



SOUTH AFRICA

Electoral Commission

Auction # 0010557472

Scalefusion (MDM) Software Licenses Renewal.

IMPORTANT NOTICE

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

1 Introduction

- 1.1 The Electoral Commission seeks to procure support and maintenance for its on-premises Scalefusion Mobile Device Management (MDM) solution on a fluctuating consumption basis to cater for up to 40,000 connected devices. The Electoral may however acquire additional devices that may result in extra licenses. For the purposes of the bid, bidder must bid for 40,000 devices over a period of 36 months.
- 1.2 **Bidders must place a bid on the Votaquotes (e-Procurement) system and then provide all the required documentation before the due dates as specified in this document and on the Votaquotes web site. Bidders must be registered and approved to bid on this auction.**

2 Background Information

- 2.1 The Electoral Commission has perpetual licenses of on-premises Scalefusion Mobile Device Management (MDM) solution to manage its fleet of mobile devices called Voter Management Devices (VMDs)
- 2.2 The current support and maintenance subscription expires on 09 March 2026.
- 2.3 The Electoral Commission wishes to renew support and maintenance on its perpetual licenses for another three (3) years. This must allow the Electoral Commission to gain access to product updates, patches and Original Equipment Manufacturer (OEM) support through the successful bidder.
- 2.4 The Electoral Commission has invested extensively in its ICT technologies, which provide a platform to effectively support and enable its business processes and to meet its goal of providing a free and fair election process in an open and transparent environment. The Electoral Commission's ICT Department intends to continue running a highly efficient and stable ICT environment making full use of industry standards, best practices and disciplines based upon stable and reliable technologies.

3 Technical Specifications

- 3.1 The technical specification for the required products is as specified below. It must be noted that the technical specifications below are the minimum requirements; the only

exception that may be accepted will be in case where the bidder's specification is better. Anything below specification will be disqualified.

3.2 The bidder is to provide the Electoral Commission with the following for a period of 3 years:

	Product Code	Description	Number of Devices	Number of Years
1	MDM-ONPRM	Scalefusion MDM Enterprise Plan – Perpetual - On-premises Licenses, Annual subscription fee for Single User License	40,000 VMDs	3
2		Annual subscription fee for 50 Users	50 users	3
3.		Ad-hoc OEM / Reseller Services as and when required for a period of 3 years. The Electoral Commission prefers credit hours to be allocated over the next 3 years, where consumption of those hours will be on a need basis	40,000 VMDs	3

3.3 The support and maintenance renewal must enable the Electoral Commission access to software updates and releases for the duration of the contract.

3.4 The support and maintenance renewal must also enable the Electoral Commission to access OEM support and maintenance through the successful bidder for the duration of the contract.

3.5 The Electoral Commission would like to be able to increase or decrease the number of VMDs on the MDM on an annual basis. This will be finalized at the beginning of each renewal year during the duration of the contract.

4 Planning Assumptions

The Electoral Commission has made the following assumptions:

4.1 The Electoral Commission will provide technical resources for all the work designated for the Electoral Commission including setup and configuration of own systems and databases.

- 4.2 The Electoral Commission will issue a formal purchase order to the successful bidder before any products/services can be delivered.
- 4.3 Delivery of the required product shall only be accepted by the Electoral Commission on the basis of presentation of the service provider's own delivery note. Such notes shall not be substituted by another service provider's delivery notes.
- 4.4 No payment shall be made until full and final delivery has taken place and the product has been confirmed and delivered in accordance with the specifications
- 4.5 The support and maintenance will be paid annually at the beginning of each period. That is, Year 1 license will be paid at the beginning of the contract, Year 2 license at the beginning of month 13 and Year 3 license will be paid at the beginning of month 25 of the contract.
- 4.6 The recommended service provider shall provide all relevant details needed to ensure successful operations capability within the Electoral Commission.

5 General Auction Conditions

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

- 5.1 All bids must be placed online on eProcurement website
<https://votaquotes.elections.org.za>
- 5.2 Bidders must submit their bids by not later than the stipulated closing date and time.
- 5.3 Bidders must demonstrate compliance with the technical specification by completing and submitting Appendix A – Technical Response Sheet. Failure to submit Appendix A shall invalidate a bid.
- 5.4 The bidder must provide at least two (2) contactable reference of past services of a similar nature i.e. where Scalefusion licenses were sold. Reference details must include the following: customer name, contact person, contact details (telephone, email, physical address), Bidders are to use Appendix C as guideline.
- 5.5 The bidder must be authorized to sell the product supplied.
- 5.6 An OEM letter of proof of the reseller agreement/authorization must accompany the written documentation for this bid.
- 5.7 Should the reseller authorization be from a distributor, then a proof of authorization authorizing the distributor to resell and/or to authorize others by the OEM, must be

submitted.

- 5.8** Bidders must adhere to the delivery schedule in Section 10.
- 5.9 The bidder must comply with all applicable statutory and regulatory requirements applicable in the Information Technology services industry.
- 5.10** By bidding on this auction, the bidder warrants and agrees to all the terms and conditions of this bid specification.

6 Quality Control

- 6.1 The successful bidder will have the primary responsibility of ensuring that the proposed solution and services comply with the required specifications in terms of functionality and technical specification including quantity and quality.
- 6.2 The proposed solution must be complete, fully functional and ready for deployment without dependencies on additional equipment, software or components that may be required to make it work if such additional requirements are not included in the bid.
- 6.3 The bidder must undertake and warrant that the proposed solution is in good condition and in line with bid specifications.
- 6.4 In addition, the Electoral Commission may also call on bidders to make presentations and demonstration of the proposed solution in order for us to ensure full compliance with all the requirements and as part of the auction evaluation process prior to the conclusion of the adjudication of the auction.

7 Supplier Performance

- 7.1 Contracting of any service provider to render goods and/or services to the Electoral Commission are subject to the fulfilment of the Electoral Commission's due diligence audit requirements.
- 7.2 An essential component of the Electoral Commission's due diligence audit requirements may involve site visits to potential suppliers/contractors as well as inspection of various key documents underpinning the establishment of the companies involved in bids of the Electoral Commission. This also includes confirmation of capability and capacity requirements to execute the services specified in such bids. Upon notification of the Electoral Commission's intention to award a contract, the successful bidder will be required to enter into a service level agreement (SLA/contract) with the Electoral

Commission.

- 7.3 The purpose of the SLA (if applicable other than what the Electoral Commission's standard purchase orders provide for) is to fix performance criteria within the key requirements of this auction, namely quantity, quality and delivery.
- 7.4 The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 7.5 The Electoral Commission reserves the right to reject any services delivered not conforming to the bid specification.
- 7.6 Where previously-agreed delivery schedules are not met by a supplier, the Electoral Commission shall have the right to appoint an alternative supplier to make good the shortfall in supply. Any additional costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting supplier.

8 Pricing requirements

When pricing bid proposals, bidders are advised to take into account that the following issues are factored into the price. The Electoral Commission will not entertain additional charges on these items.

- 8.1 Bid price must be submitted online on the eProcurement (Votaquotes) portal. This bid price will be used for adjudication.
- 8.2 Bidder must complete and submit Appendix B - Pricing Schedule and its sub-Appendices (B1 and B2)
- 8.3 Payments will be annually in advance, not 3 years in advance.
- 8.4 Bid price must include software license renewal costs.
- 8.5 Bid price must include delivery costs to the Electoral Commission's national office in Centurion, Gauteng, South Africa.

8.6 Bid prices must be VAT inclusive and must be firm for a period of 180 days and for the duration of the contract.

9 Award of Contract

9.1 The bid adjudication process may include short-listing, presentation and demonstration of the solution and services by the short-listed finalists.

9.2 The order will be awarded to a bidder whose solution successfully conforms to specifications and is able to deliver and support the product, and in terms of the provisions of the Preferential Procurement Policy Framework Act, 2022.

9.3 The successful bidder will also be required to enter into a service level agreement (SLA/contract) with the Electoral Commission in order to formalise and confirm the exact solutions to be delivered.

9.4 The Electoral Commission will enter into a formal contract or issue a formal purchase order before any services or equipment can be delivered.

10 Delivery and Implementation Timeframe

10.1 The successful bidder will be required to deliver the licenses within 2 weeks of receiving an order from the Electoral Commission.

11 Enquiries

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

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

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

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

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

12 Briefing Session

12.1 No briefing session will be held for this requirement

13 Submissions of Bid Documentation

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

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

Election House

Riverside Office Park,

1303 Heuwel Avenue,

Centurion,

0157

Note: Clearly mark your submission: For the attention of Procurement and Asset Management – AUCTION 0010557472

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

13.3 Summary of Submission Requirements

13.3.1 Bidder must complete and submit Appendix A (Technical Response Sheet) to demonstrate compliance as per 5.3.

13.3.2 Bidders must provide a detailed pricing breakdowns Appendix B and its Sub-Appendices (B1 and B2) as per 8.2

13.3.3 Bidders must provide a letter of proof of authorization to sell the product as

per 5.5, 5.6 and 5.7

13.3.4 Two (2) contactable references as per 5.4

14 Closing Date

The closing date and time of this auction is as specified on the eProcurement (Votaquotes) website. The closing date and time is determined by the clock on the Electoral Commission's servers and is not negotiable.

Bidders must also take note supporting documentation must be delivered **before closing date and time.**

15 Appendix A – Technical Bid Response Sheet

Appendix A – Technical Bid Response Completion of this technical response sheet by the bidder is compulsory. Bidder must indicate compliance / no compliance to the requirement. Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.								
	Product Code	Compliance Requirement	Number of Devices	Number of Years	Reference	Bidder must indicate		Bidders' response, if proposing more than minimum specifications
						YES	NO	
1	MDM-ONPRM	Scalefusion MDM Enterprise Plan – Perpetual - On-premises Licenses, Annual subscription fee for Single User License	40,000 VMDs	3				
2		Annual subscription fee for 50 Users	50 users	3				
3.		Ad-hoc OEM / Reseller Services as and when required for a period of 3 years. The Electoral Commission prefers credit hours to be allocated over the next 3 years, where consumption of those hours will be on a need basis	40,000 VMDs	3				

16 Appendix B: PRICING SCHEDULE

APPENDIX B - PRICING SCHEDULE

The completion of all pricing schedules is compulsory. Failure to complete the below will result in the bid being disqualified

Description of Primary Services	Quantity	Costs (including VAT)
Scalefusion MDM Enterprise Plan – Perpetual - On-premises Licenses, Annual subscription fee for Single User License over 3 years	40,000 VMDs	R.....
Annual Subscription for 50 users over 3 years	50 users	
Ad-hoc OEM / Reseller Services as and when required for a period of 3 years. The Electoral Commission prefers credit hours to be allocated over the next 3 years, where consumption of those hours will be on a need basis	40,000 VMDs	R.....
Total Bid Price (incl VAT)*		R.....

* The Total Bid Price must be in full and complete for the proposed solution over three (3) years. The total bid price must be placed on VotaQuotes. The bid price on VotaQuotes will be used for adjudication

16.1 Appendix B1: Annual Costs Breakdown

Appendix B1 – Annual Costs Breakdown Completion of this appendix is compulsory. Failure to complete and submit may lead to disqualification		
Description of Primary Services	Period	Costs (including VAT)
Scalefusion MDM Enterprise Plan – Perpetual - On-premises Licenses, Annual subscription fee for Single User License for 40,000 devices Annual Subscription for 50 users Ad-hoc OEM / Reseller Services as and when required	Year 1	R.....
Scalefusion MDM Enterprise Plan – Perpetual - On-premises Licenses, Annual subscription fee for Single User License for 40,000 devices Annual Subscription for 50 users Ad-hoc OEM / Reseller Services as and when required	Year 2	R.....
Scalefusion MDM Enterprise Plan – Perpetual - On-premises Licenses, Annual subscription fee for Single User License for 40,000 devices Annual Subscription for 50 users Ad-hoc OEM / Reseller Services as and when required	Year 3	R.....
Total Bid Price (incl VAT) Must be the same as the bid price in the Pricing Schedule above		R.....

16.2 Appendix B2: Volume Pricing

<p>Appendix B2: Flexible Volume Pricing</p> <p>The completion of all pricing schedules is compulsory.</p> <p>Failure to complete the table below will result in the bid being disqualified.</p> <p>These are an indicative amount for flexible licensing</p>		
Do licensing costs vary depending on the number of connected or active devices?		YES / NO
IF YES, PLEASE COMPLETE AND SUBMIT THE TABLE BELOW:		
Item Number	DESCRIPTION	UNIT COST PER MONTH INCLUDING VAT
1.	1 – 10,000	
2.	10,001 – 30,000	
3.	30,001 – 60,000	
4.	60,0001 – 100,000	

17 Appendix C: Guideline Reference Table

Reference #1

<u>Appendix C – Guideline Reference Table</u>		
<u>Bidder must provide 2 References as per Section 5</u>		
EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS AT THE LEAST		
Customer name		
Contact Person		
Contact Details	eMail	
	Telephone	
Service Description		
Service Provided	Version of Scalefusion Software	
	Number of devices	
	Number of Years providing support and maintenance	
When was this done?		

Reference #2

Appendix C – Guideline Reference Table		
<u>Bidder must provide 2 References as per Section 5</u>		
EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS AT THE LEAST		
Customer name		
Contact Person		
Contact Details	eMail	
	Telephone	
Service Description		
Service Provided	Version of Scalefusion Software	
	Number of devices	
	Solution was on Premises?	
When was this done?		

18 Appendix D: Evaluation Criteria

Bidders are advised to refer to Appendix D to ensure that they have addressed all critical bid requirements which will be used for assessing the bids. Bidders are NOT expected to complete and submit this section.

18.1 Stage 1: Assessment of Bidder's Disclosure

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

Any potential issues that may arise or transgressions that may identified will be pursued in accordance with statutory obligations and requirements. In this regard, the following must be noted:

18.1.1 The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.

18.1.2 As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, is attached herewith for all entities who participate in the bid process.

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

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

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

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

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

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

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

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

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

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

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

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

18.2 Stage 2: Key Qualifying Criteria

Stage 2 – Mandatory Qualifying Criteria

Failure to comply with any of the requirements below will result in the bid being disqualified

No.	Description	Yes	No	Comments
1.	Did the bidder place their bid online as per section 5.1?			
2.	Did the bidder complete and submit technical specification as per section 5.3?			
3.	Did the bidder complete and submit pricing schedule as per 8.2?			
4.	Did the bidder submit two (2) contactable reference as per section 5.4?			
5.	Bidder submitted a letter of proof of the reseller agreement either from the OEM or an authorized distributor (i.e. if the reseller is authorized by a distributor) as per sections 5.5, 5.6 and 5.7			
Overall Stage 2 Outcomes:		<u>Assessment Comments:</u>		
		Bid qualifies for further consideration: (YES/NO):		

18.3 Stage 3: Technical Evaluation

Stage 3 – Technical Evaluation Non-Compliance may lead to disqualification								
	Product Code	Compliance Requirement	Number of Devices	Number of Years	Reference	Bidder's indication		Comments
						YES	NO	
1	MDM-ONPRM	Scalefusion MDM Enterprise Plan – Perpetual - On-premises Licenses, Annual subscription fee for Single User License	40,000 VMDs	3				
2		Annual subscription fee for 50 Users	50 users	3				
3.		Ad-hoc OEM / Reseller Services as and when required for a period of 3 years. The Electoral Commission prefers credit hours to be allocated over the next 3 years, where consumption of those hours will be on a need basis	40,000 VMDs	3				
Overall Stage 3 Outcomes:			<u>Assessment Comments:</u>					
			Bid qualifies for further consideration: (YES/NO):					

18.4 Stage 4: Adjudication of Bids

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

Acceptable bids must be market related.

This bid is deemed not to exceed R50 million including VAT.

Therefore, the 80/20 preference point system (PPPFA scoring) in terms of the Preferential Procurement Policy Framework Act, 2005 (PPPFA) and the Preferential Procurement Regulations, 2022 shall apply in the adjudication process of this auction where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:

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

Bid Evaluation Committee

	Name	Signature	Date
1			
2			
3			
4			
5			
