



REFERENCE: IEC/ICT-01/2022

CLOSING DATE: 7 SEPTEMBER 2022

ENQUIRIES

TECHNICAL SPECIFICATIONS: Siviwe Gwadiso

Tel: 012 622 5473 or **eMail:** Gwadisos@elections.org.za

ADMINISTRATIVE ENQUIRIES: Mr Vincent Qwabe

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

TENDER IEC/ICT-01/2022

SERVICE DESCRIPTION: MOBILE DEVICE MANAGEMENT (MDM)

Kindly furnish the Electoral Commission with a bid for the investigation panel services as per the attached documents.

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

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

A tender briefing session will be held at 11:00 on 24 August 2022 at the Electoral Commission's national 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 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 (SCM)
ELECTORAL COMMISSION

Electoral Commission

Ensuring Free and Fair Elections

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

TENDER NUMBER: IEC/ICT-01/2022

SERVICE DESCRIPTION: MOBILE DEVICE MANAGEMENT (MDM)

CLOSING TIME: 11:00

CLOSING DATE: 7 SEPTEMBER 2022

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

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

ALL TENDER FORMS (**PAGE 2 THROUGH TO PAGE 56**) MUST BE COMPLETED AND SIGNED IN ORIGINAL INK. FORMS WITH PHOTOCOPIED SIGNATURES/INITIALS OR ANY OTHER SUCH REPRODUCTION OF DETAIL WILL BE REJECTED, RESULTING IN THE TENDER BEING DISQUALIFIED.

SUBMIT YOUR BID IN A SEPARATE SEALED ENVELOPE OR SUITABLE CONTAINER IF NECESSITATED AND WRITE YOUR COMPANY NAME AS WELL AS THIS TENDER REFERENCE NUMBER (**IEC/ICT-01/2022**) ON THE ENVELOPE/CONTAINER.

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

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

Election House

Riverside Office Park

1303 Heuwel Avenue

CENTURION

THE TENDER BOX WILL BE OPEN DURING OFFICE HOURS.

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

BIDS, 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.

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

THE ELECTORAL COMMISSION WILL PUBLISH THE AWARD OF THIS TENDER IN ACCORDNACE WITH STATUTORY REQUIREMENTS AS REQUIRED. SERVICE PROVIDERS SHOULD NOTE THE AWARD OF THE TENDER AS PUBLISHED. NO GENERAL NOTICES TO UNSUCCESSFUL BIDDERS WILL BE ISSUED.

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

CONTENTS OF THIS PAGE NOTED:

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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, advertised competitive bidding processes or proposals;
 - (e) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
 - (f) “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
 - (g) “consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
 - (h) “contract” means the agreement (including a service level agreement) that results from the acceptance of a bid by the Electoral Commission;
 - (i) “EME” means any enterprise with an annual total revenue that is less than the prescribed threshold value;
 - (j) “firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
 - (k) “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
 - (l) “non-firm prices” means all prices other than “firm” prices;
 - (m) “person” includes a juristic person;
 - (n) “Rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable duties and taxes;
 - (o) “state” means any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act (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;

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

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

- (r) "total revenue" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007; and
 - (s) "trust" means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
3. The tender forms are drafted to ensure that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire/s (where applicable) or in a separate annexure/s.
 4. The tender forms shall not be retyped or redrafted but photocopies may be prepared and used. All photocopied pages must, however, be completed and signed/initialled in original ink as stipulated.
 5. Additional offers may be made for any item in response to this tender but only on a photocopy of the applicable page/s. Additional offers made in any other manner may be disregarded.
 6. Tenders must not be qualified by the bidder's own conditions of tender. Failure to comply with this requirement shall invalidate the bid.
 7. Failure on the part of the bidder to *sign/initial all applicable pages* of this tender form and thus to acknowledge and accept the conditions in writing shall invalidate the bid submission.
 8. Failure on the part of the bidder to complete the attached forms, questionnaires and specifications document in all respects may invalidate the bid submission. Failure to complete mandatory forms/schedules shall invalidate the bid submission.
 9. All changes/alterations in the bid document should be signed/initialled. Failure on the part of the bidder to sign/initial any alterations and/or corrections made to information provided in this tender form may invalidate the tender.
 10. No correction fluid/tape or similar products will be allowed and the use thereof on any page of the tender document may invalidate your bid submission.
 11. Any changes/alterations to pricing that are not signed/initialled are considered material, and shall invalidate the bid submission. Correction fluid/tape or similar products will not be allowed to amend prices and the use thereof shall invalidate the bid submission.
 12. Information/detail provided on completed tender forms must be legible and ink must be used. Tender forms completed and signed mechanically, e.g. by means of a typewriter/computer or a signature/initial by means of a stamp are deemed to have been completed in original ink. Pencil must not be used as it shall lead to the disqualification of the bid submission.
 13. Service providers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated. Incomplete bid submissions (i.e. with missing pages) shall be disqualified.
 14. Tender prices must be all inclusive, including VAT in respect of all vendors registered for VAT purposes. Non-VAT registered bidder shall not charge nor be eligible for the payment of VAT.

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

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cover to provide for possible price increases. When applicable, specific detail to this effect should be included in the bid submission.

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

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- (a) No variations from the terms and conditions herein contained, and no contrary stipulation by the bidder shall be valid and binding unless confirmed by the Electoral Commission in writing.
 - (b) The Electoral Commission reserves the right to cancel any order if delivery is not made in due time and the bidder will not be entitled to any cancellation fees.
 - (c) Part deliveries will only be accepted on prior arrangement with the Electoral Commission.
 - (d) If delivery is not met as per agreement, the Electoral Commission reserves the right to cancel the outstanding delivery, and recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct.
 - (e) No price adjustments shall be accepted unless stipulated in the bid document received and agreed to by the Electoral Commission. The bidder will be obliged to sell at tendered prices.
 - (f) The award of the tender may be subjected to the negotiation of a market-related price with a bidder in accordance with the provisions of the Preferential Procurement Regulations, 2017.
 - (g) The Electoral Commission shall not be responsible for any risk in relation to the goods before delivery.
 - (h) The Electoral Commission shall not be obliged to pay for any goods with any deviation from the agreed specification and quality.
 - (i) The Electoral Commission shall be entitled to return any goods with defects or deviations from the agreed specification without consent from the bidder.
 - (j) The service provider shall submit a valid tax invoice where the service provider is VAT registered, or a valid invoice if the service provider is not VAT registered, conforming to tax law requirements, to the Electoral Commission. The invoice amount shall correspond with the order amount and shall be VAT inclusive, where applicable.
 - (k) Details provided on invoices issued to the Electoral Commission must correspond to the details of the bidder as registered on the Central Supplier Database (CSD). It remains the bidder's responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to the bidder.
 - (l) Payment shall be effected within 30 days of receipt of a valid invoice/s together with a statement of the Electoral Commission's account, unless a dispute arises in respect of such invoice/s. Every effort shall be made to take advantage of special discounts.
 - (m) To avoid unnecessary delays in payment, it remains the bidder's responsibility to ensure that banking details are correct and validated on the Central Supplier Database (CSD). The Electoral Commission will not be liable for interest accrued on overdue accounts where the bidder has not resolved their incorrect banking details on the CSD.
39. No damages shall be claimable by the Electoral Commission in respect of any reasonable period of delay which the bidder can prove to the satisfaction of the Electoral Commission to be directly due to unforeseen events and/or any *force majeure*.
40. If the execution of any SLA/contract entered into is likely to be delayed or is in fact being delayed on account of any reason, full particulars of the circumstances shall be immediately reported in writing to the contact person stated in the service level agreement (SLA/contract), and at the same time the bidder shall indicate the extension of the delivery/completion period which will then be required.
41. 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.

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42. Service providers may, at the discretion of the Electoral Commission, be requested to submit samples or prototypes, make presentations and/or written submissions in order for the Electoral Commission to assess compliance with tender conditions and specifications.
43. Scoring in respect of this tender will be based on the provisions of the Preferential Procurement Policy Framework Act, 2000 (PPPFA) and Preferential Procurement Regulations, 2017. These regulations require bidders to submit valid original or certified copies of their B-BBEE Status Level Certificates from accredited verification agencies or an affidavit as applicable.
44. The following preference point systems are applicable to bids of the Electoral Commission:
- the 80/20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes included);
 - the 90/10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included); and
 - if it is unclear which preference point system will be applicable, then either the 80/20 or the 90/10 preference point system will apply and the lowest acceptable bid will be used to determine the applicable preference point system.
45. **The value of this tender is estimated to not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 scoring system shall be applicable.**
46. Preference points for this bid shall be awarded for:
- Price (80 or 90 as applicable); and
 - B-BBEE status level of contribution (20 or 10 as applicable).
47. 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 comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 P_{\min} = Comparative price of lowest acceptable bid

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

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

49. Bidders who qualify as exempted micro enterprises (EMEs) in terms of the B-BBEE Act must submit a sworn affidavit (with the exception of sector codes).

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- (a) For sectors not repealed nor amended, a B-BBEE status level certificate issued by an Accounting Officer as contemplated in the Close Corporation Act (CCA), or a Verification Agency accredited by South African Accreditation System (SANAS) or a Registered Auditor. Registered auditors do not need to meet the prerequisite for Independent Regulatory Board of Auditors (IRBA) approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
50. Bidders who qualify as qualifying small enterprises (QSEs) in terms of the B-BBEE Act must submit a sworn affidavit or B-BBEE status level certificate as applicable.
 - (a) QSEs with at least 51% black ownership must submit a B-BBEE QSE sworn affidavit.
 - (b) QSEs with 50% or less black ownership must submit their original and valid B-BBEE status level certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by South African Accreditation System (SANAS).
51. Bidders other than EMEs or QSEs with at least 50% black ownership must submit their original and valid B-BBEE status level certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by South African Accreditation System (SANAS).
52. Failure on the part of a bidder to complete and/or to sign this form and submit a sworn affidavit, or an original or a certified copy of a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
53. A trust, consortium or joint venture, will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
54. A trust, consortium or joint venture will qualify for points for its B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE status level certificate as if it were a group structure and that such a consolidated B-BBEE status level certificate is prepared for every separate bid.
55. 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.
56. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
57. A person awarded a SLA/contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
58. The Electoral Commission reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points, in any manner required by the Electoral Commission. In the event that no response is received from the issuer of the certificate after 48 hours no B-BBEE points will be allocated in the final scoring.
59. A successful bidder who's bid is acceptable will be awarded a contract based on lowest acceptable price, which is market related, subject to complying with all the other requirements, such as, meeting the technical specifications and satisfying the Electoral Commission's due diligence audit requirements which entails confirmation of the bidder's capacity, capability and ability to render the goods/services in accordance with the tender conditions/specifications.
60. 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.

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61. Points scored will be rounded off to the nearest 2 decimal places.
62. In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.
63. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality.
64. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
65. Any legal person may make an offer or offers in terms of this invitation to bid.
66. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority, where:
 - (a) the bidder is employed by the state; and/or
 - (b) the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and/or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the bid.
67. The Public Service Administration Management Act 11 of 2014 prohibits public servants from conducting business with the state or being a director of a public or private company that conducts business with the state. This Act will take effect on a date still to be determined by the President. Should your bid be submitted on a date after such determination by the President, you may be disqualified in terms of this Act.
68. The Electoral Commission may cancel the tender in accordance with the provisions of the Preferential Procurement Regulations, 2017 for reasons that include:
 - (a) Changed circumstances – There is no longer a need for the goods/services.
 - (b) Funds are no longer available to cover the total envisaged expenditure.
 - (c) No acceptable bid is received.
 - (d) There is a material irregularity in the tender process.

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BID SUBMISSION

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

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

In the case of subcontractors, where more than 25% of the work will be done by such subcontractor/s each subcontractor must complete the mandatory tender forms (pages 14 to 23).

Separate forms must be used in each case.

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

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

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

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

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

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

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

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

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

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

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

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TENDER QUESTIONNAIRE

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

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

| | | | | | | | | | |
|---|---|---|---|--|--|--|--|--|--|
| M | A | A | A | | | | | | |
|---|---|---|---|--|--|--|--|--|--|

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

4. Contact person (person representing bidder):
5. Contact number:
6. Cellphone number:
7. eMail address:
8. Physical address of bidder:
.....Postal Code:

9. Type of Company/Enterprise [TICK APPLICABLE BOX]

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation (CC)
- ☐ Company
- ☐ (Pty) Ltd

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 |
|-----------|-----------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

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

| | | | |
|----------|--|------------|--|
| Non-SMME | | Very Small | |
| Medium | | Micro | |
| Small | | EME | |

15. Please stipulate the B-BBEE status level of contribution as it appears on the certificate/affidavit for your entity
16. Is the entity an exempted micro enterprise (EME) for the purposes of the Preferential Procurement Regulations, 2017?
17. Has a B-BBEE status level verification certificate/affidavit been submitted?

| | | | |
|-----|--|----|--|
| | | | |
| YES | | NO | |
| YES | | NO | |

18. If yes, who issued the certificate?

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

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

19. Legal status of bidder (tick one box)

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

In the case of subcontractors, where more than 25% of the work will be done by such subcontractor/s, each subcontractor must complete the tender questionnaire as well as the bidder's disclosure (SBD4).

Separate forms must be used in each case.

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

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20. Employment Equity Act (EEA) (Chapter VI – General Provisions: State Contracts)

21. 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:

21.1 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

21.2 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.

22. 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.
23. 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.
24. 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.

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

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

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

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

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

- 27.1 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.

- 27.2 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.

28. Important: The EEA requirements stipulated in paragraphs 21.2, 27.1 and 27.2 will come into effect once the President has approved the Employment Equity Amendment Bill (B 14B – 2022).
29. Bidders must monitor developments around the EEA in order to be informed of any changes in the statutory requirements.
30. In the event of subcontractors being used to render the services required in terms of this tender, the principal bidder must complete the schedule below in order to clearly indicate which entities will be

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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* | % |

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FINANCIAL INFORMATION

31. 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. 2020, 2021, 2022) | Annual Turnover | Gross Asset Value | Net Asset Value |
|---|-----------------|-------------------|-----------------|
| | R | R | R |
| | R | R | R |
| | R | R | R |
| | R | R | R |

32. 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.....

33. Is your company listed on the Stock Exchange?

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

34. 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

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

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

36. 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 | |
|-----|--|----|--|

37. 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 AND DECLARATION (SBD4) INCLUDING POPIA CONSENT

1. PURPOSE OF THE FORM

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

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

2. Bidder's Declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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 |
|-----|----|

- 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:

.....

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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3. POPIA Consent

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

- a) The bidder(s) gives consent and accepts that the information provided by the bidder(s) will be used for purpose of evaluation and adjudication of this bid. This includes use of the data provided by a bidder(s) 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. **YES/NO***
- b) The bidder(s) 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. **YES/NO***
- c) The Electoral Commission may share the bidder(s) personal data with third parties to support our internal and external audit processes. **YES/NO***
- d) The bidder(s) personal data will be kept confidential and be used for the purpose intended for this 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 the bidder(s) will be informed and such impact effected. **YES/NO***

* Please encircle/tick the applicable response.

4. Declaration

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

- 4.1 I have read and I understand the contents of this disclosure.
- 4.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

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- 4.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 4.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 4.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 4.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 4.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 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.

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

I certify, that:

1. I have read and I understand the contents of this disclosure and declaration.
2. I certify that the information furnished in this bid submission, which includes the information stated in respect of the applicable SBD forms, is true and correct. I accept that the Electoral Commission may reject the bid or act against me should this declaration be found not to be true and complete in every respect.
3. Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
4. I hereby bid to render all or any of the services described in the attached documents to the Electoral Commission on the terms and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices including VAT and on the terms regarding time for delivery and/or execution inserted therein.

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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5. I agree that:
 - a) the offer herein shall remain binding upon me/us and open for acceptance by the Electoral Commission during the validity period indicated and calculated from the closing time of the tender;
 - b) this tender and its acceptance shall be subject to the terms and conditions contained in the general tender conditions of the Electoral Commission with which I am/we are fully acquainted;
 - c) I/we agree that my/our bid shall be valid for a period of 180 days; and
 - d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid.
6. I furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract/service level agreement and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
7. I hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
8. I agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgement which may be pronounced against me/us by a court of law as a result of such action.
9. Confirmation is granted that SARS may, on an ongoing basis during the contract term, disclose my/our (including that of subcontractors, partners and undisclosed principals) tax compliance status to the Electoral Commission for purposes of verifying my/our tax compliance status with SARS.
10. Notice has been taken of the tender document including all the relevant forms and the General Tender Conditions contained in this tender document, the content of which is understood.
11. It is confirmed that the required tender forms have been completed in full and signed.

.....
Name and Surname in Print

.....
Signature

.....
Position

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

Date.....

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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:**

- Non-compliance with tender rules - The following shall lead to disqualification:
- Failure to attend a compulsory briefing session (if applicable).
- Failure to return all pages of the tender document that must be signed/initialled.
- Failure to complete tender forms in original ink.
- Failure to sign/initial all applicable pages of the tender document. Signing of the Bidder's Disclosure and Declaration is deemed equivalent to signing page 19 and/or signing the page represents signing the Bidder's Disclosure and Declaration.
- Any changes/alterations to pricing that are not signed/initialled and/or the use of correctional fluid/tape or any similar product in respect of pricing in the tender document.
- Any changes to the tender specifications (unless formally agreed to by the Electoral Commission and recorded as such before the closure of the tender).
- Failure to complete and sign all affidavits, certificates, declarations and annexures contained in the tender in original ink.
- Failure to register on the Central Supplier Database (CSD).
- Non-compliance with tender rules – In addition to (a) above, the following may lead to disqualification:
- Failure to sign/initial any other alterations and/or corrections to the information submitted by the bidder, which the Electoral Commission may consider to be material.
- No tender shall be awarded to a bidder that is not tax compliant.

Incomplete bid submission:

- The following shall lead to disqualification:
- Rates and Prices – Schedules not completed as required.
- Failure to submit obligatory written proposals/explanations/samples/prototypes/ certificates or similar requirements.
- In respect of subcontractors (>25%) or joint ventures or consortiums, failure to complete and submit the required tender forms (pages 14-23 of the tender document) or to submit evidence that your tax affairs are in order.

B Bid Evaluation**Inability to evaluate the tender:**

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

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

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

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

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

| Question | If YES, please tick* | If NO, please tick* |
|---|-------------------------|------------------------|
| Are you duly authorised to sign the tender? | | |
| Has the <i>Bidder's Disclosure and Declaration</i> been completed and signed? | | |
| Have separate forms (pages 14-23) been completed for each member of a consortium, joint venture or subcontractor as specified in the tender document? | | |
| Is the tender document complete – i.e. are all pages as well as compulsory returnables included/returned with your bid submission? | | |
| The use of pencil to complete the tender forms will invalidate your bid. Have all applicable pages of this document been completed and signed or initialled in original ink by the signatory of the tender document? | | |
| Have all corrections/alterations to information and or prices made on this document been certified/signed/initialled by the signatory of the tender document? | | |
| Have you noted that the use of correction fluid/tape or any such products to amend prices shall invalidate your bid submission? | | |
| Is your company (and any potential subcontractors) registered on the Central Supplier Database (CSD)? Please include a copy of your registration form in your bid submission. | | |
| Are your tax affairs in order and reflected as being compliant on the Central Supplier Database (CSD)? As such, have you noted that your bid may be rejected at the time of awarding this tender if your tax status is non-compliant on the CSD? | | |
| Have the General Tender Conditions been noted? | | |
| Have the Bid Evaluation Criteria been noted? | | |
| Has the Scope of Services been noted? | | |
| Have prices been quoted VAT inclusive? | | |
| Have a comprehensive written proposal and/or samples/certificates/ <i>et cetera</i> as called for in this tender been prepared and submitted with the tender document? | | |

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SOUTH AFRICA

Bid Specifications

TENDER IEC/ICT-01/2022

MOBILE DEVICE MANAGEMENT SOLUTION (MDM)

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1 Introduction

The Electoral Commission (IEC) seeks to procure an on-premises **Mobile Device Management (MDM)** solution to cater for up to 40,000 Voting Management Devices (VMDs) for a period of 36 months.

The MDM solution is used to on-board mobile devices, load applications and data files, and manage and secure the devices in the field. The devices are being used to register new voters, update existing voters' registration details on the voters roll and generally used to maintain the voters roll. The devices are also used to manage registration and voting processes on registration and elections days.

The 40,000 devices to be managed are mobile and will be operated from any location in the country, including the Electoral Commission's national office, nine (9) provincial offices, approximately 300 municipal offices and a network of over 23,000 voting stations across South Africa, which are going to be used for voter registration and elections processes, and anywhere where targeted communication and registration campaigns are conducted.

Bidders must print the tender documentation from the Electoral Commission's website (eProcurement system) and then complete and submit all the required documentation before the due dates as specified in the tender. The tender requires manual completion of the required documentation and submission thereof.

2 Background Information

The Electoral Commission has invested extensively in ICT technologies, which provide a platform to effectively support and enable its business processes and to meet its goal of providing a free and fair election process in an open and transparent environment. The Electoral Commission's ICT Department intends to continue running a highly efficient, secure and stable ICT environment making full use of industry standards, best practices and disciplines based upon stable, secure and reliable technologies.

The Electoral Commission requires an MDM solution that has comprehensive mobile device management features that will help to manage all aspects of the Voting Management Devices (VMDs), from basic configurations to more advanced security settings with a single, straightforward interface.

The management of devices deployed in the field from a central point is of utmost importance to ensure that Electoral Commission's reputation and the integrity of the election processes are not brought into disrepute

3 MDM Solution Requirements

The VMD devices are running Android 9 operating system. The devices are known as Champtek X-100 Voter Management Device. It has the following features and technical specifications:

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| Features | Specifications |
|-----------------------------|---|
| Processor | MT8788(Octa Core), 2.0GHz x4 + 1.5GHz x4, Separated GPU (Mali-G72) |
| Operating System | Android 9.0 OS |
| Memory RAM + Storage (UMCP) | 8GB+256GB |
| Security | Trusted Platform Module [TPM 2.0] |
| Connectivity | Wired LAN – RJ 45 Port Wireless LAN - WiFi 802.11 a/b/g/n/AC Bluetooth 4.1 Wireless GPS (MT6631) GPS on board GPS/Glonass/Beidou/Galileo/QZSS/SBAS 4G MTK 4G LTE module (onboard) |

For a detailed specification (Data sheet), please refer to Annexure D4.

Please note that the device is not yet listed in the list of Google Android Enterprise recommended devices by Google.

The devices will connect to the Electoral Commission network via a private Access Point Name (APN) using a GSM network and other wireless connectivity services.

The key competitive elements of this bid is the cost over the three years under consideration, including the mandatory technical capabilities as specified below.

Although the Electoral Commission's business is seasonal and cyclical, for adjudication purposes, bidders should propose to cover all 40,000 devices over a period of 3 years. Licensing flexibility on the side of the bidder will be an added advantage. The Electoral Commission may also increase the number of connected devices beyond 40,000 in the near future.

3.1 Technical Requirements

| Use Case Number | Use Case Name | Description of Uses |
|-----------------|---|---|
| 1. | Central management and single console view | a) The solution shall enable the Electoral Commission to manage the fleet of devices centrally. b) The solution shall provide a user-centric view of devices across device landscape from a single console. |
| 2. | Enable Mobile Device Management (MDM) and Mobile Application Management (MAM) Capability | a) The solution shall enable MDM through Android Enterprise. The solution shall also allow for the upload and testing of the beta versions of the Electoral Commission's enterprise applications before deploying them to production. b) The solution shall provide the ability to run the applications in kiosk mode. c) The solution shall allow for apps to be hidden while in a Kiosk mode to cater for applications not required during a specific event. These applications will not be uninstalled, but deactivated / hidden so that users do not get confused. d) The MDM client application shall be downloadable from the on-premises MDM server. e) Communication between the device and the server shall be |

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| Use Case Number | Use Case Name | Description of Uses |
|-----------------|--|--|
| | | <p>adjustable to enable demand actions such as remote lock and complete wipe immediately or on the fly.</p> <p>f) The solution shall allow for the monitoring of device analytics, data, storage usage and security events.</p> <p>g) The solution shall allow for messages to be broadcast to the device (s) on certain events including when a device is set in lost mode.</p> <p>h) The solution shall be able to manage permissions on the applications without delegating this task to the end-user.</p> <p>i) The MDM shall be able to publish APN configuration settings to the managed devices.</p> |
| 3. | Access and Security Management | <p>a) The solution shall be able to provide tools to support security policy management, execute administrative actions and improve secure access to the devices. The solution shall be able to configure and enforce stringent security policies such as the passcode, device lock to protect corporate data from outside threats.</p> <p>b) The solution shall also enable alarms to be created when an attempt is made to break into the device.</p> <p>c) The solution shall enable different user profiles to access the MDM with different access levels (e.g. technician, super-user, read-only users, <i>et cetera</i>).</p> <p>d) The solution shall allow for devices to be blacklisted or restricted to access the Electoral Commission's network.</p> <p>e) The solution shall prevent data loss or theft by wiping Electoral Commission data or restricting access to a device that is lost or stolen.</p> <p>f) The MDM shall be able to publish and distribute security settings including SSL certificates to the devices and manage the installation thereof.</p> <p>g) The solution supports encrypted communications including https, <i>et cetera</i>.</p> |
| 4. | Geo-location and other GIS functions | <p>a) The solution shall be able to track the geographic location of all the managed devices on demand, on movement or continuously.</p> <p>b) The MDM solution shall be able to provide device location accuracy reading in meters. For each GPS fix, the MDM should also return the accuracy reading. For instance -25.930637, 23.130488; 5 means latitude and longitude with a 5 meter accuracy in open and clear conditions.</p> |
| 5. | IEC Corporate Mobile Devices Enrolment | <p>a) The solution should allow enterprise admins to quickly and easily bring Electoral Commission corporate mobile devices under management from their end using bulk enrolment techniques.</p> <p>b) It would be an added advantage for the solution to allow enrolment without having to factory reset the devices.</p> <p>c) The MDM solution shall be able to enrol all devices using Token</p> |

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| Use Case Number | Use Case Name | Description of Uses |
|-----------------|------------------------------------|--|
| | | <p>Enrolment.</p> <p>d) The solution shall enable the enrolment and management of multiple devices from one user account.</p> <p>e) The solution shall enable an option to enrol devices over-the-air (OTA).</p> |
| 6. | Content Management | <p>a) The solution shall allow for files to be shared to the devices remotely over-the-air.</p> <p>b) The solution shall allow for bigger files to be shared within and/or outside the MDM. The file sizes of between 30 GB and 100 GB will be transferred between the MDM solution and the devices. The bidder should indicate in Annexure D2 the files sizes supported by the solution.</p> <p>c) The solution shall allow for files to be securely saved on the devices.</p> <p>d) The solution shall allow for files not shared via the MDM to be controlled and managed by the MDM if the need arises.</p> <p>e) The solution should support the following file types at a minimum: SQL Lite (.db), json, xml, pdf, JPEG/jpg, txt, csv and MOV/MP4/WAV</p> |
| 7. | Enable OS Update on Mobile Devices | <p>a) The solution shall allow for silent deployment of OS updates to MDM managed mobile devices whenever a latest update is available.</p> |
| 8. | Flexible Licensing | <p>a) The licensing should cover up to 40,000 devices.</p> <p>b) The business of the Electoral Commission is cyclical with two elections every 5 years, elections which either 2 or 3 years apart. During election year, all 40,000 devices will be used. Otherwise outside elections, a subset of the devices will be used for such activities as by-elections, voter registrations, <i>et cetera</i>.</p> <p>c) For the purposes of adjudication, the bidder shall indicate licensing costs for 40,000 over the period of the contract.</p> <p>d) Where possible or applicable the bidder should indicate discounted rates for seasonally parked and unused devices.</p> <p>e) The Electoral Commission may increase the number of VMDs over time to about 60,000 and later to about 100,000. Therefore the bidder must provide indicative pricing for such a situation.</p> |
| 9. | Scalability | <p>a) The Electoral Commission may want to increase the number of VMDs by adding more devices in the future. The bidder shall indicate how the increase in the number of devices will affect the proposed MDM technically and otherwise. For the sake of the tender, we can assume an increase up to 60,000 and then up to 100,000 devices later.</p> <p>b) Bidder must provide applicable unit pricing to provide for flexibility should it happen that the Electoral Commission increases the</p> |

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| Use Case Number | Use Case Name | Description of Uses |
|-----------------|-----------------------------------|--|
| | | number of VMDs. |
| 10. | Remote Device Support | <ul style="list-style-type: none"> a) The solution shall have the ability to manage and control the device remotely from a central console. The technician should be able to take control of the device remotely, perform diagnosis and provide support. b) The solution shall enable the Electoral Commission's to install and uninstall applications silently without user intervention c) The solution shall give Electoral Commission's ICT Operations the ability to perform remote configurations and updates, and efficiently deliver applications and data to mobile endpoints |
| 11. | Enable Migration from other MDMs. | <ul style="list-style-type: none"> a) The solution should have the capability to facilitate the migration from other MDMs. The bidder shall indicate which MDM solution their MDM solution is capable of pulling from. |
| 12. | Reports | <p>The MDM shall provide for different types of reports accessing the various data associated with the devices that stored by the MDM including but not limited to device status, location, usage, connectivity, activity history and combinations of the different attributes. In particular, the solution shall cater for the following reports at a minimum.</p> <ul style="list-style-type: none"> a) Devices with/without specific applications. b) Inactive devices during a specified period. c) Devices active during a specific period (e.g. a month). d) Report by Status (lost, inactive, licensed, <i>et cetera</i>). <p>The generated report can then be exported as .pdf, .csv or .xls format.</p> |
| 13. | Integration | <ul style="list-style-type: none"> a) The solution shall be able to integrate to mail server (Microsoft Exchange 2016 or later). b) The solution shall be able to integrate to SMS facility (via Web Service). |
| 14. | Environment | <p>The Electoral Commission Standards include the following:</p> <ul style="list-style-type: none"> a) VMWare Virtual Environment. b) Microsoft Windows Server 2016 or later. c) Microsoft SQL Server 2016 or later. d) Load Balancer with intelligence built-in. e) The devices communicate with the MDM via an Access Point Name (APN) and also via the Internet. The device can communicate via WiFi, Ethernet and GSM network. |

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3.2 Operating Environment Requirements

The following list describes the environmental situations which the MDM will encounter during storage and operation:

- a) General environments: The MDM solution will be accessed from anywhere within the Electoral Commission's Wide Area Network including APN, however the back-end server will be operated mainly from the Electoral Commission's national office's data center or hosted environment by ICT Operations team working together with the development team. The Electoral Commission therefore requires access of up to 50 users with different access rights. The bidder should also provide the costs of increasing this number by completing and submitting Annexure C5.
- b) On the device: All devices will be enrolled to the solution using the prescribed integration tools by the MDM solution.
- c) The Electoral Commission is looking for a solution that caters for all 40,000 devices.
- d) Over 90 GB of data needs to be downloaded to the devices to meet Electoral Commission's business requirements. It is desired that this data be downloadable via the MDM. The bidder shall indicate the data sizes accommodated by the MDM as provided for in Annexure D2.
- e) The bidder shall also indicate how else this data can be downloaded to the devices (for example using cloud storage such as DropBox, One Drive or Google Drive).
- f) A suggested Architecture is shown in Annexure D5. The Electoral Commission is open to having the MDM Transaction / Application Servers in the DMZ environment or a relay server in the DMZ with the servers in the Production environment. The Electoral Commission also has a cold failover Disaster Recovery environment. A highly available environment is required.
- g) The bidder shall indicate how their solution will be configured relative to the suggested Architecture in Annexure D5.
- h) As per Annexure D5, the MDM should be accessible via the private APN or over the internet. Communication over the internet should be secure over encrypted channel.
- i) The Electoral Commission uses Microsoft SQL Server 2016 or later as a database standard. Bidders should indicate whether their solution works with SQL Server or will use proprietary database. If the latter, the bidder must state the name and version of the database being used.
- j) The Electoral Commission uses VMWare as the virtual hosting platform. The bidder is to indicate whether their solution works with VMWare VSphere or requires a different VM environment or physical servers.
- k) The Electoral Commission has as its standard Microsoft Windows Server 2016 or later. The bidder is to indicate whether the solution works on Microsoft Windows Server 2016 or later or will use any other Operating System. The bidder is to specify if the solution uses another Operating System.

4 Planning Assumptions

The Electoral Commission has made the following assumptions:

- 4.1 The Electoral Commission will provide technical resources for all Electoral Commission's designated work including setup and configuration of own systems and databases.
- 4.2 Wherever the need arises, the successful bidder shall do initial configuration of operating systems and environmental specific requirements of the MDM.
- 4.3 The implementation of the services required must be completed within the days as stipulated in the delivery and implementation schedule (Section 11) below.

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- 4.4 The bidder's change control management process must be flexible enough to facilitate speedy deployment and resolution of problems without compromising management controls and security.
- 4.5 The recommended service provider shall provide all relevant details needed to ensure successful operations capability within the organisation.
- 4.6 The successful bidder will be required to enter into a service level agreement including a non-disclosure agreement.
- 4.7 The successful bidder and their personnel who will be supporting the service may be subjected to security/police clearance through authorised state security institutions.

5 General Bid Conditions

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

- 5.1 Bidders must submit their bids by not later than the stipulated closing date and time on the bid requirement.
- 5.2 Bidders must complete and submit Annexure A – SDB 4 – Bidder's disclosure. Failure to submit Annexure A will invalidate a bid.
- 5.3 Bidders must submit a detailed MDM solution proposal with technical specifications and components in accordance with the technical requirements to demonstrate compliance as detailed in Annexure B – Technical Response Sheet, which must be completed and submitted. The bidder must also describe how the technical requirements will be accomplished as part of completing Annexure B. Failure to submit Annexure B shall invalidate a bid.
- 5.4 The bidder must provide at least two (2) contactable references of past services of a similar nature (MDM) that the bidder and/or OEM provided or was involved in. Reference details must include the following: customer name, contact person, contact details (telephone, email, physical address) and service description, value of services offered and size (number of connected devices) of the MDM solution, per annum. Bidders are to use Annexure D1 as guideline.
- 5.5 Where OEM third-party licensing is applicable, a letter of proof of the reseller agreement either from the OEM or an authorised distributor must be submitted (i.e. if the reseller is authorised by a distributor). If the reseller agreement is from a distributor, then an additional proof from the OEM authorising the distributor to authorise the reseller must be submitted together with the distributor's authorisation.
- 5.6 The bidder must provide details of the operating environment required for the solution by completing and submitting Annexure D2. The bidder shall indicate how their solution will be configured relative to the suggested Architecture in Annexure D5.
- 5.7 Bidders must have qualified technical resources that can implement and support the MDM solution. The bidder must submit a CV of a resource that will be responsible for the implementation of the solution at the Electoral Commission's National Office. Bidders are to use Annexure D3 as guideline.
- 5.8 Awarding of the bid to any successful bidder will be subject to the Electoral Commission's due diligence audit requirements, where applicable.
- 5.9 The Electoral Commission reserves the right and discretion to cancel and not award this bid based on any reason including operational or financial reasons, likewise the Electoral Commission reserves the right to reduce the scope and size of the service.
- 5.10 Awarding the bid to a successful bidder is subject to the bidder entering into a service level agreement (SLA) with the Electoral Commission that will formalise and regulate the final deliverables and associated processes and procedures.

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- 5.11 Bidders must adhere to the delivery schedule in Section 11.
- 5.12 Bidders will provide remote support for the MDM solution provided.
- 5.13 The bidder must comply with all applicable statutory and regulatory requirements applicable in the telecommunications services industry.
- 5.14 By bidding on this bid requirement the bidder warrants and agrees to all the terms and conditions of this bid specification.

6 Quality Control

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

- 6.1 The successful bidder will have the primary responsibility of ensuring that the proposed solution and services comply with the required specifications in terms of functionality and technical specification including quantity and quality.
- 6.2 The proposed solution must be complete, fully functional and ready for deployment without dependencies on additional equipment, software or components that may be required to make it work if such additional requirements are not included in the bid.
- 6.3 The Electoral Commission seeks to gain the best solution technically, functionally and financially.
- 6.4 Upon the successful bid being accepted, the Electoral Commission reserves the right to request an inspection of the successful bidder's facilities.
- 6.5 In addition, the Electoral Commission may also call on bidders to make presentations and demonstration of the proposed solution in order for the Electoral Commission to assess full compliance with all its requirements and as part of the bid evaluation process prior to the conclusion of the adjudication of the bid.
- 6.6 The bidder's tax compliance status is reviewed at various stages of the bid evaluation process. It is important the bidder ensures that it remain compliant throughout.

7 Pricing Requirements

- 7.1 The total bid price must be firm for 180 days from the closing date and time of this bid and must be in South African Rand inclusive of VAT. Once awarded the prices will remain firm for the duration of the contract. Bidders must, therefore, ensure that they provide for any forward cover or any other provision that may be necessary to ensure that the bid price remains firm for the required 180 days.
- 7.2 If the bid award is not finalized after 180 days from closing date of this bid, as per 7.1 above, the Electoral Commission may consider the impact of Forex fluctuations. In the event that the price has FOREX dependencies, the bidder must state the portion of the price that has FOREX dependency and state the exchange rate that the price is based. The exchange rate must be based on the actual rate as at 12H00 on the date on which the bid was published on eProcurement website <https://votaquotes.elections.org.za>
- 7.3 The bidder must complete and submit a detailed pricing schedules (Annexures C1, C2, C3 and C4) The all-inclusive total bid price of Annexure C1 will used for bid adjudication purposes. These other pricing schedules (C2, C3 and C4) may be used at the Price Negotiation Phase if the bidder becomes a preferred bidder. The bidder is allowed to add any other additional line items for pricing completeness in accordance with their solution to be stipulated in Annexure B.
- 7.4 The bidder must provide licensing costs per year. The license must cover up to 40,000 devices.

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The Electoral Commission will pay annually for the licenses at the beginning of each yearly period. While flexible pricing to enable variation is required, bidders are required to base their bid price on 40,000 devices.

- 7.5 All costs associated with the supply of the services must be included in the total bid price.
- 7.6 The Electoral Commission reserves the right to adjust costs by adjusting the quantities and/or excluding some cost factors.
- 7.7 The quoted bid price must be the bidder's total bid price for delivering the solution as proposed. It must be inclusive of the once-off implementation, DR licensing costs and MDM back-end solution licensing costs over 36 months as per the aggregated bill for pricing Annexures C1. Note that the Electoral Commission will be responsible for the rollout on the devices. Licenses will be paid for on an annual basis.
- 7.8 The bid price quoted must take into account the following cost elements, including bidder specific cost dependencies:
 - 7.8.1 Solution delivery including implementation labour and professional services fees if applicable.
 - 7.8.2 Minimum warranty costs – where applicable.
 - 7.8.3 Once off costs.
 - 7.8.4 License costs including software support and maintenance costs over 36 months.
 - 7.8.5 All applicable costs above should be included in the total bid price.
 - 7.8.6 Total bid price must be inclusive of VAT.
 - 7.8.7 If volume discounts are available, the bidder should indicate the breakdowns.

8 Duration

- 8.1 The contract is for a period of three (3) years.
- 8.2 The contract may be varied subject to statutory provisions applicable as such time of considering a variation which may include contract extension, expansion, *et cetera*.

9 Award of Contract

- 9.1 The bid adjudication process may include short-listing, presentation and demonstration of the solution and services by the short-listed bidders.
- 9.2 The contract will be awarded to a bidder whose solution successfully conforms to specifications and is able to deliver and support the product,
- 9.3 The Electoral Commission reserves the right to run a proof of concept (POC) with the leading bidders as part of adjudicating the bid before a final award is made or with the winning bidder. The POC will be subject to issues requiring further practical confirmation and may done using the cloud version.
- 9.4 The successful bidder will also be required to enter into a service level agreement (SLA/contract) with the Electoral Commission in order to formalise and confirm the exact solutions to be delivered.
- 9.5 The Electoral Commission will issue a formal purchase order before any services or equipment can be delivered.
- 9.6 It should be noted that the Electoral Commission seeks to gain the best solution technically and financially and will select from the results of the bid a solution it deems to give the best investment.

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10 Delivery and Implementation Timeframe

- 10.1 The successful bidder will be required to implement the MDM solution within 8 weeks of being awarded the contract.
- 10.2 If the above timeframes are not possible the bidder must state in the bid conditions and in the written submission the reasons and the earliest date that implementation may start and be completed.

11 Briefing Session

A non-compulsory bid briefing session may be held on a date and time to be advised on the Electoral Commission's website at <https://votaquotes.elections.org.za>

Bidders may, however, direct enquiries concerning the technical requirements to Mr Libisi Maphanga at 012 622-5700 or maphangal@elections.org.za

12 Summary of Submission Requirements

- 12.1.1 Detailed technical specifications in accordance with the technical requirements to demonstrate compliance. Bidder must complete and submit the Technical Response Sheet to demonstrate compliance as per 5.3.
- 12.1.2 Provide detailed pricing breakdown (breakdown of the bid price into equipment purchase price, delivery cost and any other element) as per the applicable pricing schedules as per 7.3
- 12.1.3 A letter(s) of proof of the reseller agreement where applicable. Refer to section 5.5
- 12.1.4 At least two (2) contactable references of past services of a similar nature (MDM) that the bidder and/or OEM provided or was involved in as per 5.4.
- 12.1.5 Provide operating environment required for the solution by completing the applicable schedules as per 5.6.
- 12.1.6 Complete and submit the required schedules.
- 12.1.7 Confirmation in the form of a letter that the bidder will be able to deliver the required services as per delivery requirements stated in Section 11.

13 Closing Date

The closing date and time of this bid is as specified on the bid document. The closing date and time is determined by the clock on the Electoral Commission's servers and is not negotiable. Bidders must also take note supporting documentation must be delivered **before closing date and time**.

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Technical Bid Response Sheet

Completion of this technical response sheet by the bidder is compulsory. Bidder must respond to each and every item in the response sheet.

Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.

| Ref | Category | Compliance Minimum Requirements | Reference | Indicate Whichever is Applicable | | Bidder's Response/Technical Specification for Proposed Solution Bidder Must Indicate How They Meet the Requirement |
|-----|---|--|-----------|---|----|--|
| | | | | Yes | No | |
| 1. | Central management and single console view | The solution shall enable the Electoral Commission to manage the fleet of devices centrally. | 3.1 (1) | | | |
| 2. | | The solution shall provide a user-centric view of all devices managed by the solution from a single console. | 3.1 (1) | | | |
| 3. | MDM Capability | The solution shall enable MDM through Android Enterprise. The solution shall also allow for the upload and testing of the beta versions of the Electoral Commission's enterprise applications before deploying them to production. | 3.1 (2) | | | |
| 4. | | The solution shall provide the ability to run the applications in kiosk mode. | 3.1 (2) | | | |
| 5. | | The solution shall allow for apps to be hidden while in a Kiosk mode to cater for applications not required during a specific event. These applications will not be uninstalled, but deactivated / hidden so that users do not get confused. | 3.1 (2) | | | |
| 6. | | The MDM client application shall be downloadable from the on-premises MDM server. | 3.1 (2) | | | |
| 7. | | Communication between the device and the server shall be adjustable to enable demand actions such as remote lock and complete wipe immediately or on the fly. | 3.1 (2) | | | |
| 8. | | The solution shall allow for the monitoring of device analytics, data, storage usage and security events. | 3.1 (2) | | | |
| 9. | | The solution shall allow for messages to be broadcast to the device (s) on certain events including when a device is set in lost mode. | 3.1 (2) | | | |
| 10. | | The solution shall be able to manage permissions on the applications without delegating this task to the end-user. | 3.1 (2) | | | |
| 11. | | The MDM shall be able to publish APN configuration settings to the managed devices. | 3.1 (2) | | | |

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Technical Bid Response Sheet

Completion of this technical response sheet by the bidder is compulsory. Bidder must respond to each and every item in the response sheet.

Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.

| Ref | Category | Compliance Minimum Requirements | Reference | Indicate Whichever is Applicable | | Bidder's Response/Technical Specification for Proposed Solution Bidder Must Indicate How They Meet the Requirement |
|-----|--------------------------------------|---|-----------|---|----|--|
| | | | | Yes | No | |
| 12. | | Ensure devices are used only for specific purposes by forcing devices to run a set of multiple apps using Kiosk mode. Bidder must substantiate by providing a procedure to lock devices in a Kiosk Mode. | 3.1 (2) | | | |
| 13. | Access and Security Management | The solution shall be able to provide tools to support security policy management, execute administrative actions and improve secure access to the devices. The solution shall be able to configure and enforce stringent security policies such as the passcode, device lock to protect corporate data from outside threats. | 3.1 (3) | | | |
| 14. | | The solution shall also enable alarms to be created when an attempt is made to break into the device. | 3.1 (3) | | | |
| 15. | | The solution shall enable different user profiles to access the MDM with different access levels (e.g. technician, super-user, read-only users, <i>et cetera</i>). | 3.1 (3) | | | |
| 16. | | The solution shall allow for devices to be blacklisted or restricted to access the Electoral Commission's network. | 3.1 (3) | | | |
| 17. | | The solution shall prevent data loss or theft by wiping Electoral Commission data or restricting access to a device that is lost or stolen. | 3.1 (3) | | | |
| 18. | | The MDM shall be able to publish and distribute security settings including SSL certificates to the devices and manage the installation thereof. | 3.1 (3) | | | |
| 19. | | The MDM solution supports encrypted communications including https, <i>et cetera</i> . | 3.1 (3) | | | |

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Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.

| Ref | Category | Compliance Minimum Requirements | Reference | Indicate Whichever is Applicable | | Bidder's Response/Technical Specification for Proposed Solution Bidder Must Indicate How They Meet the Requirement |
|-----|---|---|-----------|---|----|--|
| | | | | Yes | No | |
| 20. | | The solution shall be able to track the geographic location of all the managed devices on demand, on movement or continuously. | 3.1 (4) | | | |
| 21. | Geo-location and other GIS functions | The MDM solution shall be able to provide device location accuracy reading in meters. For each GPS fix, the MDM should also return the accuracy reading. For instance -25.930637, 23.130488; 5 means latitude and longitude with a 5 meter accuracy in open and clear conditions. | 3.1 (4) | | | |
| 22. | Corporate Mobile Device Enrolment | The MDM solution shall be able enrol devices using Token Enrolment. | 3.1 (5) | | | |
| 23. | | The solution shall enable the enrolment and management of multiple devices from one user account. | 3.1 (5) | | | |
| 24. | | The solution shall have the option to enrol devices over-the-air (OTA) through either eMail or SMS. | | | | |
| 25. | Content Management | The solution shall allow for files to be shared remotely over the air to the devices. | 3.1 (6) | | | |
| 26. | | The solution shall allow for files not shared via the MDM to be managed and controlled by the MDM. | 3.1 (6) | | | |
| 27. | | The solution shall allow for automated bulk enrolment using bulk enrolment techniques. | 3.1 (6) | | | |
| 28. | Enable OS Update on Mobile Devices | The solution shall allow for silent deployment of OS updates to the managed devices. | 3.1 (7) | | | |
| 29. | Scalability | The proposed solution can scale and support up to 100,000 devices. | 3.1 (9) | | | |
| 30. | Reports | The proposed solution can provide the following report: a) Devices with / without specific application(s). | 3.1 (12) | | | |

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Technical Bid Response Sheet

Completion of this technical response sheet by the bidder is compulsory. Bidder must respond to each and every item in the response sheet.

Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.

| Ref | Category | Compliance Minimum Requirements | Reference | Indicate Whichever is Applicable | | Bidder's Response/Technical Specification for Proposed Solution Bidder Must Indicate How They Meet the Requirement |
|-----|----------------|---|-----------|---|----|--|
| | | | | Yes | No | |
| 31. | | The proposed solution can provide the following report: b) Active / Inactive devices during a specific period. | 3.1 (12) | | | |
| 32. | | The proposed solution can provide the following report: c) Report by status (lost, inactive, licensed, <i>et cetera</i>). | 3.1 (12) | | | |
| 33. | Integration | The solution shall be able to integrate to Microsoft Exchange Server 2016 or later to send out emails. | 3.1 (13) | | | |
| 34. | | The solution shall be able to integrate to the SMS facility (via SOAP Web Services). | 3.1 (13) | | | |
| 35. | Remote Support | The MDM solution shall provide for remote troubleshooting of issues on the device. This will allow a technician to mirror and take control of the device screens, perform actions and resolve issues. | 3.1 (10) | | | |

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14 PRICING SCHEDULE (PRICING MODEL)

| PRICING SCHEDULE (PRICING MODEL) – TOTAL PRICING | | | | | | |
|---|---|---|-----------------|--|---------------------------------------|-------------------------------------|
| The completion of all pricing schedules is compulsory. Failure to complete the table below will result in the bid being disqualified. | | | | | | |
| All prices must be inclusive of VAT | | | | | | |
| No. | Description of Primary Services | Once Off Costs Including VAT | Quantity | Unit Cost per Month Including VAT | Monthly Cost Including VAT | Total Cost Including VAT |
| | License cost for the first year for 40,000 devices at PRODUCTION site. Payable at the beginning of the contract. | | 40,000 | R | R | |
| | Implementation Costs (Once off - Back-end Server Implementation). The Electoral Commission will enrol the 40,000 devices. | | 1 | R | R | |
| | License costs for the second year (payable from month 13 of the contract). | | 40,000 | R | R | |
| | License costs for the third year (payable at month from of the contract). | | 40,000 | R | R | |
| | Miscellaneous costs. | | | R | R | |
| | | | | | | |
| 8 | DR Site Costs (Total Cost in DR Site Licencing Pricing Schedule) | | | R | R | |
| | Total Bid Price | | | R | R | |
| | Base Line Exchange Rate if applicable | US \$1 = R _____ | | | | |
| * The Total Bid Price must be all inclusive (including DR site costs) and complete for the delivery of the proposed solution. The Total Bid Price must be stated on this pricing schedule. The Total Bid Price will be used for bid adjudication purposes. | | | | | | |

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15 DR Site Licensing

| PRICING SCHEDULE (PRICING MODEL) – DR SITE | | | | | | |
|--|--|---|-----------------|--|---------------------------------------|-------------------------------------|
| The completion of all pricing schedules is compulsory. Failure to complete the table below will result in the bid being disqualified. | | | | | | |
| The DR site is a cold failover of the Production site. All prices must be inclusive of VAT | | | | | | |
| No. | Description of Primary Services | Once Off Costs Including VAT | Quantity | Unit Cost per month Including VAT | Monthly Cost Including VAT | Total Cost Including VAT |
| | License cost for the first year for 40,000 devices at DR site. Payable at the beginning of the contract. | | 40,000 | R | R | |
| | Implementation Costs (Once off - Back-end Server Implementation) at DR site. | | 1 | R | R | |
| | License costs for the second year (payable from month 13 of the contract) for the DR site. | | 40,000 | R | R | |
| | License costs for the third year (payable at month from of the contract) for the DR site. | | 40,000 | R | R | |
| | Miscellaneous costs. | | | R | R | |
| | | | | | | |
| | | | | | | |
| | Total DR Site Costs | | | R | R | |
| The DR Site costs must be included in the pricing schedule above to determine the total Bid Price. | | | | | | |

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16 Indicative Flexible Pricing for the On-Premises Solution

| INDICATIVE FLEXIBLE PRICING SCHEDULE – ON PREMISES SOLUTION | | |
|---|-----------------------------------|----------|
| The completion of all pricing schedules is compulsory. Failure to complete the table below will result in the bid being disqualified. These are an indicative amounts for flexible licensing for an on-premises solution to be used during contract negotiation | | |
| Do licensing costs vary depending on the number of connected or active devices? | YES / NO | |
| IF YES, PLEASE COMPLETE THE TABLE BELOW | | |
| DESCRIPTION | UNIT COST PER MONTH INCLUDING VAT | QUANTITY |
| Range between 1 and 10,000 active / connected devices | R | 10,000 |
| Range between 10,001 and 30,000 active / connected devices | R | 30,000 |
| Range between 30,001 and 60,000 active / connected devices | R | 60,000 |
| Range between 60,001 and 100,000 active / connected devices | R | 100,000 |
| | | |

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17 MDM Back-End Login Costs Over 50 Users

| INDICATIVE FLEXIBLE PRICING SCHEDULE – BACK-END LOGINS | | |
|---|-----------------------------------|----------|
| The completion of all pricing schedules is compulsory. Failure to complete the table below will result in the bid being disqualified. These are indicative amounts should the Electoral Commission require additional logins with different access rights on the MDM solution | | |
| Do licensing costs vary depending on the number of users accessing the MDM solution? | YES / NO | |
| IF YES, PLEASE COMPLETE THE TABLE BELOW | | |
| DESCRIPTION | UNIT COST PER MONTH INCLUDING VAT | QUANTITY |
| 51 – 100 users | R | 100 |
| 101-200 users | R | 200 |
| 201 - 300 users | R | 300 |
| 301 – 500 users | R | 500 |
| It is assumed the bid price above includes 50 users. | | |

18 Other Technical Requirements

| <u>Guideline Reference Table</u> | | |
|---|-------------------|--|
| <u>Bidder Must Provide 2 References as per Section 5</u> | | |
| EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS AT THE LEAST | | |
| Customer Name | | |
| Contact Person | | |
| Contact Details | eMail | |
| | Telephone | |
| | Physical address | |
| Service Description | Product | |
| | Services Provided | |

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Guideline Reference Table

Bidder Must Provide 2 References as per Section 5

EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS AT THE LEAST

| | | |
|-------------------|---|--|
| Services Provided | Budget (indicative) | |
| | MDM Size (Number of Enrolments) | |
| | Was this service provided in the last 24 months? (Yes/No) | |

Other Non-Mandatory Technical Requirements

Bidder Must Provide the Required Information

| Category | Requirement | Bidder Response | |
|------------------------|--|---|---------------------|
| Data Sizes | The MDM should allow large amounts of data (between 30 GB and 100 GB) to be transferred via the MDM. Please complete the table alongside. | Supported Data Sizes | Compliance (Yes/No) |
| | | No Limit | |
| | | Greater Than 100 GB | |
| | | 50-99.9 GB | |
| | | 30-49.9GB | |
| Operating Environments | Does the solution work with Microsoft SQL Server Database or Proprietary Database? Bidder must state the proprietary database if proprietary database is being used. | Please circle the answer: SQL Server: YES / NO If NO: state proprietary DB below: _____ | |
| | Does the solution require a Virtual Machine (VM) or a Physical Server? If VM, which VM software are supported? | Please mark the appropriate selection a) Physical Server: _____ OR b) Virtual Server _____ i. VM Software Supported (Name of the VM software supported) _____ | |

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| <u>Other Non-Mandatory Technical Requirements</u> <u>Bidder Must Provide the Required Information</u> | | |
|--|--|-----------------|
| Category | Requirement | Bidder Response |
| | Does the solution run on Microsoft Windows 2016 or later environment? If not what platform is required by the solution? | |
| Server Requirements | The bidder must state the server requirements in terms of CPU, RAM, Disk Space and any other requirements. If more than 1 server is required to deploy the solution, the different components should be stated with their respective server specifications requirements. | |

| <u>The Resource Details Must Contain the Following Details</u> <u>The Bidder Must Provide a CV with the Necessary Qualifications as per Clause 5.6</u> Please use the below as guideline | | |
|--|---|--|
| Resource Name | | |
| Number of Years' Experience with the proposed product | | |
| Qualifications | Post matric qualifications | |
| | Product specific qualifications | |
| Number of Installations and Configurations done | Number of product installations and configurations done | |

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19 Device Specification

Rugged Tablet X-100



| Specifications | |
|---------------------------------------|---|
| • System Architecture | |
| Processor | MT8788(Octa Core), 2.0GHz x4+2.0GHz x4, Separated GPU (Mali-G72) |
| Operating Platform | Android 9.0 OS |
| Dimensions | 283.30mm x 191.84mm x21.86mm [11.15" x 7.55" x 0.86"] |
| Weight | 1420g [3.12 lbs] |
| Memory/Storage | 8GB+256GB |
| Security | MTK CryptoCore (TPM2.0 with FIPS 140-2) |
| • Media | |
| Display | 10.1" WUXGA 1200x1920 IPS 550 nits 10-point multi-touch [Supports thin medical glove and wet-touch mode] |
| Speakers | 2 integrated Speakers |
| Dual Microphones | Voice tracking, noise & echo cancellation |
| • Network Interface | |
| Wired LAN | 100/1000 Mbps-(Conforms with IEEE802.3x) |
| Wireless LAN | Wi-Fi 802.11 a/b/g/n/AC Bluetooth * 4.1 |
| Wireless GPS (MT6631) | GPS/Glonass/Beidou/Galileo/QZSS/SBAS |
| • 4G LTE Module Band Frequency | |
| (4G)LTE FDD | B1/B3/B5/B8 |
| (4G)LTE TDD | B34/B38/B39/B40/B41 |
| (3G)WCDMA | B1/B5/B8 |
| (2G)GSM | B3/B8 (900&1800) |
| • Durability | |
| Storage Temperature | -20°C ~ 70°C |
| Operating Temperature | -10°C ~ 60°C |
| IP Protection | IP65, 500 times x 1 m tumble test |
| Drop Resistance | MIL-STD-810G method 516.6 procedure IV 48"/1.2m drop pass, 26 times including all corners, edges and faces. IEC60068-2-31 handling shocks with 50cm drop on six faces. Screen Protector Glass resists 64 gm steel ball drop from 120cm. |
| • Power Supply | |
| AC Adapter | 57W (19V / 3A) |
| Battery Volume | Swappable battery, integrated 10800mAh battery pack |
| Battery Endurance | up to 12 hours |
| • I/O Ports | |
| | USB 3.0 x1 (TYPE C Port) |
| | USB 2.0 x1 (TYPE A Port) |
| | RJ45 Physical Ethernet Port |
| | DC jack |
| | 3.5mm Audio jack |
| | SIM Card Slot |
| | Micro SDXC Card Slot(support up to 128G) |
| | Reset Hole |
| • Camera | |
| Camera Front | 5MP |
| Camera Rear | 8MP, with Auto Focus, Flash |
| • Regulatory | |
| | CE, NRCS, RoHS Certifications ICASA TA-2020/5354 |

Figure 1 Champtek X-100 VMD Specification

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20 Suggested Solution Architecture

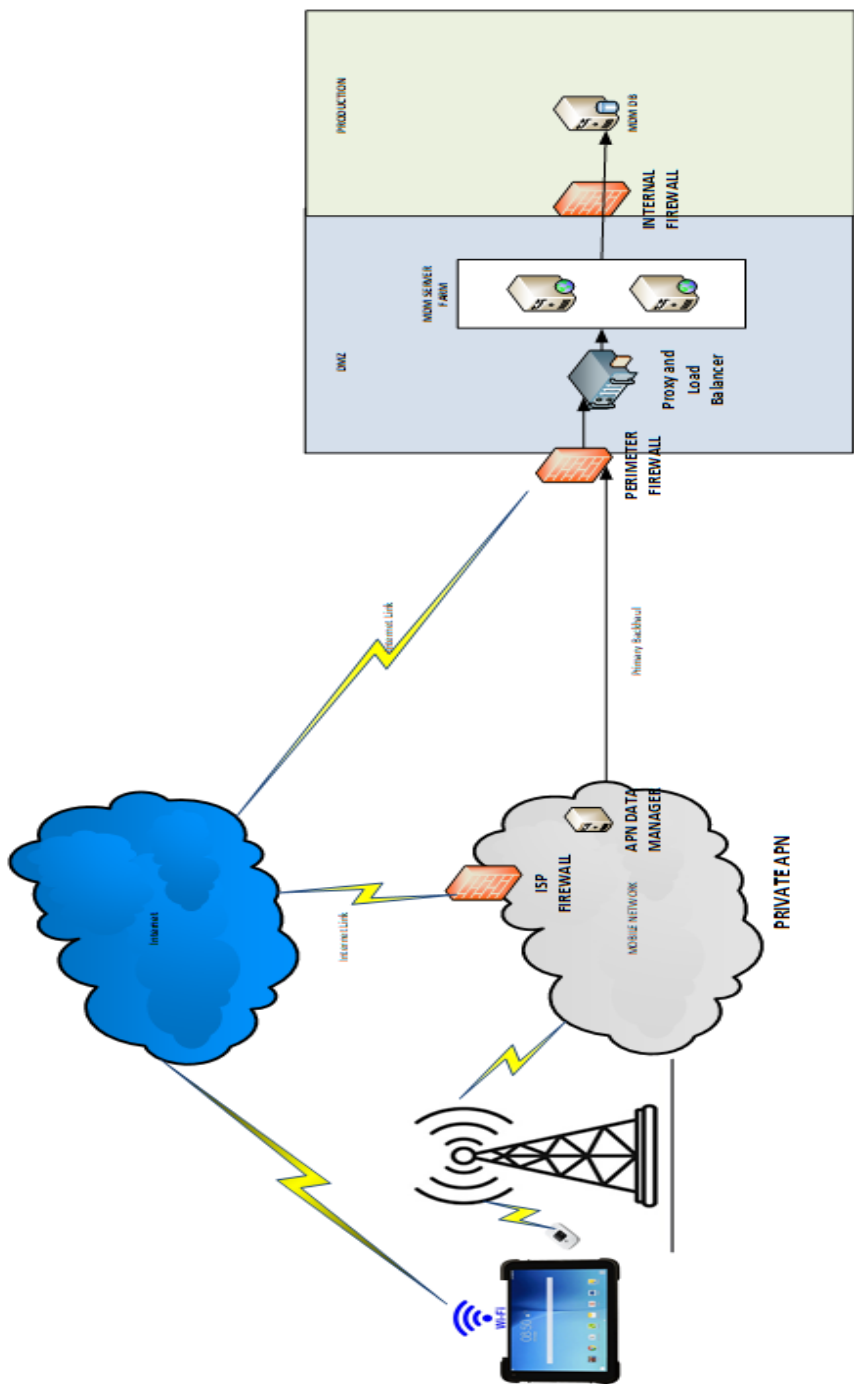


Figure 2 Suggested Solution Architecture

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21 Bid Evaluation Criteria

21.1 Stage 1: Assessment of Bidder's Disclosure

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

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

In this regard, the following must be noted:

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 SCM 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; 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, CSD registration, tax compliance, restricted suppliers and tender defaulters:

| TENDER IEC/IEC-01/2021 | | | | |
|---|---|------------------------------------|----------|----------|
| Bid Evaluation Criteria | | | | |
| Stage 1 – Bidder's Disclosure. The Bidder has completed and submitted Bidder's Disclosure (SBD4) | | | | |
| Important Note: Detail on any transgression must be reported if issues are identified as mandatory steps must be taken as prescribed in <i>National Treasury PMFA SCM Instruction Note 3 of 2016/2022: Enhancing Compliance, Transparency and Accountability in Supply Chain Management</i>. | | | | |
| Bidder: | | | Bid Ref: | |
| No. | Description | Yes | No | Comments |
| 1. | The bidder is not an employee of the state. | | | |
| 2. | The bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act. | | | |
| 3. | The bidder's conduct does not constitute a transgression of the Competition Act. | | | |
| 4. | The bidder is not a tender defaulter as per the register published on the National Treasury website. | | | |
| 5. | The bidder is not a restricted supplier as per the register published on the National Treasury website. | | | |
| 6. | The bidder is registered on the National Treasury Central Supplier Database (CSD) | | | |
| 7. | The bidder is tax compliant** | | | |
| Overall Stage 1 Outcomes: | | <u>Assessment Comments:</u> | | |

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21.2 Stage 2 – Key Qualifying Criteria

| IEC/IEC-01/2021 | | | | |
|--|--|---|----------|----------|
| Bid Evaluation Criteria | | | | |
| Stage 2 – Key Qualifying Criteria | | | | |
| Failure to comply with any of the requirements below will result in the bid being disqualified | | | | |
| Bidder: | | | Bid Ref: | |
| No. | Description | Yes | No | Comments |
| 1. | Bidder completed and submitted technical specification including the substantiation as per 5.3 - Annexure B. | | | |
| 2. | The bidder has completed and submitted detailed pricing Schedules C1, C2, C3 and C4 as per 7.3 | | | |
| 3. | The bidder has included a letter of proof of the reseller agreement either from the OEM or an authorised distributor (i.e. if the reseller is authorised by a distributor). If the reseller agreement is from a distributor then proof from the OEM authorising the distributor must to be included as per 5.4 | | | |
| | Overall Stage 2 Outcomes: | <u>Assessment Comments:</u> | | |
| | | Bid qualifies for further consideration: (YES/NO): | | |

21.3 Stage 3 –Technical Evaluation

| Stage 3 – Technical Evaluation – Technical Disqualifying Factors. | | | | | |
|---|---|-----------|----------------------------------|----|--|
| Failure to comply with any of the requirements below will result in the bid being disqualified. | | | | | |
| Category | Compliance Minimum Requirements | Reference | Indicate Whichever is Applicable | | Bidder's Response/Technical Specification for Proposed Solution – If Providing More Than Minimum Requirement |
| | | | Yes | No | |
| Central Management and Single Console View Apps Publishing | Does the solution enable the Electoral Commission to manage the fleet of devices centrally? | 3.1 (1) | | | |
| | Does the solution provide a user-centric view of all devices managed by the solution from a single console? | 3.1 (1) | | | |

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| Stage 3 – Technical Evaluation – Technical Disqualifying Factors. Failure to comply with any of the requirements below will result in the bid being disqualified. | | | | | |
|--|--|-----------|---|----|---|
| Category | Compliance Minimum Requirements | Reference | Indicate Whichever is Applicable | | Bidder's Response/Technical Specification for Proposed Solution – If Providing More Than Minimum Requirement |
| | | | Yes | No | |
| Enable MDM and MAM | Does the solution enable MDM through Android Enterprise? Does the solution also allow for the upload and testing of the beta versions of the Electoral Commission's enterprise applications before deploying them to production? | 3.1 (2) | | | |
| | Does the solution provide the ability to run the applications in kiosk mode? | 3.1 (2) | | | |
| | Does the solution allow for apps to be hidden while in a Kiosk mode to cater for applications not required during a specific event? | 3.1 (2) | | | |
| | Is the MDM client application downloadable from the on-premises MDM server? | 3.1 (2) | | | |
| | Can Communication between the device and the server be adjustable to enable demand actions such as remote lock and complete wipe immediately or on the fly? | 3.1 (2) | | | |
| | Does the solution allow for the monitoring of device analytics, data, storage usage and security events? | 3.1 (2) | | | |
| | Does the solution allow for messages to be broadcast to the device (s) on certain events including when a device is set in lost mode? | 3.1 (2) | | | |
| | Is the solution able to manage permissions on the applications without delegating this task to the end-user? | 3.1 (2) | | | |
| | Is the MDM able to publish APN configuration settings to the managed devices? | 3.1 (2) | | | |
| | Can the MDM configure the device to run in Kiosk mode? | 3.1 (2) | | | |
| Access and Security Controls | Does the solution provide tools to support security policy management, execute administrative actions and improve secure access to the devices? Can the solution configure and enforce stringent security policies such as the passcode, device lock to protect corporate data from outside threats? | 3.1 (3) | | | |
| | Does the solution enable alarms to be created when an attempt is made to break into the device? | 3.1 (3) | | | |
| | Does the solution enable different user profiles to access the MDM with different access levels (e.g. technician, super-user, read-only users etc.)? | 3.1 (3) | | | |

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| Stage 3 – Technical Evaluation – Technical Disqualifying Factors. Failure to comply with any of the requirements below will result in the bid being disqualified. | | | | | |
|--|---|-----------|---|----|---|
| Category | Compliance Minimum Requirements | Reference | Indicate Whichever is Applicable | | Bidder's Response/Technical Specification for Proposed Solution – If Providing More Than Minimum Requirement |
| | | | Yes | No | |
| | Can the solution allow for devices to be blacklisted or restricted to access the Electoral Commission's network? | 3.1 (3) | | | |
| | Can the solution prevent data loss or theft by wiping Electoral Commission data or restricting access to a device that is lost or stolen? | 3.1 (3) | | | |
| | Can the MDM publish and distribute security settings including SSL certificates to the devices and manage the installation thereof? | 3.1 (3) | | | |
| | Does the solution support encrypted communication including https? | 3.1 (3) | | | |
| Geo-location and other GIS functions | Can the solution track the geographic location of all the managed devices on demand, on movement or continuously? | 3.1 (4) | | | |
| Corporate Mobile Device Enrolment | Is the MDM solution able to enrol devices using Token Enrolment? | 3.1 (5) | | | |
| | Can the solution enable the enrolment and management of multiple devices from one user account? | 3.1 (5) | | | |
| | Does the solution have the option to enrol devices over-the-air (OTA) through either eMail or SMS? | | | | |
| Content Management | Does the solution allow for files to be shared remotely over the air to the devices? | 3.1 (6) | | | |
| | Does the solution allow for files not shared via the MDM to be managed and controlled by the MDM? | 3.1 (6) | | | |
| | Does the solution allow for automated bulk enrolment using bulk enrolment techniques? | 3.1 (6) | | | |
| OS Updates | Does the solution allow for silent deployment of OS updates to the managed devices? | 3.1 (7) | | | |
| Scalability | Can the proposed solution scale and support up to 100,000 devices | 3.1 (9) | | | |
| Reports | Can the proposed solution provide the following report: a) Devices with / without specific application(s)? | 3.1 (12) | | | |
| | Can the proposed solution can provide the following report: b) Active / Inactive devices during a specific period? | 3.1 (12) | | | |
| | Can the proposed solution can provide the following report: c) Report by status (lost, inactive, licensed etc.)? | 3.1 (12) | | | |

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| Stage 3 – Technical Evaluation – Technical Disqualifying Factors. Failure to comply with any of the requirements below will result in the bid being disqualified. | | | | | |
|--|--|-----------|-----------------------------------|----|--|
| Category | Compliance Minimum Requirements | Reference | Indicate Which-ever is Applicable | | Bidder's Response/Technical Specification for Proposed Solution – If Providing More Than Minimum Requirement |
| | | | Yes | No | |
| Integration | Does the solution integrate to Microsoft Exchange Server 2016 or later to send out emails? | 3.1 (13) | | | |
| | Is the solution able to integrate to the SMS facility (via SOAP Web Services)? | 3.1 (13) | | | |
| Remote Device Support | Does the MDM solution provide for remote troubleshooting of issues on the device? | 3.1 (10) | | | |
| Overall Stage 3 Outcomes: | <u>Assessment Comments:</u> | | | | |
| | Bid qualifies for further consideration: (YES/NO): | | | | |

21.4 Stage 4 – Functionality Evaluation - Scoring

| Bid Evaluation Criteria Stage 4 Reference Scoring | | | | |
|---|-----------------|---|--------------|----------|
| To qualify to the next phase of adjudication a bidder must score a minimum of 75% (28.5/38) | | | | |
| | Available Score | Points Allocation | Actual Score | Comments |
| 1 | 20 | References: a) Customer name = 1 point b) Contact Person = 1 point c) Email = 1 point d) Telephone = 1 point e) Physical address = 1 point f) Product/Solution = 1 point g) Description of Services provided = 1 point. h) Project Size Based on Budget = 1 point i) MDM Project Size Based on Connected Devices = 1 point j) Services Provided in the Last 24 Months = 1 point Total for references = maximum 10 points per reference (minimum 2 references required). | | |
| 2 | 18 | a) The MDM supports content repository for many different file formats SQL Lite (.db), pdf, JSON, XML, MOV, MP3, WAV, MP4, JPG (10 points) i. SQL Lite (.db)- 5 points ii. JSON - 1 point iii. XML – 1 point | | |

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Bid Evaluation Criteria**Stage 4****Reference Scoring**

To qualify to the next phase of adjudication a bidder must score a minimum of 75% (28.5/38)

| | Available Score | Points Allocation | Actual Score | Comments |
|--|---------------------------|--|--------------|----------|
| | | iv. Txt, CSV – 1 point v. JPEG/Jpg – 1 point vi. PDF – 1 point b) Devices (2 points) i. Enrolment: Devices can be enrolled without resetting them to default factory settings when not controlled by an MDM – 1 point ii. Remote Lock: The device can be locked remotely when in lost mode – 1 point c) MDM can retrieve location and accuracy level readings from the device (3 points) i. The MDM can retrieve both location and accuracy level of that location reading from the device and store in the MDM database (3 points) ii. The MDM can show a location report of the VMDs with the different accuracy levels (2 points) d) The proposed MDM solution is scalable to accommodate an increase in the number of devices (3 points) i. The MDM solution can accommodate up to 60,000 devices (2 points) ii. The MDM solution can accommodate up to 100,000 devices (1 point) | | |
| | TOTAL: 38 | | | |
| | Overall Stage 4 Outcomes: | <u>Assessment Comments:</u> | | |
| | | Bid qualifies for further consideration (YES/NO): | | |

Stage 5 - Bid Adjudication

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

Only market related bids will be acceptable.

Adjudication will be done in accordance with the Preferential Procurement Regulations, 2017 as set out in the tender document.

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Overall Bid Adjudication Outcome:

Bid Evaluation Committee (BEC)

| Bid Evaluation Committee Member's Name | | Signature |
|--|--|-----------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

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