



**SOUTH AFRICA**

## **Bid Specifications**

**Auction 0010530833**

### **Supply, Delivery and Installation of 17 (seventeen) Photocopiers at Electoral Commission Local Offices in Western Cape Province**

#### **1. Introduction**

The Electoral Commission (IEC) requires a service provider to supply, deliver and install **17 (seventeen)** photocopiers as outlined in the item specification below. The photocopier will be used by Electoral Commission Local Offices in Western Cape Province as per **Annexure B** of the document. The required item must be supplied and assembled and ready for use upon delivery thereof.

#### **2. Item Specification**

The required photocopier and quantities are tabled below:

<b>Item</b>	<b>Description &amp; Specification</b>	<b>Quantity</b>
Photocopier	The unit must be new ( <i>not refurbished or second-hand</i> ), digital and with surge/lightning protection	<b>17</b>
	Speed <b>45 to 50</b> copies per minute (black and white)	
	Paper capacity 1,000 sheets - A4/A3	
	Paper grammage 80gsm	
	Scanning Full scanning with preview and editing (to PC)	
	Finishing 50 sheets multi staple	
	Network <ul style="list-style-type: none"><li>Ethernet Card - 10/100/1000 Base-T RJ45 connection</li><li>Printing</li><li>Ability to send SNMP traps</li></ul>	
	Paper handling <ul style="list-style-type: none"><li>Automatic document feeder</li><li>Automatic duplex facility</li><li>Sorting facility</li></ul>	
	USB Print Print ppt/Docx/XLS file from USB Directly with preview	
	Stand Original stand to be provided	

## 2.1 Additional Requirements

The bidder must confirm in writing whether:

- Sufficient stock of the photocopier(s) is/are available.
- The delivery date (**within three (3) weeks from receipt of an official purchase order**) will be met.
- User training sessions will be provided upon delivery to the local office staff indicated as per Annexure B.
- The service response time of within eight (8) working hours will be adhered to.

## 3. Required Documentation

**In addition to placing a bid on Votaquotes, the following documents need to be submitted to the Electoral Commission by not later than the date and time as specified on the auction, with the company name and auction number written on the envelope/documents.**

- Completed questionnaire (**Annexure A**). **Please note that should the answer to any of the relevant questions be 'No' the bid will be disqualified from further evaluation.**
- Brochure/Catalogue of the photocopier on offer.
- Proof that the bidder is a registered/accredited/ authorized dealer of the equipment being offered.
- Confirmation letter that the photocopier on offer is new and not second hand/refurbished.
- Completed List of Local Offices [Delivery Point(s)] (**Annexure B**). **Please note that failure to complete or not being able to provide a service at all these locations will invalidate the bid.**
- Comprehensive maintenance agreement that clearly states and confirms the following minimum requirements –
  - o The copy charges include the supply of toner, labour, traveling, services, mechanical parts, drum, lamps, rollers, developers and switches as a minimum.
  - o That in the event that a photocopier be broken down and require repairs, the bidder will, free of charge, provide a replacement photocopier for the duration of it being repaired.
- Provide details of service agent(s) that includes addresses and contact information.

The required documentation must be delivered to the Electoral Commission's Supply Chain Management through any of the following means by the date and time as specified on the auction:

- Upload file/s into the auction.
- Hand delivered and placed in the Electoral Commission's tender box situated in the foyer of the Electoral Commission's national office in Centurion at the following address:

**Electoral Commission  
Riverside Office Park  
1303 Heuwel Avenue  
Centurion  
0157**

**Note: Clearly mark your submission for the attention of Supply Chain Management and stipulate the auction number for which it is.**

**Bidders who do not provide the required written submission will not be considered.**

## 4. Maintenance

- A service level agreement (maintenance agreement) will be entered into with the successful bidder concerned **for a five (5) year period with an extension option.**

- The bidder from whom the photocopier is to be purchased must maintain/provide maintenance services for the photocopier being purchased. **Please submit an example of the maintenance agreement with your written submission.**

## 5. Deliveries

- The envisaged date for the installation of the photocopier is **within three (3) weeks from receipt of an official purchase order** at the Electoral Commission's local office[s] (see **Annexure B**).
- Deliveries to the stipulated Electoral Commission sites should be made from Monday to Friday during working hours (08:30 to 17:00).
- Prior notification must be given to ensure availability of receiving staff. The bidder must notify the appropriate Electoral Commission staff member on the delivery schedule and intended times of delivery.
- A detailed list of addresses and contact details of receiving Electoral Commission local office will be provided to the successful bidder.
- The Electoral Commission reserves the right to cancel the order if goods/services are not delivered within the specified time.
- No goods and/or services must be rendered unless an official purchase order has been issued.

## 6. Prices, Invoices and Payments

### a) Prices

- Prices must include unit cost of the photocopier (with stand), transport and installation costs quoted in South African Rand (ZAR) and shall be fully inclusive of VAT.
- In addition, bidders are required to confirm cost per copy charge based on an estimated usage of –
  - 0 to 5,000 copies per month
  - 5,001 to 10,000 copies per month
- **The cost of the photocopier(s) [auction bid price] and copy charge costs (extrapolated over a period of five (5) years) will be used to calculate the total cost of the service, which will be scored and used for contracting purposes.**
- The adjudication of the auction will be based on scoring in terms of the Preferential Procurement Policy Framework Act and Preferential Procurement Regulations, 2022, taking the total contract cost into consideration.

### Application of the PPPFA

- The 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act (PPPFA) and Preferential Procurement Regulations, 2022, shall apply in the adjudication process of this auction. Preference points will be allocated in accordance with the formula and applicable points as provided for in the Regulations.
- Failure to capture the required status level and to submit the required B-BBEE status level certificates will lead to a zero (0) status level for non-compliant service providers/contributors.

### b) Purchase invoices

- All purchase invoices must be submitted for payment to the Commission's National Office in Centurion. The postal address to be used for this purpose is **Electoral Commission, Private Bag X112, Centurion, 0046 for the attention of Susan Fourie** or email to [fouries@elections.org.za](mailto:fouries@elections.org.za)
- **Invoices must be VAT inclusive.**
- **No invoices will be paid without proof of delivery.** The delivery note must indicate the date and time of delivery and must accompany the invoice. The full name and signature of the Electoral Commission staff member receiving the machine (photocopier) must also show clearly on the delivery note.

### c) Click charge invoices

- No invoices for click charges will be paid until a maintenance agreement has been signed by both the bidder and the Electoral Commission's National Office.
- Click charge invoices must be sent to the Electoral Commission, Private Bag X112, Centurion, 0046.

# ANNEXURE A

## QUESTIONNAIRE THAT MUST BE COMPLETED AND RETURNED BY THE BIDDER

**Failure to complete and return this questionnaire will lead to the bid being disqualified.**

**Auction number:** 0010530833

**Company:** \_\_\_\_\_

**Name of sales representative:** \_\_\_\_\_

**Signature of sales representative completed the questionnaire:** \_\_\_\_\_

**Contact number of sales representative that completed the questionnaire:** \_\_\_\_\_

**Note:** Please note that should the answer to any of the relevant questions be 'No' then the bid will be disqualified from further evaluation.

REQUIREMENT	BIDDER'S RESPONSE	
State the make and model of photocopier being quoted on: (Detail must correspond with brochures/catalogues to be submitted)		
Bidder is a registered/accredited/authorized dealer of the equipment being offered - Provide proof thereof	Yes	No
Confirm that the photocopier on offer is new ( <i>not refurbished or second-hand</i> ), digital and includes surge/lightning protection. If the photocopier does not have surge/lightning protection, please provide details of when the detector will be installed and supply the IEC with the name of the company that will install the detector as well as their contact details. The installation fees must form part of the purchase price.	Yes	No
	If No, state the required details ..... .....	
Confirm that the purchase price include photocopier stand, transport and installation costs	Yes	No
Cost per copy charge (based on an estimated usage of <b>0 to 5,000</b> copies per month)	R	
Cost per copy charge (based on an estimated usage of <b>5,001 to 10,000</b> copies per month)	R	
Confirmation of adherence to specifications of the photocopier (please provide a brochure/catalogue on what you are offering).	Yes	No
Confirmation that the bidder has sufficient stock and will be able to deliver by the indicated delivery date <span style="color: red;">[within three (3) weeks from receipt of an official purchase order]</span>	Yes	No
Does the service provide offer user training sessions?	Yes	No

REQUIREMENT	BIDDER'S RESPONSE	
Service response within eight (8) working hours.	Yes	No
Confirm that the copy charges in the maintenance agreement include the supply of toner, labour, traveling, services, mechanical parts, drum, lamps, rollers, developers and switches as a minimum.	Yes	No
State the annual escalation rate applicable to Maintenance Agreement.	_____ %	
Is the bidder willing to negotiate changes to their standard maintenance agreement should the IEC wish to include or exclude certain clauses?	Yes	No
Confirmation that should a photocopier be broken down and require repairs, the bidder will, free of charge, provide a replacement photocopier for the duration of it being repaired.	Yes	No
Network management software to enable all devices to be centrally managed (IEC national office) - fault determination, user assistance and central consolidated usage statistics - Confirm that monthly reports with regard to usage, common faults, user errors, toner level, etc. (management information) will be provided to Infrastructure section	Yes	No
Confirm that the photocopier can send SNMP Traps	Yes	No

**Note:** Failure to complete and submit this questionnaire will invalidate the bid!  
The cost of the photocopier(s) [auction bid price] and copy charge costs (extrapolated over a period of five (5) years) will be used to calculate the total cost of the service, which will be scored and used for contracting purposes - five (5) year period with an extension option. All costs must be VAT inclusive.

**Signature of sales representative completed the questionnaire:**

\_\_\_\_\_  
**Official Company Stamp**

# ANNEXURE B

## LOCAL OFFICE DELIVERY POINT(S)

*The delivery point(s) is currently in the town listed below.*

It is envisaged that this address, while not rigid, will remain substantially unchanged.

*[Indicate ability to provide services by marking appropriate column with an "X"]*

**PLEASE NOTE THAT FAILURE TO COMPLETE OR NOT BEING ABLE TO PROVIDE A SERVICE AT ALL THE LOCATION(S) WILL INVALIDATE YOUR BID.**

Municipal Area / Local Office		Yes	No
1.	WC012 - Cederberg <u>Delivery Address:</u> 9 Voortrekker Road, Clanwilliam		
2.	WC013 - Bergrivier <u>Delivery Address:</u> 28 Soetkysie Centre, Corner of Long & Die Trek Streets, Piketberg		
3.	WC015 - Swartland <u>Delivery Address:</u> 20 Bokomo Street, Malmesbury		
4.	WC022 - Witzenberg <u>Delivery Address:</u> 64B Lyel Street, Ceres		
5.	WC023 - Drakenstein <u>Delivery Address:</u> Town Hall, 250 Main Street, Paarl		
6.	WC024 - Stellenbosch <u>Delivery Address:</u> Unit 1, Bosmanshuis, 135 Dorp Street, Stellenbosch		
7.	WC025 - Breede Valley <u>Delivery Address:</u> 51 Riebeeck Street, Worcester		
8.	WC026 - Langeberg <u>Delivery Address:</u> Thusong Service Centre, Corner of Paddy & Wesley Street, Robertson		
9.	WC032 - Overstrand <u>Delivery Address:</u> 50 Main Road, Hermanus		
10.	WC033 - Cape Agulhas <u>Delivery Address:</u> 28 Long Street, Bredasdorp		

Municipal Area / Local Office		Yes	No
11.	<a href="#">WC034 - Swellendam</a> <u>Delivery Address:</u> 2 Drostdy Street, Drostdy Museum Building, Swellendam		
12.	<a href="#">WC041 - Kannaland</a> <u>Delivery Address:</u> USave Building, 28 Corner of Van Riebeeck & Queen Street, Ladismith		
13.	<a href="#">WC043 - Mossel Bay</a> <u>Delivery Address:</u> 5 Powrie Street, Mosselbay		
14.	<a href="#">WC045 - Oudtshoorn</a> <u>Delivery Address:</u> 23 High Street, Oudtshoorn		
15.	<a href="#">WC047- Bitou</a> <u>Delivery Address:</u> 8 Flying Cloud Drive, Plettenberg Bay		
16.	<a href="#">WC048 - Knysna</a> <u>Delivery Address:</u> 9 Green Street, Knysna		
17.	<a href="#">WC051 - Laingsburg</a> <u>Delivery Address:</u> 64 Stasie Street, Laingsburg		

# Supply, Delivery and Installation of 17 (seventeen) Photocopiers at Electoral Commission Local Offices in Western Cape Province

**Auction 0010530833**

<b>BIDDER NAME:</b> .....	<b>Bid #:</b> .....
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## Stage 1 - Bidder's Disclosure Evaluation/Assessment [SBD4]

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, was extended to all entities which were invited to participate in the bid process.

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

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

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

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

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

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

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

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



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and restricted suppliers and tender defaulters:

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

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

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

## Stage 2 - Functionality Evaluation/Assessment

1.	Primary Qualification Criteria (Failure to meet mandatory requirements Shall lead to disqualification)	Compliant	Non-Compliant
1.1	Bid placed on eProcurement?		
1.2	Questionnaire completed (Annexure A) and submitted?		
1.3	Relevant product information submitted (brochure/catalogue)		
1.4	Evidence of registered/licensed/accreditation provided		
1.5	Confirmation letter of the photocopier being new is submitted		
1.6	Completed list of local offices [Delivery Point(s)] (Annexure B) Submitted		
1.7	Comprehensive maintenance agreement submitted		
Qualifies for further evaluation		Yes	No

2.	Technical Requirements for Evaluation (Shall lead to disqualification if not met)	Compliant	Non-Compliant	Comment and/or Deviation
2.1	Make and model of photocopier stipulated			
2.1.1	Service agent(s) stipulated Bidder confirmed company/branch that will service the Photocopier			
2.2	Adherence to specifications			
2.2.1	Digital photocopier (new, not refurbished or second-hand) with surge/lightning protector			
2.2.2	Speed: 45 to 50 copies per minute (black and white)			
2.2.3	Paper capacity: 1,000 sheets - A4/A3			
2.2.4	Paper grammage: 80gsm			
2.2.5	Scanning: Full scanning with preview and editing (to PC)			
2.2.6	Finishing: 50 sheets multi staple			
2.2.7	Network <ul style="list-style-type: none"> <li>Ethernet Card - 10/100/1000 Base-T RJ45 connection</li> <li>Printing</li> <li>Ability to send SNMP traps</li> </ul>			
2.2.8	Paper Handling <ul style="list-style-type: none"> <li>Automatic document feeder</li> <li>Automatic duplex facility</li> <li>Sorting facility</li> </ul>			
2.2.9	USB Print: Print ppt/Docx/XLS file from USB Directly with preview			
2.2.10	Stand: Original stand provided			
2.3	Bidder has sufficient stock and will be able to deliver by the indicated delivery date			
2.4	User training sessions provided by bidder			
Qualifies for further evaluation		Yes	No	

3.	Maintenance ( <i>Shall lead to disqualification if not met</i> )	Compliant	Non-Compliant	Comment and/or Deviation
3.1	Bidder confirmed service response within eight (8) working hours			
3.2	Bidder confirmed that in the maintenance agreement copy charges include the supply of toner, labour, traveling, services, mechanical parts, drum, lamps, rollers, developers and switches as a minimum			
3.3	Bidder confirmed annual escalation rate applicable to maintenance agreement			
3.4	Bidder confirmed that should a photocopier be broken down and require repairs a replacement photocopier will be provide free of charge for duration of it being repaired			
3.5	Bidder confirmed that network management software to enable all devices to be centrally managed (IEC national office) - fault determination, user assistance and central consolidated usage statistics - Confirm that monthly reports with regard to usage, common faults, user errors, toner level, etc. (management information) will be provided to Infrastructure section			
3.6	Bidder confirmed that the photocopier can send SNMP Traps			
3.7	Bidder confirmed that the photocopier has a surge/lightning protection. Where the photocopier does not have surge/lightning protection, the bidder provided details of when the detector will be installed and supplied the IEC with the name of the company that will install the detector as well as their contact details. The installation fees must form part of the purchase price.			
Qualifies for further evaluation		Yes	No	

### Stage 3 - Bid Adjudication Process

Bids will be adjudicated as set out below.

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

Acceptable bids must be market related.

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

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

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

**Note:** The cost of the photocopier(s) [auction bid price] and copy charge costs (extrapolated over a period of five (5) years) will be used to calculate the total cost of the service, which will be scored and used for contracting purposes - five (5) year period with an extension option. All costs must be VAT inclusive.

<b>Bidder Qualify for Further Evaluation</b>	<b>Yes</b>	<b>No</b>

<b>Bid Evaluation Team Proposal:</b>
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<b>Bid Evaluation Team</b>		<b>Date:</b> .....
<b>Member</b>	<b>Department/Office</b>	<b>Signature</b>