



REFERENCE: IEC/LG-05/2025

CLOSING DATE: 10 OCTOBER 2025

ENQUIRIES: Yash Sookan

Tel: 012 622 5700 **or eMail:** Sookany@elections.org.za

SERVICE DESCRIPTION: ROAD DISTRIBUTION AND WAREHOUSING SERVICES

Kindly furnish the Electoral Commission with a bid for the road distribution and warehousing services for the Electoral Commission 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 **25 September 2025** at the Electoral Commission's office situated at:

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 OR a designated room** 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 MS Moepya (Chairperson) | Ms JY Love (Vice-Chairperson) | Mr VG Mashinini | Dr NP Masuku | Judge D Pillay
National Office: Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0157 | P/Bag X112, Centurion, 0046
Tel (+27) 12 622 5700 | info@elections.org.za | www.elections.org.za

TENDER NUMBER: IEC/LG-05/2025

SERVICE DESCRIPTION: ROAD DISTRIBUTION AND WAREHOUSING SERVICES

CLOSING TIME: 11:00

CLOSING DATE: 10 OCTOBER 2025

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 APPLICABLE TENDER FORMS (**PAGE 2 -71**) 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-05/2025**) ON THE ENVELOPE/CONTAINER.

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

TENDER SUBMISIONS MUST BE SUBMITTED BY NO LATER THAN THE CLOSING DATE AND TIME IN THE TENDER BOX OR A DESIGNATED ROOM SITUATED AT:

Election House

Riverside Office Park

1303 Heuwel Avenue

CENTURION

THE TENDER BOX OR THE DESIGNATED ROOM WILL ONLY BE OPEN DURING OFFICE HOURS.

BIDS SUBMITTED IN THE INCORRECT TENDER BOX(ES) OR DESIGNATED ROOM OF THE ELECTORAL COMMISSION, AND NOT IN THE BOX OR DESIGNATED ROOM 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) OR DESIGNATED ROOM 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

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 tenderer’s own conditions of tender. Failure to comply with this requirement shall invalidate the bid.
 7. Failure on the part of the tenderer to *sign/initial all applicable pages (where a provision to sign has been provided)* 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 tenderer 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 tenderer 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. **Comprehensive completion of the pricing schedules in this bid document is compulsory. Where pricing is not charged, same should be denoted as not applicable (N/A). Failure to complete all the required pricing schedules in detail required shall lead to the disqualification of a bid.**
 13. 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.

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14. Tenderers 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.
15. 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.
16. 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.
17. 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.
18. 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 tenderer that is not registered on the CSD.
19. It is an absolute requirement that the tax affairs of the successful tenderer must be in order.
20. An entity's tax compliance status is indicated on the Central Supplier Database (CSD). The Electoral Commission will only contract tenderers whose tax status is compliant. This means that if a tenderer has a non-compliant tax status before the award is completed the bid will be disqualified if that tenderer'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.
21. Bids must be submitted based on firm tender prices and delivery periods, unless otherwise stated in the bid specifications. Consequently, tenderers must clearly state whether prices and delivery periods will remain firm for the duration of the SLA/contract or not.
22. 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 tenderer.
23. 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 tenderer 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 tenderer 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 tenderer in the net cost of the supplies on which the tender price was based.

CONTENTS OF THIS PAGE NOTED:

.....
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When any such increase or reduction in costs occurs, the tenderer 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.

24. Where prices are subject to exchange rate fluctuations, tenderers 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.
25. 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.
26. Unconditional discounts offered by any tenderer 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 tenderer will be taken into consideration for payment purposes.
27. The bid specifications form an integral part of the tender document and tenderers shall indicate in the space/s provided whether the specific goods and/or services offered are according to specification or not.
28. 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.
29. Unless specifically provided for in the tender document, no bids transmitted by facsimile or email will be considered.
30. Tenderers are requested to promote local content as far as possible.
31. A service level agreement (SLA/contract) shall be entered into with the successful tenderer.
32. Unless otherwise stipulated, all tools/equipment needed must be supplied by the successful tenderer.
33. Any tenderer found to be influencing the tender adjudication process shall be automatically disqualified and not accepted for consideration.
34. 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.
35. 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.
36. 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 tenderer if and when relevant with due regard to any statutory provisions imposed by National Treasury at the time of considering such.
37. 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.
38. All information supplied by the Electoral Commission will be in the strictest confidence and will remain the proprietary information of the Electoral Commission. No tenderer 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.
39. Should the tenderer 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:

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- (a) arrange for the alternative execution of the service/s not rendered or not in conformity with the specifications of the SLA/contract; and
 - (b) recover all costs, losses or damages it has incurred or suffered as a result of the tenderer'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.
40. 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 tenderer 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 tenderer 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 tenderer's conduct.
 - (e) No price adjustments shall be accepted unless stipulated in the tender document received and agreed to by the Electoral Commission. The tenderer 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 tenderer.
 - (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 tenderer'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 tenderer has not resolved their incorrect banking details on the CSD.
41. No damages shall be claimable by the Electoral Commission in respect of any reasonable period of delay which the tenderer can prove to the satisfaction of the Electoral Commission to be directly due to unforeseen events and/or any *force majeure*.

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42. If the execution of any SLA/contract entered into is likely to be delayed or is in fact being delayed on account of any reason, full particulars of the circumstances shall be immediately reported in writing to the contact person stated in the service level agreement (SLA/contract), and at the same time the service provider shall indicate the extension of the delivery/completion period which will then be required.
43. 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.
44. Tenderers 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.
45. 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.
46. The following preference point systems are applicable to bids of the Electoral Commission:
- the 80/20 system for goods and/or services with a Rand value equal to or below R50,000,000 (all applicable taxes included);
 - the 90/10 system for goods and/or services with a Rand value above R50,000,000 (all applicable taxes included); and
 - if it is unclear which preference point system will be applicable, then either the 80/20 or the 90/10 preference point system will apply and the lowest acceptable bid will be used to determine the applicable preference point system.
47. **The value of this tender is estimated to exceed R50,000,000 (all applicable taxes included) and therefore the 90/10 scoring system shall be applicable.**
48. Preference points for this bid shall be awarded for:
- Price (80 or 90 as applicable); and
 - Specific goal(s) (a maximum of 20 or 10 as applicable).
49. 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
50. In terms of Regulation 3(b) of the Preferential Procurement Regulations, 2022 preference points must be awarded to a tenderer 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

CONTENTS OF THIS PAGE NOTED:

.....
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6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

51. Tenderers 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 tenderer must submit a B-BBEE document in compliance with the applicable sector code.
52. Tenderers 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.
53. Tenderers 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.
54. Failure on the part of a tenderer 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.
55. 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.
56. 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.
57. 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.
58. 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.
59. 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.
60. A person will not be awarded points for 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.
61. 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.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

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62. The Electoral Commission reserves the right to require of a tenderer, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points, in any manner required by the Electoral Commission. In the event that no response is received from the issuer of the certificate after 48 hours or the tenderer, no specific goal points will be allocated in the final scoring.
63. A tenderer 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.
64. Points scored will be rounded off to the nearest 2 decimal places.
65. 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.
66. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
67. Any legal person may make an offer or offers in terms of this invitation to bid.
68. 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 tenderer or his/ her authorised representative declare his/ her position in relation to the evaluating/ adjudicating authority, where:
 - (a) the tenderer 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.
69. 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.
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 tenderer 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.
72. 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)".

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BID SUBMISSION

This standard bidding document must be completed by the tenderer 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 **13 to 25-** Tender Questionnaire, financial information, deliveries and guarantees, bidder's disclosure, POPIA consent and Political Party affiliation declaration.

Separate forms must be used in each case.

Failure to complete and sign/initial all applicable pages (where a provision to sign has been provided) 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 tenderer 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 tenderers 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 tenderers tax affairs must be in order to be considered in the adjudication of this tender. A tenderer's tax compliance status is reflected on the national treasury central supplier database (CSD).

A tenderer'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 tenderer 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 tenderers are, therefore, encouraged to continuously monitor their tax compliance status on the CSD and must ensure that their status reflects as tax compliant. tenderers 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 (tenderer):
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 tenderer):
5. Contact number:
6. Cellphone number:
7. eMail address:
8. Physical address of tenderer:

.....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:.....

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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 tenderers 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 tenderer being deemed as a non-compliant contributor and a status level of zero (0) will be allocated.

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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 tenderers 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 tenderer being deemed as non-compliant and zero points (0) will be allocated for specific goals. If the tenderer 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]

Are you a foreign based supplier for the goods/ services/ works offered? [If YES, answer the questionnaire below]

Is the entity a resident of the republic of South Africa (RSA)?

Does the entity have a branch in the RSA?

Does the entity have a permanent establishment in the RSA?

Does the entity have any source of income in the RSA?

Is the entity liable in the RSA for any form of taxation?

YES		NO	
YES		NO	
YES		NO	
YES		NO	
YES		NO	
YES		NO	
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.

21. Legal status of tenderer (tick one box)

Principal tenderer		
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).

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Separate forms must be used in each case.

In line with the National Treasury Instruction 9 of 2017/2018 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. Tenderers must monitor developments around the EEA in order to be informed of any changes in the statutory requirements.

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31. In the event of subcontractors being used to render the services required in terms of this tender, the principal tenderer 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
Total % of Work to be Sub-contracted* %

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....

CONTENTS OF THIS PAGE NOTED:

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FINANCIAL INFORMATION

32. 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?

Financial Year (e.g. 2022, 2023, 2024)	Annual Turnover	Gross Asset Value	Net Asset Value
	R	R	R
	R	R	R
	R	R	R
	R	R	R

33. 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)

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

34. Is your company listed on the Stock Exchange?

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

35. 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

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

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

37. 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	
-----	--	----	--

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

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

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BIDDER'S DISCLOSURE

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 declaration 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 interest¹ 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 interest¹ 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

¹ 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.

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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:

.....

3. 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:

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. 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 consortium² will not be construed as collusive bidding.
- 3.4. 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.
- 3.4. 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.
- 3.5. 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.
- 3.6. 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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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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 1, 2 and 3 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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POPIA CONSENT AND POLITICAL PARTY AFFILIATION DECLARATION

1. CONSENT TO PROCESS INFORMATION ACCORDING TO THE PROTECTION OF PERSONAL INFORMATION ACT (POPI ACT) - POPIA

- 1.1. 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.
- 1.2. 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.
- 1.3. The bidder accepts that the Electoral Commission may share their personal data with third parties to support its internal and external audit processes.
- 1.4. 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.

2. POLITICAL PARTY AFFILIATION DECLARATION

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)".

- 2.1 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 or contestant?

Delete whichever is not applicable

YES	NO
-----	----

- 2.1.1. If so, furnish particulars:

.....

I certify, that:

I have read and I understand the contents of this consent to the provisions set out in respect of the Protection of Personal Information Act (POPIA) and Political Party Affiliation.

- 2.2 I certify that the information furnished in this bid submission, which includes the information stated in respect of the applicable 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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- 2.3 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.
- 2.4 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.
- 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 6 (six) months (180 Calendar days) and
 - d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid.
- 2.5 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.
- 2.6 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.
- 2.7 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.
- 2.8 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.
- 2.9 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.
- 2.10 It is confirmed that the required tender forms have been completed in full and signed.

.....
Name and Surname in Print

.....
Signature

.....
Position

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

Date.....

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PENALTIES

1. PENALTIES AS PER THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

If the Electoral Commission is of the view that a tenderer 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 tenderer or terminate the contract in whole or in part; and
- if applicable, claim damages from the tenderer.

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.

CONTENTS OF THIS PAGE NOTED:

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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:

- i. Non-compliance with tender rules
- ii. Failure to attend a COMPULSORY briefing session (if applicable).
- iii. Failure to return all applicable pages of the tender document that must be signed/initialled.
- iv. Failure to complete tender forms in original ink.
- v. Failure to sign/ initial all applicable pages **(where a provision to sign has been provided)** 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.
- vi. 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.
- vii. Any changes to the tender specifications (unless formally agreed to by the Electoral Commission and recorded as such before the closure of the tender).
- viii. Failure to complete and sign all affidavits, certificates, declarations and annexures contained in the tender in original ink.
- ix. Failure to register on the Central Supplier Database (CSD).
- x. 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 tenderer, which the Electoral Commission may consider to be material.

Incomplete bid submission:

The following shall lead to disqualification:

- i. Rates and prices – schedules not completed as required.
- ii. Failure to submit obligatory written proposals/ explanations/ samples/ prototypes/ certificates or similar requirements.
- iii. In respect of subcontractors (>25%) or joint ventures or consortiums, failure to complete and submit the required tender forms (pages 13-25 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.

CONTENTS OF THIS PAGE NOTED:

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Tenderers 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 tenderer) 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 and Declaration</i> been completed and signed?		
Have separate forms (pages 13-25) 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?		

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1. BACKGROUND

1.1 General

- 1.1.1 The Logistics and Infrastructure Department of the Electoral Commission is charged with the responsibility of managing logistics operations supporting the electoral activities of the Electoral Commission.
- 1.1.2 Electoral activities include:
- By-elections that take place in a limited number of municipalities approximately once a month.
 - Voter registration programs at national level, prior to full-scale elections.
 - Full-scale elections in accordance with the national election program, for example the local government elections in 2026 and national and provincial elections 2029.
- 1.1.3 The Electoral Commission requires the services of an experienced logistics service provider that can support the Electoral Commission and provide a comprehensive road distribution and warehousing service.

1.2 Distribution of Materials

- 1.2.1 The Electoral Commission, therefore, requires a service provider to carry out the distribution by road of all electoral materials and equipment necessary for the above activities. This entails the following:
- From service provider to the Electoral Commission's national warehouse.
 - From service provider to the respective Electoral Commission provincial warehouse(s).
 - From the Electoral Commission's national warehouse to the respective Electoral Commission provincial warehouse(s).
 - Inter-provincial warehouse transfers between different warehouses of the Electoral Commission.
 - From the Electoral Commission's provincial warehouse(s) to the Electoral Commission's municipal office(s).
 - From the Electoral Commission's municipal office(s) to local storage sites of the Electoral Commission.
 - Roll-back (return) logistics to the respective warehouses of the Electoral Commission after key electoral events.

1.3 Warehouse Services

- 1.3.1 In addition, the Electoral Commission requires the provision of a range of *ad-hoc* services in the network of Electoral Commission warehouses to support the minimal infrastructure at these warehouses. These services include manpower and the provision of materials handling equipment.
- 1.3.2 The scale of activity in all cases will vary according to circumstances. In general, ongoing by-election activity is moderate, whilst activity around the period preceding and immediately following the nation-wide local government elections as well as national and provincial elections will be intense.

CONTENTS OF THIS PAGE NOTED:

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2. BID REQUIREMENTS

- 2.1 The Electoral Commission requires the services of an experienced logistics service provider that can support the Electoral Commission with the transportation and distribution of materials for by-elections, full scale nation-wide elections as well as providing *ad-hoc* warehouse and special services for a duration of five (5) years.
- 2.2 Service providers must provide a detailed and comprehensive service in managing, co-ordinating and executing all services as specified at a national, provincial and local level (where relevant), and must be able to supply the following services:
- 2.2.1 Normal road distribution services – as stipulated Section 4 (e.g. road distribution experience, scope of the distribution services rendered; number and size of the vehicle utilised, *et cetera*)
- 2.2.2 *Ad-hoc* warehouse services – as stipulated Section 5 (e.g. experience in providing manpower and/or warehouse assistance; experience in the provision of warehousing materials and availability of material handling equipment, *et cetera*).
- 2.2.3 Special services – (experience in the provision of the special services as listed in Section 6)

It is important to note that bidders must submit a comprehensive and detailed written proposal that addresses the three abovementioned areas of service delivery.

- 2.3 Bidders are required to submit a company profile which indicates their core business and must provide written evidence and details of previous related experience in order to demonstrate and substantiate their capability and track record that is relevant to the required services. This must include contactable references (i.e. contact person, number and email), and the size of contracts previously executed, i.e. contract duration and value.
- 2.4 Where consortiums or joint ventures bid, or where subcontractors are included in the bid, full details must be provided of all the partners/participants. This also includes the submission of letters of agreement that exist between all the partners.
- The successful bidder will be obliged to inform the Electoral Commission about any changes relating to the nominated partners/participants and the Electoral Commission reserves the right to cancel the contract should the Electoral Commission consider any of the changes as operationally or otherwise material.
- 2.5 The Electoral Commission prefers the appointment of one (1) national service provider for the services, 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 provisioning of all the services specified in this bid.

It is important to note that where specific written submissions are called for in this bid, such must be provided as it will be used in the assessment/evaluation of the tender in accordance with the bid evaluation criteria included herewith. Failure to submit comprehensive and correct written documentation and/or evidence shall lead to disqualification of a bid.

CONTENTS OF THIS PAGE NOTED:

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3. GENERAL SPECIFICATIONS

3.1 Objectives

- 3.1.1 The Electoral Commission does not as yet invest in permanent warehousing and distribution infrastructure, including expanded staffing, and requires a service provider that can provide a professional and cost-effective service over the intended operational period.
- 3.1.2 It is expected that bidders participating in this tender are skilled and experienced professionals in the logistics field and that, if appointed, they will be able to provide services and expert advice to the Electoral Commission on the planning and execution of an efficient and cost-effective warehousing and distribution operation.
- 3.1.3 It is essential that the service provider guarantees specified service levels, as non-compliance will be penalised strictly.
- 3.1.4 It is also essential for the Electoral Commission that the delivery of consignments is monitored actively to ensure management of election readiness. This will require active communication with vehicles and systems supporting tracking to final destinations.
- 3.1.5 It is accepted that bidders participating in this tender are professionals and that, upon appointment, they will provide expert advice on the planning and execution of an efficient and cost-effective warehousing and distribution operation.

3.2 Duration of the Contract

The duration of the service contract will be for a period of five (5) years, commencing in 2026 and ending in 2031. The contract may have an option to extend/renew at the discretion of the Electoral Commission and subject to any statutory obligations imposed by the National Treasury at the time of considering such renewal/extension.

3.3 Extent of Services

- 3.3.1 The Electoral Commission currently operates eleven (11) warehouses. Two national warehouse facilities (both based in the Gauteng province), and nine (9) provincial warehouses, i.e. one warehouse per province. These warehouses deliver to approximately 274 local offices of the Electoral Commission, spread across 213 municipalities which are in turn responsible for supplying approximately 23,292 voting stations.
- 3.3.2 This bid requirement deals with distribution primarily on a national level (i.e. to the Electoral Commission's provincial warehouses) and at provincial level (i.e. to municipal offices of the Electoral Commission within each province). Delivery of materials to voting stations is excluded. The service provider(s) may not refuse to deliver to any of the Electoral Commission address. A list of addresses is provided in section 7.
- 3.3.3 By-elections currently take place in a limited number of voting stations on approximately a monthly basis and may or may not require distribution services, at a varying scale determined by the prevailing circumstances.
- 3.3.4 Warehouse services are required at all warehouse sites of the Electoral Commission (refer to section 7). The successful service provider must be able to provide the specified services at each

CONTENTS OF THIS PAGE NOTED:

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site. The scale of services required by the Electoral Commission will vary from time to time and from site to site according to operational requirements.

3.4 Rates / Costing

Cost structures have been indicated for all services in the form of rate tables in sections 4, 5 and 6 of the bid specifications. These tables must be fully completed and used to submit pricing in response to this tender. Bidders may provide additional information on a separate sheet, if so desired, but the rate tables must be completed and not substituted in any manner. The cost structures must in all cases be unambiguous, clearly defined and include rates for all services inclusive of VAT. Neglect to comply in this regard may lead to the disqualification or rejection of a bid.

Bidders must take note of the tender document as it refers to firm and non-firm prices.

Where a bidder chooses to include escalation/adjustment clauses he/she must provide a clear definition of the proposed formula and portion(s) subject to escalation, indexes to be used, source of information, date of inception, *et cetera*. Neglect to define this, or ambiguous submissions on cost escalation, may lead to the disqualification or rejection of a bid.

3.5 Account Management

The service provider must set up separate accounts for the Electoral Commission's national office and each of the Electoral Commission's nine (9) provincial offices in a manner to be specified before commencement of the contract. These accounts will be used to manage the distribution and warehousing contract and for payment of services rendered in respect of any of the national and provincial warehouses.

It is essential that separate billing is done for each of the Electoral Commission's provincial and national offices. The bid submission must include written confirmation that such an account system can and will be provided.

3.6 Service Instructions Procedure

The appointed successful service provider will receive written service instructions requesting specific services, supported by official Electoral Commission purchase order numbers.

The service provider must ensure that these instructions are correctly received, that they are in line with the bid/service level agreement and that an authorised person has authorised the request. Payment will not be effected without this documentation.

3.7 Documentation for Payment

Accounts must be separated for national office and per province by the appointed service provider, in a manner to be agreed before the contract commences.

The invoice with the service request, including the Electoral Commission's order number, delivery notes, proof of delivery (signed waybill) and proof of service level compliance must be submitted to the Manager: Electoral Matters in the province or in the case of the national account to the Manager: Logistics at the national office, for approval and payment.

Bidders must take note of the detailed requirements to be complied with in respect of the payment for specific services. Failure to submit the specified documentation will lead to non-payment.

CONTENTS OF THIS PAGE NOTED:

.....
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Only services authorised by Electoral Commission personnel with the delegated authority will be paid.

The Electoral Commission reserves the right to deduct penalties applicable to any service from the invoice submitted.

Invoices must be submitted monthly by the service provider. Payment will be within 30 days from the date of receiving an error free invoice, accompanied by proof of delivery and compliance with the service levels.

Payments, subject to all information being correct, will be made in accordance with the standard Electoral Commission trading conditions.

3.8 Third Party Distribution and/or Service Providers

Where the service provider finds it necessary to appoint a third party, it must be noted that in such cases the service provider will be the only contact to the Electoral Commission. At no stage will Electoral Commission personnel enter into discussions with any third party or sub-contractor affiliated to the service provider with whom the service level agreement has been signed.

The service provider will remain directly responsible to the Electoral Commission for the quality of service and will be responsible for supervision and control of any third party or sub-contractor.

3.9 Employment Legislation

The Electoral Commission requires that service providers comply strictly with the Basic Conditions of Employment Act and any other laws that may apply with regards to the terms and conditions under which labour is to be employed.

Warehouse and distribution operations are expected to run on a 24-hour basis at times and provision must, therefore, be made to have the necessary staff available for such an operation. Basic conditions of employment pertaining to long working hours and overtime must be strictly adhered to.

The appointed 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.

The appointed service provider is expected to also make provision for contingency plans in the event of strike action or any incident that may disrupt the service and cause delays or failure of service delivery.

Due to the sensitive nature of the election programme and the strict deadlines proclaimed in the legislation concerning elections, the Electoral Commission requires guarantees for the services offered by the appointed service provider.

3.10 Exclusivity of Contract

The appointed service provider will be considered as a preferred service provider(s) and will not have exclusive rights to the warehousing and distribution decisions made by the Electoral Commission. It, therefore, remains the right of the Electoral Commission to choose or select alternative suppliers for any of the services required in this contract, if and when the circumstances deem it necessary.

CONTENTS OF THIS PAGE NOTED:

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3.11 Lien

The appointed 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.

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

3.12 Security and Integrity Requirements

Any other information provided to the appointed service provider shall be confidential and may not be disclosed to any other parties without the prior consent from the Logistics Division at the national office of the Electoral Commission.

Bidders(s) may be subjected to any vetting requirements at the discretion of the Electoral Commission.

3.13 Service Level Agreement

The successful bidder will be required to enter into a service level agreement (SLA/contract) with the Electoral Commission in order to formalise service level requirements and contractual obligations.

3.14 Information Requested with the Bid

Bidders are required to submit the information specified in the detailed bid specifications in sections 4, 5 and 6. This information will be used in the evaluation of bids received and the Electoral Commission will not request additional information for evaluation purposes in the event of the bidder's failure to do so. Bids will be evaluated as submitted and omission of key information will result in the disqualification of a bid.

The Electoral Commission does, however, reserve the right to verify the information provided and also reserves the right to reject a bid if information is found to be incorrect or misrepresented or not provided.

4. DETAILED SPECIFICATIONS: ROAD DISTRIBUTION SERVICES

The Electoral Commission envisages the appointment of a service provider that can provide road distribution services for the distribution of electoral material and equipment in support of electoral activities at a national and provincial level.

It is important to note that the bidder must also complete the bid section for *ad hoc* warehouse support and special services.

4.1 Types of Services Envisaged

4.1.1 48 Hour Bulk Deliveries: National to Provinces

This service includes the distribution of a variety of material types primarily from the national warehouse to all or any of the provincial warehouses. Services requested before 12:00 must be delivered and confirmed within 48 hours. No service period for this service may exceed 48 hours.

CONTENTS OF THIS PAGE NOTED:

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4.1.2 48 Hour Bulk Deliveries: Province to Municipality

This service includes the distribution of a variety of material types primarily from a provincial warehouse to municipal offices of the Electoral Commission within a province. Services requested before 12:00 must be delivered and confirmed within 48 hours. Where 48 hour delivery to certain destinations within a province proves to be impossible, the service provider should identify such destinations and propose alternative service periods. No service period may, however, exceed 72 hours for this service.

4.1.3 Daily Rate Service (“Milk Run”): Various Routes

“Milk run” implies the most cost-effective distribution of electoral material within the service provider’s daily routes and operations.

This service may include consignments as follows:

- From provincial warehouse(s) to municipal office(s).
- From municipal office(s) to local storage sites or provincial warehouse.
- Roll-back (return) logistics.
- *Ad hoc* shipments to or from national and/or provincial warehouses.

4.2 Scope of Service

The expected scope of the required services is as follows:

4.2.1 Destinations

A list of envisaged destinations is provided in Schedules A and B. This list is not final, and the Electoral Commission reserves the right to add, change or delete destinations. Service providers will be provided with any applicable updates as they become available.

Services are not necessarily limited to destinations listed in the schedules, but the Electoral Commission and the service provider will agree beforehand on acceptable/applicable service levels should the required destination(s) change significantly.

4.2.2 Availability

All the specified services must be available from Monday to Friday (i.e. normal working days) and on weekends and public holidays with prior arrangement. The latter requirement is especially valid for full-scale election periods.

4.2.3 Loads

Loads will vary in weight, shape and dimension according to the operational requirements at any given time.

A minimum load of 500kg will apply when a road distribution service is ordered.

4.2.4 Vehicles/Crew

Any and all vehicles provided by the appointed service provider must be roadworthy, serviceable and fit for purpose. Enclosed and tautliner vehicles may be used so as to protect the electoral

CONTENTS OF THIS PAGE NOTED:

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materials from loss or weather damage during shipment. Enclosed vehicles will be requested for sensitive material or when deemed fit by the Electoral Commission.

Vehicles must be accompanied by crew as follows (minimum requirements):

- 1 Tonner: Driver and one (1) loading crew
- 2 Tonner and above: Driver and at least two (2) loading crew

The cost of the driver and the crew must be included in the rates.

The service provider must ensure that drivers have the required valid driver's licences are competent and have knowledge of local roads and conditions.

4.3 Exclusions

The Electoral Commission will not be responsible for costs incurred when vehicles break down, drivers get lost or abscond, or the service is in any way disrupted due to the wilful action or negligence of the service provider or its agent.

4.4 Track and Trace

It is a requirement that the service provider install a tracking system on site in all provincial warehouses to track all Electoral Commission shipments and drivers must confirm deliveries as they are completed. Telephone, cell phone or any other communications system may be used to do this.

Neglect to confirm delivery within the specified service time may lead to penalties.

A detailed description of the track and trace process must be included in the bid submission as part of the comprehensive written proposal.

4.5 Service Request

Service providers will be notified, wherever possible, 24 hours in advance and final service requests will be presented by the specified time. Consignments will be available at the specified warehouse(s) within one (1) hour from the service level cut-off time. Should the Electoral Commission fail to comply, the service request will be deemed to have been presented whenever the parcel is handed over or the next service level cut-off time, whichever is the latest.

The Electoral Commission will, as part of the service request, provide full details on the items to be transported including the mass and volume per item.

Service requests must be given in writing and will be deemed to be submitted if a nominated service provider representative and/or office have been informed of such service request.

4.6 Service Provider Management

The service provider will nominate a responsible person(s) and office(s) in each province to manage the contract. These persons and/or offices will be deemed to be acting on behalf of the service provider and will be for the cost of the service provider. The level of operation for this function will be dictated by the scale of activity – a dedicated full-time person would probably only be required during full-scale election activities.

The service provider will have the option of placing this person in the relevant Electoral Commission warehouse during full-scale election activities, where basic office facilities will be provided by the Electoral Commission.

CONTENTS OF THIS PAGE NOTED:

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4.7 Information Required with the Bid Submission

Bidders are required to supply the following information in addition to the information requested in the commercial section:

**COMPLETION OF THIS SCHEDULE IS COMPULSORY.
FAILURE TO COMPLETE THE SCHEDULE IN FULL WILL LEAD TO DISQUALIFICATION**

Service Areas	Number of Vehicles Available				Number of Drivers Employed	Service/Support		
Provinces	1 Ton	4 Ton	6/8 Ton	>8 Ton		% Vehicles with Cell Phones/Radios	% Vehicles with Satellite Tracking	Parcel Tracking (Yes/No)
Eastern Cape								
Free State								
Gauteng								
Kwazulu-Natal								
Mpumalanga								
Northern Cape								
Limpopo								
North West								
Western Cape								

NOTE: Additional information may be submitted on a separate sheet, but completion of the schedule above must not be substituted.

4.8 Penalties

The following penalties may be applied by the Electoral Commission during the execution of the contract:

- Failure by the service provider to deliver within the specified service time – 25% of the total distribution cost of the relevant consignment will be deducted.
- Delivery complies with specified service times but the service provider neglects to confirm a delivery within the specified service time – 10% of the total distribution cost of the relevant consignment will be deducted.

CONTENTS OF THIS PAGE NOTED:

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- Confirmation of delivery when a consignment has in fact not been delivered or where an incorrect (earlier than actual) time of delivery is stated will be viewed as fraud. The service provider will have to prove *bona fide* mistakes.

4.9 Rates and Payment

Bidders must submit rate structures for the above services in accordance with the pricing schedules provided below.

4.9.1 Bulk Distribution

The Electoral Commission requires a rate based on R/kg, with volumetric limits, for bulk distribution. The proposed volumetric ratio is 8,000. Rates based on distance will not be entertained for bulk distribution.

The Electoral Commission will, as part of the service request for bulk distribution, provide full details on the items to be transported, including the mass and volume per item. This data will be used to calculate the actual mass/volumetric mass of a consignment. The service provider will charge for each consignment – the Commission will not entertain line by line (item by item) billing.

In addition to the bulk distribution requirements below, the Electoral Commission also invites service providers to provide distribution via links, interlinks and super links as a cost saving alternative where the Electoral Commission can be given the option to make up a bigger load to save on costs.

4.9.1.1 Distribution Between the Electoral Commission's National and Provincial Warehouses

**COMPLETION OF THIS SCHEDULE BY THE BIDDER IS COMPULSORY.
FAILURE TO COMPLETE THE SCHEDULE WILL LEAD TO DISQUALIFICATION**

BULK DISTRIBUTION: BETWEEN NATIONAL (CENTRAL) WAREHOUSE (CENTURION) AND PROVINCIAL WAREHOUSE (EITHER WAY)			
REF	WAREHOUSE LOCATION	PROVINCE	RATE (R/kg) INCLUDING VAT
1	East London	Eastern Cape	R
2	Bloemfontein	Free State	R
3	Johannesburg	Gauteng	R
4	Durban	KwaZulu-Natal	R
5	Nelspruit	Mpumalanga	R
6	Kimberley	Northern Cape	R

CONTENTS OF THIS PAGE NOTED:

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7	Polokwane	Limpopo	R
8	Mafikeng	North West	R
9	Cape Town	Western Cape	R
Volumetric factor to be applied = 8,000			

BULK DISTRIBUTION (LINK AND INTERLINK):**BETWEEN NATIONAL (CENTRAL) WAREHOUSE (CENTURION) AND PROVINCIAL WAREHOUSE (EITHER WAY)**

REF	WAREHOUSE LOCATION	PROVINCE	RATE (R/kg) INCLUDING VAT
1	East London	Eastern Cape	R
2	Bloemfontein	Free State	R
3	Johannesburg	Gauteng	R
4	Durban	KwaZulu-Natal	R
5	Nelspruit	Mpumalanga	R
6	Kimberley	Northern Cape	R
7	Polokwane	Limpopo	R
8	Mafikeng	North West	R
9	Cape Town	Western Cape	R
Volumetric factor to be applied = 8,000			

4.9.1.2 Distribution within Provinces, between Warehouse and Municipal Sites (MEO)

**COMPLETION OF THIS SCHEDULE BY THE BIDDER IS COMPULSORY.
FAILURE TO COMPLETE THE SCHEDULE WILL LEAD TO DISQUALIFICATION**

BULK DISTRIBUTION WITHIN PROVINCE:**BETWEEN PROVINCIAL WAREHOUSE AND MUNICIPAL SITES (MEO)**

REF	WAREHOUSE LOCATION	PROVINCE	RATE (R/kg) INCLUDING VAT
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1	East London	Eastern Cape	R
2	Bloemfontein	Free State	R
3	Johannesburg	Gauteng	R
4	Durban	KwaZulu-Natal	R
5	Nelspruit	Mpumalanga	R
6	Kimberley	Northern Cape	R
7	Polokwane	Limpopo	R
8	Mafikeng	North West	R
9	Cape Town	Western Cape	R
Volumetric factor to be applied = 8,000			

**BULK DISTRIBUTION WITHIN PROVINCE LINKS AND INTERLINKS:
BETWEEN PROVINCIAL WAREHOUSE AND MUNICIPAL SITES (MEO)**

REF	WAREHOUSE LOCATION	PROVINCE	RATE (R / kg) INCL VAT
1	East London	Eastern Cape	R
2	Bloemfontein	Free State	R
3	Johannesburg	Gauteng	R
4	Durban	KwaZulu-Natal	R
5	Nelspruit	Mpumalanga	R
6	Kimberley	Northern Cape	R
7	Polokwane	Limpopo	R
8	Mafikeng	North West	R
9	Cape Town	Western Cape	R
Volumetric factor to be applied = 8,000			

Some warehouse addresses stipulated in any of the schedules above may change prior to or post the award of a contract but the warehouses will be located within the same municipal area.

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4.9.2 Daily Rates

The Electoral Commission requires a schedule of daily rates for a range of vehicles that may be required.

A standard allowance of 200 km per day must be applied.

The Electoral Commission will, as part of the service request for daily vehicle service, provide full details of the destinations and/or collection addresses. This data will be used to calculate the duration of the trip and planned travel distance.

Vehicles may be requested at any of the warehouse locations – national or provincial.

The service provider will charge for each vehicle in this case and include in the price any additional rates that may affect the rate, e.g. overnight rates.

Note: Vehicles and drivers may not be placed “on standby” at Electoral Commission locations, unless specifically ordered to do so.

**COMPLETION OF THIS SCHEDULE BY THE BIDDER IS COMPULSORY.
FAILURE TO COMPLETE THE SCHEDULE WILL LEAD TO DISQUALIFICATION**

REF	VEHICLE TYPE	DAILY RATE INCLUDING VAT	EXCESS KILOMETRE RATE INCLUDING VAT (ABOVE 200 KMS PER DAY)	OVERNIGHT RATES INCLUDING VAT	COMMENTS (OPTIONAL)
1	1 - TON (Driver + 1 crew)	R	R	R	
2	2 - TON (Driver + 2 crew)	R	R	R	
3	4 - TON (Driver + 2 crew)	R	R	R	
4	8 - TON (Driver + 2 crew)	R	R	R	

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4.9.3 Weekly Rates

The Electoral Commission requires a schedule of weekly rates for a range of vehicles that may be required. Rates will be based on a flat weekly rate and a standard allowance of 200 km per day must be applied as illustrated in the table below.

The Electoral Commission will, as part of the service request for weekly vehicle service, provide full details of the destinations and/or collection addresses. This data will be used to calculate the duration of the trip and planned travel distance.

Vehicles may be requested at any of the warehouse locations – national or provincial.

The service provider will charge for each vehicle in this case.

Note that vehicles and drivers may not be placed “on standby” at Electoral Commission locations, unless specifically ordered to do so.

A weekly rate will be five (5) consecutive working days.

**COMPLETION OF THIS SCHEDULE BY THE BIDDER IS COMPULSORY.
FAILURE TO COMPLETE THE SCHEDULE WILL LEAD TO DISQUALIFICATION**

REF	VEHICLE TYPE	WEEKLY RATE INCLUDING VAT	EXCESS KILOMETRE RATE INCLUDING VAT (ABOVE 200 KMS PER /DAY)	COMMENTS (OPTIONAL)
1	1 - TON (Driver + 1 crew)	R	R	
2	2 - TON (Driver + 2 crew)	R	R	
3	4 - TON (Driver + 2 crew)	R	R	
4	8 - TON (Driver + 2 crew)	R	R	

4.9.4 Monthly Rates

The Electoral Commission requires a schedule of monthly rates for a range of vehicles that may be required. Rates will be based on a flat monthly rate and a standard allowance of 200 km per day must be applied as illustrated in the table below.

The Electoral Commission will, as part of the service request for Monthly vehicle service, provide full details of the destinations and/or collection addresses. This data will be used to calculate the duration of the trip and planned travel distance.

Vehicles may be requested at any of the warehouse locations – national or provincial.

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The service provider will charge for each vehicle in this case.

Note that vehicles and drivers may not be placed “on standby” at Electoral Commission locations, unless specifically ordered.

A MONTHLY RATE WILL BE 30 CONSECUTIVE WORKING DAYS.

**COMPLETION OF THIS SCHEDULE BY THE BIDDER IS COMPULSORY.
FAILURE TO COMPLETE THE SCHEDULE WILL LEAD TO DISQUALIFICATION**

REF	VEHICLE TYPE	MONTHLY RATES INCLUDING VAT	EXCESS KILOMETRE RATE INCLUDING VAT (ABOVE 200 KMS PER DAY)	COMMENTS (OPTIONAL)
1	1 - TON (Driver + 1 crew)	R	R	
2	2 - TON (Driver + 2 crew)	R	R	
3	4 - TON (Driver + 2 crew)	R	R	
4	8 - TON (Driver + 2 crew)	R	R	

4.9.5 General

All bid prices must include VAT.

Payment will only be effected on receipt of proof of delivery, including proof of compliance with service levels. Non-compliance with defined service levels will lead to penalties.

The bidder must ensure that rates are provided for all services including a percentage for cost plus services and a baseline to be used for the definition of cost.

5. DETAILED SPECIFICATIONS: AD-HOC WAREHOUSE SUPPORT

The Electoral Commission operates basic warehousing facilities for the purpose of maintaining logistical support for ongoing electoral activities. From time to time the scale of activity increases and a need arises for additional support services in the warehouses.

The Electoral Commission envisages the appointment of a logistics service provider that can deliver suitable additional support services at a national and provincial level. These services will be on specific request and for limited periods.

it is important that the bidder must also complete the bid section for normal road and special services.

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5.1 Services Envisaged

This includes support to the Electoral Commission in terms of manpower, handling and packaging equipment and other materials required to support an effective warehouse operation.

Manpower

This may include clerks, pickers/packers, forklift drivers, *et cetera* in all Electoral Commission warehouse sites, i.e. at national and provincial level. Refer to table 5.6.1 below.

It is important to note that the manpower services shall not be exclusive. The Electoral Commission shall have the right to employ alternative methods for sourcing these services if the circumstances so requires.

Material Handling Equipment

This may include mechanical forklift trucks and hand pallet trolleys in all Electoral Commission warehouse sites, i.e. at national and provincial level. Refer to table 5.6.2 below.

Ad-hoc Special Services

These services will be rendered on the basis of *ad-hoc* requests to cater for special situations and will be provided on a cost-plus basis (not exceeding 25%).

Special Service -Secure Warehouse Facility

This service will cater for the secure storage and secure distribution of specialised equipment of the Electoral Commission, such as voter management devices (VMDs).

5.2 Scope

The Electoral Commission operates a network of eleven (11) warehouses which are in the following locations:

- Pretoria (National/central warehouse - Gauteng)
- Pretoria/Johannesburg (Secure warehouse - Gauteng)
- East London (serves Eastern Cape)
- Bloemfontein (serves Free State)
- Johannesburg (serves Gauteng)
- Durban (serves KwaZulu-Natal)
- Nelspruit (serves Mpumalanga)
- Kimberley (serves Northern Cape)
- Polokwane (serves Limpopo)
- Mafikeng (serves North West)
- Cape Town (serves Western Cape)

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All costs for consumables including fuel, maintenance, insurance, *et cetera* must be included in the rates offered by the bidder.

5.3 Service Request

The Electoral Commission will issue a purchase order for each service element, with a clear start and end date. Subsequent variations may be agreed to upon in writing but at least seven (7) days' notice will be served for earlier de-activation and five (5) days for extensions to the operational period.

An official Electoral Commission order number must at all times be furnished by the authorised requestor of the service, together with a service instruction.

The service provider must ensure that these instructions are correctly received, that they are in line with the bid/service level agreement and that an authorised person has approved the request. Payment will not be effected without this documentation.

5.4 Rates and Payment

Bidders must offer a simple rate structure for the services rendered. The Electoral Commission will prefer a fixed amount per day or part thereof. Additional services will be on a cost plus basis.

Bidders must ensure that rates are provided for all services, including a percentage for cost plus services with a baseline to be used for the definition of cost.

Note should be taken of the Electoral Commission's requirement for the integration of this service with normal road transport requirements.

5.5 Management and Staff

Management and staff to be involved in the warehouse and distribution services must have experience in the industry. Curriculum vitae (CVs) of the managerial staff (only) that will be directly responsible for this project must be included with the comprehensive written proposal.

It is a requirement that a key account manager is the overall central contact to the Electoral Commission and the key account manager will be responsible for the implementation and co-ordination of the contract. The rates in the proposal must include the cost of the key account manager. No additional fees will be paid for this component after the fact.

The bidder must nominate a responsible person(s) and office(s) in each province. These persons will be deemed to be acting on behalf of the service provider if the contract is awarded.

5.6 Information Required with Bid Submission

Bidders are required to supply the following information related to this service as part of their comprehensive written proposals in response to this bid:

- Description of similar warehouse and distribution services currently or previously provided elsewhere and approximate manpower and equipment availability.
- Explanation and confirmation the bidder's ability to source staff when required – such as during periods of heightened election activity.
- Curriculum vitae (CVs) of the managerial staff (only) that will be directly responsible for this project.

NOTE: This is in addition to the standard information requested in the commercial section.

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5.7 Rate Structure

The following rate structure is proposed and bidders are required to submit rates in this format.
The rate will apply to all warehouse sites.

5.7.1 Minimum Wage

The bidder must pay his/her employees the minimum daily, weekly and monthly basic salary, as prescribed in terms of Section 32(2) of the Labour Relations Act, 1995. The prospective service provider's pricing costs on this bid must not be below these (NBCRFLI National Bargaining Council for the Road Freight and Logistics Industry) cost requirements.

5.7.2 Manpower

**COMPLETION OF THIS SCHEDULE BY THE BIDDER IS COMPULSORY.
FAILURE TO COMPLETE THE SCHEDULE WILL LEAD TO DISQUALIFICATION**

Cost to be Used for Manpower and Equipment (All Prices must Include VAT)			
Item	Daily Rate (Rand per Day Including VAT)	Weekly Rate (Rand per Five (5) Day Week Including VAT)	Monthly Rate (Rand per Month Including VAT)
Manpower (Normal working days: Monday to Friday – Nine (9) hours with lunch interval)			
Logistics Clerk	R	R	R
Picker/Packer	R	R	R
Cleaner/Domestic Worker	R	R	R
Forklift Driver	R	R	R
Manpower (Weekends/Public holidays – Nine (9) hours with lunch interval)			

NOTES:

All incidental costs for manpower such as unemployment insurance fund (UIF), protective clothing (conting suits, safety boots and gloves), *et cetera* must be included in the rates offered by the bidder as per the pricing schedules above.

The Electoral Commission is not responsible for meals or transport to and from the place of work, but the Electoral Commission will provide a safe environment to work in, refreshment and ablution facilities which include shower facilities and a pause area.

It must be noted that all manpower supplied will be exclusively for operation at the Electoral Commission's warehouses. Any request for manpower outside of the warehouses will not form part of this contract.

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5.7.3 Equipment

**COMPLETION OF THIS SCHEDULE BY THE BIDDER IS COMPULSORY.
FAILURE TO COMPLETE THE SCHEDULE WILL LEAD TO DISQUALIFICATION**

Equipment (Including delivery to the requested point of use)			
Item	Daily Rate (Rand per Day Including VAT)	Weekly Rate (Rand per Seven (7) Day Week Including VAT)	Monthly Rate (Rand per Month Including VAT)
Mechanical Forklift	R	R	R
Hand Pallet Trolley	R	R	R
Electronic Scale (150kg)	R	R	R
Strapping Machine	R	R	R
Shrink-wrap Dispenser	R	R	R

It is important to note that all costs for consumables including fuel, maintenance, insurance, *et cetera* must be included in the rates offered by the bidder in the pricing schedule above.

5.7.4 Secure Warehouse Facility

Secure storage of approximately forty thousand (40,000) voter management devices (VMDs) in a secure warehouse house facility may be required.

The service provider may also be required to assist with technical requirements, which may include:

- Picking and packing of devices.
- Testing of applications.
- Charging of devices.
- Repackaging of devices in original case and packaging.

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SECURE WAREHOUSE			
REF	WAREHOUSE LOCATION	PROVINCE	RATE PER SQUARE METER (R/m ²) INCLUDING VAT
1	Pretoria/Johannesburg	Gauteng	R

This service will include the distribution of VMD units according to Electoral Commissions requirements.

The Electoral Commission may exercise its right to advertise a separate tender for such secure warehouse requirement in which event this service may be acquired separately.

Distribution

SECURE DISTRIBUTION: BETWEEN NATIONAL WAREHOUSE AND PROVINCIAL WAREHOUSE (EITHER WAY)				
REF	WAREHOUSE LOCATION	PROVINCE	RATE (R/kg) INCLUDING VAT	RATE PER ESCORT PERSONNEL INCLUDING VAT
1	East London	Eastern Cape	R	R
2	Bloemfontein	Free State	R	R
3	Johannesburg	Gauteng	R	R
4	Durban	KwaZulu-Natal	R	R
5	Nelspruit	Mpumalanga	R	R
6	Kimberley	Northern Cape	R	R
7	Polokwane	Limpopo	R	R
8	Mafikeng	North West	R	R
9	Cape Town	Western Cape	R	R

SECURE DISTRIBUTION WITHIN PROVINCE: BETWEEN PROVINCIAL WAREHOUSE AND MUNICIPAL SITES (MEO)	
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REF	WAREHOUSE LOCATION	PROVINCE	RATE (R/kg) INCLUDING VAT	RATE PER ESCORT PERSONEL (R/kg) INCLUDING VAT
1	East London	Eastern Cape	R	R
2	Bloemfontein	Free State	R	R
3	Johannesburg	Gauteng	R	R
4	Durban	KwaZulu-Natal	R	R
5	Nelspruit	Mpumalanga	R	R
6	Kimberley	Northern Cape	R	R
7	Polokwane	Limpopo	R	R
8	Mafikeng	North West	R	R
9	Cape Town	Western Cape	R	R

6 Special Services

This service may include deliveries where special service levels are requested and special handling and/or storage services. Examples: truck with HIAB crane / security escort. This service shall be delivered on a cost-plus basis.

6.1 Special Services

**COMPLETION OF THIS SCHEDULE BY THE BIDDER IS COMPULSORY.
FAILURE TO COMPLETE THE SCHEDULE WILL LEAD TO DISQUALIFICATION**

Cost to be used for special services that may be required on an urgent basis.

Cost must be on an "open book" basis and agreement on cost inputs must be reached prior to delivery.

Item	Comments	Cost Plus Percentage (%) Including VAT
Packaging and Stationery Material	Cartons/sealing tape/labels/marketing pens/ <i>et cetera</i>	

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Specialist Logistics Service	Any <i>ad-hoc</i> service deemed necessary to maintain essential logistical functionality	
<i>Ad-hoc</i> Requests	Generic, unforeseen requirements that may occur within the context of the contract	
Ad-hoc Request	Maintaining the functionality of the warehouse premises e.g. repair of doors and general maintenance	

REMINDER

BID SUBMISSIONS MUST INCLUDE THE FOLLOWING:

- ✓ Comprehensive written proposal and information as required below: Company profile indicating core business (Section 2.3).
- ✓ Description of similar warehouse and distribution services currently or previously provided elsewhere and approximate manpower and equipment availability (Section 2.2).
- ✓ Description of a track and trace process to be used (Section 4.4).
- ✓ Description of a billing and account system per warehouse (Section 3.5).
- ✓ Explanation and confirmation the bidder's ability to source staff when required – such as during periods of heightened election activity (Section 5.5).
- ✓ Submission of Curriculum Vitae (CVs) of the managerial staff (only) that will be directly responsible for this project (Section 5.5).

7. APPENDIX A: STANDARD WAREHOUSE CONTACT LIST

7.1 National

The Electoral Commission central warehouse is currently located at Sunderland Ridge, Centurion (Pretoria).

7.2 Provincial

The nine (9) provincial warehouses are currently located in the following cities/towns:

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REF	PROVINCE	WAREHOUSE CONTACT NUMBER	WAREHOUSE MANAGER(S)	WAREHOUSE ADDRESS
1	Eastern Cape	(Office) 043 736 - 4025 043 736 - 4058 043 736 - 4004	Busi Mlola Kamo Modiba	Farm 923, Portion 2, Buffalo Pass, Collondale, East London
2	Free State	(Office) 051 401 - 5002 051 –401 - 5008	Mbekokazi Hume Edward Macala	50 Monument Road, Uitsig, Bbloemfontein
3	Gauteng	(Office) 011 496 - 1725 011 496 – 1784 011 496 - 1070 (Fax) 011 496 - 1733	Kabelo Khabane Moipone Hlokotsi	Unit B2; 60 First Street; Gold Reef Industrial Park, Booysens Reserve, Johannesburg
4	KwaZulu-Natal	(Office) 031 279 - 2202 031 279- 0621 031 279 - 2221	Bongani Thusi Mongezi Khumalo	13 Cedarfield Close Springfield Park, Durban
5	Mpumalanga	(Office) 013 757 - 1201 013 757 - 0621 (Fax) 013 757 - 0622	Thuli Mbethe Lucky Leyane	9 Blackberry Boulevard, Riverside Park Ext 22, Nelspruit
6	Northern Cape	(Office) 053 838 – 5043 531 838 - 5032	Thuso Phokojoe Sarah Ubisi	13 Elliott Street, Kimberley
7	Limpopo	(Office) 015 292 - 0152 015 292 - 0149	Tendani Maselesele Daniel Magalatshetshe	25 Hyacinth Street, Unit 5, Corperate Park, Polokwane
8	North West	(Office) 018 381-4054 018 381-0605 018 391 - 0808	Bogosi Judi Thato Mdali	Rizvi House 50/52 First Street (Cnr:First and Aerodrome Road) Industrial Sites Mafikeng

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REF	PROVINCE	WAREHOUSE CONTACT NUMBER	WAREHOUSE MANAGER(S)	WAREHOUSE ADDRESS
9	Western Cape	(Office) 021 951 - 3350 021 951 - 3357 (Fax) 021 951 - 3390	Vukile Ndyalivani Philip Verlaat	95 Bofors Circle, Epping Industrial, Epping 2, Cape Town
10	Central / National Warehouse	(Office) 012 622 - 5913/5492	Robert Niemack	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion

Bidders must note that these addresses are correct at the time of advertising this bid. Changes may occur as a result of operational requirements whilst the tender is running or after a contract has been concluded with the successful service provider. Warehouses will, however, remain within the relevant municipal area.

8 SCHEDULE B: Municipalities

It is envisaged that the municipality delivery points will be in the following cities/towns, listed below per province.

Province	Municipality	Physical Address
Eastern Cape		
Eastern Cape	BUF - Buffalo City - East London	Shop 7, North Wing Building, Beacon Bay Crossing, Bonza Bay Road, East London
Eastern Cape	BUF - Buffalo City - King William's Town	Erf KWT 10632, 44 Arthur Street, King William's Town
Eastern Cape	NMA - Nelson Mandela Bay	Ground Floor, Block F, Southern Life Gardens, Newton Park 70 2 nd Avenue, Port Elizabeth
Eastern Cape	EC101 - Dr Beyers Naudé - Graaff-Reinet	50 Bourke Street, Graaff-Reinet
Eastern Cape	EC101 - Dr Beyers Naudé - Jansenville	504 Market Street, Jansenville
Eastern Cape	EC101 - Dr Beyers Naudé - Willowmore	35 Wehmeyer Street, Willowmore
Eastern Cape	EC102 - Blue Crane Route	29 Noloji Street, Somerset East
Eastern Cape	EC104 - Makana	20 High Street, Grahamstown
Eastern Cape	EC105 - Ndlambe	Shop 1, Campbell Street, Port Alfred

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Province	Municipality	Physical Address
Eastern Cape	EC106 - Sundays River Valley	11 Sonop Street, Kirkwood
Eastern Cape	EC108 - Kouga	Arcade Centre, Shop 14, 1 st Floor, 40 Main Street, Humansdorp
Eastern Cape	EC109 - Kou-Kamma	5 Keet Street, Kareedouw
Eastern Cape	EC121 - Mbhashe	46 Thompson Street, Idutywa
Eastern Cape	EC122 - Mnquma	Old Mutual Building, Ground Floor, Corner of Fuller and King Street, Butterworth
Eastern Cape	EC123 - Great Kei	31 Main Street, Komga
Eastern Cape	EC124 - Amahlathi	23 Alfred Street, Stutterheim
Eastern Cape	EC126 - Ngqushwa	Erf 1835, Hamburg Road, Peddie
Eastern Cape	EC129 - Raymond Mhlaba - Nkonkobe/Alice	Erf 497/1, Long Market Street, Alice
Eastern Cape	EC129 - Raymond Mhlaba - Nxuba/Adelaide	6A Market Square, Adelaide
Eastern Cape	EC131 - Inxuba Yethemba	Burls Building, 10 Victoria Street, Cradock
Eastern Cape	EC135 - Intsika Yethu	150A Plantation Road, Cofimvaba
Eastern Cape	EC136 - Emalahleni	105 Ncancubele Street, Emalahleni/Lady Frere
Eastern Cape	EC137 - Engcobo	78 Church Street, Engcobo
Eastern Cape	EC138 - Sakhisizwe	Erf 611, Komani Avenue, Cala
Eastern Cape	EC139 - Enoch Mgijima - Inkwanca/Molteno	36 Smith Street, Molteno
Eastern Cape	EC139 - Enoch Mgijima - Lukhanji/Queenstown	19 Prince Alfred Street, Queenstown
Eastern Cape	EC141 - Elundini	17 Fourie Street, Maclear
Eastern Cape	EC142 - Senqu	12A Brummer Street, Lady Grey
Eastern Cape	EC145 - Walter Sisulu - Maletswai/Aliwal North	Oppie Bron 11, 27 Dan Pienaar Avenue, Aliwal North
Eastern Cape	EC145 - Walter Sisulu - Gariep/Burgersdorp	16 Smit Street, Burgersdorp

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Province	Municipality	Physical Address
Eastern Cape	EC153 - Ingquza Hill	Erf 148, Main Street, Flagstaff
Eastern Cape	EC154 - Port St Johns	Erf 166, Church Street, Port St Johns
Eastern Cape	EC155 - Nyandeni	28 Stanford Street, Libode
Eastern Cape	EC156 - Mhlontlo	334 South Street, Qumbu
Eastern Cape	EC157 - King Sabata Dalindyebo	6 Botha Sigcau Avenue, Myezo Park, Umtata
Eastern Cape	EC441 - Matatiele	92 Main Street, Matatiele
Eastern Cape	EC442 - Umzimvubu - Mount Ayliff	67 Church Street, Mount Ayliff
Eastern Cape	EC442 - Umzimvubu - Mount Frere	106 Canca Street, Mount Frere
Eastern Cape	EC443 - Winnie Madikizela-Mandela	52 Hope Street, Mbizana
Eastern Cape	EC444 - Ntabankulu	Mzaza Building, 50 Main Street, Ntabankulu
Free State		
Free State	MAN - Mangaung	City Hall Building, 1 st Floor, Room 42, President Brand Street, Bloemfontein
Free State	MAN - Mangaung - Naledi	Municipal Building, 13 Brand Street, Dewetsdorp
Free State	FS161 - Letsemeng	Municipal Building, 18 Krause Street, Koffiefontein
Free State	FS162 - Kopanong	18 David Street, Trompsburg
Free State	FS163 - Mohokare	Municipal Building, 43 Rechenberg, Zastron
Free State	FS181 - Masilonyana	Municipal Building, Corner of Le Roux and Buys Street, Theunissen
Free State	FS182 - Tokologo	Municipal Building, Corner Markgraaf and Voortrekker Street, Boshoff
Free State	FS183 - Tswelopele	Mark Street, Bultfontein
Free State	FS184 - Matjhabeng	Golden Heights Building, 1 st Floor, 64 Bok Street, Welkom
Free State	FS185 - Nala	62 President Street, Bothaville

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Province	Municipality	Physical Address
Free State	FS191 - Setsoto	Municipal Building, 1 st Floor, 27 Voortrekker Street, Ficksburg
Free State	FS192 - Dihlabeng	Village Square, 5 Baartman Street, Bethlehem
Free State	FS193 - Nketoana	Municipal Building, Corner of Church and Voortrekker Street, Reitz
Free State	FS194 - Maluti a Phofung	Municipal Building, Corner of Moremoholo and Setai Street, Phuthadijhaba
Free State	FS194 - Maluti a Phofung - Harrismith	Municipal Building, 6 Andre Pretorius Street, Harrismith
Free State	FS195 - Phumelela	Shop 20, Church Street, Spar Shopping Centre, Vrede
Free State	FS-196	18 Church Street, Formosa Walk C2, Ladybrand
Free State	FS201 - Moqhaka	Old Mutual Building, Ground Floor, 28 Hill Street, Kroonstad
Free State	FS203 - Ngwathe	Forum Building, Liebenbergstrek Street, Parys
Free State	FS204 - Metsimaholo	Municipal Building, 2 nd Floor, Fichardt Street, Sasolburg
Free State	FS205 - Mafube	97 JJ Hadebe Street, Frankfort
Gauteng		
Gauteng	EKU - City of Ekurhuleni - Alberton	Alberton Civic Centre, 3 rd Floor, 4 Alwyn Taljaard Street, Alberton
Gauteng	EKU - City of Ekurhuleni - Benoni	Benoni Municipal Building, Ground Floor, Corner of Elston and Tom Jones Street, Benoni
Gauteng	EKU - City of Ekurhuleni - Boksburg	Boksburg Civic Centre, Room G35, Corner of Commissioner and Trichardt Street, Boksburg
Gauteng	EKU - City of Ekurhuleni - Brakpan	Brakpan Municipal Building, Corner of Escombe Road and Elliot Street, Brakpan
Gauteng	EKU - City of Ekurhuleni - Edenvale	Edenvale Municipal Building, 37 Van Riebeeck Avnue, Edenvale
Gauteng	EKU - City of Ekurhuleni - Germiston	Germiston Civic Centre (next to the Clinic), Corner of Queen and Cross Street, Germiston
Gauteng	EKU - City of Ekurhuleni - Katlehong	Katlehong CCC 2, Sontonga Road, Katelhong
Gauteng	EKU - City of Ekurhuleni - Kempton Park	Admin Building, Ground Floor, Room C101, Corner of Swart and Old Pretoria Road, Kempton Park
Gauteng	EKU - City of Ekurhuleni - Nigel	Nigel Municipal Building, 145 Hendrick Verwoerd Street, Nigel

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Province	Municipality	Physical Address
Gauteng	EKU - City of Ekurhuleni - Springs	Civic Centre Building, Ground Floor, Room 19, corner of Plantation Road and Reef Road, Springs
Gauteng	EKU - City of Ekurhuleni - Tembisa	238 Igqagga Section, Corner of George Nyanga Road and Andrew Maphetho, Tembisa
Gauteng	JHB - City of Johannesburg - Alexandra	Corner of 8 th Avenue and Roosevelt Street, Alexandra
Gauteng	JHB - City of Johannesburg - Auckland Park	35 Symons Street, Auckland Park
Gauteng	JHB - City of Johannesburg - Braamfontein	Braamfontein Civic Centre, 2 nd Floor, South Link, 158 Loveday Street, Braamfontein
Gauteng	JHB - City of Johannesburg - City Centre	CJ Cronje Building, 4 th Floor, 80 Loveday Street, Johannesburg
Gauteng	JHB - City of Johannesburg - Diepsloot	Diepsloot JMPD Office, Ingonyama Street, Diepsloot Ext 2
Gauteng	JHB - City of Johannesburg - Dobsonville	2332 Luthili Street, Dobsonville
Gauteng	JHB - City of Johannesburg - Eldorado Park	4064 Links Crescent, Eldorado Park, Ext 5
Gauteng	JHB - City of Johannesburg - Ennerdale	Civic Centre, 2449 Katz Road, Ext 9, Ennerdale
Gauteng	JHB - City of Johannesburg - Florida	Civic Centre, 100 Christiaan de Wet Road, Florida
Gauteng	JHB - City of Johannesburg - Jabulani	Jabulani Civic Centre, 1 Koma Road, Jabulani
Gauteng	JHB - City of Johannesburg - Meadowlands	Zone 2, 293 Heck Roodt Circle, Meadowlands
Gauteng	JHB - City of Johannesburg - Midrand	Randjiespark, 300 15 th Road, Midrand
Gauteng	JHB - City of Johannesburg - Orlando East	1425 Sofasonke Street, Orlando East
Gauteng	JHB - City of Johannesburg - Protea North	229/49 Kunene Street, Protea North
Gauteng	JHB - City of Johannesburg - Rosettenville	92 Malborough Road, Rosettenville
Gauteng	JHB - City of Johannesburg - Sandton	Sandown, 137 Daisy Street, Sandton
Gauteng	TSH - City of Tshwane - Akasia	16 Dale Avenue, Akasia
Gauteng	TSH - City of Tshwane - Atteridgeville	Atteridgeville Municipality Office, Corner of Koman and Mngadi Street, Atteridgeville
Gauteng	TSH - City of Tshwane - Central	330 Church Street, 3 rd Floor, Sammy Marks Square, Pretoria

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Province	Municipality	Physical Address
Gauteng	TSH - City of Tshwane - Centurion	1 Wierda Mall, Shop D3, Corner of Willem Botha and Koedoe Street, Wierdapark, Centurion
Gauteng	TSH - City of Tshwane - Ga-Rankuwa	Ga-Rankuwa Admin Unit, 9111 Setlalentoa Street, Zone 5, Ga-Rankuwa
Gauteng	TSH - City of Tshwane - Tshwane East	Pretorius Park Bus Depot, 927 Bugle Street, Tshwane East
Gauteng	TSH - City of Tshwane - Kungwini	Corner of Botha and Mark Street, Bronkhorstspuit
Gauteng	TSH - City of Tshwane - Mabopane	Tshwane Metro Police Department, 1262 Molefe Makinta Highway, Block U, Mabopane
Gauteng	TSH - City of Tshwane - Mamelodi	19268 Makhubela and Letwaba Street, Mini Munitoria Building, Mamelodi West
Gauteng	TSH - City of Tshwane - Nokeng Tsa Taemane	Corner of Oakley and Montrose, Rayton
Gauteng	TSH - City of Tshwane - Soshanguve	NAFCOC MLDC Building, Soshanguve Highway, 2164 Block F, Soshanguve
Gauteng	TSH - City of Tshwane - Temba	Temba Urban Council, 4424 Unit 1, Temba
Gauteng	GT421 - Emfuleni - Vereeniging	Nevada House, Ground Floor, 18 Leslie Street, Vereeniging
Gauteng	GT422 - Midvaal	Speaker's Offices, Mitchell Street, Meyerton
Gauteng	GT423 - Lesedi	Civic Centre, 1 st Floor, H F Verwoerd Road, Heidelberg
Gauteng	GT481 - Mogale City	Corner of Commissioner and Monument Street, Krugersdorp
Gauteng	GT484 - Merafong City	Woolworths Building, 3 Emerald Street, Carletonville
Gauteng	GT485 - Rand West City - Randfontein	106 Kenneth Avenue, Green Hills, Randfontein
Gauteng	GT485 - Rand West City - Westonaria	Corner of Neptune and Saturn Street, Westonaria
KwaZulu-Natal		
KwaZulu-Natal	ETH - eThekweni - Durban	Delta Tower RAM Buidling, 15 th Floor, 300 Anton Lembede, Street, Durban
KwaZulu-Natal	ETH - eThekweni - Kingsburgh	Kingsburgh Sizakala Centre, 11 Gracedale/ Mayors Mews Road, Kingsburgh
KwaZulu-Natal	ETH - eThekweni - Pinetown	Civic Centre, 60 Kings Road, Pinetown
KwaZulu-Natal	KZN212 - uMdoni	Corner of Bram Fisher and Williamson Street, Scottburgh

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Province	Municipality	Physical Address
KwaZulu-Natal	KZN213 - uMzumbe	Umzumbe Municipality Building (near taxi rank), Isipofu Road, Umzumbe
KwaZulu-Natal	KZN214 - uMuziwabantu	Umuziwabantu Municipality (next to FNB), 10 Murchison Street, Harding
KwaZulu-Natal	KZN216 - Ray Nkonyeni	7 Corner of Reynold and Memorial Road, Port Shepstone
KwaZulu-Natal	KZN221 - uMshwathi	Thusong Center 79/1384 Main Road (R33), New Hanover
KwaZulu-Natal	KZN222 - uMngeni	Umgengi Municipality, Corner of Dick and Somme Street, Howick [Prefab Unit]
KwaZulu-Natal	KZN223 - Mpofana	Municipal Building, 10 Claughton Terrace, Mooi River
KwaZulu-Natal	KZN224 - iMpendle	38 iKwezi Street, Impendle
KwaZulu-Natal	KZN225 - Msunduzi	AS Chetty Building, 333 Church Street, Pietermaritzburg
KwaZulu-Natal	KZN226 - Mkhambathini	18 Old Main Road, Municipal Premises, Camperdown
KwaZulu-Natal	KZN227 - Richmond	Shop 13, Richmond Shopping Centre, Corner of Chilley and Nelson Street, Richmond
KwaZulu-Natal	KZN235 - Okhahlamba	Bergville Sports Complex, Golf Road, Bergville
KwaZulu-Natal	KZN237 - iNkosi Langalibalele	Next to Umtshezi Municipal Building, Victoria Street, Estcourt
KwaZulu-Natal	KZN238 - Alfred Duma	261 Murchison Street, Ladysmith
KwaZulu-Natal	KZN241 - Endumeni	14 Commercial Road, Dundee
KwaZulu-Natal	KZN242 - Nqutu	Nqutu Municipal Building, 82 Mdlalose Street, Nqutu
KwaZulu-Natal	KZN244 - Msinga	Msinga Library, R33 Main Road, Tugela Ferry
KwaZulu-Natal	KZN245 - Umvoti	Shop 2, 40 Bell Street, Greytown
KwaZulu-Natal	KZN252 - Newcastle	61 Sutherland Street, Newcastle
KwaZulu-Natal	KZN253 - eMadlangeni	Emalangen Municipality Building, 34 Voor Street, Utrecht
KwaZulu-Natal	KZN254 - Dannhauser	Dannhauser Municipality, 8 Church Street, Dannhauser
KwaZulu-Natal	KZN261 - eDumbe	10 High Street, Paulpietersburg

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Province	Municipality	Physical Address
KwaZulu-Natal	KZN262 - uPhongolo	Municipal Office, 61 Martin Street, Pongola
KwaZulu-Natal	KZN263 - Abaqulusi	Abaqulusi Municipality, corner of High and Mark Street, Vryheid
KwaZulu-Natal	KZN265 - Nongoma	Municipal Building, Lot 103 Main Street, Nongoma
KwaZulu-Natal	KZN266 - Ulundi	Simunye Complex, 183b corner of Princess Magogo and Princess Mkabayi Street, Ulundi
KwaZulu-Natal	KZN271 - Umhlabuyalingana	Umhlabuyalingana Municipality, Manguza Road, Mangusi
KwaZulu-Natal	KZN272 - Jozini	Thusong Centre, Jozini Circle Street, Mkuze, Jozini
KwaZulu-Natal	KZN275 - Mtubatuba	Mtuba Plaza, Lot 199, Shop 16A, Corner of St Lucia and John Ross Highway, Mtubatuba
KwaZulu-Natal	KZN276 - Big Five Hlabisa	Library Building, 163 Zebra Street, Hluhluwe
KwaZulu-Natal	KZN281 - Mfolozi	Umfolozi Municipality, 25 Bredelia Street, Mbonambi
KwaZulu-Natal	KZN282 - uMhlathuze	uMhlathuze Civic Centre, 5 Mark Strasse Street, Richards Bay
KwaZulu-Natal	KZN284 - uMlalazi	11 Mangosuthu Buthelezi Drive, Eshowe
KwaZulu-Natal	KZN285 - Mthonjaneni	Mthonjaneni Municipality, 21 Reinhold Street (next to Town Hall), Melmoth
KwaZulu-Natal	KZN286 - Nkandla	Nkandla Municipality, 292 Maree Road, Nkandla
KwaZulu-Natal	KZN291 - Mandeni	Lot 502, Old Main Road, Mandeni Square (near Mandeni Spar), Mandeni
KwaZulu-Natal	KZN292 - KwaDukuza	Albert House, Corner of Link and R102 Road, KwaDukuza
KwaZulu-Natal	KZN293 - Ndwedwe	Ndwedwe Municipality, P100 Main Road (opposite Ndwedwe SAPS), Ndwedwe
KwaZulu-Natal	KZN294 - Maphumulo	Maphumulo Thusong Centre, D893 Main Road, Maphumulo
KwaZulu-Natal	KZN433 - Greater Kokstad	84 Hope Street, Kokstad
KwaZulu-Natal	KZN434 - Ubuhlebezwe	Ubuhlebezwe Municipality, 29 Margaret Street, Ixopo
KwaZulu-Natal	KZN435 - Umzimkhulu	Umzimkhulu Gateway Tourism Centre, Erf 223, Umzimkhulu
KwaZulu-Natal	KZN436 - Dr Nkosazana Dlamini Zuma	Bulwer Municipal Library, R617 Main Street, Bulwer
Limpopo		

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Province	Municipality	Physical Address
Limpopo	LIM331 - Greater Giyani	Office 7, KP Complex (Opposite Giyani Community Hall), Stand BA77, Giyani
Limpopo	LIM332 - Greater Letaba	14 Gordon Street, Modjadiskloof
Limpopo	LIM333 - Greater Tzaneen	Boboma Building, 28 Peace Street, Tzaneen
Limpopo	LIM334 - Ba-Phalaborwa	Ba-Phalaborwa Municipality, Corner of Sealene and Nelson Mandela Drive, Phalaborwa
Limpopo	LIM335 - Maruleng	75 Maruleng Thusong Service Centre, Metz Village, Moetladimo, Hoedspruit
Limpopo	LIM341 - Musina	Musina Civic Centre, 21 Irwin Street, Musina
Limpopo	LIM341 - Musina - Mutale	Old Sagole Mphephu Youth Centre, Niani Circuit (Next to Department of Education)
Limpopo	LIM343 - Thulamela	Thulamela Municipality, Old Agriven Building, Thohoyandou
Limpopo	LIM344 - Makhado	Unit 12, Sanlam Centre, 89 Kruger Street, Makhado
Limpopo	LIM345 - Collins Chabane - Malamulele	255 Collins Chabane Drive, Malamulele District Council Office, (Next to Police Station), Malamulele
Limpopo	LIM351 - Blouberg	Office Park, Stand 526, Ext 3, Senwabarwana
Limpopo	LIM353 - Molemole	303 Church Street, Molemole Municipal Complex, Dendron
Limpopo	LIM354 - Polokwane	24 Dimitri Crescent, Platinum Park, Polokwane
Limpopo	LIM354 - Polokwane - Aganang	Aganang Municipal Building, Corner of Gilead and Nobel Hospital Road, Ceres Village, Moletjie
Limpopo	LIM355 - Lepele-Nkumpi	Cultural Centre Building, Opposite Lebowakgomo SAPS, Lebowakgomo
Limpopo	LIM361 - Thabazimbi	20 Judith Street, Thabazimbi
Limpopo	LIM362 - Lephalale	Lephalale Municipality, Corner of Douwater and Joe Slovo Street, Lephalale
Limpopo	LIM366 - Bela-Bela	Municipal Building, 59 Chris Hani Drive,
		Bela-Bela
Limpopo	LIM367 - Mogalakwena	Corner of Hooze and Van Riebeeck Street, Mokopane

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Province	Municipality	Physical Address
Limpopo	LIM368 - Modimolle-Mookgophong	Harry Gwala Square, Harry Gwala Street, Modimolle
Limpopo	LIM471 - Ephraim Mogale	Municipal Building, 13 Ficus Street, Marble Hall
Limpopo	LIM472 - Elias Motsoaledi	2 Grobler Avenue, Groblersdal
Limpopo	LIM473 - Makhuduthamaga	Makhuduthamaga Municipal Building (next to Jane Furse Plaza), Makhuduthamaga
Limpopo	LIM476 - Greater - Fetakgomo Tubatse	Stand 1, Mashung Ga-Nkwana, Fetakgomo
Limpopo	LIM476 - Fetakgomo Tubatse - Burgersfort	Corner of Kort and Eddie Sedibe Street (next to Burgersfort SAPS), Burgersfort
Mpumalanga		
Mpumalanga	MP301 - Albert Luthuli	89B Elukwatini Main Road, Elukwatini
Mpumalanga	MP302 - Msukaligwa	Corner of Naude and Sluiter Street, Ermelo
Mpumalanga	MP303 - Mkhondo	30 Singh Centre, 4A Zuidend Street, Piet Retief
Mpumalanga	MP304 - Pixley ka Seme	72 Adelaide Tambo Drive, Volksrust
Mpumalanga	MP305 - Lekwa	19 Beyers Naude Street, Standerton
Mpumalanga	MP306 - Dipaleseng	101A Corner of Themba Shoji and Frank Street, Balfour
Mpumalanga	MP307 - Govan Mbeki	Govan Mbeki Municipal Building, Horwood Street, Secunda
Mpumalanga	MP311 - Victor Khanye	1 Uganda Street, Delmas
Mpumalanga	MP312 - Emalahleni	ABSA Building, Corner of Mandela and Paul Kruger Street, Witbank
Mpumalanga	MP313 - Steve Tshwete	Middelburg Town Council, Corner of Wanderers and Church Street, Middelburg
Mpumalanga	MP314 - Emakhazeni	Corner of Fitzgerald and Boulton Street, Belfast
Mpumalanga	MP315 - Thembisile Hani	Thembisile Hani Municipality, Kwaggafontein C (opposite Police Station), Stand 24, Moloto Road, Kwaggafontein
Mpumalanga	MP316 - Dr JS Moroka	260/3 Bongimfundo Street, Siyabuswa
Mpumalanga	MP321 - Thaba Chweu	Thaba Chweu Municipality, Corner of Central and Viljoen Street, Lydenburg

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Province	Municipality	Physical Address
Mpumalanga	MP324 - Nkomazi	Nkomazi Municipality, 9 Park Street, Malelane
Mpumalanga	MP325 - Bushbuckridge	Tennis Court Building (next to the New Stadium), 1705 Main Road, Bushbuckridge
Mpumalanga	MP326 - City of Mbombela	25 Roodt Street, Nelspruit
Mpumalanga	MP326 - City of Mbombela - Barberton	Barberton Municipality, Corner of General and Villiers Street, Barberton
North West		
North West	NW371 - Moretele	Bakgatlha ba Mosetlha Tribal Office, 2228 Moshate Section, Makapanstad
North West	NW372 - Madibeng	Traffic Department Office Building, 53 Van Velden Street, Brits
North West	NW373 - Rustenburg	erf 1088, 144 Leyds street Rustenburg
North West	NW374 - Kgetlengrivier	Kgetlengrivier Municipality, Corner of De Wit and Smith Street, Koster
North West	NW375 - Moses Kotane	MKDA Building, Stand 1350, Station Road, Unit 3, Mogwase
North West	NW381 - Ratlou	Ratlou Municipal Building, Delareyville Road, Setlagole
North West	NW382 - Tswaing	Corner Market and Government Street, Delareyville
North West	NW383 - Mahikeng	Office 3, Mafikeng Museum Building, (opposite Mafikeng Post Office), Corner of Carrington and Martin Street, Mafikeng
North West	NW384 - Ditsobotla	9 Thabo Mbeki Drive, Lichtenburg
North West	NW385 - Ramotshere Moiloa	52 Church Street, Zeerust
North West	NW392 - Naledi	50 Stella Street, Vryburg
North West	NW393 - Mamusa	11 Schweizer Street, Schweizer-Reneke
North West	NW394 - Greater Taung	Erf 177, Taung Station, Taung
North West	NW396 - Lekwa-Teemane	Lekwa-Teemane Municipality, Corner of Robyn and Dirkie Uys Street, Christiana
North West	NW397 - Kagisano-Molopo	Public Works Building, Magistrate Road, Ganyesa
North West	NW403 - City of Matlosana	Jade Square, Corner of OR Tambo and Magaretha Prinsloo Street, Klerksdorp

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Province	Municipality	Physical Address
North West	NW404-	23 Broadbent Street, Wolmaransstad
North West	NW405 - J B Marks - Ventersdorp	Corner of Van Riebeeck and Voortrekker Street, Ventersdorp
North West	NW405 - J B Marks - Potchefstroom	12 Luke Street, Potchefstroom
Northern Cape		
Northern Cape	NC061 - Richtersveld	2103 USave Building, Main Road, Port Nolloth
Northern Cape	NC062 - Nama Khoi	Rivierstraat No. 6, Springbok
Northern Cape	NC064 - Kamiesberg	35 Main Street, Garies
Northern Cape	NC065 - Hantam	Kerk Straat, Plot 3656, Calvinia
Northern Cape	NC066 - Karoo Hoogland	7 Piet Retief Street, Sutherland
Northern Cape	NC067 - Khâi-Ma	Old Clinic Building, 161 11 th Street, Pofadder
Northern Cape	NC071 - Ubuntu	Erf 652, Barnard Street, Victoria West
Northern Cape	NC072 - Umsobomvu	Corner of Chamberlain Square and Church Street, Thusong service centre, Colesberg
Northern Cape	NC073 - Emthanjeni	39 Church Street, De Aar
Northern Cape	NC074 - Kareeberg	Carnarvon Hotel Building, 3 Pastorie Street, Carnarvon
Northern Cape	NC075 - Renosterberg	Municipal Building, Skool Street, Petrusville
Northern Cape	NC076 - Thembelihle	46 Church Street, Hopetown
Northern Cape	NC077 - Siyathemba	23 Steward Street, Prieska
Northern Cape	NC078 - Siyancuma	Municipal Building, Charl Cilliers Street, Douglas
Northern Cape	NC082 - Kai!Garib	1506 Lang Street, Keimoes
Northern Cape	NC084 - !Kheis	Blouvalk Street (Stand 2691), Groblershoop

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Province	Municipality	Physical Address
Northern Cape	NC085 - Tsantsabane	26 Kudu Street, Postmasburg
Northern Cape	NC086 - Kgatelopele	1947 Clinic Street, Danielskuil
Northern Cape	NC087 - Dawid Kruiper - Mier	63 Loubos Road, Mier
Northern Cape	NC087 - Dawid Kruiper - Upington	Office Blok 4, De Drift Plaza, Louisvale Road, Upington
Northern Cape	NC091 - Sol Plaatje	16A Schmidtsdrift Road, Kimberley
Northern Cape	NC092 - Dikgatlong	12 Ferry Street, Barkley West
Northern Cape	NC093 - Magareng	12 Blake Street, Warrenton
Northern Cape	NC094 - Phokwane	1582 Naude Street, Hartswater
Northern Cape	NC451 - Joe Morolong	D320 Cardington Road, Churchill Village, Moshaweng
Northern Cape	NC452 - Ga-Segonyana	77 Main Street, Kuruman
Northern Cape	NC453 - Gamagara	Corner of Voëlvanger and Flamink Street, Siyathemba, Kathu
Western Cape		
Western Cape	CPT - City of Cape Town - Athlone	Unit 2, Aden Square, 41 Lawrence Road, Athlone, Cape Town
Western Cape	CPT - City of Cape Town - Bellville	Unit 3, 30 Bella Rosa Street, Rosenpark, Bellville
Western Cape	CPT - City of Cape Town - Constantia	Unit 3, Devonshire Court, 20 Devonshire Road, Wynberg, Cape Town
Western Cape	CPT - City of Cape Town - Khayelitsha	1 Cash Office, Solomon Tshuki Road, Site C, Khayelitsha
Western Cape	CPT - City of Cape Town - Mitchell's Plain	1 Cash Office, Solomon Tshuki Road, Site C, Khayelitsha
Western Cape	CPT - City of Cape Town - Strand	Municipal Offices, Room 1004B, Corner of Fagan and Main Road, Strand
Western Cape	WC011 - Matzikama	OCTA Building, 2 Waterkant Street, Vredendal
Western Cape	WC012 - Cederberg	9 Voortrekker Road, Clanwilliam
Western Cape	WC013 - Bergrivier	28 Soetkysie Centre, Corner of Long and Die Trek Streets, Piketberg

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Western Cape	WC014 - Saldanha Bay	19B School Street, Vredenburg
Western Cape	WC015 - Swartland	20 Bokomo Street, Malmesbury
Western Cape	WC022 - Witzenberg	64B Lyel Street, Ceres
Western Cape	WC023 - Drakenstein	Town Hall, 250 Main Street, Paarl
Western Cape	WC024 - Stellenbosch	Unit 1, Bosmanshuis, 135 Dorp Street, Stellenbosch
Western Cape	WC025 - Breede Valley	51 Riebeeck Street, Worcester
Western Cape	WC026 - Langeberg	Thusong Service Centre, Corner of Paddy and Wesley Street, Robertson
Western Cape	WC031 - Theewaterskloof	23 Church Street, Caledon
Western Cape	WC032 - Overstrand	Shop 4A, Twin Gables, 26 High Street, Hermanus
Western Cape	WC033 - Cape Agulhas	28 Long Street, Bredasdorp
Western Cape	WC034 - Swellendam	Thusong Service Centre, 1 Vollenhoven Street, Railton, Swellendam
Western Cape	WC041 - Kannaland	USave Building, 28 Corner of Van Riebeeck and Queen Street, Ladismith
Western Cape	WC042 - Hessequa	32 Fourie Street, Heidelberg
Western Cape	WC043 - Mossel Bay	5 Powrie Street, Mosselbay
Western Cape	WC044 - George	Suite 110, Bateleur Park, 133 Cradock Street, George
Western Cape	WC045 - Oudtshoorn	23 High Street, Oudtshoorn
Western Cape	WC047 - Bitou	Corner of Flying Cloud Drive and Athena Street, Plettenberg Bay
Western Cape	WC048 - Knysna	9 Green Street, Knysna
Western Cape	WC051 - Laingsburg	64 Stasie Street, Laingsburg
Western Cape	WC052 - Prince Albert	112 Adderley Street, Prince Albert
Western Cape	WC053 - Beaufort West	117 Donkin Street, Beaufort West

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Bid Evaluation Criteria

Road Distribution and Warehousing Services

NAME OF BIDDER:

BID REFERENCE NUMBER:

Stage 1: Assessment of Bidder's Disclosure

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

Any potential issues that may arise or transgressions that maybe identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

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

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, attached as Annexure B, was extended to all entities which were invited to participate in the bid process.

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

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

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

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

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

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

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

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

The under-mentioned assessment criteria will be used to evaluate the elements relating to SBD4 and restricted suppliers and tender defaulters:

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

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

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

Stage 2: Bid Evaluation on Functionality

Bids will be evaluated on the functionality criteria below.

Bids will be evaluated against the specified bid evaluation criteria below.

Only bids that meet the functional and operational needs of the Electoral Commission will be considered.

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BID EVALUATION

Submissions will be evaluated against the specified technical criteria.

Only submissions that meet the functional and operational needs of the Electoral Commission will be further considered for possible recommendation.

DISTRIBUTION AND WAREHOUSE SERVICES
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BIDDER NAME AND REFERENCE NUMBER:	
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No.	PHASE 1			
1	Qualification Criteria (<i>Shall lead to disqualification if not met</i>)	YES	NO	Comments
1.1	Submission of a comprehensive written proposal (refer Section 2.2)			
1.2	Submission of a company profile which indicates core business (refer Section 2.3)			
1.3	Submission of a billing and account system per warehouse (refer Section 3.5)			
1.4	Completion of all rate structures (refer Sections 4.7 and 4.9; Section 5.7.1 and 5.7.2 and Section 6. 1)			
1.5	Submission of Curriculum Vitae (CV) of managerial staff (see Section 5.5)			

OUTCOME OF PHASE 1	QUALIFIES	DOES NOT QUALIFY
<i>A "yes" on all evaluation criteria must be achieved to qualify for further consideration in the bid evaluation process.</i>		

PHASE 2				
	Functional Requirements	Max Score	Achieved Score	Points allocation guideline
2.1	Comprehensive written proposal explaining the following: <input type="checkbox"/> Company core business activities. <input type="checkbox"/> Relevant experience (number of years and track record) in the logistics services industry.	18 3 15		1 point for listing each of the following core business and company's activities for ✓ distribution, ✓ warehousing services and ✓ ad-hoc Number of years in the logistics field:

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PHASE 2				
	Functional Requirements	Max Score	Achieved Score	Points allocation guideline
				✓ 5 years+ = 15 ✓ 3 to 4 years = 10 ✓ 2 years = 5 ✓ Less than 2 years = 0
2.2	<p>Detailed experience in similar distribution and warehouse services currently or previously provided elsewhere related to the following:</p> <p><input type="checkbox"/> Normal road distribution services – as stipulated Section 2.2 & 4, e.g. road distribution experience, scope of the distribution services rendered; number and size of the vehicle utilised, <i>et cetera</i>.</p> <p><input type="checkbox"/> <i>Ad-hoc</i> warehouse support services – as stipulated Section 2.2 & 5 - e.g. experience in providing manpower and/or warehouse assistance; experience in the provision of warehousing materials and availability of material handling equipment, <i>et cetera</i>.</p> <p><input type="checkbox"/> Special services as stipulated Section 2.2 & 6 – Experience in the provision of the special services as listed in Section 6</p>	<p>24</p> <p>8</p> <p>8</p> <p>8</p>		<p>Normal road distribution services</p> <p>✓ 5 years+ = 8 ✓ 3 - 5 years = 5 ✓ Less than 3 years = 2 ✓ Less than 2 years = 0</p> <p>Ad-hoc warehouse services</p> <p>✓ 5 years+ = 8 ✓ 3 - 5 years = 5 ✓ 3 years = 2 ✓ Less than 3 years = 2 ✓ Less than 2 years = 0</p> <p>Special services</p> <p>✓ 5 years+ = 8 ✓ 3 - 5 years = 5 ✓ 3 years = 2 ✓ Less than 3 years = 2 ✓ Less than 2 years = 0</p>
2.3	CVs, explanation and confirmation the bidder's ability to source staff when required – such as during periods of heightened election activity, to include the following (Section 5.5 & 5.6):	3		<p>Key account manager's CV submitted = 1</p> <p>CVs for other managerial staff = 1</p> <p>Staff requirement turnaround time = 1</p>

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PHASE 2				
	Functional Requirements	Max Score	Achieved Score	Points allocation guideline
	<ul style="list-style-type: none"> • Key Account's manager CV • CVs for other managerial staff • Staff requirement turnaround time especially during heightened period 			
2.4	Billing and account system to be used (Section 3.5)	5		✓ Detailed description of separate billing system to be used for each province and national office, included in the bid submission = 5 ✓ Non-inclusion of the billing process = 0
2.5	Track and trace (Section 4.4)	5		✓ Detailed description of track and trace process included in the bid submission = 5 ✓ Non-inclusion of the track and trace process = 0
FINAL SCORE		55		
PERCENTAGE ACHIEVED (Minimum required 75%) = 41 points [Note: All submissions achieving 75% and higher will qualify for further consideration– which consists of an on-site evaluation] <i>Acceptable bids will be evaluated in accordance with the provisions provided for in the Preferential Procurement Regulations, 2022.</i>				

PHASE 3

Linda to provide Phase 3 details/information

Bid Specification Committee members:		
NAME	SIGNATURE	DATE

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