



REFERENCE: IEC/ICT-03/2022

CLOSING DATE: 17 JANUARY 2023

ENQUIRIES

TECHNICAL SPECIFICATIONS: Libisi Maphanga

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

ADMINISTRATIVE ENQUIRIES: Mr Vincent Qwabe

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

TENDER IEC/ICT-03/2022

SERVICE DESCRIPTION: PRIVILEGED ACCESS MANAGEMENT (PAM) SOLUTION

Kindly furnish the Electoral Commission with a bid for the Privileged Access Management (PAM) solution 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.

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

TENDER NUMBER: IEC/ICT-03/2022

SERVICE DESCRIPTION: PRIVILEGED ACCESS MANAGEMENT (PAM)

CLOSING TIME: 11:00

CLOSING DATE: 17 JANUARY 2023

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

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

ALL TENDER FORMS (**PAGE 2 THROUGH TO PAGE 69**) MUST BE COMPLETED AND SIGNED IN ORIGINAL INK. THE BIDDER IS HOWEVER NOT REQUIRED TO FILL IN THE TENDER EVALUATION CRITERIA ([SECTION 18](#)). 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-03/2022**) 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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A. 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 Appendix F0 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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B. 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;
 - (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.

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- (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.
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.

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

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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:
 - (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.

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- (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.
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.

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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).
- 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

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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.
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.

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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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C. 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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D. 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		

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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).

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 Appendix H, 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			
YES		NO		EXEMPT	

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

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).

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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 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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E. 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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F. 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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H. BIDDER'S DISCLOSURE AND DECLARATION

SBD4 and 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?

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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YES	NO
-----	----

2.3.1 If so, furnish particulars:

.....

3. POPIA Consent

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

- a) 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.

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4. Declaration

4.1 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:

- a) I have read and I understand the contents of this disclosure.
- b) I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- c) 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.
- d) 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.
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.
- e) 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
- f) 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.

4.2 I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

4.3 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.

4.4 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.

4.5 I certify, that:

- a) I have read and I understand the contents of this disclosure and declaration.
- b) 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

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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may reject the bid or act against me should this declaration be found not to be true and complete in every respect.

- c) 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.
- d) 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.

4.6 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.

4.7 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.

4.8 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.

4.9 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.

4.10 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.

4.11 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.

4.12 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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I. 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 schedules 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</i> and <i>Declaration</i> been completed and signed?		
Have separate forms (pages 14-23) been completed for each member of a consortium, joint venture or subcontractor as specified in the tender document?		
Is the tender document complete – i.e. are all pages as well as compulsory returnables included/returned with your bid submission?		
The use of pencil to complete the tender forms will invalidate your bid. Have all applicable pages of this document been completed and signed or initialled in original ink by the signatory of the tender document?		
Have all corrections/alterations to information and or prices made on this document been certified/signed/ initialled by the signatory of the tender document?		
Have you noted that the use of correction fluid/tape or any such products to amend prices shall invalidate your bid submission?		
Is your company (and any potential subcontractors) registered on the Central Supplier Database (CSD)? Please include a copy of your registration form in your bid submission.		
Are your tax affairs in order and reflected as being compliant on the Central Supplier Database (CSD)? As such, have you noted that your bid may be rejected at the time of awarding this tender if your tax status is non-compliant on the CSD?		
Have the General Tender Conditions been noted?		
Have the Bid Evaluation Criteria been noted?		
Has the Scope of Services been noted?		
Have prices been quoted VAT inclusive?		
Have a comprehensive written proposal and/or samples/certificates/ <i>et cetera</i> as called for in this tender been prepared and submitted with the tender document?		

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J. BID SPECIFICATION



SOUTH AFRICA

**TENDER
IEC/ICT-03/2022**

**PRIVILEGED ACCESS MANAGEMENT
(PAM) SOLUTION**

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1 Introduction

The Electoral Commission (IEC) seeks to procure an enterprise Privileged Access Management (PAM) solution. Industry terminology varies, Privileged Access Management solution are sometimes referred to as Privileged Identity Management (PIM) or Privileged User Management (PUM) solution. This solution is to integrate with Microsoft Active Directory

The IEC has deployed applications across its network for various usage. These applications along with database are being managed and maintained by the support team. The administrator/Super user password is also maintained and changes as per organization's guidelines. The IEC is also following change management process for any change in server/application/database.

The aim of the project is to better manage and monitor the use of privileged accounts across various assets within the IEC. By so doing the IEC hopes to be able to isolate the use of privileged accounts to reduce the risk of those credentials being misused or stolen. The PAM solution is expected to improve information security, assure responsible governance, comply with various mandates, provide visibility and reduce operational costs associated with the management of privileged accounts. The PAM solution will be fully implemented and integrated with the IEC's information technology systems by the successful bidder.

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 IEC 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 IEC'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.

With Protection of Personal Information Act of 2013 (POPIA) prioritizing and mandating data privacy, limiting and monitoring access to only those that need it is not only a crucial security measure, but one that is becoming critical to staying in compliance. It is expected that the implementation of a PAM solution should not only help ensure that access to sensitive information is strictly controlled, it should

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also enable the IEC to prove through reports that access to sensitive information is strictly managed even for privileged users.

3 PAM Requirements

Bidders are invited to propose an on-premises PAM solution including support and maintenance for a period of 36 months. It must be noted that the technical specifications below are the minimum requirements. The only deviation that may be accepted will be in case where the service provider's specification exceeds the minimum requirements. Any offers below the minimum specification requirement will be disqualified.

The PAM solution components should include the following:

- Access Manager – allows for the management of privileged users from a single admin portal with the necessary workflows and approvals mechanisms. It also includes an audit trail.
- Session Manager – provides real-time monitoring of your privileged users to prevent and detect suspicious activity. It also limits user access to pre-determined applications, programs, and critical information.
- Password Manager - helps security teams protect passwords and enforce strict password policies and the provision of vaults
- Analytics – use of artificial intelligence and machine learning to provide continuous monitoring and threat detection

The bidder should also provide implementation services and an implementation approach and plan.

The solution is to include services to implement the solution.

3.1 Architecture and Deployment

- 3.1.1 The solution must have a web based interface (HTML5 support) for end users that simplifies adoption and administration
- 3.1.2 The Solution must be a Virtual Appliance.
- 3.1.3 The solution must be deployable in a VMware environment. It must also have appliance hardening, operating system hardening, application protection techniques, certificates,

keys, and key management, backup protections, and security for patches and software updates

- 3.1.4 The solution should cater for about 350 servers, around 100 System Administrators and service accounts.
- 3.1.5 The tenderer shall recommend the Software License and Hardware Requirements for the proposed solution.
- 3.1.6 The solution provides one unified comprehensive solution to manage human (privileged users) and non-persons (application, machine, service account etc.) identities
- 3.1.7 The Solution must be capable of sending SNMP traps when certain events occur.
- 3.1.8 The Solution must be able to send logging or event messages to one or more syslog servers.
- 3.1.9 The Solution must be able to integrate with authentication providers for logging into the console. Authentication providers' support must include Active Directory, OpenLDAP, RADIUS, SAML 2.0 federated service. Support for Azure AD user authentication for access to PAM must also be available
- 3.1.10 The solution must have high availability (HA) options. The IEC has a cold failover Disaster Recovery (DR) environment. It is required of the bidder to provide for both Production and DR environment. The bidder must however note that only one site is active at any one time. The DR license will only be activated when the organization fails over to the DR environment.
- 3.1.11 The Solution must have the option to use PowerShell command-line and scripting language to automate tasks that manage the password vault system and processes.
- 3.1.12 The Solution must be able to allow grouping of managed systems for delegate management.
- 3.1.13 The Solution must have bulk loading capability to import managed Systems, privileged accounts, users, and other necessary objects.
- 3.1.14 The Solution must be able to manage the following systems out-of-the-box:
 - Databases: MongoDB, Oracle, MS SQL Server

- Systems:, Linux (SUSE, CentOS, Ubuntu), SAP Netweaver Application Server, Windows, Windows (SSH)
- Directories: Microsoft Active Directory, OpenLDAP
- Network systems: Cisco ASA, Cisco IOS, Cisco ISE, Checkpoint, Kemp Load Balancer, Fortinet FortiOS, HP iLO, HP iLO MP,
- Cloud : Azure AD, Amazon Web Services, Google Workspace

3.1.15 The solution should have a built-in API (RESTful API) for easy integration with other applications or systems.

3.1.16 A mobile app supporting both IOS and Android mobile devices should be made available for approving requests for privileged access and for multifactor authentication if so desired

3.1.17 Besides out-of-the-box supported platforms, the Solution must be capable of configuring custom platform support to manage privileged accounts passwords.

3.1.18 The Solution must be able to integrate with an external ticketing system (BMC Remedy).

3.2 Privileged Credential Management

3.2.1 The solution centralizes, secures and encrypts all privileged credentials in a tamper-proof safe/vault

3.2.2 The Solution must support policy-based workflow release control that supports time restrictions, multiple approvers and reviewers, emergency access, and expiration of policy.

3.2.3 The Solution must have the flexibility to specify zero, one or multiple approvers for single, group or all managed accounts. The Solution must have the flexibility to allow this Configuration to be applied to one or more groups of managed accounts.

3.2.4 The Solution must enforce role-based access control (RBAC), enabling granular delegation, workflows, and least privileged access in administering the password vault appliance

3.2.5 The Solution must be configurable to allow authorized user to bypass approvals for selected privileged account for emergency cases

- 3.2.6 The Solution must allow an option to allow multiple user access to the accounts and assets with a configurable maximum number at one time.
- 3.2.7 The Solution must have the ability to approve/deny password/session requests on-the-go even if users are not connected to the company's VPN.
- 3.2.8 The Solution must be able to discover accounts, systems, SSH Keys, Windows services in the network environment. It must also be able to auto-onboard privileged accounts of all types (shared admin, user, application, and service accounts, SSH keys, database accounts, cloud and social media accounts, machine, DevOps, robotic process automation credentials – including third party vendors.
- 3.2.9 The solution illuminates where and how privileged passwords are being used, revealing security blind spots and malpractices (default, shared, and/or embedded password, use of the Admin account across multiple service accounts, etc.)
- 3.2.10 The Solution must be capable of SSH Key Management
- 3.2.11 The Solution shall support password policies (e.g. minimum password length, complexity, enforce unique passwords etc.).
- 3.2.12 The Solution must be able to suspend and restore accounts for access. The account on the asset is disabled until a request is made for it, at which time, the Solution enables it. Once the request is closed/checked-in, the account is again disabled.
- 3.2.13 The Solution must be able audit every activity or tasks performed in the password vault appliance
- 3.2.14 The reports must show the entitlement, users' activities, access ID used, date/time of entry
- 3.2.15 The Solution must be able to have the capability of configuring retention policies, backup, and archiving of audit logs, appliance configuration and data.
- 3.2.16 The Solution must support definition of multiple password policies and ability to enforce one password policy for multiple managed systems and individual password policy for each managed System.

- 3.2.17 The Solution must have the flexibility to define schedule to reset and randomize passwords on per managed System and account basis without knowledge of existing passwords.
- 3.2.18 The Solution must have the flexibility to reset and randomize passwords for selected accounts upon check-in to eliminate risk of passwords being compromised.
- 3.2.19 The Solution must support time-based password retrieval whereby requested password is reset automatically upon expiration of granted timeframe.

3.3 Privileged Session Management

- 3.3.1 The Solution performs rigorous session monitoring and management to ensure a clean audit of all privileged activity
- 3.3.2 The Solution must have the flexibility to enable users to connect securely to remote target Systems through the session recording appliance using accounts which are not managed by the solution
- 3.3.3 The Solution must have an Optical Character Recognition (OCR) capability to log all data about privileged actions in graphical user interfaces as well as text-based protocols.
- 3.3.4 The Solution must be able to support and audit file transfers.
- 3.3.5 The Solution must be able to record and review SSH and graphical protocol sessions in a movie-like audit trails and be able to search text within it.
- 3.3.6 The video recording must be tamper-proof recorded in encrypted, timestamped, and digitally signed audit trails.
- 3.3.7 The Solution must have the capability to replay archived session using the application itself without administrator's intervention. The archived session should be secured and encrypted so that it cannot be accessed outside the solution.
- 3.3.8 The Solution must have the capability to archive recorded sessions to long term storage to cater for long retention requirement

- 3.3.9 The Solution should be capable of having a second person (auditor) to monitor (or terminate if required) a live privileged session.
- 3.3.10 Automatic logon without exposing privileged account password must be supported for SSH and RDP protocol sessions.
- 3.3.11 The Solution should be able to forward session data to FortiSIEM that enable to search, analyse, and visualize the forwarded data.

3.4 Privileged Session Analytics

- 3.4.1 The Solution must be able to have an option to enable or disable the behaviour analytics functionality
- 3.4.2 The Solution must be able to specifically select which group of sessions should use a specific analytics profile
- 3.4.3 The Solution must use pattern-free operation which uses data collected from the environment to create baseline of 'normal' behaviour and detects deviations by using various machine learning algorithms.
- 3.4.4 The Solution must be able to analyse screen content and make use of the issued commands and window titles to build the baseline behaviour profile.
- 3.4.5 The Solution must include behavioural biometrics such as typing keystroke dynamics and mouse movement analysis.
- 3.4.6 The Solution must be able to show the collected metrics and resulting data coming from the various behavioural algorithms in an easy to use dashboards and reports
- 3.4.7 The Solution must at least incorporate the following machine learning algorithms in building and identifying suspicious behaviours:
- **Commands**
 - **Keystrokes**
 - **Login Time**
 - **Frequent Item Set**
 - **Host Login**
 - **Window Title**
 - **Mouse Movements**

4 Planning Assumptions

The IEC has made the following assumptions:

- 4.1 The IEC will provide the hardware required to run the PAM solution.
- 4.2 The IEC will provide technical resources for all IEC's designated work including setup and configuration of own systems and databases.
- 4.3 Wherever the need arises, the successful bidder shall do initial configuration of operating systems and environmental specific requirements of the PAM Solution.
- 4.4 The implementation of the services required must be completed within the days as stipulated in the delivery and implementation schedule (Section 10) below.
- 4.5 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.
- 4.6 The recommended service provider shall provide all relevant details needed to ensure successful operations capability within the organisation.
- 4.7 The successful bidder may be required to enter into a service level agreement including a non-disclosure agreement.
- 4.8 The successful bidder and their personnel who will be supporting the service may be subjected to security 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 *in the tender document*.
- 5.2 Bidders must submit a detailed solution proposal with technical specifications in accordance with the technical requirements to demonstrate compliance for this purpose as detailed in [Technical Bid Response Sheet](#), which must be completed and submitted. Failure to submit Technical Bid Response Sheet shall invalidate a bid.
- 5.3 The bidder must provide at least two (2) contactable references of past services of a similar nature (PAM Supply and Implementation) that the bidder provided or was involved in. Reference

details must include the following: customer name, contact person, contact details (telephone, email, physical address), Bidders are to use [Guideline Reference Table](#) as guideline.

- 5.4 The bidder must include an Implementation Approach that will take the Electoral Commission from where we are currently to the new environment with a list of deliverables.
- 5.5 Bidder must indicate the level of experience in implementing PAM solutions. The IEC prefers to work with bidders that have at least two (2) years' experience in providing the services required. Bidders must include a profile or letter stating their level of experience in implementing PAM solutions
- 5.6 Bidder must include a minimum of one (1) CV of a senior resource, detailing product and consulting experience, PAM Implementation expertise in general and qualifications, must be submitted together with the bid before closing date and time. The bidder must use [CV Guideline](#) as guideline
- 5.7 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) as part of the bidder's submission. If the reseller agreement is from a distributor, then proof from the OEM authorising the distributor to authorise the reseller must be submitted together with the distributor's authorisation.
- 5.8 Bidder must include a training or knowledge transfer plan that will enable the IEC resources to run the system after implementation
- 5.9 Awarding of the bid to any successful bidder will be subject to the IEC's due diligence audit requirements, where applicable.
- 5.10 The IEC reserves the right and discretion to cancel and not award this bid based on any reason including operational or financial reasons, likewise the IEC reserves the right to reduce the scope and size of the service.
- 5.11 Awarding the bid to a successful bidder is subject to the bidder entering into a service level agreement (SLA) with the IEC that will formalise and regulate the final deliverables and associated processes and procedures.
- 5.12 Bidders must adhere to the delivery schedule in [Section 9](#).
- 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 *tender* 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 Upon the successful bid being accepted, the IEC reserves the right to request an inspection of the successful bidder's facilities.
- 6.4 The successful bidder has the primary responsibility to ensure that quantity and quality are in accordance with the specifications.
- 6.5 The bidder must undertake and warrant that the proposed solution is in good condition and in line with the bid specifications.
- 6.6 In addition, the IEC may also call on bidders to make presentations and demonstration of the proposed solution in order for the IEC to ensure full compliance with all its requirements and as part of the *tender* evaluation process prior to the conclusion of the adjudication of the *tender*.

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 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 on at the time of bidding. Where applicable, FOREX based up or down adjustments will be allowed in Years 2 and 3 to account for exchange rate impact on the Rand. The original bid price will apply as stated in paragraph 7.2 above, subject to the exchange rate which shall be based on the specified Bank Selling Rate at the time of making payment on the purchase orders issued for

years 2 and 3.

- 7.3 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 including for Year 1 of the contract.
- 7.4 The bidder must complete and submit a detailed pricing as in [Pricing Schedules](#). The all-inclusive total bid price on this schedule will be used for bid adjudication purposes. The bidder is allowed any other additional line items for pricing completeness in accordance with their solution. The total cost including VAT is to be stipulated in [Pricing Schedules](#).
- 7.5 Travel between home and the project office at the Electoral Commission's national office in Centurion will not be charged.
- 7.6 All costs associated with the supply of the services must be included in the total bid price.
- 7.7 The IEC reserves the right to adjust costs by adjusting the quantities and/or excluding some cost factors.
- 7.8 The quoted bid price must be the bidder's total bid price for delivering the solution as proposed.
- 7.9 The bid price quoted must take into account the following cost elements, including bidder specific cost dependencies:
 - 7.9.1 PAM Solution perpetual and support and maintenance costs for 36 months.
 - 7.9.2 Solution delivery including implementation labour and professional services fees where applicable.
 - 7.9.3 All applicable costs above should be included in the total bid price.
 - 7.9.4 Total bid price must be inclusive of VAT.
 - 7.9.5 The Electoral Commission will pay for the solution annually in advance at the beginning of each year of the contract.

8 Award of Contract

- 8.1 The bid adjudication process may include short-listing, presentation and demonstration of the solution and services by the short-listed finalists.
- 8.2 The contract will be awarded to a bidder whose solution successfully conforms to specifications and is able to deliver and support the product, and in terms of the provisions of the Preferential Procurement Policy Framework Act, 2000.

- 8.3 The IEC reserves the right to run a proof of concept (POC) with the leading as part of adjudicating the bid before a final award is made or with the winning bidder after award of the *tender*.
- 8.4 The successful bidder may also be required to enter into a service level agreement (SLA/contract) with the IEC in order to formalise and confirm the exact solutions to be delivered.
- 8.5 The IEC will issue a formal purchase order before any services or licenses can be delivered.
- 8.6 It should be noted that the IEC seeks to gain the best solution technically and financially and will select from the results of the *tender* a solution it deems to give the best investment.

9 Delivery and Implementation Timeframe

- 9.1 The successful bidder will be required to implement the PAM solution within three (3) months of being awarded the contract.

10 Duration

- 10.1 The contract is for a period of 36 months and may be extended line with National Treasury Regulations

11 Briefing Session

No briefing session will be held, bidders may however direct enquiries concerning the technical requirements to Siviwe Gwadiso or Libisi Maphanga at 012 622-5700 or gwadisos@elections.org.za or maphangal@elections.org.za

12 Submissions of Bid Documentation

All submissions must be received before the closing date and time for submissions as stipulated in the tender document.

Submissions received after the closing date and time will lead to bids being disqualified and not considered.

Submission may be submitted as per Tender Part 1

OR

- Placed in the Electoral Commission tender box situated in the foyer of the Electoral Commission National Office in Centurion at the following address before the closing date and time of this tender

Election House
Riverside Office Park,
1303 Heuwel Avenue,
Centurion,
0157

Note: Clearly mark your submission: For the attention of Supply Chain Management Department –
eTender: **IEC/ ICT-03/2022**

Failure to submit all of the required documentation before the closing date and time shall invalidate the bid. It remains the responsibility of the bidder to confirm receipt of the required documentation with the Electoral Commission Supply Chain Management Department.

12.1 Summary of Submission Requirements

- 12.1.1 Detailed technical specifications in accordance with the technical requirements to demonstrate compliance. Bidder must complete and submit Schedule 14 (Technical Response Sheet) to demonstrate compliance as per 5.2.
- 12.1.2 Complete and submit Pricing Schedules (breakdown of the bid price into license costs and implementation costs and any other costs plus the annual summary breakdown) as per 7.4
- 12.1.3 Two contactable references as per 5.3
- 12.1.4 Company Profile or letter indicating the level of PAM Implementation experience for the organization as per 5.5
- 12.1.5 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 5.7
- 12.1.6 CV of a senior resource as per 5.6
- 12.1.7 Training and Knowledge Transfer plans as per 5.8
- 12.1.8 Implementation Approach / Plan as per 5.4

13 Closing Date

The closing date and time of this bid is as specified in the tender document and eProcurement (Votaquotes) website. The closing date and time is determined by the clock on the IEC's servers and is not negotiable. Bidders must also take note supporting documentation must be delivered **before closing date and time**.

14 Technical Bid Response Sheet

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.

	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.	User Interface	The solution must have a web based interface for end users that simplifies adoption and administration.	3.1.1			
2.	Architecture & Deployment	The Solution must be a Virtual Appliance	3.1.2			
3.	Architecture & Deployment	The solution must be deployable in a VMware environment. It must also have appliance hardening, operating system hardening, application protection techniques, certificates, keys, and key management, backup protections, and security for patches and software updates	3.1.3			
4.	Architecture & Deployment	The solution should cater for about 350 servers and around 100 System Administrators and Service Accounts	3.1.4			

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	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	
5.	Architecture & Deployment	The solution must provide one unified comprehensive solution to manage human (privileged users) and non-persons (application, machine, service account etc.) identities.	3.1.6			
6.	Architecture & Deployment	The Solution must be able to send logging or event messages to one or more syslog servers. In particular the solution must be able to integrate with FortiSIEM.	3.1.8 3.3.11			
7.	Architecture & Deployment	The Solution must be able to integrate with authentication providers for logging into the console. Authentication providers' support for Active Directory, OpenLDAP, RADIUS, SAML 2.0 federated service must be provided. Support for Azure AD user authentication for access to PAM must be available	3.1.9			

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	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	
8.	Architecture & Deployment	The solution must have high availability (HA) options. The IEC has a cold failover Disaster Recovery (DR) environment. It is required of the bidder to provide for both Production and DR environment	3.1.10			
9.	Architecture & Deployment	The Solution must have bulk loading capability to import managed Systems, privileged accounts, users, and other necessary objects.	3.1.13			
10	Architecture & Deployment	The solution should have a built-in API (RESTful API) for easy integration with other applications or systems for example Remedy (ITSM)	3.1.15			

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	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	
11	Architecture & Deployment	The solution must support multi-factor authentication for direct approvals	3.1.16			
12	Privileged Credentials Management	The solution centralizes, secures and encrypts all privileged credentials in a tamper-proof safe/vault	3.2.1			
13	Privileged Credentials Management	The Solution must support policy-based workflow release control that supports time restrictions, multiple approvers and reviewers, emergency access, and expiration of policy	3.2.2			
14	Privileged Credentials Management	The Solution must have the flexibility to specify zero, one or multiple approvers for single, group or all managed accounts. The Solution must have the flexibility to allow this Configuration to be applied to one or more groups of managed accounts	3.2.3			

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15	Privileged Credentials Management	The Solution must enforce role-based access control (RBAC), enabling granular delegation, workflows, and least privileged access in administering the password vault appliance	3.2.4			
16	Privileged Credentials Management	The Solution must be configurable to allow authorized user to bypass approvals for selected privileged account for emergency case	3.2.5			
17	Privileged Credentials Management	The Solution must have the ability to approve/deny password/session requests on-the-go even if users are not connected to the company's VPN.	3.2.7			
18	Privileged Credentials Management	The Solution must be able to discover accounts, systems, SSH Keys, Windows services in the network environment	3.2.8			

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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.

	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	
19	Privileged Credentials Management	The Solution must be able to suspend and restore accounts for access. The account on the asset is disabled until a request is made for it, at which time, the Solution enables it. Once the request is closed/checked-in, the account is again disabled	3.2.12			
20	Privileged Credentials Management	The Solution must be able audit every activity or tasks performed in the password vault appliance	3.2.13			
21	Privileged Credentials Management	The Solution must have the flexibility to reset and randomize passwords for selected accounts upon check-in to eliminate risk of passwords being compromised	3.2.17 3.2.18			

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	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	
22	Privileged Credentials Management	The solution illuminates where and how privileged passwords are being used, revealing security blind spots and malpractices.	3.2.9			
23	Privileged Session Management	Performs rigorous session monitoring and management to ensure a clean audit of all privileged activity.	3.3.1			
24	Privileged Session Management	The solution records sessions in real-time and uses optical character recognition (OCR) technology so your security team can search through metadata during investigations rather than spending hours watching the footage	3.3.3			
25	Privileged Session Management	The Solution should have the capability to have a second person (auditor) to monitor a live privileged session	3.3.9			

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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.

	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	
26	Privileged Session Analytics	The Solution must be able to have an option to enable or disable the behaviour analytics functionality	3.4.1			
27	Privileged Session Analytics	The Solution must use pattern-free operation which uses data collected from the environment to create baseline of 'normal' behaviour and detects deviations by using various machine learning algorithms.	3.4.3			
28	Privileged Session Analytics	The Solution must include behavioural biometrics such as typing keystroke dynamics and mouse movement analysis.	3.4.5			

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15 PRICING SCHEDULES

15.1 DETAILED BREAKDOWN

PRICING SCHEDULE DETAILED BREAKDOWN

The completion of all pricing schedules is compulsory. Failure to complete the table below will result in the bid being disqualified. Bidder to provide License and Implementation costs.

No.	Description of Primary Services	One Time Charge (OTC) Including VAT	Monthly Costs Including VAT	Cost over 1 year including VAT
1.	License Costs (Perpetual and Support and Maintenance over Year 1)		R_____	R_____
2.	Implementation Costs	R_____		
3.	Miscellaneous Costs	R_____	R_____	R_____
4.	License Costs for year 2 (Support and Maintenance)		R_____	R_____
5.	License Costs for year 3 (Support and Maintenance)		R_____	R_____
	Total Bid Price	R_____		R_____

* The Total Bid Price must be all inclusive and complete for the delivery of the proposed solution. Include the total OTC and 36 months' costs. The Total Bid Price must be stated on this pricing schedule.

15.2 SUMMARY BREAKDOWN**PRICING SCHEDULE – SUMMARY BREAKDOWN**

The completion of all pricing schedules is compulsory. Failure to complete the table below will result in the bid being disqualified. Annual Summary Breakdown over 3 years.

No.	Description of Primary Services	Costs Including VAT	Comments
1.	Year 1: License Costs, Implementation Costs, Support and Maintenance and other costs to be incurred in Year 1	R_____	
2.	Year 2: License Costs (Support and Maintenance and other costs to be incurred in Year 2)	R_____	
3.	Year 3: License Costs (Support and Maintenance and other costs to be incurred in Year 3)	R_____	
4.	Total Bid Price	R_____	
5.	Baseline Foreign Exchange on Which the Bid		US \$ 1 = ZAR _____

* The Total Bid Price must be all inclusive and complete for the delivery of the proposed solution. The Total Bid Price must be inclusive of VAT. The Total Bid Price must correspond to the Total Bid Price on Table 15.1 above. The Electoral Commission will pay for the solution annually in advance at the beginning of each year of the contract. The Total Bid Price will be used for Bid Adjudication

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16 Guideline Reference Table

Reference #1

<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	
Product and Service Description		
Service Provided	Version of MIM (Windows Server)	
	Was this service provided in the last 36 months? (Y/N)	

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Reference #2

<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		
Service Provided	Version of MIM (Windows Server)	
	Was this service provided in the last 36 months? (Y/N)	

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17 CV Guideline

<u>CV Guideline</u> <u>The Bidder must provide at least 1 Senior Resource CVs with the necessary qualifications. Please use the guideline below to provide the details of the resource(s) to be utilized to do the installation and configuration: Provision of the resource details is compulsory. Failure to complete and submit shall lead to disqualification</u>		
Resource Name		
Number of Years' Experience on the products	Identity and Access Management (IAM) in general	
	Privileged Access Management	
Qualifications	Post Matric	
	Product Specific Qualifications	
Number of Implementations done	PAM (proposed product)	
	Other PAM solutions (specify)	

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18 Bid Evaluation Criteria

18.1 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 TENDER 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

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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.

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:

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

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

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

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18.2 Stage 2: Key Qualifying Criteria

<u>Bid Evaluation Criteria</u>				
Stage 2 – Key Qualifying Criteria- Failure to comply with any of the requirements below will result in the bid being disqualified				
Company Name (Bidder):				
No.	Description	Yes	No	Comments
1.	Bidder completed and submitted Technical Response Sheet as per 5.2			
2.	Bidder has completed and submitted Pricing Schedules as per 7.4			
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 5.7			
4.	Bidder has included an Implementation Approach / Plan that will take the Electoral Commission from where we are currently to the new environment with a list of deliverables as per 5.4			
Overall Stage 2 Outcomes:		<u>Assessment Comments:</u>		
		Bid qualifies for further consideration: (YES/NO):		

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18.3 Stage 3: Technical Evaluation

Technical Evaluation Sheet 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	
1.	User Interface	The solution has a web based interface for end users that simplifies adoption and administration.	3.1.1			
2.	Architecture & Deployment	The Solution is a Virtual Appliance	3.1.2			
3.	Architecture & Deployment	The solution is deployable on a VMware environment. It also has appliance hardening, operating system hardening, application protection techniques, certificates, keys, and key management, backup protections, and security for patches and software updates	3.1.3			
4.	Architecture & Deployment	The solution caters for about 350 servers and around 100 System Administrators and Service Accounts	3.1.4			

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Technical Evaluation Sheet

Stage 3 – Technical Evaluation – Technical Disqualifying Factors.

Failure to comply with any of the requirements below will result in the bid being disqualified.

5.	Architecture & Deployment	The solution provides one unified comprehensive solution to manage human (privileged users) and non-persons (application, machine, service account etc.) identities.	3.1.6			
6.	Architecture & Deployment	The Solution is able to send logging or event messages to one or more syslog servers. In particular the solution is able to integrate with FortiSIEM.	3.1.8 3.3.11			
7.	Architecture & Deployment	The Solution is able to integrate with authentication providers for logging into the console. Providers support for Active Directory, OpenLDAP, RADIUS, SAML 2.0 federated service must be provided. Support for Azure AD user authentication for access to PAM must be available	3.1.9			
8.	Architecture & Deployment	The solution has high availability (HA) options. The IEC has a cold failover Disaster Recovery (DR) environment. The bidder has provided for both Production and DR environment	3.1.10			
9.	Architecture & Deployment	The Solution has bulk loading capability to import managed Systems, privileged accounts, users, and other necessary objects.	3.1.13			
10.	Architecture & Deployment		3.1.15			

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Technical Evaluation Sheet**Stage 3 – Technical Evaluation – Technical Disqualifying Factors.****Failure to comply with any of the requirements below will result in the bid being disqualified.**

		The solution has an built-in API (RESTful API) for easy integration with other applications or systems for example Remedy (ITSM)				
11.	Architecture & Deployment	The solution supports multi-factor authentication for direct approvals	3.1.16			
12.	Privileged Credentials Management	The solution centralizes, secures and encrypts all privileged credentials in a tamper-proof safe/vault	3.2.1			
13.	Privileged Credentials Management	The Solution supports policy-based workflow release control that supports time restrictions, multiple approvers and reviewers, emergency access, and expiration of policy	3.2.2			
14.	Privileged Credentials Management	The Solution has the flexibility to specify zero, one or multiple approvers for single, group or all managed accounts. The Solution has the flexibility to allow this Configuration to be applied to one or more groups of managed accounts	3.2.3			
15.	Privileged Credentials Management	The Solution enforces role-based access control (RBAC), enabling granular delegation, workflows, and least privileged access in administering the password vault appliance	3.2.4			
16.			3.2.5			

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Technical Evaluation Sheet

Stage 3 – Technical Evaluation – Technical Disqualifying Factors.

Failure to comply with any of the requirements below will result in the bid being disqualified.

	Privileged Credentials Management	The Solution is configurable to allow authorized user to bypass approvals for selected privileged account for emergency case				
17.	Privileged Credentials Management	The Solution has the ability to approve/deny password/session requests on-the-go even if users are not connected to the company's VPN.	3.2.7			
18.	Privileged Credentials Management	The Solution is able to discover accounts, systems, SSH Keys, Windows services in the network environment	3.2.8			
19.	Privileged Credentials Management	The Solution is able to suspend and restore accounts for access. The account on the asset is disabled until a request is made for it, at which time, the Solution enables it. Once the request is closed/checked-in, the account is again disabled	3.2.12			
20.	Privileged Credentials Management	The Solution is able audit every activity or tasks performed in the password vault appliance	3.2.13			
21.	Privileged Credentials Management	The Solution has the flexibility to reset and randomize passwords for selected accounts upon check-in to eliminate risk of passwords being compromised	3.2.17 3.2.18			
22.	Privileged Credentials Management	The solution illuminates where and how privileged passwords are being used, revealing security blind spots and malpractices.	3.2.9			

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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.

23.	Privileged Session Management	The Solution performs rigorous session monitoring and management to ensure a clean audit of all privileged activity.	3.3.1			
24.	Privileged Session Management	The solution records sessions in real-time and uses optical character recognition (OCR) technology so your security team can search through metadata during investigations rather than spending hours watching the footage	3.3.3			
25.	Privileged Session Management	The Solution has the capability to have a second person (auditor) to monitor a live privileged session	3.3.9			
26.	Privileged Session Analytics	The Solution is able to have an option to enable or disable the behaviour analytics functionality	3.4.1			
27.	Privileged Session Analytics	The Solution uses pattern-free operation which uses data collected from the environment to create baseline of 'normal' behaviour and detects deviations by using various machine learning algorithms.	3.4.3			
28.	Privileged Session Analytics	The Solution includes behavioural biometrics such as typing keystroke dynamics and mouse movement analysis.	3.4.5			

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Technical Evaluation Sheet

Stage 3 – Technical Evaluation – Technical Disqualifying Factors.

Failure to comply with any of the requirements below will result in the bid being disqualified.

Overall Stage 3 Outcome	<div style="border-bottom: 1px solid black; height: 80px; margin-bottom: 5px;"> <u>Assessment Comments:</u> </div> <div> Bid qualifies for further consideration: (YES/NO) </div>
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18.4 Stage 4: Technical Scoring

Bid Evaluation Criteria Stage 4 – Technical Scoring					
To qualify to the next phase of adjudication a bidder must score a minimum of 75% (40.5/54)					
	Product Description	Available Score	Points Allocation	Actual Score	Comments
1	Relevant Reference	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) PAM Project Size = 1 point j) Services Provided in the Last 36 Months = 1 point Total for references = maximum 10 points per reference (minimum 2 references required).		
	Bidder's profile	3	Bidder has at least two years' experience in supplying and implementing PAM		

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Bid Evaluation Criteria**Stage 4 – Technical Scoring**

To qualify to the next phase of adjudication a bidder must score a minimum of 75% (40.5/54)

	Product Description	Available Score	Points Allocation	Actual Score	Comments
			solutions: a) 2 or more years = 3 points b) Less than 2 years = 0 points		
	Machine Language	7	The Solution incorporates at least the following machine learning algorithms in building and identifying suspicious behaviours: (7 points) a) Commands = 1 point b) Keystrokes = 1 point c) Login Time = 1 point d) Frequent Item Set = 1 point e) Host Login = 1 point f) Window Title = 1 point g) Mouse Movements = 1 point		
	Databases	5	The Solution is able to manage the following database systems out-of-the-box: (5 points) a) MongoDB = (1 point)		

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Bid Evaluation Criteria**Stage 4 – Technical Scoring**

To qualify to the next phase of adjudication a bidder must score a minimum of 75% (40.5/54)

	Product Description	Available Score	Points Allocation	Actual Score	Comments
			b) Oracle = (2 point) c) MS SQL Server = (2 points)		
	Systems	4	Solution is able to manage the following systems out-of-the-box: (4 points) a) Linux (SUSE, CentOS or Ubuntu) =1 point b) SAP Netweaver Application Server = 1 point c) Windows, Windows = 2 points		
	Directory Systems	2	Solution is able to manage the following Directory systems out-of-the-box: (2 points) a) Microsoft Active Directory = 2 points		
	Network Systems	5	Solution is able to manage the following Network systems out-of-the-box: (5 points) a) Checkpoint = (2 points) b) Kemp Load Balancer = (1 point) c) Fortinet FortiOS = (2 points)		

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Bid Evaluation Criteria**Stage 4 – Technical Scoring**

To qualify to the next phase of adjudication a bidder must score a minimum of 75% (40.5/54)

	Product Description	Available Score	Points Allocation	Actual Score	Comments
	Cloud Services	3	Solution is able to manage the following systems out-of-the-box: a) Azure AD = (2 points) b) Amazon Web Services or Google Workspace = (1 point)		
	Training and Knowledge Transfer Plan	5	Bidder has included a training and knowledge transfer plan = 5 points		
	TOTAL:	54			
	Overall Phase 3 Outcomes:	<u>Assessment Comments:</u>			
		Bid qualifies for further consideration (YES/NO):			

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18.5 Stage 5: Adjudication of Bids

Stage 5 – Adjudication of Bids

Only bids that comply with the requirements and conditions of the TENDER 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

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Bid Evaluation Team

	Evaluation Team Member's Name	Signature
1		
2		
3		
4		
5		

Overall Adjudication Outcomes: _____

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