

**BID SPECIFICATIONS FOR
IEC CORPORATE BRANDED GAZEBOS
AUCTION 0010481289**

ITEM DESCRIPTION: IEC CORPORATE BRANDED GAZEBOS

1. BACKGROUND

The Electoral Commission (IEC) invites suppliers in the relevant industry to submit bids for the production and printing of **IEC corporate branded gazebos** to be used for outdoor events and promotions.

2. ITEM SPECIFICATION

- Outdoor gazebo
- White in colour
- Made from high strength Polyester material
- Size: 2.8m x 4.2m
- With carry bag - PVC lined
- Manufactured in South Africa in accordance with Department of Trade and Industry (the dti) minimum thresholds for local production and content for the textile, clothing, leather and footwear sector. **(Refer to section 3)**

2.1 Panel Material

- High strength polyester material (specify components in Bills of material)
- Waterproof

Important note: Textiles are subject to 100% local content requirements. If the gazebos offered in response to this bid are manufactured from material that is NOT classified in terms of the provisions governing the textile, clothing, leather and footwear sector suppliers must clearly indicate that in their bid submission and state that it is not subject to local content requirements and also indicate what the material is made of for further verification purposes. In such cases it is advisable to do so in consultation with the dti and to submit acknowledgement from the dti in support of any such claims. Where required, bidder may apply to the dti for exemption and proof of such exemption must be submitted as part of the written submission in support of their bid.

2.2 Structure / Frame and Took Kit

- Aluminium light weight frame, (with total weight of 35kg in a tolerance of 10% up and down).
- With pop-up / collapsible structure
- Steel ground pegs
- Synthetic rope to maintain stability

- Rubber Mallet (to hammer pegs into the ground)

3. PRODUCTION REQUIREMENTS

Minimum Local Content Requirements:

- The stipulated minimum threshold percentages for local production and content for certain elements of the required gazebos is 100%, thus only **locally** produced or **locally** manufactured gazebos from **local** raw material or input, where applicable, will be considered.
- The minimum local content applies to the textile/fabric used for the gazebos and the carry bag as well as the rope.
- However, filament yarns, dyes and chemicals not manufactured locally in South Africa will require exemption by the dti and bidders have to apply to the dti for such exemption.
- The dti must also be approached for exemption on the following if not manufactured locally:
 - Aluminium light weight frame.
 - Ground pegs and rope kits to maintain stability.
 - Elements of the carry bag other than the fabric/textile.

In Cases Where Raw Materials are not Available Locally

- If the raw material or input for the gazebos is not available locally, bidders should obtain written authorisation from the Department of Trade and Industry (dti) should there be a need to import such raw material or input. A copy of the authorisation letter must be submitted together with the bid and sample gazebos at the closing date and time of the auction.
- The exchange rate used for the calculation of local production and content will be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of the advertisement of the bid.
- The rates of exchange quoted by the bidder in paragraph 4.1 of the Declaration Certificate will be verified for accuracy.

Important Note on Determining Local Content:

A declared local content of 100% is not a true reflection if the dti issued an authorisation letter(s) to import some of the raw materials. In such instances bidders are expected to declare the actual local content % of less than 100% for the fact that an authorisation letter(s) was provided by the dti. In that regard, bids will not be disqualified during the first stage of evaluation for not meeting the

required local content threshold. The purpose thereof is to encourage bidders to declare the exact local content, e.g. if a bidder indicates that he/she will be importing dyes and chemicals or other raw materials then it is not possible to have 100% local content if there is any portion of import no matter how small it may be.

Calculation of the Local Content

- The South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 will be used to calculate local content.
- The Declaration Certificate for Local Production and Content (SBD 6.2 – Annexure B) together with Annexure C (Local Content Declaration: Summary Schedule) must be completed, duly signed and submitted by the bidder at the closing date and time of the bid.
- The SABS approved technical specification and the *Guidance on the Calculation of Local Content* together with the Local Content Declaration Templates [Annexure C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annexure C) and E (Local Content Declaration: Supporting Schedule to Annexure C)] are accessible to all potential bidders on the dti's official website:
<http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> at no cost.
- The local content (LC) expressed as a percentage of the bid price will be calculated in accordance with the following formula:

$$LC = (1 - x/y) * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x will be converted to Rand (ZAR) by using the exchange rate published by the SARB at 12:00 on the date that the bid has been advertised.

Please note that the bid price reflected on the auction (eProcurement system) must include all applicable costs INCLUDING VAT, however for the purposes of completion of annexures B, C, D and E – local content declarations and schedules – prices must EXCLUDE VAT.

4. PRINTING, ARTWORK AND COLOUR BREAKDOWN

4.1 Printing

- **Gazebos to be manufactured** and produced in one colour, **White**
- **Gazebos to be printed** in one colour, **Navy**
- **Gazebos to be printed on all four sides** of the rooftop; as well as the **four side** panels of the rooftop.
- Dye sublimated printing or similar process to ensure a durable printing process (**please confirm method of printing in proposal**).
- Fade-resistant inks.

4.2 Artwork

- Artwork to contain IEC corporate logo.

4.3 Colour Breakddown

Gazebo colour breakdown:

- White in colour.
- Printed in Navy – CMYK: 100C 43M 0Y 0K (Pantone 300U).

PLEASE NOTE: The colours used on all materials MUST MATCH the Pantone colours as indicated.

5. QUANTITY

The total quantity required is **300** units.

6. PACKAGING FOR DELIVERY

The gazebos must be packed for delivery to facilitate distribution to IEC warehouses as follows:

- **Only one (1) gazebo per carry bag, and up to maximum 2 per box.**
- Boxes must be labelled with a description of the content including quantity, weight and the supplier name.
- Bidders must note that the cost of packaging and delivery must be included in the bid price, and all packaging materials remain the property of the Electoral Commission after delivery.
- Bidders must include pallets with the order, for ease of offloading, transportation and storage at the warehouses.

7. DELIVERIES

- The successful supplier will be responsible for the distribution of the gazebos directly to the IEC warehouses as per Appendix A below. (**Pages 10 and 11**).

- Delivery of the gazebos to the warehouses must not be later than **28 February 2023**. Where necessary, an alternative final delivery date and/or staggered delivery may be considered by the Electoral Commission at its sole discretion.
- All deliveries should take place during working hours (08:30-16:00).
- Prior notification must be given to ensure availability of receiving staff. The supplier must notify the contact person on the delivery schedule and intended times of delivery, as per Appendix A below.
- The Electoral Commission may, at its discretion, negotiate alternative delivery options with successful suppliers should it be required.

8. QUALITY CONTROL

- The awarding of the auction is subject to a due diligence audit of the successful bidder as well as any other vetting/screening that may be required, including all other bidders in the production process.
- The successful bidder (in conjunction with its subcontractors, where applicable) must be able to demonstrate an established and stable business in the textile and printing industry.
- The Electoral Commission will have the right to conduct inspections at the bidder's and subcontractors' premises for quality and adherence to specifications before deliveries are made.
- The bidder must undertake and warrant that all goods shall at the time of delivery be according to specifications, in good condition, order and ready for use.
- The bidder has the primary responsibility to ensure that **quality and quantity** is in accordance with the specification.

9. REPAIRS AND MAINTENANCE

It is expected that these gazebos will be in use for a period of (five) 5 years at least, and that during this period damages may be experienced. In such cases, a bidder must be in a position to offer repair work on the damaged gazebos, on quotation basis. A service level agreement (SLA) will be entered into with the successful bidder for repairs and maintenance with the understanding that the gazebos may be unique in design and material and that a bidder may have patent rights on such material which causes the repairs and maintenance to only be available from the original equipment manufacturer (OEM). The SLA will, however, also make provision for alternative repair and maintenance options where the supplier fails to deliver the required goods/services or ceases to operate, for example.

10. WARRANTY

The gazebos must carry a warranty for a period of 1 year from the date of delivery / collection in respect of the frame and the fabric.

11. COMPULSORY DOCUMENTS REQUIRED

11.1 A written submission explaining who is the supplier of the raw materials, who is the manufacturer of the gazebos and who will print on the gazebos. Once all the suppliers in this process have been confirmed by the Electoral Commission, the delivery of the gazebos will be subject to those suppliers being used and no change will be allowed without prior approval. The Electoral Commission also reserves the right to execute random inspections at the manufacturers of the gazebos and any other vetting/inspections that may be required to ensure adherence to auction conditions – that includes verification of the origin of any material used in the production process.

11.2 Letter/s of guarantee must be obtained from the suppliers of the gazebos where subcontractors are being used, in support of any of the local content claims being made. The letter/s of guarantee must state that the subcontractor is supplying the gazebos (or any component thereof) to the bidder and that the gazebos (or any component thereof) conform to the specific local content requirements and 100% minimum threshold applicable to the gazebos. Any percentage applicable to imported products/components must also be clearly stated (these must be supported by the letter/s of authorisation from the dti).

11.3 The Four (4) dti Annexures

- Declaration Certificate for Local Production and Content ([Annexure B](#))
- Local Content Declaration: Summary Schedule ([Annexure C](#))
- Imported Content Declaration: Supporting Schedule to Annexure C ([Annexure D](#)).
- Local Content Declaration: Supporting Schedule to Annexure C ([Annexure E](#))

Please remember that all elements used in the manufacturing of the item which are locally produced must be included in Annexure E, while all imported elements must be featured on Annexure D. Annexure C is a summary of the information on Annexures D & E.

11.4 The Bill of Materials (BOM), including all raw materials to be utilised in the production process must be included. The schedule must clearly indicate **all** the materials to be used which materials are produced locally in South Africa, and which materials are imported.

The proposed format for the BOM may be indicated as follows:

EXAMPLE ONLY (please complete with relevant information for product)

Bill of Materials (BOM)	% of Finished Gazebos-	Locally Manufactured (YES / NO)	Imported (YES / NO)	dti Authorisation (YES / NO)
e.g. Polyester	25%	Yes	No	Not applicable
e.g. PVC lined textile	5%			
e.g. Filament yarn	2%	No	Yes	Yes
e.g. Fabric dye/ink for printing on gazebos	5%	No	Yes	Yes
e.g. Rope	5%	Yes	No	Not applicable
e.g. Aluminium structure	48%	Yes	No	Not applicable
e.g. Ground pegs	5%	No	Yes	Yes
e.g. Other elements (be specific)	5%	No	Yes	Yes

Total	100%			
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- 11.5 **Written authorisation from the dti must be submitted in support of the local content requirements**, should there be a need to import such raw material or input.

12. COMPULSORY SAMPLE REQUIREMENTS AND DEADLINES

- 12.1 **Bidders must submit a sample of the textiles** to be used in the production of the gazebos for inspection by the Electoral Commission. The sample must comply with the following:

- Minimum 1m x 1m of the finished fabric which will be used in the production of the gazebos.
- Approximately 1 m of the rope to be used.
- Approximately 30cm² of the fabric to be used for the manufacturing of the carry bag.
- A logo design to be printed on the sample fabric containing a logo and some wording. The printing will demonstrate the printing capability and quality of the supplier.

- 12.2 The sample must be accompanied by **images/illustrations of the 2.8M X 4.2M gazebo structure including the frame, ground pegs, rope, rubber mallet and carry bag**. These components must clearly indicating the type of gazebo to be offered.

Bidders may also opt to submit a sample of the complete gazebo with its accompanying components on offer which will be considered as the 'sample' for testing purposes.

Samples will not be returned since it may be tested to destruction and should be kept for audit purposes for at least five (5) years.

- 12.3 **Bids must be placed electronically by due date and time stipulated on the auction (eProcurement website).** All the required documentation as well as the images/illustrations of the structure and sample fabric must be submitted not later than **due date and time stipulated on the auction**. No late submissions of the required bid documents or samples will be considered.

Documents and samples must be delivered directly to:

Ms Mavis Louw or Ms Rachel Malele
SCM Department
Election House
Riverside Office Park
1303 Heuwel Avenue
Centurion
012 622-5550 or 012 622-5525

PLEASE NOTE:

- Samples and bid documentation must be clearly marked with the bidder's details for identification purposes. The Electoral Commission will not accept responsibility for

samples and documentation that are submitted and that cannot be identified in respect of the supplier that made the submission.

- Documents or samples that are not supported by an electronic bid placed on the auction (eProcurement website) will not be considered.
- Bids without the required documents or sample shall be disqualified.

13. EXCLUSIVITY OF CONTRACT

- The Electoral Commission reserves the right to award the auction to any one or more bidders in order to ensure that its timelines are met in preparation for the stated delivery date. For this purpose, bidders may also be invited to submit bids for the maximum number of gazebos that they will be able to supply conforming to exact specification. In that instance, the Electoral Commission may resolve, at its sole discretion, to set aside this auction and to opt for alternative procurement options.
- The Electoral Commission may also, at its sole discretion consider alternative options offered by service providers should it deem such options to be viable and having had due regard to the conditions of this auction.

14. BIDDER PERFORMANCE

- The successful bidder will be required to provide a proof to the Electoral Commission with the IEC artwork printed on the specified Fabric (material and colour) for sign off before production commences.
- The successful bidder will be required to enter into a Service Level Agreement (contract/SLA) with specific attention to delivery timeframes that shall apply.
- The purpose of the SLA is to fix performance criteria within the key requirements of this auction, namely QUANTITY, QUALITY AND DELIVERY DATES. It will also contain elements such as bidder progress milestones, delivery schedules, quality checkpoints, and invoicing procedures.
- The Electoral Commission reserves the right to reject any deliveries not conforming to its specifications, including, but not limited to, damaged parcels.
- Where previously agreed production and/or delivery schedules are not met by a bidder, the Electoral Commission shall have the right to appoint an alternative bidder to make good the shortfall in supply in order to ensure delivery of the registration weekends and the elections. Any extra costs incurred by the Electoral Commission in undertaking any corrective actions from another source will be for the account of the defaulting bidder, in addition to any other penalties that may apply.
- No payment will be processed before full delivery has been completed and confirmed.

15. ENQUIRIES REGARDING SPECIFICATIONS

- All enquiries concerning bids, registration on and documentation to be submitted for the eProcurement system, VotaQuotes, can be directed to Ms Mavis Louw OR Ms Mbali Goqo at the SCM Department, Tel (012) 622-5550 or email [louwm@elections.org.za](mailto:louw@elections.org.za)
- Enquiries concerning **product specifications** can be directed to Ms Tumi Sethoba at the Communications Department, Tel (012) 622-5401 or email sethobat@elections.org.za

- Enquiries concerning the **100% stipulated threshold for local production and content for the gazebos** must be directed to Ms Catherine Matidza at the Department of Trade and Industry, Tel (012) 394-5598 or Fax (012) 394-6598 or email CMatidza@thedti.gov.za; and **copy** the below persons:
- Ms Belinda Pick, Tel (012) 394-5480 and email BPick@thedti.gov.za or contact the dti Customer Contact Centre 0861 843 384.

Alternative contact details of the dti in order to deal with local content requirements:

- Mr Raphael Kitiaka, 012 394-3500, MRKitiaka@thedti.gov.za
 - Ms Rendani Raluthaga, 012 394-1412, RRaluthaga@thedti.gov.za
 - Ms Miyelani Masinga, 012 394-1664, MMasinga@thedti.gov.za
 - Ms Mamosia Seleke, 012 394-1213, MSeleke@thedti.gov.za
- Refer to the **Quick Guide to Request dti Authorisation** on the IEC eProcurement website.

16. QUANTITY BREAKDOWN PER WAREHOUSE

PROVINCE	QUANTITY
Eastern Cape Provincial Warehouse	44
Free State Provincial Warehouse	29
Gauteng Provincial Warehouse	21
KwaZulu-Natal Provincial Warehouse	61
Limpopo Provincial Warehouse	29
Mpumalanga Provincial Warehouse	27
Northern Cape Provincial Warehouse	34
North West Provincial Warehouse	24
Western Cape Provincial Warehouse	28
Central Warehouse	3
TOTAL	300

17. WAREHOUSES AND CONTACT LIST

(APPENDIX A)

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	TOTAL QTY
Eastern Cape Provincial Warehouse	FARM 923 Portion 2 Buffalo Pass COLLONDALE East London	Masindi Mosehana Busi Mlola	Tel: 043 736-4025 Tel: 043 736-4058 Tel: 043 736-4004	44
Free State Provincial Warehouse	50 Monument Road, UITSIG Bloemfontein	Andre Rauch Mbekokazi Hume	Tel: 043 447-3543	29
Gauteng Provincial Warehouse	Unit B2, 60 First Street Gold Reef Industrial Park BOOYSENS RESERVE Johannesburg	Justice Mhlanga Moipone Hlokotsi Kabelo Khabane	Tel: 011 496-1725 Tel: 011 496-1784 Tel: 011 496-1070	21
KwaZulu-Natal Provincial Warehouse	41 Ashfield Close SPRINGFIELD PARK Durban	Cheryl Venter Mongezi Khumalo	Tel: 031 579-4829 Tel: 031 579-5404	61
Limpopo Provincial Warehouse	11 Kobalt Street Nirvana Polokwane	Tendani Maselele Daniel Magalatshetshe	Tel: 015-292 0152 Tel: 015-292 0149	29

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	TOTAL QTY
Mpumalanga Provincial Warehouse	9 Blackberry Blvd Riverside Park Ext 22 Nelspruit	Thuli Mbethe	Tel: 013 757-1201 / 0621	27
Northern Cape Provincial Warehouse	No. 7 Delfos Street KIMDUSTRIA Kimberley	Thuso Phokojoe Sarah Ubisi	Tel: 053 841-0142	34
North West Provincial Warehouse	Rizvi House 50/52 First Street (CNR: First Street & Aerodrome Road) INDUSTRIAL SITES Mafikeng	Bogosi Judi Lucky Leyane	Tel: 018 381-4054 Tel: 018 381-0605	24
Western Cape Provincial Warehouse	95 BOFORS Circle Epping Industrial EPPING 2 Cape Town	Vukile Ndyalivani Phillip Verlaat	Tel: 021 951-3350 Tel: 021 951-3390	28
Central Warehouse	288 Kwanbi Crescent Icon Industrial Park SUNDERLAND RIDGE Centurion	Robert Niemack	Tel: 012-666 7283	3
TOTAL QUANTITY OF GAZEBOS TO BE DELIVERED				300

Note: Bidders should please take note that these addresses are correct at the time of advertising this bid. Changes may occur as a result of operational requirements between the date of advert and the delivery date agreed with the successful bidder. Warehouses will, however remain within the relevant municipality.

ANNEXURE B

SBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SANS 1286:2017 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SANS 1286:2017 is

accessible at no cost on the dti website or through the quick link:

<http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation.
2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SANS 1286:2017) for this bid (gazebo) is 100%
3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
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- 3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible at www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SANS 1286:2017):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEXURE B OF SANS 1286:2017)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER (CFO) OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO: #00.....

ISSUED BY: THE ELECTORAL COMMISSION

NB!

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedti.gov.za/default.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

Important: Declarations C, D and E must be completed as required and signed by the same company representative that certifies/signs below (Annexure B). Annexure D must also be completed – stipulate zero (0) values if there are no imported material.

I, the undersigned,(full names),

do hereby declare, in my capacity as

of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that: <http://www.thedti.gov.za/default.jsp>.
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SANS 1286:2017; and
 - (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SANS 1286:2017, the rates of exchange indicated in

paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SANS 1286:2017	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SANS 1286:2017	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SANS 1286:2017, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SANS 1286:2017.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SANS 1286:2017, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

BID EVALUATION CRITERIA
IDENTIFICATION ITEMS: GAZEBOS
AUCTION 0010481289

Bid Evaluation Process

Stage 1: Assessment of Bidder's Disclosure

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

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

In this regard, the following must be noted:

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

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, attached as 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 Accounting Officer/accounting authority 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 Accounting Officer/accounting authority must inform National Treasury of any action taken against a person within 30 days of implementing the action.

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

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

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

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

Assessment Criteria	Bidder Requirement (YES/NO)	Comments
Did the supplier place a bid on the eProcurement system?		
Does the sample submitted comply with minimum 1M X 1M of the gazebo fabric for evaluation purposes?		
Does the sample submitted comply with approximately 1M of the rope for the tie down of the gazebo for evaluation purposes?		
Does the sample submitted comply with minimum 30cm ² of the gazebo fabric for evaluation purposes?		
Were the samples submitted on time?		
Bidder is registered on the National Treasury Central Supplier Database (CSD). *		
Bidder is tax compliant. **		
The bidder is not an employee of the state.		
Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a		

Assessment Criteria	Bidder Requirement (YES/NO)	Comments
transgression of the Prevention and Combating of Corrupt Activities Act.		
Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		
The bidder is not a tender defaulter as per the register published on the National Treasury website.		
The bidder is not a restricted supplier as per the register published on the National Treasury website.		

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

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

Stage 2: Evaluation Based on Functionality

Bids received in respect of this request for quotation (RFQ) will be assessed/evaluated for compliance with technical specifications/functionality in accordance with the following evaluation criteria:

STAGE 2: KEY REQUIREMENTS FOR EVALUATION (If the answer to any of the questions is NO, the bid is DISQUALIFIED)	YES	NO
Was the samples accompanied by a bill of materials (BOM)?		
Was the Declaration Certificate for Local Production and Content (Annexure B / SBD 6.2) and the required forms as stipulated in the dti requirements (i.e. Annexures C, D and E) submitted?		
Has the Declaration Certificate for Local Production and Content (Annexure B / SBD 6.2) been fully completed?		
Have the relevant sections of Annexures C, D and E been fully completed and signed?		
Was the sample gazebo textile accompanied by a copy of the authorisation letter from the dti if the raw materials are not locally available (if applicable)?		
Was the sample rope accompanied by a copy of the authorisation letter from the dti if the raw materials are not locally available (if applicable)?		

STAGE 2: KEY REQUIREMENTS FOR EVALUATION (If the answer to any of the questions is NO, the bid is DISQUALIFIED)	YES	NO
Was the sample carry bag textile accompanied by a copy of the authorisation letter from the dti if the raw materials are not locally available (if applicable)?		
Does the bid amount on the eProcurement auction correlate with that of Annexure C (i.e. tender price as stipulated in Annexure C plus VAT)?		
Was an exemption letter(s) from the dti submitted for the aluminium frame, ground pegs and elements of the carry bag, if the material are not locally available (if applicable)?		
Was the sample gazebo textile accompanied by a written submission explaining: - Who the supplier of the raw materials will be? - Who is the manufacturer of the gazebo textile? - Who will print the gazebos?		
Was the sample rope accompanied by a written submission explaining: - Who the supplier of the raw materials will be? - Who is the manufacturer of the rope?		
Was the sample carry bag textile accompanied by a written submission explaining: - Who the supplier of the raw materials will be? - Who is the manufacturer of the carry bag textile?		
Does the written submission explain: - Who the supplier of the raw materials for the aluminium frame and other components will be? - Who is the manufacturer of the aluminium frame and other components?		
OUTCOME: QUALIFIES FOR FURTHER EVALUATION YES / NO		

STAGE 3:**EVALUATION OF SAMPLE GAZEBO**

(If the answer to any of the questions is NO, the sample is DISQUALIFIED)

EVALUATION CRITERIA	COMPLY	DOES NOT COMPLY	COMMENTS
Is the sample fabric of the gazebo white in colour?			
Is the fabric of the sample confirmed as high strength polyester material in the written proposal?			
Is the sample gazebo textile printed with logo and some wording?			
Is the printing on the fabric navy in colour?			
Is the sample accompanied by an illustration/images of the proposed 2.8M X 4.2M gazebo?			
Is the sample of the gazebo carry bag textile PVC lined?			
OUTCOME: QUALIFIES FOR FURTHER EVALUATION	YES	NO	

Bid Adjudication Process

Bids will be adjudicated as set out below.

Stage 4: Adjudication of Qualifying and Acceptable Bids

Only bids that comply with the requirements and conditions of the auction and that meet the minimum criteria in the bid evaluation process will be considered for bid adjudication purposes. Adjudication of qualifying bids will be done in accordance with the 80/20 preference point system provided for in the Preferential Procurement Regulations, 2017. Pre-scoring of bids on the eProcurement system is illustrative only in respect of the potential outcome of the auctions and serves to enhance transparency in the bidding process as well as to encourage competitive bidding and B-BBEE compliance. Qualifying bids will be scored to conclude the bid evaluation process and final price and total bid points may change accordingly. Ranking of the qualifying bids in term of the scoring will be confirmed. The order or ranking of qualifying bids may change should the formula depicted in the Regulations result in such change. Bidders must, therefore, only use the order of bids on the auction to guide their bidding process and not as the definitive outcome of the tender process.

Bid Evaluation Committee Member	Sign Off	
	Signature	Date

CREATIVE ARTWORK OF THE CORPORATE GAZEBO



Navy
CMYK: C100, M38, Y0, K69
RGB: R0, G52, B91

Corporate blue
CMYK: C100, M43, Y0, K0
RGB: R0, G122, B194

Light blue
CMYK: C30, M13, Y0, K0
RGB: R173, G200, B233

Stone
CMYK: C18, M19, Y23, K0
RGB: R206, G193, B182