt Dressing

Mini Rock Salt & Rosemary Focaccia  
Rolled Butter

#### MAIN COURSE

##### Duo of Beef and Chicken

Grilled Medallion of Fillet topped with Roasted Butternut Balls, Chicken Breast stuffed with Roasted Pepper & Baby Marrow accompanied by a Basil Sauce served with Layered Potato Tower with Grated Cheese

Fresh Seasonal Vegetables

#### DESSERT

##### Mississippi Mud Pie

Rich Chocolate Brownie topped with a layer of Decadent Hazelnut & Chocolate Mousse drizzled with Chocolate Ganache & garnished with Seasonal Berries & Berry Coulis

#### CHEESE BOARD

Cheese Board of "Petit" Grand Brie, Blue Rock, Mature Cheddar & Chevin Cheese served with Fresh Fruits, Nuts, Preserves & Savoury Biscuits

Freshly Brewed Filter Coffee

R \_\_\_\_\_ per person including VAT

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**PRICING SHEDULE****1 Pricing for the Provision of Meals – Results Operations Centre (ROC)**

Refer to paragraph 3.1

Bidders must show Unit Price of each meal in Column “B”, this figure must be multiplied by the quantity of meals “A” to show a total figure “A x B”. This must be totalled to provide a total price per day.

**Note:** Failure to comprehensively complete this pricing schedule shall will invalidate your bid!

**Note:** Menus are included in this document in Annexure A for pricing purposes. Prices quoted for Halaal and Vegetarian meals must be based on meals of similar standard as the menus in Annexure A

**All prices must be quoted in ZAR inclusive of VAT**

ROC: DAY 1			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>118</b>		
Main Meal	100	R	R
Halaal Meal	10	R	R
Vegetarian Meal	8	R	R
<b>Lunch</b>	<b>118</b>		
Main Meal	100	R	R
Halaal Meal	10	R	R
Vegetarian Meal	8	R	R
<b>Dinner</b>	<b>96</b>		
Main Meal	80	R	R
Halaal Meal	8	R	R
Vegetarian Meal	8	R	R
<b>Late night snack</b>	<b>0</b>	R	R
<b>*TOTAL DAY 1 PRICE: VAT Incl</b>			<b>R.....</b>

ROC: DAY 2			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>118</b>		
Main Meal	100	R	R
Halaal Meal	10	R	R
Vegetarian Meal	8	R	R
<b>Lunch</b>	<b>118</b>		
Main Meal	100	R	R
Halaal Meal	10	R	R
Vegetarian Meal	8	R	R
<b>Dinner</b>	<b>96</b>		
Main Meal	80	R	R
Halaal Meal	8	R	R
Vegetarian Meal	8	R	R
<b>Late night snack</b>	<b>0</b>	R	R
<b>*TOTAL DAY 2 PRICE: VAT Incl</b>			<b>R.....</b>

**\*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES. These must be totalled to give a grand total. The quantity of meals to be served above is for bidding purposes and are subject to change in compliance to COVID-19 protocols.**

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ROC: DAY 3			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>220</b>		
Main Meal	200	R	R
Halaal Meal	10	R	R
Vegetarian Meal	10	R	R
<b>Lunch</b>	<b>220</b>		
Main Meal	200	R	R
Halaal Meal	10	R	R
Vegetarian Meal	10	R	R
<b>Dinner</b>	<b>170</b>		
Main Meal	150	R	R
Halaal Meal	10	R	R
Vegetarian Meal	10	R	R
<b>Late night snack</b>	<b>0</b>	R	R
<b>*TOTAL DAY 3 PRICE: VAT Incl</b>			R..... ...

ROC: DAY 4			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>320</b>		
Main Meal	300	R	R
Halaal Meal	10	R	R
Vegetarian Meal	10	R	R
<b>Lunch</b>	<b>380</b>		
Main Meal	350	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Dinner</b>	<b>380</b>		
Main Meal	350	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Late night snack</b>	<b>0</b>	R	R
<b>*TOTAL DAY 4 PRICE: VAT Incl</b>			R..... ..

\*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES. These must be totalled to give a grand total.

ROC: DAY 5 VOTING DAY			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>320</b>		
Main Meal	300	R	R
Halaal Meal	10	R	R
Vegetarian Meal	10	R	R
<b>Lunch</b>	<b>440</b>		
Main Meal	400	R	R
Halaal Meal	15	R	R
Vegetarian Meal	25	R	R
<b>Dinner</b>	<b>420</b>		
Main Meal	400	R	R
Halaal Meal	10	R	R

ROC: DAY 6			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>330</b>		
Main Meal	300	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Lunch</b>	<b>380</b>		
Main Meal	350	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Dinner</b>	<b>380</b>		
Main Meal	350	R	R
Halaal Meal	15	R	R

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Vegetarian Meal	10	R	R
<b>Late night snack</b>	<b>100</b>	R	R
<b>*TOTAL DAY 5 PRICE: VAT Incl</b>		R.....	...

Vegetarian Meal	15	R	R
<b>Late night snack</b>	<b>100</b>	R	R
<b>*TOTAL DAY 6 PRICE: VAT Incl</b>		R.....	...

ROC: DAY 7			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>430</b>		
Main Meal	400	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Lunch</b>	<b>480</b>		
Main Meal	450	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Dinner</b>	<b>480</b>		
Main Meal	450	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Late night snack</b>	<b>100</b>	R	R
<b>*TOTAL DAY 7 PRICE: VAT Incl</b>		R.....	

ROC: DAY 8			
Types of meals	Quantity	Unit Price	Total
	A	B	A x B
<b>Breakfast</b>	<b>430</b>		
Main Meal	400	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Lunch</b>	<b>480</b>		
Main Meal	450	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Dinner</b>	<b>480</b>		
Main Meal	450	R	R
Halaal Meal	15	R	R
Vegetarian Meal	15	R	R
<b>Late night snack</b>	<b>100</b>	R	R
<b>*TOTAL DAY 8 PRICE: VAT Incl</b>		R.....	

**\*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES. These must be totalled to give a grand total.**

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SUMMARY OF DAILY PRICES: ROC	
TOTAL PRICE DAY 1 =	R.....
TOTAL PRICE DAY 2 =	R.....
TOTAL PRICE DAY 3 =	R.....
TOTAL PRICE DAY 4 =	R.....
TOTAL PRICE DAY 5 =	R.....
TOTAL PRICE DAY 6 =	R.....
TOTAL PRICE DAY 7 =	R.....
TOTAL PRICE DAY 8 =	R.....
GRAND TOTAL FOR EIGHT DAYS: VAT Inclusive	<b>**R.....</b>

**\*\*Insert this total in Annexure H reference B**

**NB: The service provider will be furnished with accurate figures as part of the service level agreement (SLA/contract).**

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All prices must be quoted in ZAR inclusive of VAT

### 3. ADDITIONAL PRICING REQUIRED

#### 3.1. SERVING OF TEA AND COFFEE COSTS

Price for the serving of 5000 cups of coffee/tea per day for 8 days:

Price per cup R ..... X 5000 X 8 =	R.....	Ref C1
------------------------------------	--------	--------

#### 3.2 LAUNCH FUNCTION – Menu included for costing in Annexure B

Price for catering for a cocktail function at an Election Centre Launch Function hosted in Hall J

(Note: Price must include decorations, table cloths, non-alcoholic welcome drinks and ten (10) waiters to walk the floor with food trays and drinks.) for:

500 guests @ R..... pp =	R.....	Ref C2
--------------------------	--------	--------

Awarding of a contract for the launch function shall be at the discretion of the Electoral Commission.

#### 3.3 RESULTS ANNOUNCEMENT FUNCTION – Menu included for costing in Annexure B

Price for catering at the Results Announcement Gala dinner which must include the following:

- 1 x waiter per table for food orders;
- Cost of Décor of the tables and venue, centre pieces, tablecloths, chair covers, etc.
- Cost of up standard executive cutlery and crockery.

1000 guests @ R..... pp =	R.....	Ref C3
---------------------------	--------	--------

Awarding of a contract for the Results Announcement Function shall be at the discretion of the Electoral Commission.

**Note: Additional information may be supplied as Addendums**

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**All prices must be quoted in ZAR inclusive of VAT**

**Note: Failure to comprehensively complete this pricing schedule will invalidate your bid.**

#### **4. STAFF COSTS**

Description Of Resource		Estimated Number Required Per Day	Cost per person VAT Incl	Cost for Category Per Day (Daily Cost) VAT Incl	Price Per Eight Day Period (Daily Cost x 8) VAT Incl
<b>EXAMPLE:</b> Waiters		10	R20.00	R200.00	R1600.00
<u>Managers</u>		2			
<u>Executive Chef/Kitchen Manager</u>		2			
<u>Chefs</u>		4			
<u>Commi Chefs</u>		10			
<u>Supervisors</u>		4			
<u>Kitchen Assistants</u>		10			
<u>Cleaners/Sculleries</u>		15			
<u>Waiters/Waitresses</u>		30			
<u>Drivers</u>		2			
	<b>TOTAL FOR STAFF COSTS INCLUDING VAT</b>				<b>*R.....</b>

**\*Insert this total in Annexure H reference D**

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**Note: Failure to comprehensively complete this pricing schedule will invalidate your bid.**

**The above mentioned resources is subjected to review by IEC. The service provider will be requested to quote separately for extra human resources requested by IEC.**

#### **5. EQUIPMENT AND OTHER COSTS**

**All prices must be quoted in ZAR inclusive of VAT**

Detail the costs of hiring of all specified equipment for the period of the tender.

The below equipment is for bidding adjudication purposes, the service provider must ensure that all equipment for the execution of this project are available.

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DESCRIPTION OF REQUIRED EQUIPMENT	ESTIMATED TOTAL UNITS REQUIRED	PRICE PER UNIT VAT INCL	TOTAL FOR CATEGORY
<b>Refrigeration</b>			
Reefer Container in 12 mitres	01		
Four door commercial freezer : 1200mm x 760mm x 1980mm	02		
Beverage Cooler sliding door: 1140 x 640 x 1980mm	04		
<b>Kitchen Equipment</b>			
	02		
<u>Tilt Boiler pans: Industrial 100L</u>	02		
<u>Convection Ovens: 4 tray</u>	03		
<u>Grillers: 900mm</u>	03		
<u>Tilt cooking pans: Industrial 50 L</u>	03		
<u>Fryers: Industrial 3 x20L</u>			
TOTAL FOR EQUIPMENT COSTS: VAT INCL			*R. ....

**\*Insert this total in Annexure H reference E**

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**7 SERVING OF PLATTERS IN VIP LOUNGE AREA**

**Note:** Failure to comprehensively complete this pricing schedule will invalidate your bid

**All prices must be quoted inclusive of VAT**

**Reference Paragraph 3.1.1.9**

**Platter size, inside 30cm long by 20cm wide.**

<b>Platter</b> (ingredients of platter e.g. cocktail sausages, pastries, savouries, <i>et cetera</i> )	<b>A Number of platters</b>	<b>B Price per platter  VAT Inclusive</b>	<b>A x B Total price  VAT Inclusive</b>
Option 1 <u>Barbecue Chicken Platter</u>  Drumsticks, Buffalo Wings, Chicken Wings.	40	R	R
Option 2 <u>Vegetable Crudit� Platter</u>  Carrots, Cucumber, French Beans, Baby Corn, Cherry Tomatoes, Cauliflower, Broccoli, Olives.	40	R	R
Option 3 <u>Savoury Snack Platter</u>  Chicken Skewers, Cocktail Frankfurters, Savoury Meat Balls, Sausage Rolls, Fish Goujons.	40	R	R
Option 4 <u>Morning Selection</u>  Mini Muffins, Mini Danish, Fruit Kebabs.	40	R	R
Option 5 <u>Wrap Platter</u>  Spicy Beef Wrap, BBQ Chicken Wrap, Chicken Wrap, Roasted Vegetable Wrap.	40	R	R
Option 6 <u>Vegetarian Platter</u>  Vegetable Kebabs, Mini Vegetarian Quiche, Vegetable Spring Rolls, Haloumi Fingers	40	R	R
<b>Total</b>			<b>R</b>

**\*Insert this total in Annexure H reference F**

**Note:** Additional information may be supplied as Addendums

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**PRICING SCHEDULE FOR VIP SECTION****BAR FACILITIES IN THE VIP LOUNGE AND DINING AREAS**

**Note:** Failure to comprehensively complete this pricing schedule will invalidate your bid

**All prices must be quoted inclusive of VAT**

**FULL INVENTORY OF BAR STOCK ITEMS TO BE OFFERED FOR SALE AT CASH BARS:**

	ITEM	SELLING PRICE VAT Incl Each		ITEM	SELLING PRICE VAT Incl
1.			21.		
2.			22.		
3.			23.		
4.			24.		
5.			25.		
6.			26.		
7.			27.		
8.			28.		
9.			29.		
10.			30.		
11.			31.		
12.			32.		
13.			33.		
14.			34.		
15.			35.		
16.			36.		
17.			37.		
18.			38.		
19.			39.		
20.			40.		

**Note:** Additional information may be supplied as Addendums. This page may copied if not adequate.

**Total value of stock to be on premises**

**R .....**

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**NB: Local and International beers must be quoted on 330 ml measurement. Soft drinks on 200 ml and juices on 300 ml. All gins, brandies, cognacs, rums, whiskies, and vodkas must be quoted per 'tot' of 25 ml. Wines and champagnes must be quoted on a bottle of 750 ml.**

## Annexure H

### SUMMARY OF TOTAL PRICES BROUGHT FORWARD FROM ANNEXURES B TO F

**All prices must be quoted inclusive of VAT**

**Note: Failure to comprehensively complete this pricing schedule may invalidate your bid.**

ANNEXURE REFERENCE	ITEM	PRICE VAT INCLUSIVE
B	Pricing for the Provision of Meals - Results Operations Centre (Grand total for eight days)	R
C1	Serving of Tea and Coffee	R
C2	Catering for Launch Function	R
C3	Catering for Results Announcement Function	R
D	Total for Staff Costs	R
E	Total Equipment and Other Costs	R
F	Total Price For The Serving of Platters	R
	<b>TOTAL TENDER PRICE INCLUSIVE OF VAT</b>	<b>R.....</b>

**NOTE:** Should a discrepancy arise from the pricing provided in the summary of total prices above, the detailed pricing from the respective schedules/annexures will be used in the bid adjudication process. The Electoral Commission may also request a service provider to clarify their cost proposals.

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Page 70 of 72  
**BID EVALUATION CRITERIA**

<b>BID EVALUATION: CATERING SERVICES RESULTS OPERATIONS CENTRE (ROC)</b>					
<b>TENDER REF: IEC/SS-03/2021</b>		<b>Bidder:</b>			
* Non-compliance with any one of the following in Phase One results in disqualification from further consideration.					
<b>Phase 1 Compulsory Requirements</b>					
	Criteria	Source Reference	YES	NO	Comments
1	Bidder attended compulsory briefing	1			
2	Company profile submitted with catering as main business.	8.1			
3	Comprehensively completed Pricing Schedules.	A to H			
4	Submission of three (3) reference letters confirming catering services of three meals for five hundred (500) people for five (5) consecutive days.	8.5			
5	CV's of all four (4) chefs and two (2) operational management staff that will be involved in the project submitted?	8.6 to 8. 7			
6	Provision of a methodology/project plan/project execution plan submitted?	8.10			
7	Submission of current/previous Municipal Certificate of Acceptability for food premise.	8.4			
8	Submission of proof of registration certificate with South African Chef Association for all four (4) chefs.	8.7			
9	Submission of certificate of membership with Federated Hospitality Association of Southern Africa (FEDHASA)	8.9			
<b>BID RECOMMENDED FOR FURTHER EVALUATION?</b>			<b>YES/NO</b>		

**PHASE 2**

Technical Requirements	(Source Reference)	(Maximum Score)	( F) Comments
<p>1. Provision of Methodology /Project Plan/Project Execution Plan</p> <p>two (2) points: for indicating how food will be sourced.</p> <p>Two (2) points: for indicating how equipment will be sourced.</p> <p>Two (2) points: for indicating how food will be prepared and served in response to the bid.</p> <p>Two (2) points: for indicating how food will be transported from the place of preparation to the serving area.</p>	8.10	14	

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Technical Requirements	(Source Reference)	(Maximum Score)	( F ) Comments
<p>Two (2) points: for indicating measures to be taken to prevent food contamination.</p> <p>Two (2) points: for indicating how staff will be recruited and deployed</p> <p>Two (2) points for indicating how the tables will be cleared.</p>			
<p>2. Capacity to deliver: proof of a minimum of 5 years' experience for all eight (8) Chefs in the hospitality industry in a form of CV. All four (4) chefs will be scored individually.</p> <p>Two (2) points: 5 years of experience as a Chef in the hospitality industry.</p> <p>Four (4) points: 6 to 7 years of experience as a Chef in the hospitality industry.</p> <p>Six (6) points: 8 to 9 years of experience as a Chef in the hospitality industry.</p> <p>Eight (8) points: 10 to 11 years of experience as a Chef in the hospitality industry.</p> <p>Ten (10) points: 12 years or more of experience as a Chef in the hospitality industry.</p>	8.7	40	
<p>3. Capacity to deliver: Company profile demonstrating a minimum of Five (05) years of operational experience.</p> <p>Two (2) points for five (5) years of operational experience for the company.</p> <p>Four (4) points for 6 to 7 years of operational experience for the company.</p> <p>Five (5) points for 8 to 10 years of operational experience for the company.</p> <p>Six (6) for 10 or more years of operational experience for the company.</p>	8.1	06	
<p>4. Contingency Plan</p> <p>Two points each for a maximum of five (5) situations addressed: Absenteeism, Labour unrest, Electrical and mechanical faults (equipment) COVID-19</p>	4.10	10	

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Technical Requirements	(Source Reference)	(Maximum Score)	( F) Comments
Transportation of meals			
5. Staff Transportation and Accommodation Plan  Two (2) points for indicating where staff will be accommodated.  Two (2) points for explaining how staff will be transported from the accommodation area to the venue and back.	5.3	04	
6. Demonstration of how meals will be prepared and served in compliance with COVID:19  Two (2) points for preparation of meals. Two (2) points for serving of meals.	8.23	04	
<b>TOTAL POINTS</b>		<b>78</b>	
<b>A minimum of 75% (59 out of 78) is required to qualify for further evaluation.</b>			

**PHASE 3**

Qualifying bids will be scored in accordance with the provisions of the Preferential Procurement Regulations, 2017

Bid Evaluation Outcome: Complies/Does not comply

**BID COMMITTEE MEMBERS**

**NAME:**..... **SIGNATURE:** .....

**NAME:**..... **SIGNATURE:** .....

**NAME:**..... **SIGNATURE:** .....

**NAME:**..... **SIGNATURE:** .....

**NAME:**..... **SIGNATURE:** .....

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