



**REFERENCE: IEC/LG-05/2023**

**CLOSING DATE: 21 NOVEMBER 2023**

**ENQUIRIES**

**TECHNICAL SPECIFICATIONS: Thato Ndala**

Tel: (012) 622-5700 or eMail: [ndalas@elections.org.za](mailto:ndalas@elections.org.za)

**ADMINISTRATIVE ENQUIRIES: Mr Vincent Qwabe**

Tel: (012) 622-5576 / (012) 622-5700

**TENDER IEC/LG-05/2023**

**SERVICE DESCRIPTION: SECURITY WAREHOUSING AND DISTRIBUTION SERVICES FOR NPE2024**

Kindly furnish the Electoral Commission with a bid for the provision of security warehousing and distribution services for the 2024 national and provincial elections as per this tender document.

The conditions contained in the Electoral Commission's supply chain management (SCM) policy documents, preferential procurement 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 tender briefing session will be held at 11:00 on 8 November 2023 at the following address:

**Election House**

**Riverside Office Park**

**1303 Heuwel Avenue**

**Centurion**

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.

Yours sincerely

**SUPPLY CHAIN MANAGEMENT**

**Electoral Commission**

*Ensuring Free and Fair Elections*

Commissioners: Mr M. Moepya (Chairperson) | Ms J.Y. Love | Mr G. Mashini | Dr N.P. Masuku | Judge D. Pillay  
National Office: Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0157 | P/Bag X112, Centurion, 0046  
[info@elections.org.za](mailto:info@elections.org.za) | [www.elections.org.za](http://www.elections.org.za)  
Tel (+27) 12 622 5700

**TENDER NUMBER: IEC/LG-05/2023**

**SERVICE DESCRIPTION: SECURITY WAREHOUSING AND DISTRIBUTION SERVICES FOR NPE2024**

**CLOSING TIME: 11:00**

**CLOSING DATE: 21 NOVEMBER 2023**

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 70**) MUST BE COMPLETED AND SIGNED IN ORIGINAL INK. THE BIDDER IS HOWEVER NOT REQUIRED TO FILL IN THE TENDER EVALUATION CRITERIA. 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 NECESSARY AND WRITE YOUR COMPANY NAME AS WELL AS THIS TENDER REFERENCE NUMBER (**IEC/LG-05/2023**) ON THE ENVELOPE/ CONTAINER.

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

**BID SUBMISSIONS 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 BOXES 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, AS A WHOLE OR IN PART, RECEIVED AFTER THE CLOSING DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED FOR CONSIDERATION. LATE BIDS ARE RECORDED BUT SET ASIDE.**

ONLY BIDS SUBMITTED IN THE CORRECT TENDER BOX(ES) AS SPECIFIED IN THE TENDER DOCUMENT OF THE ELECTORAL COMMISSION SHALL BE ACCEPTED. BIDS SUBMITTED IN THE ADDRESS NOT SPECIFIED IN THE TENDER DOCUMENT, 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 ACCORDNACE WITH STATUTORY REQUIREMENTS AS REQUIRED. TENDERERS 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.

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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 270 municipal electoral offices, nine (9) provincial offices and ten (10) warehouses at national and provincial level.

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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 and advertised competitive bidding processes;
  - (e) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); together with the Broad-Based Black Economic Empowerment Amendment Act, 2013 (Act No. 46 of 2013)
  - (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” means the agreement (including a service level agreement) that results from the acceptance of a bid by the Electoral Commission;
  - (i) “EME” means any exempted micro 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) “service provider” means any individual or entity that is contracted by the Electoral Commission to render goods or services.
  - (p) “specific goal” means specific goals as contemplated in section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000

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- (q) “state” means any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act (the PFMA), 1999 (Act No. 1 of 1999), any municipality or municipal entity, provincial legislature, National Assembly or the National Council of provinces; or Parliament;
- (r) “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’; and

- (s) “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
  - (t) “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 will 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 tender 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 submission.
  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 or a signature/initial by means of a stamp 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. Bidders 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.

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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 nor be eligible for the payment of VAT.
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. The Electoral Commission shall only accept bids at prices that are market related. In the event that a bid is deemed to not be market related the Electoral Commission reserves the right to negotiate prices in accordance with the provisions of the SCM policy in order to achieve a market related price or cancel the tender altogether.
17. 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.
18. It is an absolute requirement that the tax affairs of the successful bidder must be in order.
19. 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.
20. 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.
21. 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.
22. 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.

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23. 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.
24. 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.
25. Unconditional 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. Any other discounts offered by any bidder will be taken into consideration for payment purposes.
26. The bid specifications form an integral part of the tender document and bidders shall indicate in the space/s provided whether the specific goods and/or services offered are according to specification or not.
27. In cases where the goods and/or 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.
28. Unless specifically provided for in the tender document, no bids transmitted by facsimile or email will be considered.
29. Bidders are requested to promote local content as far as possible.
30. A service level agreement (SLA/contract) shall be entered into with the successful bidder.
31. Unless otherwise stipulated, all tools/equipment needed must be supplied by the successful bidder.
32. Any bidder found to be influencing the tender adjudication process shall be automatically disqualified and not accepted for consideration.
33. 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 service provider's point of supply is not situated at or near the place where services are required or, if the service provider's services are not readily available.
34. 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.
35. 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.
36. 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.
37. 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.
38. 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

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- (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.
39. All acquisitions for goods and/or 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.
  - (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 tender document received and agreed to by the Electoral Commission. 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 SCM policy.
  - (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 service provider as registered on the Central Supplier Database (CSD). It remains the service provider'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.
40. 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*.
41. 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

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writing to the contact person stated in the service level agreement (SLA/contract), and at the same time the service provider shall indicate the extension of the delivery/completion period which will then be required.

42. 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.
43. Bidders 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.
44. 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, 2022. Only valid B-BBEE status level certificates, CIPC B-BBEE certificates or B-BBEE affidavits are acceptable, and these will be subject to verification and validation.
45. The following preference point systems are applicable to bids of the Electoral Commission:
  - (a) the 80/20 system for goods and/or services with a Rand value equal to or below R50,000,000 (all applicable taxes included);
  - (b) the 90/10 system for goods and/or services with a Rand value above R50,000,000 (all applicable taxes included); and
  - (c) 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.
46. **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.**
47. Preference points for this bid shall be awarded for:
  - (a) Price (80 or 90 as applicable); and
  - (b) Specific goal(s) (a maximum of 20 or 10 as applicable).
48. 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

$P_s$  = Points scored for price of bid under consideration  
 $P_t$  = Price of bid under consideration  
 $P_{\min}$  = Price of lowest acceptable bid

49. In terms of Regulation 3(b) of the Preferential Procurement Regulations, 2022 preference points must be awarded to a bidder for specific goal(s) in accordance with the table below:

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

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50. Bidders who qualify as exempted micro enterprises (EMEs) in terms of the B-BBEE Act and its codes must submit a CIPC B-BBEE certificate or B-BBEE sworn affidavit (with the exception of sector codes).
  - (a) For EMEs falling under a sector charter, the bidder must submit a B-BBEE document in compliance with the applicable sector code.
51. Bidders who qualify as qualifying small enterprises (QSEs) in terms of the B-BBEE Act and its codes must submit a B-BBEE sworn affidavit or B-BBEE status level certificate as applicable.
  - (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 valid B-BBEE status level certificate, issued by a Verification Agency accredited by South African Accreditation System (SANAS) substantiating their B-BBEE claims. A black-owned QSE may be measured in terms of the QSE scorecard should it so choose and therefore may also provide a valid B-BBEE status level certificate issued by a Verification Agency accredited by SANAS substantiating their B-BBEE claims.
52. Bidders other than EMEs or QSEs must submit their valid B-BBEE status level certificate issued by a Verification Agency accredited by South African Accreditation System (SANAS), substantiating their B-BBEE claim.
53. Failure on the part of a bidder to submit a sworn affidavit, or 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 specific goals are not claimed.
54. In order to validate the credibility of the information recorded on the B-BBEE verification certificate, sworn affidavit or CIPC B-BBEE certificate the Electoral Commission requires all applicable supporting documents.
55. An incorporated 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.
56. A trust, consortium or unincorporated 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.
57. 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.
58. Start-ups that are EMEs but wish to tender for contracts of R10 million in value or above, must be verified using the QSE scorecard. For tenders of R50 million in value or above start-ups must be verified using the generic scorecard.
59. A person will not be awarded points specific goals if it is indicated in the bid document 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.
60. 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.
61. 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

**CONTENTS OF THIS PAGE NOTED:**

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**SERVICE PROVIDERS INITIALS / SIGNATURE**

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The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

received from the issuer of the certificate after 48 hours or the bidder, no specific goal points will be allocated in the final scoring.

62. A bidder who's bid is acceptable will be awarded a contract based on lowest acceptable bid, which is market related, subject to section 2(1)(f) of the PPPFA, in addition 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.
63. Points scored will be rounded off to the nearest two (2) decimal places.
64. 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 points for specific goals.
65. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
66. Any legal person may make an offer or offers in terms of this invitation to bid.
67. 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.
68. 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.
69. The Electoral Commission reserves the right not to award the tender to a bidder that has affiliations with any registered political party/parties, candidate(s) or contestant(s).
70. The Electoral Commission may cancel the tender for reasons that may include *inter alia*:
  - (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.
  - (e) If the price offered by a bidder scoring the highest points is not market-related.
71. This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract.

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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 mandatory tender forms (pages 14 to 23).

Separate forms must be used in each case.

Failure to complete and sign/initial all pages of this document in original ink 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**

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

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)
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ Company (Pty) Ltd
- ☐ Non-Profit Company
- ☐ State Owned Company
- ☐ Other \_\_\_\_\_

10. Describe Principal Business Activities  
.....

11. Company Classification [TICK APPLICABLE BOX]

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional
- ☐ Other, e.g. transporter, *et cetera*. \_\_\_\_\_

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 directors/ trustees/ shareholders/ members/ partners or any person having a controlling interest and their individual identity numbers that do not appear on your CSD registration in the table below.

Full Name	Identity Number	Designation

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

EME	
QSE	
Generic	

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, 2022?

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

YES		NO	
YES		NO	

18. If yes, who issued the certificate?

A verification agency accredited by the South African National Accreditation System (SANAS)	
Commissioner of Oaths in the case of an applicable sworn affidavit	
CIPC	

All bidders must submit sworn affidavits or 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. Compulsory supporting documents for B-BBEE claims

OWNERSHIP	DOCUMENTS REQUIRED
Black ownership Black female ownership	B-BBEE Status level certificate/ CIPC B-BBEE certificate/ B-BBEE sworn affidavit Proof ownership (share certificates for companies/ CK1 or CK2 for CCs) IDs for all owners
Black people with disabilities	Completed form EEA1 Doctor's letter confirming disability
Financial year end and Ex Officio confirmation	Disclosure certificate not older than 3 months

All bidders must submit sufficient supporting documents together with their bid documentation in support of and confirming the specific goals claimed above. Failure to submit the documents will result in a bidder being deemed as non-compliant and zero points (0) will be allocated for specific goals. If the bidder is owned by juristic persons, proof of ownership must be submitted for all entities until all natural persons are accounted for.

## 20. Questionnaire to foreign bidders:

Are you the accredited representative in South Africa for the goods/ services/works offered? [If YES, enclose proof]	YES		NO	
Are you a foreign based supplier for the goods/ services/ works offered? [If YES, answer the questionnaire below ]	YES		NO	
Is the entity a resident of the republic of South Africa (RSA)?	YES		NO	
Does the entity have a branch in the RSA?	YES		NO	
Does the entity have a permanent establishment in the RSA?	YES		NO	
Does the entity have any source of income in the RSA?	YES		NO	
Is the entity liable in the RSA for any form of taxation?	YES		NO	

If the answer is "NO" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register via e-Filing through the SARS website [www.sars.gov.za](http://www.sars.gov.za).

## 21. 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 subcontractor/s, each subcontractor must complete the tender questionnaire as well as the bidder's disclosure (SBD4).

Separate forms must be used in each case.

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

In bids where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate TCS certificate/ PIN/ CSD number.

## **22. Employment Equity Act (EEA) (Chapter VI – General Provisions: State Contracts)**

23. In terms of Section 53(1) of the EEA every employer that makes an offer to conclude an agreement with any organ of state for the furnishing of suppliers or services to that organ of state or for the hiring or letting of anything:

23.1 must-

- (i) if it is a designated employer, comply with Chapters II and III of this Act; or
- (ii) if it is not a designated employer, comply with Chapter II of this Act; and

23.2 attach to that offer either-

- (i) a certificate in terms of subsection (2) which is conclusive evidence that the employer complies with the relevant Chapters of this Act; or
- (ii) a declaration by the employer that it complies with the relevant Chapters of this Act, which, when verified by the Director-General, is conclusive evidence of compliance.

24. In terms of Section 53(2) of the EEA an employer referred to in subsection (1) may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.

25. In terms of Section 53(3) a certificate issued in terms of subsection (2) is valid for 12 months from the date of issue or until the next date on which the employer is obliged to submit a report in terms of section 21, whichever period is the longer.

26. In terms of Section 53(4) a failure to comply with the relevant provisions of this Act is sufficient ground for rejection of any offer to conclude an agreement referred to in subsection (1) or for cancellation of the agreement\*.

\* Statutory regulations may require that supplies and services shall not be procured for and on behalf of the State, unless an employer has attached to its offer a certificate in terms of Section 53(l)(b)(i) or a declaration in terms of Section 53(l)(b)(ii) of the Employment Equity Act.

27. Is your company a designated employer in terms of the Employment Equity Act (EEA)? (Act 55 of 1998)

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

28. Does your company comply with Chapter III of the Employment Equity Act? (Act 55 of 1998)

YES		NO		EXEMPT	
-----	--	----	--	--------	--

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

- 29.1 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

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.

- 29.2 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.



30. Important: The EEA requirements stipulated in paragraphs 21.2, 27.1 and 27.2 will come into effect once the President has approved the Employment Equity Amendment Bill (B14 – 2022).
31. Bidders must monitor developments around the EEA in order to be informed of any changes in the statutory requirements.
32. 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
<b>Total % of Work to be Sub-contracted*</b>	..... %

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....  
(Proof of authority must be submitted e.g. company resolution)

DATE: .....

### **FINANCIAL INFORMATION**

33. 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. 2021, 2022, 2023)</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

34. Please provide the following figures in respect of the most recent audited financial statements:

Figures are provided for the audited financial statement of ..... (State Year)

- Total current assets R.....
- Inventory R.....
- Prepaid expenses R.....
- Current liabilities R.....

35. Is your company listed on the Stock Exchange?

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

36. 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	
-----	--	----	--

Prices linked to escalation formula adjustments.

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

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**

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

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

38. 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	
-----	--	----	--

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

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

---

## BIDDER'S DISCLOSURE AND DECLARATION (SBD4) INCLUDING POPIA CONSENT

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### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this disclosure, declaration and provide consent in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's Declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

YES	NO
-----	----

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest<sup>1</sup> in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES	NO
-----	----

- 2.2.1 If so, furnish particulars:

.....  
 .....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES	NO
-----	----

- 2.3.1 If so, furnish particulars:

.....

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

- 2.4 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have an affiliation with any registered political party/parties, candidate(s) or contestant(s)?

YES	NO
-----	----

- 2.4.1 If so, furnish particulars:

.....

### 3. POPIA Consent

#### 3.1 Consent to Process Information According to the Protection of Personal Information Act (POPI Act) - POPIA

- a) By participating in tenders of the Electoral Commission a bidder gives consent and accepts that the information they provide will be used for purposes of evaluation and adjudication of bids. This includes use of the data provided by a bidder to perform due diligence checks involving the collection of personal data from third parties (e.g. clients of the bidder(s), SARS, CIPS) to validate claims and to gather important information for the purpose of evaluation and adjudication of this bid. This may include the collection of publicly available data.
- b) By participating in the bid the bidder gives consent and accepts that the Electoral Commission may use personal data to investigate potential risk such as fronting, criminal conduct, unethical conduct for the protection of its rights and for the purpose of evaluation and adjudication of this bid. The Electoral Commission may also share personal data with relevant authorities for investigation of criminal conduct and for other lawful purpose.
- c) The bidder accepts that the Electoral Commission may share their personal data with third parties to support its internal and external audit processes.
- d) The bidder acknowledges that their personal data will be kept confidential and will be used for the purpose intended for a bid and will not be shared with third parties for unrelated or unlawful purposes. In addition, the information will be handled in line with record retention guidelines and be disposed of when the timelines in the guidelines have been reached. Any request for deletion of personal information will be acceded to in line with legislative requirements. Should such deletion impact on the evaluation, adjudication, awarding and contract phases a bidder will be informed and such impact effected.

#### 4. Declaration

I, the undersigned, (name) .....  
in submitting the accompanying bid, do hereby make the following statements that I  
certify to be true and complete in every respect:

- 4.1 I have read and I understand the contents of this disclosure and declaration.
- 4.2 I understand that the accompanying bid will be disqualified if this disclosure and or declaration is found not to be true and complete in every respect.
- 4.3 The bidder has 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>2</sup> will not be construed as collusive bidding.
- 4.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 4.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 4.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 4.7 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 may be restricted from conducting business with the 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 4 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/2022 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

In addition to the above I, the undersigned, in submitting the accompanying bid 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, that:

1. I have read and I understand the contents of this disclosure and declaration as well as consent to the provisions set out in respect of the Protection of Personal Information Act (POPIA).
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.

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<sup>2</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.

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.
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. 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.
11. 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.....

---

## PENALTIES

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### 1. PENALTIES AS PER THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

If the Electoral Commission is of the view that a bidder submitted false information regarding a specific goal it will follow the prescriptions as per regulation 9 and if the Electoral Commission concludes that such information is false it may -

- disqualify the bidder or terminate the contract in whole or in part; and
- if applicable, claim damages from the bidder.

### 2. PENALTIES AS PER THE B-BBEE ACT

It is contrary to the B-BBEE Act for a measured entity to trade with an invalid/ inconclusive or incorrect B-BBEE verification certificate, sworn affidavit or CIPC certificate.

Trading with an invalid or fraudulent B-BBEE certificate or sworn affidavit/ CIPC certificate may constitute an offence in terms of section 13O(1)(a) of the B-BBEE Act, which states that a person commits an offence if that person knowingly misrepresents or attempts to misrepresent the B-BBEE status of an enterprise, and the B-BBEE Commission may institute an investigation in terms of section 13J of the B-BBEE Act.

In addition, section 13A of the B-BBEE Act has empowered organs of state to cancel any contract or authorisation awarded on account of false information knowingly furnished by or on behalf of an enterprise in respect of its B-BBEE empowerment status.

If an entity is found to have violated the B-BBEE Act, the B-BBEE Commission is empowered to act accordingly as guided by the B-BBEE Act and this can result in the entity that violated the B-BBEE Act to be fined up to 10% of its annual turnover, and individuals involved could be imprisoned for up to 10 years, and/ or fined. Specifically, the offence under section 13O (2) could lead to imprisonment of up to 12 months, or a fine, or both the fine and imprisonment.

In terms of section 13O (2) a procurement officer or any official of an organ of state who becomes aware of the commission of, or attempt to commit any offence referred to under section 13O (1) and fails to report it, is guilty of an offence.

Any person convicted of an offence in terms of the BBEEA may not, for a period of 10 years from the date of conviction, contract or transact any business with any organ of state or public entity and must for that purpose be entered into the register of tender defaulters which the National Treasury maintain for that purpose.



## **BID EVALUATION**

### **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:**

##### **The following shall lead to disqualification:**

- Non-compliance with tender rules.
- 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 Bidder's Disclosure and Declaration is deemed equivalent to signing that specific page and/or signing the page represents signing the Bidder's Disclosure and Declaration.
- 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).
- A non-compliant tax status

##### **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.

#### **Incomplete bid submission:**

- 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 (>25%) or joint ventures or consortiums, failure to complete and submit the required tender forms (pages 14-23 of the tender document) or to submit evidence that your tax affairs are in order.

### **B Bid Evaluation**

#### **Inability to evaluate the tender:**

- Incomplete Schedule of rates and prices.
- Prices and information not furnished as specified and/ or required.
- Incomplete written proposals/ submissions where required.

Bids that qualify for bid evaluation purpose shall be subjected to the bid evaluation criteria as set out in the bid specifications.

Such bid evaluation shall include assessment and evaluation of the bidder's disclosure.

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

**General questionnaire (for completion by the bidder) to ensure compliance with tender requirements/ rules/ conditions/ specifications:**

Question	If YES, Mark YES*	If NO, Mark NO*
Are you duly authorised to sign the tender?		
Has the <i>Bidder's Disclosure</i> and <i>Declaration</i> been completed and signed?		
Have separate forms (pages 14-23) 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?		
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?		



**SOUTH AFRICA**

# **Bid Specifications**

**TENDER  
IEC/LG-05/2023**

**SECURITY WAREHOUSING AND  
DISTRIBUTION SERVICES  
NPE2024**

**Tender IEC/LG-05/2023**

**SECURITY WAREHOUSING AND DISTRIBUTION SERVICES  
2024 NATIONAL AND PROVINCIAL ELECTIONS  
(NPE2024)**

**1 PROJECT BACKGROUND**

- 1.1 The Electoral Commission (IEC) is preparing for the upcoming 2024 national and provincial elections (NPE2024).
- 1.2 The Electoral Commission's Logistics Department is charged with the responsibility of managing the logistics operations supporting the electoral activities. Part of this responsibility includes the distribution of security materials to be used in voting districts/stations.
- 1.3 Security materials will be procured by the Electoral Commission. It is estimated between six (6) and eight (8) types of security items will be received from different suppliers. These will be delivered to a central location that is to be provided by a security distribution and warehousing service provider. The materials will then be pre-packed by the service provider in individual sealed parcels for each of the approximately 23,300 voting districts/stations of the Electoral Commission. A minimum of two (2) sets per voting district/station of such parcels will be required. In addition to the security material parcels for voting day there will also be parcels for special voting purposes. The total parcel requirement is estimated to be 62,000.
- 1.4 In a separate but integrated project phase, the Electoral Commission will supply the service provider with a set of Election Results Slips, one per voting station, which the service provider will be required to match and attach to the parcels destined for each of the voting districts/stations. The 62,000 parcels will, thereafter, be distributed by the service provider under secure conditions to nine (9) provincial centres for first-level checking, and then distributed onwards to approximately 290 municipal sites for final checking in readiness for delivery to voting districts/stations.
- 1.5 Delivery from the municipal sites to voting districts/stations is the responsibility of the Electoral Commission and its delegated officials and does not form part of the service described in this document.
- 1.6 The final packages will only be opened at the voting station by the voting officials on voting day or in the preceding two (2) days which have been identified as special voting days. Should these packages not reach the correct voting districts/stations via a secure and controlled route, and should they not be accurately made up and complete, the integrity of the election may be jeopardised. This emphasises the importance of this project.

**2 TENDER REQUIREMENTS**

- 2.1 The Electoral Commission requires the services of a specialist service provider that can support the Electoral Commission in providing a secure warehouse, receiving, secure warehousing, packaging, matching and distribution of security materials.

- 2.2 The service provider must be able to provide a comprehensive service in setting up, managing, co-ordinating and executing the following services:
- Short term highly secured warehousing service.
  - Highly accurate inventory control and packaging services.
  - Highly accurate matching of the security parcels with the result slips.
  - Distribution by road under secure conditions.
  - Security services.
- 2.3 Security will be an integral part of the whole operation and it will be expected of the service provider to work closely with national security formations (including but not limited to SAPS) and especially the security establishments in South Africa, as instructed and directed by the Electoral Commission in terms of this tender.
- 2.4 The service providers will be required to prove their capability by means of track record in similar or related project environments. In doing so, reference should *inter alia* be made to:
- The value of previous projects.
  - The scope of previous projects.
  - Customer categories.
  - Relevant references.
- 2.5 Where consortia submit a bid, or where subcontractors are involved, full track record details must be provided on all the partners/subcontractors and the relevant letters of agreement of all the partners/subcontractors must be included with the bid submission.
- 2.6 The successful service provider shall be obliged to inform the Electoral Commission about all changes in nominated partners/subcontractors subsequent to the award of the tender and the Electoral Commission reserves the right to cancel the contract should the Electoral Commission consider any of the changes to be operationally or materially detrimental.
- 2.7 Specific written submissions must be provided as required in response to this tender. All such submissions will be used in the bid evaluation and adjudication of the tender. Failure to submit the correct written documentation and/or evidence shall, therefore, lead to disqualification of the bid.
- 2.8 The Electoral Commission prefers the appointment of one (1) national service provider for this project, but reserves the right to appoint no service provider, or more than one service provider in the event that it should be required for the effective provision of all the services specified in this bid requirement.

### **3 GENERAL SPECIFICATIONS**

#### **3.1 Objectives**

- 3.1.1 The Electoral Commission does not wish to invest in a permanent warehouse and distribution infrastructure (including personnel) solution to perform this

project and, therefore, requires the services of a service provider that can provide a professional and cost effective service for a limited operational period.

- 3.1.2 It is essential for the Electoral Commission that the delivery of parcels is monitored and controlled actively throughout all stages to ensure election readiness. This will require systems that support the tracking of parcels from source to end-destinations and active communication with delivery vehicles. Real-time information based on navigation systems (e.g. GPS) is required.
- 3.1.3 It is expected that bidders submitting bids for this project will be professionals in this field and that, if appointed, they will be able to provide expert advice to the Electoral Commission on the detail planning and execution of an efficient and cost-effective operation.
- 3.1.3 It is essential that the service provider guarantees the specified service levels, as non-compliance will be penalised.

## **3.2 Scope**

The following is a summarised scope of work. More detailed descriptions appear in Section 4 and onwards.

- 3.2.1 The supply of a central security warehouse in central Gauteng, with a comprehensive material management system (General specifications of this warehouse are stated in item 4 below). Bidders must supply the physical address of the proposed warehouse in their written submission.
- 3.2.2 The provision of security escorting services for incoming deliveries of security materials from the suppliers appointed to supply security materials to the security warehouse (General specifications of this service are stated in item 7.2 below).
- 3.2.3 The controlled receipt of the security items in the abovementioned central warehouse and reconciliation of total incoming deliveries per item type.
- 3.2.4 The picking and packaging of the security items under strict security and quality control in accordance with packing instructions, supplied by the Electoral Commission, per voting station, for approximately 23,300 voting districts/stations, 12,500 sub-stations and a reserve stock of 3,000 contingency packs. Total number of parcels is estimated at 62,000.
- 3.2.5 Receiving of approximately 23,300 A4 result slip envelopes and matching them with each of the respective security items parcels.
- 3.2.6 Establishment of a secure receiving and storage area within each of the nine (9) Electoral Commission provincial warehouses. The necessary warehouse space and physical facilities will be provided by the Electoral Commission, in accordance with the service provider's requirements. Personnel and the necessary inventory control systems for this activity must, however, be provided by the service provider (Detailed description of these storage areas are stated in item 5 below).
- 3.2.7 The controlled release of the packaged items from the central security warehouse to nine (9) Electoral Commission provincial warehouses.

- 3.2.8 The secure handover of the parcels, after delivery, to nine (9) Electoral Commission provincial warehouses at an “armoured vehicle/asset-in-transit level” of security. Firearms are generally not required unless by prior arrangement.
- 3.2.9 The controlled receipt of deliveries from the central security warehouse at each Electoral Commission provincial warehouse and the checking of parcels under strict security and quality control.
- 3.2.10 The controlled release of the parcels to approximately 290 sites across 213 municipalities.
- Note that metropolitan municipalities have multiple delivery sites and parcels will be grouped and packaged for transport and delivery.
  - Details are provided below.
- 3.3 The secure delivery of the parcels, after release, to a nominated official of the Electoral Commission at each of approximately 290 municipality sites.
- 3.4 In respect of the extent of the packaging service, the service required includes the packaging and distribution of parcels as follows:
- 3.4.1 Between 6 and 8 different items make up the Electoral Commission’s package of security items. All items are small, light and easy to handle such as stamps, tamper evident tape, pens, calculator, *et cetera*. In addition, two (2) items, i.e. pens and rulers, will form part of the special voting parcels only.
- 3.4.2 These items must be pre-packed in unique parcels for each voting station. Each parcel has a specific quantity requirement per item. The applicable quantity details will be provided in electronic format by the Electoral Commission.
- 3.4.3 The approximate average size of a package, for planning purposes, is around 400mm X 580mm.
- 3.4.4 Each package must be provided with a label indicating the destination municipality, ward number, voting district number and a unique bar code for tracking purposes. In case of a metro, sub-areas labels will also be required.
- 3.4.5 There are approximately 23,300 voting districts/stations, each requiring two (2) parcels, namely a unique parcel for security materials for voting day and a parcel for special voting purposes. An additional 12,500 parcels will be required to cater for sub-stations within certain voting districts. There will be an additional reserve stock of approximately 3,000 parcels. The total number of parcels is estimated at 62,000.
- 3.4.6 There are nine (9) provincial warehouses of the Electoral Commission. Municipal consignments must be grouped for delivery to the relevant provincial warehouse at the first stage of distribution.
- 3.4.7 The total mass of the security items is estimated at approximately 20,000 kg, with approximate provincial allocations as follows:

Province	Approximate Mass Distribution	Approximate Weight
Eastern Cape	20.8%	4,160 kg
Free State	6.8%	1,360 kg
Gauteng	11.9%	2,380 kg
KwaZulu-Natal	21.3%	4,260 kg
Mpumalanga	7.5%	1,500 kg
Northern Cape	3.1%	620 kg
Limpopo	13.8%	2,760 kg
North West	7.7%	1,540 kg
Western Cape	7.1%	1,420 kg

NOTE: Security must be an integral part of the service design and of the execution of all services, including the packaging phase, from the outset, to prevent not only physical loss of items but also to prevent any possible security breach that may occur on the contents and tampering with items or parcels.

### 3.5 Information Requirements

3.5.1 The execution of this project forms an important part of the final preparations for the elections. Determination of the Electoral Commission's operational readiness is thus dependent on the availability of information from the security distribution service provider. This information must be managed by the service provider on a "per voting district/station parcel" level and must be available to the Electoral Commission on a regular basis. That is, updated and communicated at least daily. The preferred method for this communication is email. Table 1 below presents the preliminary information flow for the different organisational levels.

3.5.2 Please note that the table concentrates on summarised reports, but it is a requirement that the source information must be managed real time by the service provider in a comprehensive data storage system that can manage information and produce reports on a specific item, parcel or consignment. These references exclude all security information and reports, which will be handled separately in a manner to be agreed on with the service provider on appointment.

3.5.3 It is important that bidders familiarise themselves with the implications of this requirement and ensure that the systems offered can accommodate the data capacity and multi-level requirements.

3.5.4 Service providers must provide full details on the proposed system to be used. Failure to do so shall result in the bid being disqualified.



Table 1: Preliminary Information Flow

Preliminary Information Flow		
Organisational Level	Information Supplied by the Electoral Commission	Information Supplied by the Service Provider
National	<ul style="list-style-type: none"> <li>Name and contact details of the Electoral Commission representative(s)</li> </ul> <p><b>Supplier details (for collection and escort)</b></p> <ul style="list-style-type: none"> <li>Item list and details</li> <li>Supplier addresses</li> <li>Supplier delivery schedule</li> </ul> <p><b>Parcel details</b></p> <ul style="list-style-type: none"> <li>List of parcels</li> <li>Picking slip per parcel</li> <li>Parcel labelling details</li> <li>Local council/ Delivery address</li> <li>Person authorised to receive parcel at the local council</li> <li>Province routing</li> </ul>	<ul style="list-style-type: none"> <li>Name and contact details of the service provider representative(s)</li> <li>Address and other details on the central warehouse</li> </ul> <p><b>Receipt information</b></p> <ul style="list-style-type: none"> <li>Items and quantities received from suppliers</li> </ul> <p><b>Warehouse and packing</b></p> <ul style="list-style-type: none"> <li>Inventory reconciliation</li> <li>Picking slips received/outstanding</li> <li>Parcels picked</li> <li>Parcels checked</li> <li>Parcels matched with results slips</li> <li>Packaging of contingency packs</li> <li>Parcels packed</li> <li>Local consignments ready</li> <li>Provincial consignments ready</li> <li>Provincial consignments dispatched</li> </ul>
Province	<ul style="list-style-type: none"> <li>Name and contact details of the Electoral Commission representative(s)</li> <li>Distribution centre address and details</li> </ul>	<ul style="list-style-type: none"> <li>Name and contact details of the service provider representative(s) for each province</li> </ul> <p><b>Warehouse and checking</b></p> <ul style="list-style-type: none"> <li>Provincial consignments received</li> <li>Provincial consignments checked</li> <li>Local consignments checked</li> <li>Parcels checked</li> <li>Local consignments ready</li> </ul>

Preliminary Information Flow		
Organisational Level	Information Supplied by the Electoral Commission	Information Supplied by the Service Provider
		<ul style="list-style-type: none"> <li>Electoral Commission's local representative notified</li> <li>Local consignments dispatched</li> </ul>
<b>Local</b>	<b><i>Distribution</i></b> <ul style="list-style-type: none"> <li>Delivery of parcels checked (call/centre operation)</li> </ul>	<b><i>Distribution</i></b> <ul style="list-style-type: none"> <li>Delivery of each consignment confirmed by driver</li> <li>Delivery of parcels to Electoral Commission's representative confirmed (using POD documentation)</li> </ul>

### 3.6 Reports

3.6.1 The Electoral Commission will require that the service provider representative(s) attend review meetings where performance statistics will be presented and discussed.

3.6.2 The following weekly management reports will be required:

- Inventory reconciliation (stock on hand) at national and provincial level.
- Number of parcels packed and released for delivery at national level.
- Number of parcels delivered and received at provincial level.
- Number of parcels checked and released for delivery at provincial level
- Number of parcels delivered and received at municipality level.
- Security incidents reported.
- Deviation and variance from specified milestone dates and times.
- Any other information that may be required.

### 3.7 Project Records

3.7.1 The service provider must retain and store all documentation relating to the project in a secure and organised manner. This documentation will be required as backup to all invoices and queries on parcel content, parcels that have been lost, incorrectly delivered, returned or any other operational problem that may arise.

3.7.2 These records will on completion of the project be handed over to the Electoral Commission. All records must be packaged in an orderly manner and clearly marked for ease of identification.

### 3.8 Time Frame

3.8.1 The following time frames are preliminary and are based on possible election dates, being the earliest possible and the latest possible. Only high level key milestones are illustrated.

3.8.2 The timeline scenarios are offered as guidance and are subject to amendment as required to conform to the actual official election date.

3.8.3 The service provider will be required to maintain a support function until completion of election day, in the form of delivery tracking and confirmation, and final emergency stock release.

Scenario Milestone	Provisional Planned Dates (Subject to official proclamation and election timetable)
Central warehouse activation	15 January 2024
Delivery to provincial sites completed	26 April 2024
Delivery to municipal sites completed (including Metropolitan sub-areas)	May 2024
<b>Election date</b>	May 2024
Project closure	30 June 2024

3.8.4 The Electoral Commission reserves the right to change these dates, but undertakes to inform role players of revised dates as and when they become available.

## 4 DETAILED SPECIFICATION: CENTRAL SECURITY WAREHOUSE

### 4.1 Service Description

The scope of work includes the following:

4.1.1 The service provider will establish and equip a suitable warehouse for receiving, storing and packaging the security materials for the Electoral Commission. This warehouse must be located in the central Gauteng area, with a recommended minimum surface area of 300 m<sup>2</sup>.

4.1.2 The warehouse must be of a nature that permits the following:

- Strict vehicle access control measures.
- Stringent control of materials entering and leaving the premises.
- Secure and controlled personnel access.

- Secure storage of materials and equipment.
- Good communication with the Electoral Commission.

4.1.3 High levels of protection against probable theft, burglaries and other nefarious activities.

4.1.4 The service provider will manage the incoming delivery schedules in consultation with the Electoral Commission and will receive, check and capture deliveries onto inventory system, and store the items. The security items will be individually sealed by suppliers prior to incoming delivery and the service provider will check all items for this on receipt. Any items not sealed, or where the seal is broken or packaging damaged, will be identified and the Electoral Commission as well as the specific supplier will be notified. Affected items will be returned to the supplier.

4.1.5 The service provider will pick, pack, check, seal and label unique parcels for each voting station based on picking and packing instructions provided by the Electoral Commission. This will be a two stage process, i.e.:

- The first stage will be to pick the items based on individual picking slips for each voting station, pack them into a transparent plastic bag and seal the bag.
- The second stage will be to make sure the parcel is sealed, check the content, attach the label(s) and put the picking slip into the flyer pouch.

4.1.6 The service provider will consolidate these parcels into municipal and provincial consignments in boxes on pallets and will pack, check, label and dispatch these consignments to provinces.

4.1.7 The service provider will do daily stock counts and reconcile. Any deviations must be investigated immediately and losses will be reported to the Electoral Commission.

**In delivering this service, the service provider will be required to:**

4.1.8 Provide a suitable facility divided into a receiving and storage area, a packaging area (with physical separation from the other areas) and a dispatch area. Access between the areas should be limited and temporary fences/partitions may have to be erected for that purpose. The facility must be equipped with security systems to ensure prevention of loss due to any cause, and to prevent unauthorised access to the facility.

4.1.9 The selection of this site, which must be located within the central Gauteng area, will be subject to approval by the Electoral Commission in consultation with the State Security Agency (SSA), which approval shall not be unreasonably withheld provided the facility meets all the requirements.

4.1.10 Appoint a warehouse manager with adequate staff and equipment to execute and deliver the required service. The staff complement should cater for a maximum working capacity of a six (6) day week, employing two 8-hour shifts per day in periods of peak activity.

4.1.11 Appoint a security company to provide the necessary security support on a 24-hour basis.

4.1.12 Provide packaging material and labelling for all parcels [that is 62,000 parcels in total, including two (2) parcels for each voting station. One (1) parcel for special voting and one (1) parcel for voting day]. This culminates into parcels for approximately 23,300 voting districts/stations, 12,500 sub-stations and 3,000 reserve stock. The parcels will be shipped as nine (9) provincial consignments and finally as 290 municipality consignments. This includes at the first level a clear plastic tamper-evident bag with an external document pouch, for each voting station parcel. The size of the bag will be approximately 400mm x 580mm, minimum thickness must be 50 microns. Each bag must carry a unique reference number and barcode.

**NOTE:** Special voting parcels must be packed separately from the voting day parcels, i.e. special voting parcels must be packed in a separate box and clearly labelled “**SPECIAL VOTING**” on both the parcel and the carton boxes. The equivalent applies for voting day parcels.

4.1.13 Provide computer equipment to process electronic information provided by the Electoral Commission and to print picking slips, *et cetera*.

4.1.14 Print picking slips for each parcel and consignment.

**In delivering this service, the Electoral Commission will be required to:**

4.1.15 Inspect and approve the proposed warehouse premises.

4.1.16 Provide picking instructions per parcel and any other relevant information in an electronic format.

4.1.17 Appoint a national project co-ordinator/representative.

## **4.2 Specific Requirements**

### **4.2.1. Voting Station Packaging (to be supplied by service provider).**

4.2.1.1 The container used for voting station security items will be a bar-coded clear plastic tamper-evident bag (envelope) with an external pouch for A4 documents. The size approximately 400mm x 580mm and minimum thickness 50 microns. Once sealed, it must not be possible to open and reseal a bag without it being noticed (i.e. the bag must be tamper evident). Protection must be offered against tampering by-

- Physical opening.
- Removal and substitution of the seal.
- Water.
- Cutting along edges or bottom.
- Freezing.

- Estimated quantity of parcels: 62,000.

#### **4.2.2. Packaging for Provincial Consignments**

4.2.2.1 The containers and other materials used for packaging provincial consignments are at the discretion of the service provider, but must be adequate to protect the parcels from dirt, bad weather and damage in transit and storage. The containers and materials used must permit neat and safe storage. Sturdy cardboard boxes are recommended with clear and robust labelling and strapping where necessary. All boxes must be sealed with security tamper evident tape.

### **5. DETAILED DESCRIPTION: PROVINCIAL DISTRIBUTION CENTRES**

#### **5.1. Service Description**

The scope of work includes the aspects as listed below:

- 5.1.1. The service provider will set up a suitable facility to store the provincial component of the security materials, at a site provided by the Electoral Commission, in collaboration with the Electoral Commission's provincial representative. The service provider will be required to assess existing facilities and recommend improvements/changes.
- 5.1.2. The service provider will receive, check and capture provincial deliveries from the central warehouse onto the inventory system and store the parcels in the facility set up for that purpose.
- 5.1.3. The service provider will split the consignment to parcel level once again and will check, in co-operation with provincial representatives, that the security tamper evident tape of each box is still intact, the content of each parcel and completeness of documentation (without opening the bags).
- 5.1.4. The service provider will re-consolidate (per municipality destination) each local consignment, check, label, and prepare for release.
- 5.1.5. The service provider will provide a list of barcodes/voting district name contained in each box to the provincial representatives.
- 5.1.6. Each box will again be sealed with security tamper evident tape.
- 5.1.7. The service provider will duly dispatch the municipal consignments to local representatives, as determined by the Electoral Commission.
- 5.1.8. The service provider will inform the authorised Electoral Commission's local representative, at least 24-hours prior to the delivery being made, of when the specific delivery can be expected. The authorised local representative will also be informed of any subsequent changes to delivery arrangements.
- 5.1.9. The service provider will do daily counts and reconciliations of the parcels and stock in its charge at each provincial warehouse site. Any losses or increases should be investigated immediately and must immediately be reported to the Electoral Commission.

**In delivering this service, the service provider will be required to:**

- 5.1.10. In each province, appoint a project manager with adequate staff and equipment to deliver the above service, for the required duration. The staff complement should allow a maximum capacity of an 8-hour working day and six (6) days a week at peak times.
- 5.1.11. Establish and provide computer(s) and other equipment necessary to operate the inventory and materials-tracking systems.
- 5.1.12. Consult and advise the Electoral Commission on appropriate security requirements at the storage facilities to ensure safekeeping of the security parcels (In this regard see also section 7 below).
- 5.1.13. Provide packaging material for all municipality consignments (290 local representative offices).

**In delivering this service, the Electoral Commission will be required to:**

- 5.1.14. Provide a suitable storage facility to serve as the provincial distribution centre in each province, being part of the Electoral Commission provincial warehouse.
- 5.1.15. Appoint a provincial representative in each of the nine (9) provinces to liaise directly with the service provider.
- 5.1.16. Provide delivery information of the authorised local representatives (municipality sites).

## **6. DETAILED SPECIFICATION: DISTRIBUTION**

### **6.1. Service Description**

The scope of work includes the aspects as listed below:

- 6.1.1. The secure distribution of the consolidated consignments from the central warehouse to the nine (9) provincial distribution centres in an “armoured vehicle/asset-in-transit” level of security.
- 6.1.2. The distribution of the consolidated consignments from the provincial distribution centres to the approximately 290 local municipality offices in the provinces in a “person-to-person” courier mode.
- 6.1.3. Accurate and real time monitoring and control of the distribution activities.
- 6.1.4. Using a barcode tracking system to monitor movements of the parcels.

**In delivering this service, the service provider will be required to:**

- 6.1.5. Provide suitable vehicles (i.e. vehicles with a closed and lockable load bin) with personnel/crew for the sole purpose of this operation. That is, no other parcels will be allowed on the vehicle when it is being used for the purposes of this project.

- 6.1.6. Provide communication (e.g. Press to talk (PTT), cell phone or satellite phones) to and from all vehicles when they are being used for the purposes of this project.
- 6.1.7. Provide appropriate tracking systems for all vehicles being used for the purposes of this project. (e.g. navigation systems based real-time data, such as GPS).
- 6.1.8. Have a mandatory established dedicated operational control and monitoring centre to control and monitor the distribution processes and activities. This centre must offer and be manned for 24-hour service for the duration of the distribution activities, and must provide real time intelligence and reporting to the Electoral Commission and its security partners and agents. Control centre operators allocated to this project must be dedicated to this project and may not be 'shared' with other functions.
- 6.1.9. Provide one (1) national and nine (9) provincial co-ordinators for the distribution (this may in practice be the same person as the service provider's warehouse managers). In addition to handling logistical matters, this person must have the ability to co-ordinate security relating to these activities.
- 6.1.10. Track all parcels to the destination and provide progress reports. (See also 6.2 below.)

**In delivering this service, the Electoral Commission will be required to:**

- 6.1.11. Nominate authorised local representatives who will accept municipality deliveries.
- 6.1.12. Appoint management capacity at the national and provincial sites to ensure continuous liaison with the service provider.

**6.2. Track and Trace**

The following information must form part of the written submission:

- 6.2.1. It is a requirement that the service provider must track all Electoral Commission's parcels and drivers must confirm deliveries as soon as they are completed. Appropriate real-time communications systems should be used to do this. Navigation systems-based real-time methods, such as web-based GPS, will be strong recommendation.
- 6.2.2. In addition, it is required that the service provider use a barcode tracking system to trace and track parcels and a document signed by the recipient on delivery as proof of delivery. Proof of delivery documents need to be retained and stored by the service provider in order to assist in solving delivery queries.
- 6.2.3. The operational control and monitoring centre described in 6.1 above must form an integral part of the track and trace process.



- 6.2.4. Neglect to confirm delivery within the specified service time or to provide proof of delivery documents may lead to a penalty.

### **6.3. Penalties**

The following penalties may be applied:

- 6.3.1. Neglect by the service provider to confirm any delivery to a local office within one (1) hour of the actual delivery time – R500 may be deducted per such event.
- 6.3.2. Neglect by the service provider to provide a valid proof of delivery document where the delivery has been confirmed may result in non-payment.
- 6.3.3. Confirmation of delivery when a parcel has not been delivered or where the incorrect time of delivery is stated will be viewed as fraud. The onus is on the service provider to avoid such a situation.

## **7. DETAILED SPECIFICATION: SECURITY**

Security services for the project must be provided by a competent, experienced and qualified service provider. The said service provider and its employees must be registered with Private Security Industry of South Africa (PSIRA) and maintain compliance with the requirements at all times. Supervisors (at the central warehouse and provincial warehouses) must have a Grade B certificate and security officers must have a Grade C certificate. Copies of the PSIRA certificates must be submitted together with the bid.

### **7.1. Security Screening**

- 7.1.1. Details of all operations and personnel to be involved in the project must be submitted to the internal security department of the Electoral Commission for security screening. This will best be done in the form of a detail operational plan.
- 7.1.2. A complete list of all personnel including the security company and its employees to be utilised and involved in the project must be vetted by the service provider and confirmation submitted to the Electoral Commission for security screening at least six (6) weeks prior to commencement of work by such personnel.

### **7.2. Original Supplier Deliveries**

The service provider will provide security escort services for the delivery of all security items from the suppliers appointed to supply the security materials to the central warehouse.

- 7.2.1. The service provider must allow for twelve (12) incoming deliveries originating in greater Gauteng. The supply of the vehicles will be the material supplier's responsibility. The main responsibilities of these security officers will be to initiate the security service provider's paperwork as required for the specified audit trail.

- 7.2.2. Verify and record proper receipt of the goods from suppliers in sealed packages. Do security planning and determine the best possible route and accompany the load in transit. Ensure that the best route is taken and assessed periodically from the manufacturers/suppliers to the central warehouse that no stoppage occurs *en route*, that no load is tampered with and that the packages are not observed by unauthorised persons.
- 7.2.3. Verify and record that the packages are delivered at the central warehouse in the original sealed package with the seals intact.
- 7.2.4. Report any deviations from the specified mode of transport to the Electoral Commission in order to initiate corrective actions.

### **7.3. Security at Warehouses**

- 7.3.1. The central and provincial warehouses shall be equipped and suitably staffed by the security service provider in order to reinforce and strengthen security on site for the periods required by this project.
- 7.3.2. The service provider shall provide details of the security plan that will be enforced to protect the items against observation, non-conformance to the prescribed packaging process, tampering, destruction and/or theft. During working hours, when the items are handled, security officers shall be on duty to prevent any unauthorised handling or tampering with the items. After hours, the facility shall be suitably locked and protected by suitable (in numbers and security rating) security officers.
- 7.3.3. The service provider will provide security escort for all distribution from provincial distribution centres to the local representatives of the Electoral Commission. The tasks will be as for security escorts on the deliveries from suppliers.
- 7.3.4. In addition, all planned routes to be travelled in this element of service must be submitted to the Electoral Commission at least six (6) weeks in advance for scrutiny and clearance.

### **7.4. In delivering this service, the service provider will be required to:**

- 7.4.1. Provide all required information in time to allow the Electoral Commission to carry out scrutiny and analysis / assessments of all operations in conjunction with the security services (i.e. State Security Agency (SSA) and South African Police Service (SAPS).
- 7.4.2. Appoint suitable guards for the required function at appropriate grades.
- 7.4.3. Appoint management that can plan, execute and control the security operation in liaison with the Electoral Commission and security forces.
- 7.4.4. Permit appropriate security screening by the Electoral Commission of all personnel and sub-contractors involved in the project.
- 7.4.5. Provide suitable systems for unauthorised access monitoring, access control, fire detection, *et cetera*.

## **7.5. In delivering this service, the Electoral Commission will be required to**

7.5.1. Appoint a security co-ordinator.

7.5.2. Facilitate vetting of all operations by the appropriate security services (i.e. SSA and SAPS).

7.5.3. Ensure liaison with the security cluster.

## **8. GENERAL CONDITIONS**

### **8.1. Service Level Agreement**

8.1.1 The award of this tender will be subject to the successful conclusion of a service level agreement between the Electoral Commission and the recommended service provider.

8.1.2 The SLA will *inter alia* formalise the following milestone dates:

- Date for commencement of activity.
- Completion date for establishment of the central security warehouse premises and physical security therein.
- Completion date for establishment of staff and support systems.
- Completion date for completion of the provincial warehouse receiving facilities and security arrangements.
- Completion date for incoming deliveries from suppliers (Electoral Commission's responsibility).
- Completion date for deliveries to provincial distribution centres (service provider's responsibility).
- Completion date for deliveries to local representatives (service provider responsibility).
- Any other milestones required for effective management of the contract.

8.1.3 Due to the national importance of the election programme and the strict deadlines proclaimed in the legislation concerning elections, the Electoral Commission requires guarantees for the services in this tender, which shall be recorded in the service level agreement.

8.1.4 The service provider will be expected to track progress on an individual parcel basis and completion will be measured on delivery of the final consignment. Non-compliance on service levels will be penalised. Penalties may be applied for non-conformance to service requests as set out herein.

8.1.5 In the event of the service provider failing to maintain continuity of service as requested, the Electoral Commission shall have the right to appoint an alternative supplier to make good the shortfall in service. Any extra costs incurred by the Electoral Commission in obtaining such corrective services from another source will be for the account of the defaulting service provider.

## 8.2. General Penalties

8.2.1 Should any of the milestone dates defined under service levels not be met, a penalty of 1% per calendar day calculated on the total contract value may be applied by the Electoral Commission, to a maximum of 20% of the total contract value.

8.2.2 Specific penalties may also be applied for specific criteria not being met in the detailed specifications.

## 8.3. Pricing

8.3.1 Bidders must submit pricing as required in the pricing schedule. Guidelines are given in the pricing schedule to facilitate uniform responses to the tender and must be used for pricing submissions.

N.B. Failure to complete in full and submit the pricing schedule will lead to disqualification

8.3.2 The Electoral Commission requires a total cost for the full service, which must be stated in the pricing schedule. Service providers may, however, submit supplementary explanations of costing. Such supplementary costing shall not substitute the completion of the pricing schedule included in the tender document.

8.3.3 The cost structure may be linked to variables under direct Electoral Commission's control, for example the number of voting districts/stations, number of parcels, weight of material, and number of municipal delivery points. Changes to these factors are not anticipated, but unavoidable circumstances may require such. The pricing schedule allows for rates to be submitted, but not included in the initial total bid price.

8.3.4 The Electoral Commission will not consider claims related to variables that are not under the direct control of the Electoral Commission. This includes cases where the actual duration of service provider activities exceeds the planned duration for that specific operation. The service provider must ensure that the pricing will cover the full extent of the contractual obligations as the Electoral Commission will not pay for additional time or costs.

8.3.5 Other guidelines for pricing include the following:

- The price structure must be clearly defined and unambiguous.
- The price structure must give a cost breakdown of at least the fixed and variable cost per service type and a breakdown of the variable cost.
- The cost of all the required security services must be included.
- The service provider must price the services to be in compliance with the requirements given in the detailed specifications of the services.
- No claims for hidden costs will be accommodated.

8.3.6 Failure to comply with these requirements may invalidate the tender.

8.3.7 The Electoral Commission wishes to enter into a fixed term contract with a schedule of rates that can be used for any variation orders and *ad hoc* work.

#### **8.4. Ad Hoc Work / Special Services**

8.4.1 The service provider should not perform *ad hoc* work and/or special services not included in the specifications. Should any such work be deemed necessary, prior written approval must be obtained from the Electoral Commission before any such tasks may be carried out.

8.4.2 Cost estimates for *ad hoc* work must be submitted in advance. The cost-plus rate for special services in the pricing schedule will be applied to all *ad hoc* work that may be approved by the Electoral Commission.

8.4.3 Failure to comply with the above requirement will result in non-payment.

**Please Note:** Special circumstances with a potential security threat can cause delays in the planned delivery dates of parcels to provincial warehouses and/or local offices. Such changes in the delivery dates will be requested in writing and done on a quotation basis.

#### **8.5. Procedure and Documentation for Payment**

8.5.1 Invoice(s) for payment must be submitted to the Manager: Logistics at Election House, Centurion, Pretoria for approval and payment. Invoices must be accompanied by supporting documentation such as the Electoral Commission's delivery notes, proof of delivery (signed waybill) and proof of service level compliance.

8.5.2 Service providers must also take note of detailed specifications on payment for specific services. Failure to submit the specified documentation may lead to non-payment.

8.5.3 Only services authorised by the Electoral Commission will be paid.

8.5.4 The Electoral Commission reserves the right to deduct penalties applicable to any service provided from any outstanding invoices.

8.5.5 Staggered payments may be made and the service provider may submit invoices on the achievement of pre-arranged milestones (as defined under service levels) or on agreed intervals (e.g. monthly). Payments, subject to all supporting documentation being correct, will be made in accordance with the standard trading conditions of the Electoral Commission. As such, payment of invoices will be made within 30 days of date of receipt of a valid tax invoice provided that such invoice is not in dispute.

8.5.6 No upfront payment will be made prior to the service being rendered.

#### **8.6. Third Party Distribution**

8.6.1 The far reaching scope of this project may require bidders to engage third party sub-contractors in areas where the service provider cannot directly provide the required service or in areas where it is not economically viable for the service provider to operate. Any such arrangement must be explained fully in the bid submission.

8.6.2 It must, however, be noted that the service provider will be the only contact to the Electoral Commission. At no stage will the Electoral Commission personnel enter into discussions with regards to the contracted business with any third party or sub-contractor affiliated to the official Electoral Commission service provider with whom the contract has been entered into.

## **8.7. Employment and Occupational Health and Safety Legislation**

8.7.1 The Electoral Commission requires that service providers comply strictly with the Basic Conditions of Employment Act, the Occupational Health and Safety Act, the Compensation for Occupational Injuries and Diseases Act, COVID-19 legislation and any other legislation that may apply when labour services are provided in terms of this tender.

8.7.2 In compliance with the relevant and applicable health and safety requirements, the service provider must supply its staff with basic personal protective equipment (PPE) in the form of gloves, safety shoes, dustcoats, masks and sanitizer to protect said staff in a general warehouse environment.

8.7.3 Warehouse and distribution operations must be capable of escalating at short notice to 24-hour operation at critical times and provision must, therefore, be made by the service provider to have the necessary staff available for such an operation. Basic conditions of employment pertaining to long working hours and overtime must be adhered to.

8.7.4 The service provider is required to ensure continuity of service, and must provide for contingency plans in the event of industrial action or any other labour related incident that may disrupt the service and cause delays or failure of service delivery.

8.7.5 The service provider will, furthermore, be expected to treat its staff in a fair and equitable manner. Any complaints received by the Electoral Commission from such staff will be directed to the service provider for resolution.

## **8.8. Exclusivity of Contract**

8.8.1 The service provider will be considered as a "Preferred Supplier(s)" and will not have exclusive rights to the warehousing and distribution of security materials for the Electoral Commission. It remains the right of the Electoral Commission to choose or select alternative suppliers for this service if and when the circumstances deem it necessary.

## **8.9. Lien**

8.9.1 The service provider will accept an agreement whereby it shall waive any lien, hypothec or other right of retention or security that it may have over any materials or equipment to be transported or warehoused.

8.9.2 The Electoral Commission is and, therefore, shall remain the owners of all goods warehoused and conveyed. As such, the Electoral Commission shall be entitled to enforce any rights that it may have in law, arising out of its ownership of the goods.

## **8.10. Confidentiality and Security**

8.10.1 The contents of any contract(s) and/or service level agreement arising from this tender will be confidential and may not be disclosed by the service provider to any other parties without the prior written consent of the Electoral Commission.

8.10.2 The Electoral Commission reserves the right to subject the selected service provider to security clearance checks as part of the bid adjudication process.

8.10.3 Service providers must provide the names of key staff to be deployed on the contract in their bid submission. This must include at least –

- Project Manager
- Security Co-ordinator
- Logistics Manager

8.10.5 Service providers must undertake to submit names of all staff to be employed on the contract for security clearance by the Electoral Commission before they are employed on the project.

8.10.6 Service providers must include in their bid submission a declaration of any political affiliation or any other information that may affect the impartial execution of any of the services specified in the tender.

## **8.11. Validity of the Tender**

8.11.1 All bid submissions and rates must be valid for 180 days from the date of submission. The service provider may include escalation clauses but must provide a clear definition of the proposed formula, portion(s) subject to escalation, indexes to be used, source of information, *et cetera*. Neglect to define adequately or ambiguous submissions on escalation may invalidate the tender or result in non-payment of rates concerned.

8.11.2 Bid submissions and rates offered therein shall be valid for the stipulated 180 days or six (6) months from the date of the tender closing, during which time evaluation and award of the bid will take place.

8.11.3 It is anticipated that the 2024 national and provincial elections will be held in May 2024, whilst the latest possible date to hold the elections can be August 2024.

8.11.4 Should a bidder's price change at any point, their bids may be reconsidered and the allocation originally made to them may be redirected if the outcome proves to be such that their bid is, for example, no longer the highest ranking bid. For example, if a service provider was appointed and their price is amended due to the elections being held at a date post the six (6) month period it may imply that their bid is no longer the highest ranking bid. Bidders should, therefore, ensure that their bids take into consideration any changes in market prices so as to ensure that their prices remain fixed for the duration of the contract.

## 9. SUMMARY OF TECHNICAL SUBMISSION REQUIREMENTS

9.1 To assist bidders in submitting complete bid submissions which conform to all requirements, the following checklist is provided.

9.2 Failure to submit these shall lead to a bid disqualification.

	REQUIREMENT	TENDER SECTION	CHECK
1	Comprehensive written proposal	Section 13	
2	Physical address of the warehouse	Section 3.2.1	
3	Tracking system proposed	Section 6.1 / 6.2	
4	CV's of partners and key personnel	Section 13.1	
5	Track record	Section 2.4 / 13.2	
6	Information management system	Section 13.3	
7	Completion of pricing schedule	Section 12	
8	Completion of information on warehousing and distribution capacity and deployment of security (Sections 13.4, 13.5 and 13.6)	Section 13	
9	Any other detail that may be required to confirm compliance with the tender requirements and the bid evaluation criteria.	Refer all detail requirements as specified	

## 10. LIST OF ELECTORAL COMMISSION DESTINATIONS

### 10.1. National

The service provider will provide the central warehouse in the central Gauteng area.

### 10.2. Provincial

10.2.1 The Electoral Commission's nine (9) provincial distribution centres are located in the following cities/towns.

Province	City/Town
Eastern Cape	East London
Free State	Bloemfontein
Gauteng	Johannesburg
KwaZulu-Natal	Durban
Mpumalanga	Nelspruit
Northern Cape	Kimberley
Limpopo	Polokwane
North West	Mafikeng
Western Cape	Cape Town



10.2.2 Final and full addresses will be provided by the Electoral Commission to the service provider before the project commences.

10.2.3 Some physical addresses of warehouses may change by the time the tender is awarded or may change during the contract period. However, the Electoral Commission's warehouses will remain within the same municipal areas as depicted above which should thus not have any affect on bid prices for the rendering of the required secure warehousing and distribution services.

### 10.3. Local Councils per Province

10.3.1 It is envisaged that the local representative (municipality) delivery points will be in the following cities/towns.

10.3.2 Final and full addresses will be provided by the Electoral Commission to the service provider before the project commences.

10.3.3 Some physical addresses of local offices of the Electoral Commission may change by the time the tender is awarded or may change during the contract period. However, the Electoral Commission's local representatives will remain within the same municipal areas as depicted below which should thus not have any affect on bid prices for the rendering of the required secure warehousing and distribution services.

#### Eastern Cape

MUNICIPALITY	CITY/TOWN FOR DELIVERY
EC101 - Dr Beyers Naude - Graaff-Reinet	Graaff-Reinet
EC101 - Dr Beyers Naude - Jansenville	Jansenville
EC101 - Dr Beyers Naude - Willowmore	Willowmore
EC102 - Blue Crane Route	Somerset East
EC104 - Makana	Grahamstown
EC105 - Ndlambe	Port Alfred
EC106 - Sundays River Valley	Kirkwood
EC108 - Kouga	Humansdorp
EC109 - Kou-Kamma	Kareedouw
<b>DC10</b>	Grahamstown
EC121 - Mbhashe	Idutywa
EC122 - Mnquma [Butterworth]	Butterworth
EC123 - Great Kei [Komga]	Komga
EC124 - Amahlathi [Stutterheim]	Stutterheim
EC126 - Ngqushwa [Peddie]	Peddie
EC129 - Raymond Mhlaba - Nkonkobe/Alice	Alice
EC129 - Raymond Mhlaba - Nxuba/Adelaide	Adelaide
<b>DC12</b>	Butterworth
EC131 - Inxuba Yethemba [Cradock]	Cradock
EC134 - Lukhanji [Queenstown]	Queenstown
EC135 - Intsika Yethu [Cofimvaba]	Southeyville
EC136 - Emalahleni [Lady Frere]	Lady Frere

MUNICIPALITY	CITY/TOWN FOR DELIVERY
EC137 - Engcobo [Engcobo]	Engcobo
EC138 - Sakhisizwe [Elliot]	Cala
EC139 - Enoch Mgijima - Molteno	Molteno
EC139 - Enoch Mgijima - Queenstown	Queenstown
EC139 - Enoch Mgijima - Tarkastad	Tarkastad
<b>DC13</b>	Queenstown
EC141 - Elundini [Mount Fletcher]	Maclear
EC142 - Senqu [Barkly East]	Lady Grey
EC145 - Walter Sisulu - Aliwal North	Aliwal North
EC145 – Walter Sisulu	Burgersdorp
<b>DC14</b>	Aliwal North
EC153 – Ngquza Hill	Flagstaff
EC154 - Port St Johns [Port St Johns]	Port St. Johns
EC155 - Nyandeni [Libode]	Libode
EC156 - Mhlontlo [Qumbu]	Qumbu
EC157 - King Sabata Dalindyebo [Umtata]	Umtata
<b>DC15</b>	Libode
EC441 - Matatiele [Matatiele]	Matatiele
EC442 - Umzimvubu - Mount Ayliff	Mount Ayliff
EC442 - Umzimvubu - Mount Frere	Mount Frere
EC443 - Mbizana [Bizana]	Bizana
EC444 - Ntabankulu	Ntabankulu
<b>DC44</b>	Matatiele
NMA - Nelson Mandela Bay [Port Elizabeth]	Port Elizabeth
BUF - Buffalo City [East London] BUF	East London

### Free State

MUNICIPALITY	CITY/TOWN FOR DELIVERY
Mangaung	Bloemfontein
MAN - Mangaung - Dewetsdorp	Dewetsdorp
FS161 - Letsemeng [Koffiefontein]	Letsemeng
FS162 - Kopanong [Trompsburg]	Trompsburg
FS163 - Mohokare [Zastron]	Zastron
<b>DC16</b>	Trompsburg
FS181 - Masilonyana [Theunissen]	Theunissen
FS182 - Tokologo [Dealesville]	Boshof
FS183 - Tswelopele [Hoopstad]	Bultfontein
FS184 - Matjhabeng [Welkom]	Welkom
FS185 - Nala [Bothaville]	Bothaville
<b>DC18</b>	Welkom
FS191 - Setsoto [Senekal]	Ficksburg
FS192 - Dihlabeng [Bethlehem]	Bethlehem
FS193 - Nketoana [Reitz]	Reitz
FS194 - Maluti a Phofung [Qwa-Qwa]	Phuthaditjhaba
FS195 - Phumelela [Vrede]	Vrede
FS196 - Mantsopa	Ladybrand

MUNICIPALITY	CITY/TOWN FOR DELIVERY
<b>DC19</b>	Phuthaditjhaba
FS201 - Moqhaka [Kroonstad]	Kroonstad
FS203 - Ngwathe [Parys]	Parys
FS204 - Metsimaholo [Sasolburg]	Sasolburg
FS205 - Mafube [Frankfort]	Frankfort
<b>DC20</b>	Kroonstad

### Gauteng

MUNICIPALITY	CITY/TOWN FOR DELIVERY
EKU - Ekurhuleni [East Rand]	East Rand area
EKU - Ekurhuleni [East Rand]	Springs
EKU - Ekurhuleni [East Rand]	Germiston
EKU - Ekurhuleni [East Rand]	Nigel
EKU - Ekurhuleni [East Rand]	Brakpan
EKU - Ekurhuleni [East Rand]	Boksburg
EKU - Ekurhuleni [East Rand]	Alberton
EKU - Ekurhuleni [East Rand]	Tembisa
EKU - Ekurhuleni [East Rand]	Kempton Park
EKU - Ekurhuleni [East Rand]	Benoni
JHB - City of Johannesburg	JHB area
JHB - City of Johannesburg	Auckland Park
JHB - City of Johannesburg	Sandton
JHB - City of Johannesburg	Midrand
JHB - City of Johannesburg	Braamfontein
JHB - City of Johannesburg	Braamfontein
JHB - City of Johannesburg	Florida
JHB - City of Johannesburg	Meadowlands
JHB - City of Johannesburg	Alexandra
JHB - City of Johannesburg	Rossetenville
JHB - City of Johannesburg	Johannesburg
JHB - City of Johannesburg	Ennedalle
JHB - City of Johannesburg	Jabulani
JHB - City of Johannesburg	JHB City Centre
TSH - Tshwane Metro [Pretoria]	Pretoria area
TSH - Tshwane Metro (Soshanguve)	Soshanguve
TSH - Tshwane Metro (Kungwini)	Bronkhorspruit
TSH - Tshwane Metro (Nokeng Tsa Taemane)	Rayton
TSH - Tshwane Metro (Mamelodi)	Mamelodi
TSH - Tshwane Metro (East)	Tshwane East
TSH - Tshwane Metro (Central)	Pretoria
TSH - Tshwane Metro (Atteridgeville)	Atteridgeville
TSH - Tshwane Metro (Mabopane)	Mabopane
TSH - Tshwane Metro (Temba)	Temba
TSH - Tshwane Metro (Centurion)	Centurion

MUNICIPALITY	CITY/TOWN FOR DELIVERY
GT421 - Emfuleni [Vereeniging]	Vereeniging
GT422 - Midvaal [Meyerton]	Meyerton
GT423 - Lesedi [Heidelberg]	Heidelberg
<b>DC42</b>	
GT481 - Mogale City [Krugersdorp]	Krugersdorp
GT482 - Randfontein [Randfontein]	Randfontein
GT483 - Westonaria [Westonaria]	Westonaria
GT484 - Merafong City [Carletonville]	Carletonville
GT485 – Rand West City	Randfontein
<b>DC48</b>	

### KwaZulu-Natal

MUNICIPALITY	CITY/TOWN FOR DELIVERY
ETH - eThekwini (Durban)	Durban
ETH - eThekwini (Kingsburg)	Kingsburg
ETH - eThekwini (Pinetown)	Pinetown
ETH - eThekwini [Durban Metro]	Westville
KZN212 - uMdoni - Dududu	Dududu
KZN212 - Umdoni [Scottburgh]	Scottburgh
KZN213 - Umzumbe [Umzumbe]	Umzumbe
KZN214 - UMuziwabantu [Harding]	Harding
KZN216 – Ray Nkoyeni	Port Shepstone
KZN216 - Ray Nkonyeni - Port Shepstone	Ezingoleni
<b>DC21</b>	
KZN221 - uMshwathi [Wartburg]	New Hanover
KZN222 - uMngeni [Howick]	Howick
KZN223 - Mpofana	Moorivier
KZN224 - Impendle [Impendle]	Impendle
KZN224 - iMpendle - Bulwer	Bulwer
KZN225 - Msunduzi [Pietermaritzburg]	Pietermaritzburg
KZN225 - Msunduzi - Bulwer	Bulwer
KZN226 - Mkhambathini [Camperdown]	Camperdown
KZN227 - Richmond [Richmond]	Richmond
<b>DC22</b>	Pietermaritzburg
KZN235 - Okhahlamba [Bergville]	Bergville
KZN237 - iNkosi Langalibalele - Estcourt	Estcourt
KZN237- iNkosi Langalibalele	Loskop
KZN238 – Alfred Duma	Ladysmith
<b>DC23</b>	Ladysmith
KZN241 - Endumeni [Dundee]	Dundee
KZN242 - Nqutu [Nqutu]	Nqutu
KZN244 - Msinga [Pomeroy]	Pomeroy
KZN245 - Umvoti [Greytown]	Greytown
<b>DC24</b>	Pomeroy

MUNICIPALITY	CITY/TOWN FOR DELIVERY
KZN252 - Newcastle [Newcastle]	Newcastle
KZN253 - Utrecht [Utrecht]	Utrecht
KZN254 - Dannhauser [Durnacol]	Dannhauser
<b>DC25</b>	Newcastle
KZN261 - eDumbe [Paulpietersburg]	Paulpietersburg
KZN262 - UPhongolo [Pongola]	Pongola
KZN263 - Abaqulusi [Vryheid]	Vryheid
KZN265 - Nongoma [Nongoma]	Nongoma
KZN266 - Ulundi [Ulundi]	Ulundi
<b>DC26</b>	Ulundi
KZN271 - Umhlabuyalingana [Emangusi]	Mangusi
KZN271 - uMhlabuyalingana - Hluhluwe	Hluhluwe
KZN272 - Jozini [Mkuze]	Mkuze
KZN275 - Mtubatuba [Mtubatuba]	Mtubatuba
KZN276 - The Big 5 Hlabisa	Hlabisa
KZN276 - Big 5 Hlabisa - Hluhluwe	Hluhluwe
<b>DC27</b>	Jozini
KZN281 - uMfolozi	Kwa Mbonambi
KZN282 - City of uMhlathuze	Richards Bay
KZN284 - uMlalazi [Eshowe]	Eshowe
KZN285 - Mthonjaneni [Melmoth]	Melmoth
KZN286 - Nkandla [Nkandla]	Nkandla
<b>DC28</b>	Richards Bay
KZN291 - Mandeni [Mandeni]	Mandini
KZN292 - KwaDukuza [Stanger]	Stanger
KZN293 - Ndwedwe [Ndwedwe]	Ndwedwe
KZN294 - Maphumulo [Maphumulo]	Maphumulo
<b>DC29</b>	Stanger
KZN433 - Greater Kokstad [Kokstad]	Kokstad
KZN434 - uBuhlebezwe - Bulwer	Bulwer
KZN434 - uBuhlebezwe - Himeville	Ixopo
KZN435 - Umzimkhulu [Umzimkulu]	Umzimkulu
KZN436 - Dr Nkosazana Dlamini Zuma - Bulwer	Bulwer
KZN436 - Dr Nkosazana Dlamini Zuma - Himeville	Himeville
<b>DC43</b>	Ixopo

## Mpumalanga

MUNICIPALITY	CITY/TOWN FOR DELIVERY
MP301 - Albert Luthuli [Elukwatini/Carolina]	Carolina
MP302 - Msukaligwa [Ermelo]	Ermelo
MP303 - Mkhondo [Piet Retief]	Piet Retief
MP304 - Pixley Ka Seme [Volksrust]	Volksrust

MP305 - Lekwa [Standerton]	Standerton
MP306 - Dipaleseng [Balfour]	Balfour
MP307 - Govan Mbeki [Highveld Ridge]	Highveld Ridge
<b>DC30</b>	Highveld Ridge
MP311 - Delmas [Delmas]	Delmas
MP312 - Emalahleni [Witbank]	Witbank
MP313 - Steve Tshwete [Middelburg]	Middelburg
MP314 - Emakhazeni [Belfast]	Dullstroom
MP315 - Thembisile Hani	Kwaggafontein
MP316 - Dr JS Moroka [Mdutjana]	Siyabuswa
<b>DC31</b>	Witbank
MP321 - Thaba Chweu [Sabie]	Sabie
MP324 - Nkomazi [Nkomazi]	Malelane
MP325 - Bushbuckridge [Bushbuckridge]	Thulamahashe
MP326 – City Of Mbombela	
<b>DC32</b>	Nelspruit

### Northern Cape

MUNICIPALITY	CITY/TOWN FOR DELIVERY
NC061 - RICHTERSVELD [Port Nolloth]	Port Nolloth
NC062 - NAMA KHOI [Springbok]	Springbok
NC064 - KAMIESBERG [Garies]	Garies
NC065 - HANTAM [Calvinia]	Calvinia
NC066 - KAROO HOOGLAND [Fraserburg]	Sutherland
NC067 - KHŦI-MA [Pofadder]	Pofadder
<b>DC45</b>	Springbok
NC071 - UBUNTU [Victoria West]	Victoria West
NC072 - UMSOBOMVU [Colesberg]	Colesberg
NC073 - EMTHANJENI [De Aar]	De Aar
NC074 - KAREEBERG [Carnarvon]	Carnarvon
NC075 - RENOSTERBERG [Phillipstown]	Petrusville
NC076 - THEMBELIHLE [Hopetown]	Hopetown
NC077 - SIYATHEMBA [Prieska]	Prieska
NC078 - SIYANCUMA [Griekwastad]	Douglas
<b>DC7</b>	
NC082 - KAI !GARIB [Keimoes]	Keimoes
NC084 - !KHEIS [Groblershoop]	Groblershoop
NC085 - TSANTSABANE [Postmasburg]	Postmasburg
NC086 - KGATELOPELE [Danielskuil]	Danielskuil
NC087-Dawid Kuiper	Upington
<b>DC8</b>	Upington
NC091 - Sol Plaatje [Kimberley]	Kimberley
NC092 - Dikgatlong [Barkley West]	Barkley West
NC093 - Magareng [Warrenton]	Warrenton
NC094 - Phokwane [Hartswater]	Hartswater
<b>DC9</b>	Kimberley

MUNICIPALITY	CITY/TOWN FOR DELIVERY
NC451 – Joe Morolong	Moshaweng
NC452 - GA-SEGONYANA [Kuruman]	Kuruman
NC453 - GAMAGARA [Kathu]	Kathu
<b>DC45</b>	Mothibistad

### Limpopo

MUNICIPALITY	CITY/TOWN FOR DELIVERY
LIM331 - Greater Giyani [Giyani]	Giyani
LIM332 - Greater Letaba [Duiwelskloof]	Modjadjiskloof
LIM333 - Greater Tzaneen [Tzaneen]	Tzaneen
LIM334 - Ba-Phalaborwa [Phalaborwa]	Phalaborwa
LIM335 - Maruleng [Hoedspruit]	Hoedspruit
<b>DC33</b>	Thohoyandou
LIM341 - Musina [Messina]	Musina
LIM343 - Thulamela - Mutale	Mutale
LIM342 - Mutale [Mutale-Masisi]	Mutale
LIM343 - Thulamela [Thohoyandou]	Thohoyandou
LIM344 - Makhado [Louis Trichardt]	Makhado
LIM345 - Collins Chabane - Malamulele	Malamulele
LIM345 - Collins Chabane - Thohoyandou	Thohoyandou
<b>DC34</b>	Makhado
LIM351 - Blouberg - Moletjie	Moletjie
LIM351 - Blouberg - Senwabarwana	Senwabarana
LIM353 - Molemole - Molemole	Molemole
LIM353 - Molemole - Moletjie	Moletjie
LIM354 - Polokwane [Pietersburg]	Polokwane
LIM355 - Lepele-Nkumpi [Lebowakgomo]	Lebowakgomo
<b>DC35</b>	Polokwane
LIM361 - Thabazimbi [Thabazimbi]	Thabazimbi
LIM362 - Lephalale [Ellisras]	Lephalale
LIM366 - Bela-Bela [Warmbad]	Bela-Bela
LIM367 - Mogalakwena [Potgietersrus]	Mokopane
LIM368 - Mookgophong	Mookgopong
LIM368 - Mookgophong - Modimolle	Modimolle
<b>DC36</b>	Mokopane
LIM471 – Ephraim Mogale	Marble Hall
LIM472 - Elias Motsoaledi	Groblersdal
LIM473 - Makhuduthamaga [Ngwaritsi]	Makguduthamaga
LIM476 - Greater Tubatse - Burgersfort	Burgersfort
LIM476 - Greater Tubatse - Fetakgomo	Fetakgomo
<b>DC47</b>	Burgersfort



**North West Province**

<b>MUNICIPALITY</b>	<b>CITY/TOWN FOR DELIVERY</b>
NW371 - Moretele [Temba]	Makapanstad
NW372 - Madibeng [Brits]	Brits
NW373 - Rustenburg [Rustenburg]	Rustenburg
NW374 - Kgetlengrivier [Koster]	Koster
NW375 - Moses Kotane [Mogwase]	Mogwase
<b>DC37</b>	Rustenburg
NW381 - Ratlou [Setlagole]	Delareyville
NW382 - Tswaing [Delareyville]	Delareyville
NW383 - Mafikeng [Mafikeng]	Mafikeng
NW384 - Ditsobotla [Lichtenburg]	Lichtenburg
NW385 - Ramotshere Moiloa [Zeerust]	Zeerust
<b>DC38</b>	Mafikeng
NW392 - Naledi [Vryburg]	Vryburg
NW393 - Mamusa [Schweizer-Reneke]	Schweizer Reneke
NW394 - Greater Taung [Reivilo]	Taung
NW395 - Molopo [Pomfret]	Tosca
NW396 - Lekwa-Teemane [Christiana]	Christiana
NW397 - NW397 Local Municipality [Ganyesa/Pomfret]	Ganyesa
<b>DC39</b>	Taung
NW403 - Matlosana [Klerksdorp]	Klerksdorp
NW404 - Maquassi Hills [Wolmaransstad]	Wolmaransstad
NW405 - Ventersdorp/Tlokwe - Potchefstroom	Potchefstroom
<b>DC40</b>	Klerksdorp

**Western Cape**

<b>MUNICIPALITY</b>	<b>CITY/TOWN FOR DELIVERY</b>
WC011 - Matzikama [Vredendal]	Vredendal
WC012 - Cederberg [Citrusdal]	Citrusdal
WC013 - Bergrivier [Velddrif]	Piketberg
WC014 - Saldanha Bay [West Coast Peninsula]	Vredenburg
WC015 - Swartland [Malmesbury]	Malmesbury
<b>DC1</b>	Vredenburg
WC022 - Witzenberg [Ceres]	Ceres
WC023 - Drakenstein [Paarl]	Paarl
WC024 - Stellenbosch [Stellenbosch]	Stellenbosch
WC025 - Breede Valley [Worcester]	Worcester
WC026 - Breede River/Winlands [Robertson]	Robertson
<b>DC2</b>	Paarl
WC031 - Theewaterskloof [Caledon]	Caledon
WC032 - Overstrand [Greater Hermanus]	Hermanus
WC033 - Cape Agulhas [Bredasdorp]	Bredasdorp



MUNICIPALITY	CITY/TOWN FOR DELIVERY
WC034 - Swellendam [Barrydale/Swellendam ]	Swellendam
<b>DC3</b>	Hermanus
WC041 - Kannaland [Ladismith]	Ladismith
WC042 - Hessequa [Heidelberg/Riversdale]	Heidelberg
WC043 - Mossel Bay [Mossel Bay]	Mossel Bay
WC044 - George [George]	George
WC045 - Oudtshoorn [Oudtshoorn]	Oudtshoorn
WC047 - Bitou [Greater Plettenberg Bay]	Plettenberg Bay
WC048 - Knysna [Knysna]	Knysna
<b>DC4</b>	George
WC051 - Laingsburg [Laingsburg]	Laingsburg
WC052 - Prince Albert [Prins Albert]	Prince Albert
WC053 - Beaufort West [Beaufort West]	Beaufort West
<b>DC5</b>	Beaufort West
CPT - City of Cape Town [Cape Town]	Cape Town
CPT - City of Cape Town [Cape Town] Regional Supervisor	Athlone
CPT - City of Cape Town [Cape Town] Area 1 (Mitchells Plain)	Mitchells Plain
CPT - City of Cape Town [Cape Town] Area 2 (East)	Strand
CPT - City of Cape Town [Cape Town] Area 3 (North)	Bellville
CPT - City of Cape Town [Cape Town] Area 4 (Khayelitsha)	Mitchells Plain
CPT - City of Cape Town [Cape Town] Area 5 (North Spine)	Bellville
CPT - City of Cape Town [Cape Town] Area 6 (Central)	Athlone
CPT - City of Cape Town [Cape Town] Area 7 (Cape Flats)	Athlone
CPT - City of Cape Town [Cape Town] Area 8 (South)	Constantia
CPT - City of Cape Town [Cape Town] Area 9 (North Central)	Bellville

## 11. BREAKDOWN OF PROVINCIAL FIGURES

BREAKDOWN OF PROVINCIAL FIGURES					
Province	Local & Metropolitan Municipalities	Sub-areas	Wards	Voting Districts	Voting Centres
Eastern Cape	33	15	710	4,868	96
Free State	19	4	319	1,582	227
Gauteng	9	43	529	2,799	1,499

BREAKDOWN OF PROVINCIAL FIGURES					
Province	Local & Metropolitan Municipalities	Sub-areas	Wards	Voting Districts	Voting Centres
KwaZulu-Natal	44	8	901	4,973	970
Limpopo	22	8	568	3,223	319
Mpumalanga	17	3	400	1,811	181
North West	18	2	403	1,737	231
Northern Cape	26	2	232	731	15
Western Cape	25	14	406	1,572	481
<b>TOTALS</b>	<b>213</b>	<b>99</b>	<b>4,468</b>	<b>23,296</b>	<b>3,939</b>

**NOTE:** The figures are for planning purposes only and in some cases, are subject to change.

*\* A voting centre is a voting station with multiple voting substations.*

## 12. PRICING SCHEDULE

This pricing schedule must be completed in full.

Failure to complete this schedule in full shall lead to disqualification

Additional costing calculations may be included in the bid submission as separate pages. Additional costing calculations provided by bidders shall not substitute this pricing schedule.

This table must be used to submit final prices in the Total Including VAT column.

All prices shown must include VAT.

In the event that final unit quantities are less or exceed those stated in the pricing schedule, prices shall be adjusted pro-rata.

NOTE: The planned quantities are for planning purposes.

Project Element	Unit	Planned Quantity	Rate per Unit Including VAT	Total (Rate x Quantities) Including VAT
<b>12.1 Central Warehouse Services (Excluding Security)</b>				
Provide a facility, staff and equipment as per the specifications (including security at and in the premises) – Fixed cost.	Per Week	<b>20 Weeks</b>	R	R
Provide packaging materials for shipments to be made to provinces (including security bags) plus packaging and parcelling overheads – Fixed cost.	Per parcel	<b>62,000 Parcels</b>	R	R
Incidental additional costs – Fixed cost.	For the project	<b>1 Project</b>	R	R
Matching of 23,300 result slips to the main voting security packs – Fixed cost.	For the project	<b>1 Project</b>	R	R
<b>Subtotal for central warehouse facility</b>				<b>R</b>
<b>12.2 Provincial Warehouses (Excluding Security)</b>				
Provide staff and equipment as per the specifications at nine (9) sites (including security at and in the site) – Fixed cost.	Per Week	<b>8 Weeks</b>	R	R

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Project Element	Unit	Planned Quantity	Rate per Unit Including VAT	Total (Rate x Quantities) Including VAT
Provide packaging and parcel handling overheads – Fixed cost.	Per parcel	62,000 Parcels	R	R
Incidental additional costs – Fixed cost.	For the project	1 Project	R	R
<b>Subtotal for provincial warehouse facilities</b>				<b>R</b>
<b>12.3 Distribution to Provincial Warehouses (Excluding Security)</b>				
Provide transport as specified for nine (9) consignments, one per province, plus overheads.	Consignments	9 Destinations	R	R
Fixed overhead costs per kg	Kg	20,000	R	R
Variable costs per additional consignment above the nine (9) specified. (Only if and when applicable)	Consignment	NIL (Only when applicable)		NIL (Only when applicable)
<b>Subtotal for distribution to provinces</b>				<b>R</b>
<b>12.4 Distribution to Local Offices (Municipalities) (Excluding Security)</b>				
Provide transport as specified to 213 municipality destinations and approximately 83 Metropolitan sub-areas), plus overheads	Consignments	290 Destinations	R	R
Fixed Overhead costs per kg	Kg	20 000	R	R
<b>Subtotal for distribution to local offices</b>				<b>R</b>
<b>12.5 Security</b>				
Security escorts; incoming deliveries within Gauteng	Consignments	12	R	R
Security escorts; deliveries to provincial sites (x 9)	Consignments	9	R	R

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Project Element	Unit	Planned Quantity	Rate per Unit Including VAT	Total (Rate x Quantities) Including VAT
Security escorts, deliveries to 290 municipal sites (including metropolitan sub-areas)	Consignments	290	R	R
Security at the national central warehouse in Gauteng	Sum	1	R	R
Security at nine (9) provincial warehouses	Sum	9	R	R
<b>Subtotal for Security Services</b>				R
<b>Subtotal for Other Costs</b>				R
<b>Total Bid Price</b>				R

## 12.6 Special Services

Special services includes any service requested during the duration of the contract, that relates to the work in hand and is necessary for effective execution of the contract but is not specified in the tender or the pricing schedule.

Cost must be on an “open book” basis and agreement on cost inputs must be reached prior to delivery. The service provider must indicate a “cost plus” percentage to be applied to all special services.

Item	Comments	Cost plus percentage (%)
<b>Special Services</b>	Any ad-hoc service deemed necessary to maintain essential logistical functionality.	.....%

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### 13. WRITTEN SUBMISSION REQUIREMENTS

Service providers are required to supply the information indicated below in addition to the information requested in the commercial section. Information supplied in accordance with these requirements will, *inter alia*, be used in the bid evaluation process and adjudication of the tender. Failure to comply with these requirements may, therefore, lead to inability to evaluate and possible disqualification of the tender.

#### 13.1. Partners and Key Personnel

13.1.1 Service providers are required to include with their bid submissions CV's of key personnel that will be used to execute the project, including at least the national representative, the chief security co-ordinator and the provincial representatives (at least eleven (11) CVs including those of the provincial representatives).

13.1.2 Where consortiums bid or subcontractors are included in the offer to provide the required secure distribution and warehousing services, full details must be provided on all the partners/subcontractors and the letters of agreement of all the partners/subcontractors must be included with the bid submission.

#### 13.2. Track Record

Service providers must supply by means of a written submission details of their track record in handling major projects of this or similar nature. See section 2.4.

#### 13.3. Information Management System

Service providers must supply by means of a written submission full details on the proposed information management system that will be used to manage the process and provide management and inventory reports relating to the project in order for the Electoral Commission to manage election readiness.

#### 13.4. Warehousing Capacity

##### 13.4.1. Central Warehouse

The following information on envisaged capacity available and intended at the central warehouse must be provided by the service provider:

(NB: Categories are offered as a guideline)

Manpower per Shift	Number of People at Central Warehouse
• National Representative(s)	
• Warehouse Manager(s)	
• Supervisor(s) (First Stage)	
• Picker/Packer/Sealer(s) (First Stage)	
• Supervisor(s) (Second Stage)	

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Manpower per Shift	Number of People at Central Warehouse
• Checker/Labeller(s) (Second Stage)	
• Receipt / Dispatch Clerk(s)	
• Storage Clerk(s)	
• Forklift Truck Driver(s)	
<b><i>Specify any Other Manpower Envisaged</i></b>	
<b>Material Handling Equipment</b>	
• Forklift Truck	
• Hand Pallet Truck	
• Tables / Racking / <i>et cetera</i>	
<b><i>Specify any Other Equipment Envisaged</i></b>	

#### 13.4.2. Provincial Warehouses

The following information on envisaged capacity available and intended at the provincial distribution centres must be provided by the service provider:

(NB: Categories are offered as a guideline)

Manpower per Shift	Eastern Cape	Free State	Gauteng	KwaZulu-Natal	Limpopo	Mpumalanga	Northern Cape	North West	Western Cape
Provincial representative(s)									
Checking/packing supervisor(s)									
Checking/packing personnel									
Receipt Clerk(s)									

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Manpower per Shift	Eastern Cape	Free State	Gauteng	KwaZulu-Natal	Limpopo	Mpumalanga	Northern Cape	North West	Western Cape
Storage Clerk(s)									
Dispatch Clerk(s)									
Forklift truck driver(s)									
<b>Specify any Other Manpower Envisaged</b>									
<b>Equipment</b>									
Forklift Truck									
Hand Pallet Truck									
Tables / Racking / et cetera									
<b>Specify any Other Equipment Envisaged</b>									

### 13.5. Distribution Capacity

#### 13.5.1. Central Warehouse to Provincial Warehouses

The following information on distribution capacity at the central warehouse must be provided by the service provider:

Number of Vehicles Available			Number of Drivers Employed	Service/Support	
4 Ton	8 Ton	Other (specify)		% Vehicles with Cell Phones/Radios	% Vehicles with Navigation Systems-based Tracking (e.g. GPS)
				.....%	.....%

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**13.5.2. Provincial Distribution Centres to Authorised Local Representative**

The following information on distribution capacity at the provincial distribution centres must be supplied:

Province	Number of Vehicles Available			Number of Drivers Available	Service/Support	
	1 Ton	4 Ton	Other (Specify)		% Vehicles with Cell Phones/Radios	% Vehicles with Navigation Systems-based Tracking (e.g. GPS)
Eastern Cape					.....%	.....%
Free State					.....%	.....%
Gauteng					.....%	.....%
Kwazulu-Natal					.....%	.....%
Mpumalanga					.....%	.....%
Northern Cape					.....%	.....%
Limpopo					.....%	.....%
North West					.....%	.....%
Western Cape					.....%	.....%

**13.5.3. Operational Control and Monitoring Centre**

Service providers must submit a written proposal describing the establishment of an operational control and monitoring centre as required in terms of Section 6.1.8.

**13.6. Deployment of Security Officers/Team****13.6.1. Central Warehouse**

The following information on envisaged and available security team at the central warehouse must be provided by the service provider:

(Copies of the PSIRA certificates must be submitted together with the bid)

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Security Team per Shift	Grade of Security Officers	Number at Central Warehouse
Supervisor(s)	Grade B	
Security Officers(s) Picking/Packing/labelling/Sealing Bay (First Stage)	Grade C	
Security Officers Receipt Area	Grade C	
Security Officers Storage Area	Grade C	
Security Officers Dispatch Area	Grade C	
Security escort services by security officers to central warehouse and central warehouse to provincial distribution centres	Grade C	
<b><i>Specify any Other Security Team Envisaged</i></b>		

### 13.6.2. Provincial Warehouses

The following information on envisaged and available security teams at the provincial distribution centres must be provided by the service provider.

Security Team per Shift	Security Grade	Eastern Cape	Free State	Gauteng	KwaZulu-Natal	Limpopo	Mpumalanga	Northern Cape	North West	Western Cape
Supervisor(s)	Grade B									
Security Officers Storage Area	Grade C									
Security escort services: Security officers (provincial distribution centre to local representatives)	Grade C									
<b><i>Specify any Other Security Team Envisaged</i></b>										

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**14. BID EVALUATION CRITERIA**

TENDER IEC/LG-05/2023

**Security Warehousing and Distribution Services for NPE2024**

BID REFERENCE NO .....

BIDDER NAME

**Technical Evaluation Criteria**

	Phase 1		
	Key requirements for evaluation. Failure to comply with any of the requirements under phase 1 shall lead to disqualification of bid	YES	NO
A	Comprehensive written proposal (Section 13)		
B	Proposed warehouse location compliant [Section 3.2.1 / 4.1]		
C	Specific tracking system proposed [Section 6.2]		
D	Completion of Sections 13.4, 13.5 and 13.6		
E	Completion of information on warehousing and distribution capacity and deployment of security (Sections 13.4, 13.5 and 13.6)		

**OUTCOME OF PHASE 1 QUALIFIES/DOES NOT QUALIFY**

	Phase 2	Maximum Points	Source Reference	Score
1	<b>Partners and Key Personnel</b> <i>1 Point per CV submission to the minimum of eleven (11) CV's</i>	11	Item 13.1	
2	<b>Track Record</b> <i>(Details provided / Applicability / Scope)</i> <i>1 Points for details provided – YES / NO</i> <i>1 Points for applicability – YES / NO</i> <i>1 Points for matching scope – YES / NO</i>	3	Item 2.4/13.2	
3	<b>Information Management System</b> <i>2 Points for information management process</i> <i>2 Points for inventory management reporting process</i>	4	Item 13.3	

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Phase 2		Maximum Points	Source Reference	Score
4	<b>Warehousing Capacity</b>	12		
	<b>Central Warehouse</b> <i>(1 Point per supervisor, 1 point for 10 labourers, 1 point for material handling equipment)</i>	3	Item 13.4.1	
	<b>Provincial warehouse</b> <i>1 Point = 3 Labourers per province</i> <i>0 Points = Less than 3 labourers</i>	9	Item 13.4.2	
5	<b>Distribution Capacity</b>	22		
	<b>Central Warehouse</b> <i>(Minimum of 5 vehicles - Total capacity 20 Tons)</i> <i>2 Points for 5-8 vehicles and 4 points for &gt;8 vehicles</i>	4	Item 13.5.1	
	<b>Provincial Warehouses</b> <i>(Minimum 3 vehicles available per province – Capacity of 1-4 Tons)</i> <i>1 Point for 3 vehicles per province and an additional 1 point for &gt;3 vehicles per province</i>	18	Item 13.5.2	
6	<b>Operational Control and Monitoring Centre</b>	4		
	<i>Communication</i>	1	Item 13.5.3 & 6.1.8	
	<i>Suitable operators</i>	1		
	<i>Functions</i>	1		
	<i>Track and trace</i>	1		
7	<b>Security</b>	40		
	<b>Central Warehouse</b> <i>2 Points per supervisor (Grade B certificate required)</i> <i>Two (2) supervisors = 4 Points)</i> <i>0 Points for supervisor(s) without grade B certificate</i>	13	Item 7.3/13.6.1	
	<i>1 Point per security officer: Picking/packing/sealing bay (Grade C certificate required)</i>			
	<i>1 Point per security officer: Receipt area (Grade C certificate required)</i>			
	<i>1 Point per security officer: Storage area ( Grade C certificate required)</i>			
	<i>1 Point per security officer: Dispatch (Grade C certificate required)</i>			
	<i>1 Point per escort security officers to a maximum of five (5) security officers (Grade C certificate required)</i>			
	<i>0 Points for security officers without grade C certificate</i>			

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<b>Security</b>  <b>Provincial Warehouses (x9)</b>  <i>1 Point for supervisor (Grade B certificate is required)</i> <i>0 Points for supervisor(s) without grade B certificate</i> <i>1 point per security officer) storage area (Grade C certificate is required)</i> <i>1 Point per escort security officer (Grade C certificate is required)</i> <i>0 Points for security officers without grade C certificate</i>	27	Item 7.3/ 13.6.2	
<b>Total points scored out of 96</b>			

**Minimum points required for further consideration: 72/96 = At least 75%**

PROPOSED RESULT**	QUALIFY	DOES NOT QUALIFY
Select Applicable Option	YES	NO
COMMENTS:		

### **Stage 3: Bid Adjudication Process**

Bids will be adjudicated as set out below.

<b>Stage 3 – Adjudication of Bids</b>
<p>Only bids that comply with the requirements and conditions of the bid specifications and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.</p> <p>Only market related bids will be acceptable.</p> <p>Adjudication of qualifying bids will be done in accordance with the 80/20 preference point system provided for in the Preferential Procurement Regulations, 2022 and as set out in the tender document.</p>

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**Bid Evaluation Committee Proposal:**

**Bid Evaluation Committee**

BEC Member	Department/Office	Signature

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