REFERENCE: IEC/SS-04/2025 **CLOSING DATE: 22 JANUARY 2026**

ENQUIRIES: Yash Sookan
Tel: 012 622 5700 or eMail: Sookany@elections.org.za

SERVICE DESCRIPTION: NATIONAL OFFICE CANTEEN, DOMESTIC GOODS AND VENDING MACHINES

Kindly furnish the Electoral Commission with a bid for canteen, domestic goods and vending machine for the Electoral Commission as per this tender document.

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

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

A tender briefing session will be held at 11:00 on **12 December 2025** at the Electoral Commission's office situated at:

Election House

Riverside Office Park

1303 Heuwel Avenue

CENTURION

0046

Kindly submit your bid by completing the relevant forms and deposit the bid in the **tender box** OR **a designated room** at the Electoral Commission's address before the closing date and time as specified on page two (2).

The Electoral Commission takes no responsibility for any late bids, whatever the reason may be.

Yours sincerely

SUPPLY CHAIN MANAGEMENT

TENDER NUMBER: IEC/SS-04/2025

NATIONAL OFFICE CANTEEN, DOMESTIC GOODS AND VENDING MACHINES

CLOSING TIME: 11:00 **CLOSING DATE: 22 JANUARY 2026**

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

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

ALL APPLICABLE TENDER FORMS (***PAGE 2 – 48)*** MUST BE COMPLETED AND SIGNED IN ORIGINAL INK. THE BIDDER IS HOWEVER NOT REQUIRED TO FILL IN THE TENDER EVALUATION CRITERIA. FORMS WITH PHOTOCOPIED SIGNATURES/ INITIALS OR ANY OTHER SUCH REPRODUCTION OF DETAIL WILL BE REJECTED, RESULTING IN THE TENDER BEING DISQUALIFIED***.***

SUBMIT YOUR BID IN A SEPARATE SEALED ENVELOPE OR SUITABLE CONTAINER IF NECESSARY AND WRITE YOUR COMPANY NAME AS WELL AS THIS TENDER REFERENCE NUMBER **(IEC/SS-04/2025)** ON THE ENVELOPE/CONTAINER.

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

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

Election House

Riverside Office Park

1303 Heuwel Avenue

CENTURION

0046

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

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

BIDS, AS A WHOLE OR IN PART, RECEIVED AFTER THE CLOSING DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED FOR CONSIDERATION. LATE BIDS ARE RECORDED BUT SET ASIDE.

ONLY BIDS SUBMITTED IN THE CORRECT TENDER BOX(ES) OR DESIGNATED ROOM AS SPECIFIED IN THE TENDER DOCUMENT OF THE ELECTORAL COMMISSION SHALL BE ACCEPTED. BIDS SUBMITTED IN THE ADDRESS NOT SPECIFIED IN THE TENDER DOCUMENT, BY TELEGRAM, FACSIMILE, POST OR BY ELECTRONIC MEANS SUCH AS eMAIL WILL NOT BE ACCEPTED FOR CONSIDERATION.

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

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

BACKGROUND

The Electoral Commission is a permanent body established in terms of Chapter 9 of the Constitution of the Republic of South Africa and the Electoral Commission Act 51 of 1996. It is responsible for managing and administering all elections and promoting and safeguarding democracy in South Africa. Although publicly funded and accountable to Parliament, the Electoral Commission is independent of government.

In terms of Section 190 of the Constitution of the Republic of South Africa (Act 108 of 1996), the Electoral Commission must -

- Manage elections of national, provincial and municipal legislative bodies;
- Ensure that those elections are free and fair;
- Declare the results of those elections; and
- Compile and maintain a voters' roll.

Duties of the Electoral Commission as stated in Section 5 of the Electoral Commission Act require that the Electoral Commission:

- Compile and maintain a register of parties;
- Undertake and promote research into electoral matters;
- Develop and promote the development of electoral expertise and technology in all spheres of government;
- Continuously review electoral laws and proposed electoral laws, and make recommendations;
- Promote voter education;
- Declare the results of elections for national, provincial and municipal legislative bodies within seven (7) days of those elections; and
- Appoint appropriate resources in any sphere of government to conduct elections when necessary.

The Electoral Commission currently operates in approximately 270 municipal electoral offices, nine (9) provincial offices and ten (10) warehouses at national and provincial level.

GENERAL TENDER CONDITIONS

1. These conditions form part of the tender and failure to comply with these may invalidate a bid.

2. The following definitions shall apply:

   (a) "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

   (b) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;

   (c) "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

   (d) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations and advertised competitive bidding processes;

   (e) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); together with the Broad-Based Black Economic Empowerment Amendment Act, 2013 (Act No. 46 of 2013)

   (f) "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;

   (g) "consortium or joint venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

   (h) "contract" means the agreement (including a service level agreement) that results from the acceptance of a bid by the Electoral Commission;

   (i) "EME" means any exempted micro enterprise with an annual total revenue that is less than the prescribed threshold value;

   (j) "firm price" means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;

   (k) "functionality" means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;

   (l) "non-firm prices" means all prices other than "firm" prices;

   (m) "person" includes a juristic person;

   (n) "rand value" means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable duties and taxes;

(o) "service provider" means any individual or entity that is contracted by the Electoral Commission to render goods or services.

(p) "specific goal" means specific goals as contemplated in section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000

(q) "state" means any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act (the PFMA), 1999 (Act No. 1 of 1999), any municipality or municipal entity, provincial legislature, National Assembly or the National Council of provinces; or Parliament;

(r) "sub-contract" means the primary bidder/contractor's assigning, leasing, making out work to, or employing, another person to support such primary bidder/contractor in the execution of part of a project in terms of the SLA/contract.

(s) 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

(t) "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

(u) "trust" means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.

3. The tender forms are drafted to ensure that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire/s (where applicable) or in a separate annexure/s.

4. The tender forms shall not be retyped or redrafted but photocopies may be prepared and used. All photocopied pages must, however, be completed and signed/initialled in original ink as stipulated.

5. Additional offers may be made for any item in response to this tender but only on a photocopy of the applicable page/s. Additional offers made in any other manner may be disregarded.

6. Tenders will not be qualified by the tenderer's own conditions of tender. Failure to comply with this requirement shall invalidate the bid.

7. Failure on the part of the tenderer to *sign/initial all applicable pages* (**where a provision to sign has been provided**) of this tender form and thus to acknowledge and accept the conditions in writing shall invalidate the bid submission.

8. Failure on the part of the tenderer to complete the attached forms, questionnaires and specifications document in all respects may invalidate the bid submission. Failure to complete mandatory forms/schedules shall invalidate the bid submission.

9. All changes/ alterations in the tender document should be signed/initialled. Failure on the part of the tenderer to sign/initial any alterations and/or corrections made to information provided in this tender form may invalidate the tender submission.

10. No correction fluid/tape or similar products will be allowed and the use thereof on any page of the tender document may invalidate your bid submission.

11. **Any changes/ alterations to pricing that are not signed/ initialled are considered material, and shall invalidate the bid submission. Correction fluid/tape or similar products will not be allowed to amend prices and the use thereof shall invalidate the bid submission.**

12. **Comprehensive completion of the pricing schedules in this bid document is compulsory. Where pricing is not charged, same should be denoted as not applicable (N/A). Failure to complete all the required pricing schedules in detail required shall lead to the disqualification of a bid.**

13. Information/detail provided on completed tender forms must be legible and ink must be used. Tender forms completed and signed mechanically, e.g. by means of a typewriter/computer or a signature/initial by means of a stamp are deemed to have been completed in original ink. Pencil must not be used as it shall lead to the disqualification of the bid submission.

14. Tenderers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated. Incomplete bid submissions (i.e. with missing pages) shall be disqualified.

15. Tender prices must be all inclusive, including VAT in respect of all vendors registered for VAT purposes. Non-VAT registered bidder shall not charge nor be eligible for the payment of VAT.

16. Tender prices for supplies in respect of which installation/ erection/ assembly is a requirement, shall include ALL costs inclusive of VAT on a basis of delivered on site as specified.

17. The Electoral Commission shall only accept bids at prices that are market related. In the event that a bid is deemed to not be market related the Electoral Commission reserves the right to negotiate prices in accordance with the provisions of the SCM policy in order to achieve a market related price or cancel the tender altogether.

18. National Treasury has placed an obligation on all bidders that intend doing business with government to register on its Central Supplier Database (CSD). The Electoral Commission will not contract any tenderer that is not registered on the CSD.

19. It is an absolute requirement that the tax affairs of the successful tenderer must be in order.

20. An entity's tax compliance status is indicated on the Central Supplier Database (CSD). The Electoral Commission will only contract tenderers whose tax status is compliant. This means that if a tenderer has a non-compliant tax status before the award is completed the bid will be disqualified if that tenderer's tax affairs remains non-compliant as per the provisions of National Treasury Instruction 9 of 2017/2018. It remains the bidder's responsibility to ensure that their taxes are in order, remain in order and that this is reflected on the CSD. The bidder must also ensure that all sub-contractors (if applicable) are tax compliant.

21. Bids must be submitted based on firm tender prices and delivery periods, unless otherwise stated in the bid specifications. Consequently, tenderers must clearly state whether prices and delivery periods will remain firm for the duration of the SLA/contract or not.

22. When the SLA/contract is awarded on the basis of firm prices, contract prices may be adjusted during the contract period only if:

    (a) customs or excise duty or any other duty, levy or tax (excluding any anti-dumping and countervailing duties or similar duties), is introduced in terms of any Act or regulation; or

    (b) any such duty, levy or tax is legally changed or abolished; and

(c) the onus of proof of the effect of such events is placed upon the tenderer.

23. If non-firm prices are provided for in the bid specifications, the following rules shall apply:

(a) In respect of any factors which demonstrably have an influence on the production cost of the supplies or the cost of rendering the services which have been tendered on the basis of non-firm prices, price adjustments which become effective during the contract period may be allowed with effect from the date of the change in cost and founded on the actual direct change in the cost as used in the calculation of the tender price, in addition to those provided for.

(b) Where the tenderer is the manufacturer of the supplies or the provider of the service, or where he/she/they is the accredited agent of the manufacturer or the provider, evidence in support of the price adjustments claimed shall be produced on demand.

(c) As an alternative, the bidder may specify a formula in the bid submission for the purpose of adjusting prices in accordance with published indices.

(d) Where the tenderer is not the provider of the service, or where he/she/they is not the accredited agent of the provider, any price adjustment shall be based on the increase or reduction to the tenderer in the net cost of the supplies on which the tender price was based. When any such increase or reduction in costs occurs, the tenderer shall submit copies of the quotation or price list with reference to which the tender price as calculated, as well as the revised quotation or price list on which the claim is based.

24. Where prices are subject to exchange rate fluctuations, tenderers must take that factor into account when bidding and, where necessary, should ensure that they have taken the necessary forward cover to provide for possible price increases. When applicable, specific detail to this effect should be included in the bid submission.

25. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

26. Unconditional discounts offered by any tenderer as part of their bid submission may be considered by the Electoral Commission at its sole discretion in the bid adjudication process. Any other discounts offered by any tenderer will be taken into consideration for payment purposes.

27. The bid specifications form an integral part of the tender document and tenderers shall indicate in the space/s provided whether the specific goods and/or services offered are according to specification or not.

28. In cases where the goods and/or services offered are not according to specification, the deviations from the specifications must be indicated. Specifications may not, however, be changed on the tender forms provided as that shall invalidate a bid submission.

29. Unless specifically provided for in the tender document, no bids transmitted by facsimile or email will be considered.

30. Tenderers are requested to promote local content as far as possible.

31. A service level agreement (SLA/contract) shall be entered into with the successful tenderer.

32. Unless otherwise stipulated, all tools/equipment needed must be supplied by the successful tenderer.

33. Any tenderer found to be influencing the tender adjudication process shall be automatically disqualified and not accepted for consideration.

34. In accordance with the Electoral Commission's policy, the Electoral Commission reserves the right to procure goods/services outside of the SLA/contract if, *inter alia*, an emergency arises; the service provider's point of supply is not situated at or near the place where services are required or, if the service provider's services are not readily available.

35. The Electoral Commission reserves the right to negotiate the extension of the SLA/contract at its sole discretion with due regard to any statutory provisions imposed by National Treasury at the time of considering such extension.

36. The Electoral Commission may, at its sole discretion, resolve to procure lesser or additional goods/services as provided through the tender should the need arise. Any such change in the scope of services shall be negotiated with the successful tenderer if and when relevant with due regard to any statutory provisions imposed by National Treasury at the time of considering such.

37. Bid submissions received by the Electoral Commission and bid evaluation, assessment and adjudication reports that may contain sensitive information relating to any specific bids are not available for perusal by the public.

38. All information supplied by the Electoral Commission will be in the strictest confidence and will remain the proprietary information of the Electoral Commission. No tenderer will be permitted to disclose any such information to any third party without the prior express consent and/or written authority and/or consent of the Electoral Commission.

39. Should the tenderer fail to comply with any of the conditions of the SLA/contract, the Electoral Commission shall be entitled, without prejudice to any of its other rights, to:

    (a) arrange for the alternative execution of the service/s not rendered or not in conformity with the specifications of the SLA/contract; and

    (b) recover all costs, losses or damages it has incurred or suffered as a result of the tenderer's conduct; or

    (c) cancel the SLA/contract and claim any damages which it has suffered as a result of having to make less favourable arrangement due to such cancellation.

40. All acquisitions for goods and/or services made by the Electoral Commission are subject to the following conditions:

    (a) No variations from the terms and conditions herein contained, and no contrary stipulation by the tenderer shall be valid and binding unless confirmed by the Electoral Commission in writing.

    (b) The Electoral Commission reserves the right to cancel any order if delivery is not made in due time and the tenderer will not be entitled to any cancellation fees.

    (c) Part deliveries will only be accepted on prior arrangement with the Electoral Commission.

    (d) If delivery is not met as per agreement, the Electoral Commission reserves the right to cancel the outstanding delivery, and recover all costs, losses or damages it has incurred or suffered as a result of the tenderer's conduct.

(e) No price adjustments shall be accepted unless stipulated in the tender document received and agreed to by the Electoral Commission. The tenderer will be obliged to sell at tendered prices.

(f) The award of the tender may be subjected to the negotiation of a market-related price with a bidder in accordance with the provisions of the SCM policy.

(g) The Electoral Commission shall not be responsible for any risk in relation to the goods before delivery.

(h) The Electoral Commission shall not be obliged to pay for any goods with any deviation from the agreed specification and quality.

(i) The Electoral Commission shall be entitled to return any goods with defects or deviations from the agreed specification without consent from the tenderer.

(j) The service provider shall submit a valid tax invoice where the service provider is VAT registered, or a valid invoice if the service provider is not VAT registered, conforming to tax law requirements, to the Electoral Commission. The invoice amount shall correspond with the order amount and shall be VAT inclusive, where applicable.

(k) Details provided on invoices issued to the Electoral Commission must correspond to the details of the service provider as registered on the Central Supplier Database (CSD). It remains the service provider's responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to the bidder.

(l) Payment shall be effected within 30 days of receipt of a valid invoice/s together with a statement of the Electoral Commission's account, unless a dispute arises in respect of such invoice/s. Every effort shall be made to take advantage of special discounts.

(m) To avoid unnecessary delays in payment, it remains the tenderer's responsibility to ensure that banking details are correct and validated on the Central Supplier Database (CSD). The Electoral Commission will not be liable for interest accrued on overdue accounts where the tenderer has not resolved their incorrect banking details on the CSD.

41. No damages shall be claimable by the Electoral Commission in respect of any reasonable period of delay which the tenderer can prove to the satisfaction of the Electoral Commission to be directly due to unforeseen events and/or any *force majeure*.

42. If the execution of any SLA/contract entered into is likely to be delayed or is in fact being delayed on account of any reason, full particulars of the circumstances shall be immediately reported in writing to the contact person stated in the service level agreement (SLA/contract), and at the same time the service provider shall indicate the extension of the delivery/completion period which will then be required.

43. If information required in respect of any item in the tender document cannot be adequately inserted in the space provided, additional information may be provided on a separate sheet of paper with a clear and accurate reference to the item and page of the tender document.

44. Tenderers may, at the discretion of the Electoral Commission, be requested to submit samples or prototypes, make presentations and/or written submissions in order for the Electoral Commission to assess compliance with tender conditions and specifications.

45. Scoring in respect of this tender will be based on the provisions of the Preferential Procurement Policy Framework Act, 2000 (PPPFA) and Preferential Procurement Regulations, 2022. Only valid

B-BBEE status level certificates, CIPC B-BBEE certificates or B-BBEE affidavits are acceptable, and these will be subject to verification and validation.

46. The following preference point systems are applicable to bids of the Electoral Commission:

(a) the 80/20 system for goods and/or services with a Rand value equal to or below R50,000,000 (all applicable taxes included);

(b) the 90/10 system for goods and/or services with a Rand value above R50,000,000 (all applicable taxes included); and

(c) if it is unclear which preference point system will be applicable, then either the 80/20 or the 90/10 preference point system will apply and the lowest acceptable bid will be used to determine the applicable preference point system.

47. **The value of this tender is estimated not to exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 scoring system shall be applicable.**

48. Preference points for this bid shall be awarded for:

(a) Price (80 or 90 as applicable); and

(b) Specific goal(s) (a maximum of 20 or 10 as applicable).

49. A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10 $Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$ or $Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$

Where
Ps = Points scored for price of bid under consideration
Pt = Price of bid under consideration
Pmin = Price of lowest acceptable bid

50. In terms of Regulation 3(*b*) of the Preferential Procurement Regulations, 2022 preference points must be awarded to a tenderer for specific goal(s) in accordance with the table below:

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

51. Tenderers who qualify as exempted micro enterprises (EMEs) in terms of the B-BBEE Act and its codes must submit a CIPC B-BBEE certificate or B-BBEE sworn affidavit (with the exception of sector codes).

(a) For EMEs falling under a sector charter, the tenderer must submit a B-BBEE document in compliance with the applicable sector code.

52. Tenderers who qualify as qualifying small enterprises (QSEs) in terms of the B-BBEE Act and its codes must submit a B-BBEE sworn affidavit or B-BBEE status level certificate as applicable.

(a) QSEs with at least 51% black ownership must submit a B-BBEE QSE sworn affidavit.

(b) QSEs with 50% or less black ownership must submit their valid B-BBEE status level certificate, issued by a Verification Agency accredited by South African Accreditation System (SANAS) substantiating their B-BBEE claims. A black-owned QSE may be measured in terms of the QSE scorecard should it so choose and therefore may also provide a valid B-BBEE status level certificate issued by a Verification Agency accredited by SANAS substantiating their B-BBEE claims.

53. Tenderers other than EMEs or QSEs must submit their valid B-BBEE status level certificate issued by a Verification Agency accredited by South African Accreditation System (SANAS), substantiating their B-BBEE claim.

54. Failure on the part of a tenderer to submit a sworn affidavit, or a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) together with the bid, will be interpreted to mean that preference points for specific goals are not claimed.

55. In order to validate the credibility of the information recorded on the B-BBEE verification certificate, sworn affidavit or CIPC B-BBEE certificate the Electoral Commission requires all applicable supporting documents.

56. An incorporated joint venture will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.

57. A trust, consortium or unincorporated joint venture will qualify for points for its B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE status level certificate as if it were a group structure and that such a consolidated B-BBEE status level certificate is prepared for every separate bid.

58. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.

59. Start-ups that are EMEs but wish to tender for contracts of R10 million in value or above, must be verified using the QSE scorecard. For tenders of R50 million in value or above start-ups must be verified using the generic scorecard.

60. A person will not be awarded points for specific goals if it is indicated in the bid document that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for.

61. A person awarded a SLA/contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

62. The Electoral Commission reserves the right to require of a tenderer, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points, in any manner required by the Electoral Commission. In the event that no response is received from the issuer of the certificate after 48 hours or the tenderer, no specific goal points will be allocated in the final scoring.

63. A tenderer who's bid is acceptable will be awarded a contract based on lowest acceptable bid, which is market related, subject to section 2(1)(*f*) of the PPPFA, in addition to complying with all the other requirements, such as, meeting the technical specifications and satisfying the Electoral Commission's due diligence audit requirements which entails confirmation of the bidder's capacity, capability and ability to render the goods/services in accordance with the tender conditions/ specifications.

64. Points scored will be rounded off to the nearest 2 decimal places.

65. In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of points for specific goals.

66. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

67. Any legal person may make an offer or offers in terms of this invitation to bid.

68. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the tenderer or his/ her authorised representative declare his/ her position in relation to the evaluating/ adjudicating authority, where:

    (a) the tenderer is employed by the state; and/or

    (b) the legal person on whose behalf the bidding document is signed, has a relationship with persons/ a person who are/ is involved in the evaluation and/ or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/ or adjudication of the bid.

69. The Public Service Administration Management Act 11 of 2014 prohibits public servants from conducting business with the state or being a director of a public or private company that conducts business with the state.

70. The Electoral Commission may cancel the tender for reasons that may include *inter alia*:

    (a) Changed circumstances – There is no longer a need for the goods/services.

    (b) Funds are no longer available to cover the total envisaged expenditure.

    (c) No acceptable bid is received.

    (d) There is a material irregularity in the tender process.

    (e) If the price offered by a tenderer scoring the highest points is not market-related.

71. This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract.

72. The Electoral Commission reserves the right not to award the tender to a bidder that has affiliations with any registered political party/parties, candidate(s) or contestant(s)".

BID SUBMISSION

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

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

In the case of subcontractors, where more than 25% of the work will be done by such subcontractor/s each subcontractor must complete the mandatory tender forms **13 to 25**- Tender Questionnaire, financial information, deliveries and guarantees, bidder's disclosure, POPIA consent and Political Party affiliation declaration.

Separate forms must be used in each case.

Failure to complete and sign/initial all applicable pages (where a provision to sign has been provided) of this document in original ink shall invalidate your bid.

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

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

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

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

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

Prospective tenderers must register on the National Treasury Central Supplier Database (CSD) prior to submitting their bids. Failure to register on the CSD shall invalidate your tender.

A tenderers tax affairs must be in order to be considered in the adjudication of this tender. A tenderer's tax compliance status is reflected on the national treasury central supplier database (CSD).

A tenderer's tax compliance status shall apply as it was at the time of the award of the tender. The tender shall only be awarded to a tenderer that is tax compliant. The electoral commission verifies tax status against the CSD. Any bid with a non-compliant tax status shall be rejected at the time of the award of the tender. Tax non-compliant tenderers are, therefore, encouraged to continuously monitor their tax compliance status on the CSD and must ensure that their status reflects as tax compliant. tenderers must resolve any pending tax issues with SARS timeously as it takes time for status changes to be effected from the SARS Tax Compliance System (TCS) to the CSD.

Although not all the information requested hereunder might be relevant to the specific requirements of this tender, you are requested to complete the document with as much relevant detail as possible.

The information may be used during the bid evaluation process of the tender.

TENDER QUESTIONNAIRE

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

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

M	A	A	A							

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

4. Contact person (person representing tenderer): .....
5. Contact number: .....
6. Cellphone number: ……..…….
7. eMail address: …….…….
8. Physical address of tenderer:
   …….
   ……Postal Code: ……
9. Type of Company/Enterprise [TICK APPLICABLE BOX]
   - ☐ Partnership/Joint Venture / Consortium
   - ☐ One person business/ sole propriety
   - ☐ Close corporation (CC)
   - ☐ Public Company
   - ☐ Personal Liability Company
   - ☐ Company (Pty) Ltd
   - ☐ Non-Profit Company
   - ☐ State Owned Company
   - ☐ Other _____
10. Describe Principal Business Activities
    ……
11. Company Classification [TICK APPLICABLE BOX]
    - ☐ Manufacturer
    - ☐ Supplier
    - ☐ Professional
    - ☐ Other, e.g. transporter, *et cetera*. _____
12. Total number of years the company/firm has been in business:…… ……

CONTENTS OF THIS PAGE NOTED:

……
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

13. The names of directors/ members of companies are drawn from the Central Supplier Database (CSD). Please provide the detail of any directors/ trustees/ shareholders/ members/ partners or any person having a controlling interest and their individual identity numbers that do not appear on your CSD registration in the table below.

Full Name	**Identity Number**	**Designation**

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

EME	
QSE	
Generic	

15. Please stipulate the B-BBEE status level of contribution as it appears on the certificate/affidavit for your entity

16. Is the entity an exempted micro enterprise (EME) for the purposes of the Preferential Procurement Regulations, 2022?

YES		NO	

17. Has a B-BBEE status level verification certificate/affidavit been submitted?

YES		NO	

18. If yes, who issued the certificate?

A verification agency accredited by the South African National Accreditation System (SANAS)	
Commissioner of Oaths in the case of an applicable sworn affidavit	
CIPC	

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

19. Compulsory supporting documents for B-BBEE claims

OWNERSHIP	DOCUMENTS REQUIRED
Black ownership Black female ownership	B-BBEE Status level certificate/ CIPC B-BBEE certificate/ B-BBEE sworn affidavit Proof ownership (share certificates for companies/ CK1 or CK2 for CCs) IDs for all owners
Black people with disabilities	Completed form EEA1 Doctor's letter confirming disability
Financial year end and Ex Officio confirmation	Disclosure certificate not older than 3 months

All tenderers must submit sufficient supporting documents together with their bid documentation in support of and confirming the specific goals claimed above. Failure to submit the documents will result in a tenderer being deemed as non-compliant and zero points (0) will be allocated for specific goals. If the tenderer is owned by juristic persons, proof of ownership must be submitted for all entities until all natural persons are accounted for.

20. Questionnaire to foreign bidders:

Are you the accredited representative in South Africa for the goods/ services/ works offered? [If YES, enclose proof]	YES		NO	
Are you a foreign based supplier for the goods/ services/ works offered? [If YES, answer the questionnaire below]	YES		NO	
Is the entity a resident of the republic of South Africa (RSA)?	YES		NO	
Does the entity have a branch in the RSA?	YES		NO	
Does the entity have a permanent establishment in the RSA?	YES		NO	
Does the entity have any source of income in the RSA?	YES		NO	
Is the entity liable in the RSA for any form of taxation?	YES		NO	

If the answer is "NO" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register via e-Filing through the SARS website www.sars.gov.za.

21. Legal status of tenderer (tick one box)

Principal tenderer		
Subcontractor		……% of work will be subcontracted*
Consortium		
Joint venture (JV)		
Other, specify		

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

Separate forms must be used in each case.

In line with the National Treasury Instruction 9 of 2017/2018 the tax affairs of subcontractors must also be in order on the Central Supplier Database (CSD).

In bids where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate TCS certificate/ PIN/ CSD number.

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

23. In terms of Section 53(1) of the EEA every employer that makes an offer to conclude an agreement with any organ of state for the furnishing of suppliers or services to that organ of state or for the hiring or letting of anything:

23.1 must-

(i) if it is a designated employer, comply with Chapters II and III of this Act; or

(ii) if it is not a designated employer, comply with Chapter II of this Act; and

23.2 attach to that offer either-

(i) a certificate in terms of subsection (2) which is conclusive evidence that the employer complies with the relevant Chapters of this Act; or

(ii) a declaration by the employer that it complies with the relevant Chapters of this Act, which, when verified by the Director-General, is conclusive evidence of compliance.

24. In terms of Section 53(2) of the EEA an employer referred to in subsection (1) may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.

25. In terms of Section 53(3) a certificate issued in terms of subsection (2) is valid for 12 months from the date of issue or until the next date on which the employer is obliged to submit a report in terms of section 21, whichever period is the longer.

26. In terms of Section 53(4) a failure to comply with the relevant provisions of this Act is sufficient ground for rejection of any offer to conclude an agreement referred to in subsection (1) or for cancellation of the agreement*.

* Statutory regulations may require that supplies and services shall not be procured for and on behalf of the State, unless an employer has attached to its offer a certificate in terms of Section 53(I)(b)(i) or a declaration in terms of Section 53(l)(b)(ii) of the Employment Equity Act.

27.	Is your company a designated employer in terms of the Employment Equity Act (EEA)? (Act 55 of 1998)	YES		NO		
28.	Does your company comply with Chapter III of the Employment Equity Act? (Act 55 of 1998)	YES		NO		EXEMPT	

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

29.1 A certificate in terms of Section 53(2) of the EEA which is conclusive evidence that the employer complies with the relevant Chapters of the EEA; or

An employer may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.

29.2 A declaration by the employer that it complies with the relevant Chapters of the EEA, which, when verified by the Director-General, is conclusive evidence of compliance.

30. Tenderers must monitor developments around the EEA in order to be informed of any changes in the statutory requirements.

31. In the event of subcontractors being used to render the services required in terms of this tender, the principal tenderer must complete the schedule below in order to clearly indicate which entities will be subcontracted as well as the percentage of work to be subcontracted to each of these entities in relation to the total value of the contract.

Name of Company to be Subcontracted	% Value of Total Contract Allocated to Subcontractor
Total % of Work to be Sub-contracted*	**……..... %**

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……...

FINANCIAL INFORMATION

32. What is the company's annual average turnover during the previous three financial years or such lesser period during which the business has been operating?

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

33. Please provide the following figures in respect of the most recent audited financial statements:

Figures are provided for the audited financial statement of …….. (State Year)

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

34. Is your company listed on the Stock Exchange?

YES		NO	

35. Are the prices quoted firm for the full period of the contract?

YES		NO	

If the tender prices are not firm for the full period, provide details against the appropriate category(s) below:

Non-firm prices, i.e. prices linked to statutory adjustments and other proven adjustments.

YES		NO	

Explanation: ……

Prices linked to fixed period adjustments.

YES		NO	

Prices linked to escalation formula adjustments.

YES		NO	

Explanation: Note that for the purpose of price comparisons, the actual price inclusive of VAT that the Electoral Commission will have to pay over the contract period will be used, unless otherwise stipulated in the detailed specifications

CONTENTS OF THIS PAGE NOTED:

……

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

DELIVERABLES AND GUARANTEES

36.	Is the delivery period stated in the tender firm?	YES		NO	
37.	Do you confirm that the required goods/services are guaranteed in terms of any specific guarantees that may be required in the bid specification?	YES		NO	
38.	Are you the accredited representative in the Republic of South Africa of the manufacturer of the equipment offered by you?	YES		NO	

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's Declaration

2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] 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 interest[1] in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/ NO

[1] the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1. If so, furnish particulars:

……
……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/ NO

2.3.1 If so, furnish particulars:

……

3. DECLARATION

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

3.1. I have read and I understand the contents of this disclosure;

3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in

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

terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/2022 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

……	……..
Signature	Date
……	……
Position	Name of Bidder

POPIA CONSENT AND POLITICAL PARTY AFFILIATION DECLARATION

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

1.1. By participating in tenders of the Electoral Commission a bidder gives consent and accepts that the information they provide will be used for purposes of evaluation and adjudication of bids. This includes use of the data provided by a bidder to perform due diligence checks involving the collection of personal data from third parties (e.g. clients of the bidder(s), SARS, CIPS) to validate claims and to gather important information for the purpose of evaluation and adjudication of this bid. This may include the collection of publicly available data.

1.2. By participating in the bid the bidder gives consent and accepts that the Electoral Commission may use personal data to investigate potential risk such as fronting, criminal conduct, unethical conduct for the protection of its rights and for the purpose of evaluation and adjudication of this bid. The Electoral Commission may also share personal data with relevant authorities for investigation of criminal conduct and for other lawful purpose.

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

1.4. The bidder acknowledges that their personal data will be kept confidential and will be used for the purpose intended for a bid and will not be shared with third parties for unrelated or unlawful purposes. In addition, the information will be handled in line with record retention guidelines and be disposed of when the timelines in the guidelines have been reached. Any request for deletion of personal information will be acceded to in line with legislative requirements. Should such deletion impact on the evaluation, adjudication, awarding and contract phases a bidder will be informed and such impact effected.

2. POLITICAL PARTY AFFILIATION DECLARATION

The Electoral Commission reserves the right not to award the tender to a bidder that has affiliations with any registered political party/parties, candidate(s) or contestant(s)".

2.1 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have an affiliation with any registered political party/parties, candidate or contestant?

Delete whichever is not applicable

YES	NO

2.1.1. If so, furnish particulars:

……..

I certify, that:

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

2.2 I certify that the information furnished in this bid submission, which includes the information stated in respect of the applicable forms, is true and correct. I accept that the Electoral Commission may reject the bid or act against me should this declaration be found not to be true and complete in every respect.

2.3 Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.

2.4 I hereby bid to render all or any of the services described in the attached documents to the Electoral Commission on the terms and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices including VAT and on the terms regarding time for delivery and/or execution inserted therein.

I agree that:

a) the offer herein shall remain binding upon me/us and open for acceptance by the Electoral Commission during the validity period indicated and calculated from the closing time of the tender;
b) this tender and its acceptance shall be subject to the terms and conditions contained in the general tender conditions of the Electoral Commission with which I am/we are fully acquainted;
c) I/we agree that my/our bid shall be valid for a period of 6 (six) months (180 Calendar days) and
d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid.

2.5 I furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract/service level agreement and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

2.6 I hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.

2.7 I agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgement which may be pronounced against me/us by a court of law as a result of such action.

2.8 Confirmation is granted that SARS may, on an ongoing basis during the contract term, disclose my/our (including that of subcontractors, partners and undisclosed principals) tax compliance status to the Electoral Commission for purposes of verifying my/our tax compliance status with SARS.

2.9 Notice has been taken of the tender document including all the relevant forms and the General Tender Conditions contained in this tender document, the content of which is understood.

2.10 It is confirmed that the required tender forms have been completed in full and signed.

……	……
Name and Surname in Print	Signature
……	……
Position	Name of Bidder (Bidding Entity)
Date……	

PENALTIES

1. PENALTIES AS PER THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

If the Electoral Commission is of the view that a tenderer submitted false information regarding a specific goal it will follow the prescriptions as per regulation 9 and if the Electoral Commission concludes that such information is false it may -

- disqualify the tenderer or terminate the contract in whole or in part; and
- if applicable, claim damages from the tenderer.

2. PENALTIES AS PER THE B-BBEE ACT

It is contrary to the B-BBEE Act for a measured entity to trade with an invalid/ inconclusive or incorrect B-BBEE verification certificate, sworn affidavit or CIPC certificate.
Trading with an invalid or fraudulent B-BBEE certificate or sworn affidavit/ CIPC certificate may constitute an offence in terms of section 13O(1)(a) of the B-BBEE Act, which states that a person commits an offence if that person knowingly misrepresents or attempts to misrepresent the B-BBEE status of an enterprise, and the B-BBEE Commission may institute an investigation in terms of section 13J of the B-BBEE Act.

In addition, section 13A of the B-BBEE Act has empowered organs of state to cancel any contract or authorisation awarded on account of false information knowingly furnished by or on behalf of an enterprise in respect of its B-BBEE empowerment status.

If an entity is found to have violated the B-BBEE Act, the B-BBEE Commission is empowered to act accordingly as guided by the B-BBEE Act and this can result in the entity that violated the B-BBEE Act to be fined up to 10% of its annual turnover, and individuals involved could be imprisoned for up to 10 years, and/ or fined. Specifically, the offence under section 13O (2) could lead to imprisonment of up to 12 months, or a fine, or both the fine and imprisonment.

In terms of section 13O (2) a procurement officer or any official of an organ of state who becomes aware of the commission of, or attempt to commit any offence referred to under section 13O (1) and fails to report it, is guilty of an offence.

Any person convicted of an offence in terms of the BBBEEA may not, for a period of 10 years from the date of conviction, contract or transact any business with any organ of state or public entity and must for that purpose be entered into the register of tender defaulters which the National Treasury maintain for that purpose.

BID EVALUATION

IMPORTANT NOTICE:

The under-mentioned requirements form an integral part of the bid assessment and bid evaluation processes that will be followed by the Electoral Commission. Please note that bids that do not conform to the primary compliance requirements indicated in Section A will not be considered. The bid evaluation requirements below must be read together with the bid evaluation criteria that may form part of the bid specifications.

A Acceptance or Rejection of Bid (Primary Compliance Verification)

Legality of bid document:

The following shall lead to disqualification:

i. Non-compliance with tender rules
ii. Failure to attend a COMPULSORY briefing session (if applicable).
iii. Failure to return all applicable pages of the tender document that must be signed/initialled.
iv. Failure to complete tender forms in original ink.
v. Failure to sign/ initial all applicable pages **(where a provision to sign has been provided)** of the tender document. Signing of the Bidder's Disclosure and Declaration is deemed equivalent to signing that specific page and/or signing the page represents signing the Bidder's Disclosure and Declaration.
vi. Any changes/ alterations to pricing that are not signed/ initialled and/ or the use of correctional fluid/ tape or any similar product in respect of pricing in the tender document.
vii. Any changes to the tender specifications (unless formally agreed to by the Electoral Commission and recorded as such before the closure of the tender).
viii. Failure to complete and sign all affidavits, certificates, declarations and annexures contained in the tender in original ink.
ix. Failure to register on the Central Supplier Database (CSD).
x. A non-compliant tax status

The following may lead to disqualification:

Failure to sign/initial any other alterations and/or corrections to the information submitted by the tenderer, which the Electoral Commission may consider to be material.

Incomplete bid submission:

The following shall lead to disqualification:

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

B Bid Evaluation

Inability to evaluate the tender:

Incomplete schedule of rates and prices.

Prices and information not furnished as specified and/ or required.

Incomplete written proposals/ submissions where required.

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

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

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

General questionnaire (for completion by the tenderer) to ensure compliance with tender requirements/ rules/ conditions/ specifications:

Question	**If YES, Mark YES***	**If NO, Mark NO***
Are you duly authorised to sign the tender?		
Has the *Bidder's Disclosure* and *Declaration* been completed and signed?		
Have separate forms (pages 13-25) been completed for each member of a consortium, joint venture or subcontractor as specified in the tender document?		
Is the tender document complete – i.e. are all pages as well as compulsory returnables included/returned with your bid submission?		
The use of pencil to complete the tender forms will invalidate your bid. Have all applicable pages of this document been completed and signed or initialled in original ink by the signatory of the tender document?		
Have all corrections/alterations to information and or prices made on this document been certified/signed/ initialled by the signatory of the tender document?		
Have you noted that the use of correction fluid/tape or any such products to amend prices shall invalidate your bid submission?		
Is your company (and any potential subcontractors) registered on the Central Supplier Database (CSD)? Please include a copy of your registration form in your bid submission.		
Are your tax affairs in order and reflected as being compliant on the Central Supplier Database (CSD)? As such, have you noted that your bid may be rejected at the time of awarding this tender if your tax status is non-compliant on the CSD?		
Have the General Tender Conditions been noted?		
Have the Bid Evaluation Criteria been noted?		
Has the Scope of Services been noted?		
Have prices been quoted VAT inclusive?		
Have a comprehensive written proposal and/or samples/ certificates/ *et cetera* as called for in this tender been prepared and submitted with the tender document?		

CONTENTS OF THIS PAGE NOTED:

……

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

1. BACKGROUND

1.1. The Electoral Commission's National Office is situated in Centurion and employs on site approximately 270 staff members during non-election period to 350 staff members and contractors during election periods. The office is approximately 700m to Centurion Mall.

1.2. The Electoral Commission available canteen facilities consist of a well-equipped kitchen with basins, preparation counters, stoves, ovens, warmer ovens, dish washer, fridges, freezer room and cooling room. There is also a furnished canteen seating area which can seat approximately 50 people as well as an uncovered outside patio area which can seat approximately 30 people if the weather permits. The Electoral Commission is within the Riverside office Park and the services will be extended to the other tenants within the premises.

1.3. The Electoral Commission will put all the available facilities pertaining to the rendering of a catering service including water and electricity at the disposal of the contracted service provider at no cost.

1.4. The official office hours of the Electoral Commission are 08:30 to 17:00, Mondays to Fridays excluding public holidays, however, longer working hours will be required during peak periods.

2. R E Q U I R E M E N T S

2.1. SCOPE OF WORK

2.1.1 The Electoral Commission requires the services of a competitive service provider to provide canteen, catering services, vending machine solutions as well as domestic goods to the Electoral Commission's employees at the National Office for a period of thirty-six months. The prospective bidder will be required to perform the following canteen, catering services, domestic goods and vending machine solutions:

2.1.1.1 Provision of daily meals, snacks and beverages at the canteen as prescribed in the specification.

2.1.1.2 Provision of catering services for meetings and functions as required and with the ability to cater for various dietary requests.

2.1.1.3 Provision of domestic goods as stipulated in the scope of work below.

2.1.1.4 Provision of rental, supplies (ingredients) and maintenance of eight (8) hot beverages vending machines, commonly referred to as token coffee vending machines.

2.1.1.5 Provision of three (3) snack and drinks combo vending machines.

2.1.2 The prospective service provider should ensure that the food to be served and the equipment used for serving are in line with the required hygiene and **cleaning certificate provided by the municipality**. The prospective bidder must ensure that all work performed, vehicles and equipment brought onto or used on site are compliant with the **Occupational Health and Safety Act of 85 of 1993.**

2.1.3 The prospective service provider must adhere to building and related regulatory requirements such as waste management and health and safety requirements. Hygiene of the highest standard must be maintained during all phases of food preparation and serving.

2.1.3.1 All waste generated from the catering operations of the service provider, shall be disposed of in accordance with the waste management provisions for the building.

2.1.3.2 Strict hygiene standards will be enforced by the Electoral Commission, its landlord and any regulatory authorities.

3 CONTRACT DURATION

3.1 After satisfactory conclusion of a due diligence audit at the premises of the recommended bidder, the Service Level Agreement (SLA), based on these bid requirements, will be entered into prior to the commencement of the service. ***Such an SLA will include a penalty clause for non-performance of the service provider and will allow for the termination of the agreement if satisfactory corrective measures are not implemented.*** The SLA/contract will be valid for a period of thirty-six (36) months with a possible extension in terms of the National Treasury requirements applicable at the time.

4 BUSINESS SITE

4.1 The canteen, catering services and domestic goods will be rendered by the recommended bidder for the duration of the contract period at the following address:

Name of building	**:**	**Election House,**
Address of building	**:**	**Riverside Office Park,** **1303 Heuwel Avenue,** **Centurion.**

4.2 There will be a non-compulsory briefing session at the address above on the 12 December 2025

4.3 The prospective bidders are encouraged to attend the non-compulsory briefing session to familiarise themselves with the requirements.

4.4 All tendering enquiries can be directed to Mr Yash Sookan@sookany@elections .org.za

5 DESCRIPTION OF SERVICES REQUIRED

5.1 Bids are hereby invited for the complete management and operation of the staff canteen, catering services for meetings and functions as well as provision of domestic goods and vending machine solutions within the Election House building.

5.2 The bidder is also expected to serve packaged takeaway meals, e.g. packaged dinner for appropriate use in a microwave and oven, as and when required.

5.3 The bidder must be able to serve special meals (e.g. Halaal, Kosher, Slimmer's Choice, Low Carbs Menu, etc.). Some of these special dietary requirements may have to be outsourced on time or served on a 'pre-order' basis and must be, where possible, closest to the menu provided. Details and proof of how dietary food will be sourced must be attached to the bid, such information could be utilized during due diligence audit stage in order to adjudicate the bid.

5.4 The bidder is expected to have their own warming trolleys and other related catering equipment for delivery and collection at the required service station. The service provider **must provide cutlery and crockery** to serve in the canteen and for catering services. The Electoral Commission will not be held responsible for any damaged or missing crockery and cutlery after catering. It is solely the responsibility of the service provider to safe keep their crockery and cutlery. The bidder must consider utilisation of degradable utensils with regards to the environment.

5.5 The bidder will be expected to provide domestic consumables (as listed in the schedule of pricing) when required as per the bucket of need of the Electoral Commission.

5.6 The bidder must provide eight (8) hot beverage vending machines.

5.6.1 The bidder will be responsible for the following: -

5.6.1.1 Installation of the hot beverage machines.
5.6.1.2 Maintenance and replacement of the machines during the contract period.
5.6.1.3 Supply and deliver consumables products as and when required.
5.6.1.4 Supply and deliver tokens (if applicable).

5.6.2 The machines should have the following solution or system benefits: -

5.6.2.1 Token operated(preferred) or non-token operated Function machine (with an option to deactivate when necessary).

5.6.2.2 Minimum 80 cups per day per machine.
5.6.2.3 Coffee beans.
5.6.2.4 Variety of coffee selections.
5.6.2.5 Lit pre-selection and selections buttons.
5.6.2.6 Selection buttons for at least 15 options for selection menu.
5.6.2.7 Inclusion of decaffeinated coffee.
5.6.2.8 Tea (Rooibos and regular tea selection).
5.6.2.9 Display that shows information regarding machines errors in a clear and simple manner.

5.7 The bidder will be also expected to provide three (3) snack and drink combo vending machines (one per floor), the machines should be cash and card accepting.
5.7.1 The machine should have the following solutions or system benefits:-
5.7.1.1 Provision of snacks:-

1. Energy bar & other chocolates
2. Nuts
3. Crisps /chips
4. Sweets
5. Biltong

5.7.1.2 Provision of Cold beverages

1. 100 % fruit juice
2. Soft drinks (variety, 330ml or 500ml)
3. Variety of energy beverages
4. Water (still and sparkling)

6 GENERAL REQUIREMENTS

6.1 The Electoral Commission requires catering services for official purposes as follows:

6.1.1 Serving of finger lunches and/or full three course meals on request for meetings, training groups or guests on the premises will vary depending on number of meeting and delegates.

6.1.2 Serving of three meals per day (depending on the requirements for that day) during voter registration weekends for approximately 270 to 350 people depending on the election cycle. There are normally two such events, that is National and Provincial election as well as Local Government Elections.

Serving of three meals per day (breakfast, lunch and dinner) to approximately 100 staff members (the quantity might change depending on the requirements for that day) over a seven-day period during elections.

6.2 The staff of the service provider will at all times be expected to be professional during the rendering of the services.

6.3 The bidder will be responsible for keeping the kitchen and other food preparation/storing areas clean, neat and hygienic. This includes the washing of all equipment including crockery and cutlery. Walls and surfaces in the kitchen area must be kept clean at all times.

6.4 The pricing schedules contain examples of menus which must be priced at current prices for the purposes of bid evaluation. The pricing schedules must be comprehensively completed for comparative evaluation purposes.

6.5 ***Municipal Health and Cleanliness Regulations - Regulation R962 General Hygiene Requirements for Food Premises of 23/11/2012 and Regulation R364 Hygiene of 2015 must be adhered to on the premises and during the servicing, preparation and delivery of food items.*** **Applicable applications to the local authority must be done by the service provider and be submitted to the Electoral Commission.**

6.6 In addition, fumigation compliance certificate should be provided regularly as and when required.

6.7 All items served will be expected to be of good quality, fresh and reasonably priced.

6.8 It must be noted that Electoral Commission staff and other patrons will be responsible for paying for the food they buy/order. The Electoral Commission does not subsidise meals for personal consumption by staff.

6.9 The bidder may not use the Electoral Commission's kitchen to prepare food for catering other than food served for the Electoral Commission on the premises or as may be otherwise specifically required by the Electoral Commission.

6.10 The prospective service provider must be registered with Federated Hospitality Association of South Africa (FEDHASA), the national body for hospitality industry which include accommodation and catering. (a valid proof/certified certificate must be attached)

6.11 The bidder must indicate the chef registration with South African Chef Association as a Professional (a valid proof/certified certificate must be attached)

6.12 The prospective bidder must be registered and comply with public liability insurance and Compensation for Occupational Injuries and Diseases Act (COIDA). Compliance certificates must be attached to the bid.

7 STAFF CANTEEN:

7.1 The canteen will be open for sit-down meals between 08:00 and 16:00 from Monday to Friday, except public holidays and weekends; unless arranged otherwise, as may happen from time to time.

7.2 The canteen will provide a variety of meals (breakfast and lunch) over the counter in the canteen or take-aways.

7.3 A menu indicating the variety of food items that will be offered from time to time, is found within the pricing schedule. The purpose is to evaluate the variety of food items that will be offered. The list of food on the menu provided is not exhaustive, additional items that are not covered can be included.

7.4 In addition, the canteen will provide other light refreshments such as coffee/tea soft drinks, non-alcoholic beverages, snacks and sweets over the counter.

7.5 The canteen pricing should be considerate of the fact that vendor will make use of the Electoral Commission canteen facilities and equipments without costs.

8 DOMESTIC GOODS

8.1 The prospective bidder will be required from time to time to supply and deliver domestic goods as articulated in paragraph 19 below.

8.2 Consumption of domestic goods varies during non-election and election year. During election year consumption will be high compared to non-election year. For effective stock management, the Electoral Commission will from time to time liaise with the successful bidder for the delivery of these goods. Delivery will sometime be on basis of emergency.

8.3 A cold room is available for the storage of excessive stock.

9. VENDING MACHINES

9.1 The bidder will be responsible for providing the vending machine as stipulated on 5.6 and 5.7

9.2 The replenishment of the consumables in the vending machines will be entirely the bidder responsibility. The bidder should ensure that the supplies in the vending machines are always fresh and appropriate for consumption.

9.3 The rental of the hot beverage machine should include the refilling of consumable, disposable cups and the maintenance (if necessary) of hot beverage vending machines.

9.4 The bidder will be expected to train at least two (2) staff members on the operation (refilling and maintenance) of the machine for urgent basis.

9.5 The vending machine for hot beverages should have self-cleaning programme.

9.6 A regular inspection will be conducted along with Manager/ Assistant Manager: Support Services to ensure that the vending machines are compliant.

10 CANTEEN MANAGEMENT REQUIREMENTS

10.1 Non-adherence to these specifications and the quality of services rendered by the service provider or a perceived violation of these bid specifications by the Electoral Commission will be resolved as per the SLA.

10.2 Details of the relevant experience (including periods of such experience) of the **service provider** as well as references must be included in the bid. Contactable references must be included. Two reference letters must be submitted with the bid documentation.

10.3 Details (i.e. proof of identification) of the staff members who will spend minimum twenty (20) hours or more per week in the canteen should be submitted together with the bid. The number of staff members and the functions that they will be performing (such as “manager”, “chef” or “waiter”) should be indicated.

11 SECURITY REQUIREMENTS

11.1 The service provider and its staff members may be subjected to security screening by the State Security Agency.

12 INSURANCE OF EQUIPMENT

12.1 It is understood that all additional equipment and goods supplied by the service provider remain the property of the service provider. It is, therefore, expected that the service provider will insure such equipment and goods for all risks for the duration of the contract. The insurance cover must be clearly stated in the written proposal. (Item 15 below)

13 UNDERTAKINGS BY THE ELECTORAL COMMISSION

The Electoral Commission undertakes the following:

13.1 To allow all bidders to assess the existing facilities and equipment, before and after the briefing session.

13.2 To make all the existing catering equipment available to the service provider from the commencement date.

13.3 To allow the service provider to make deliveries and collections at Election House using trolleys or otherwise. This may be limited to certain times of the day and certain areas.

14 UNDERTAKINGS BY THE SERVICE PROVIDER

14.1 Cleaning of the used facilities in the premises for the catering services will be the responsibility of the service provider.

14.2 The service provider will be expected to at all times maintain cleanliness in the kitchen area and take good care of the equipment and appliances.

14.3 Any repairs and replacement of kitchen equipment as a result of negligence will be the responsibility of the service provider.

14.4 The Electoral Commission reserves a right to conduct monthly inspections in the kitchen and canteen area to enforce compliance to the SLA. During the cleaning and hygiene inspection the following will be considered:

14.4.1 All floors, surfaces and walls of the canteen are cleaned properly.
14.4.2 Waste and unwanted items are removed from the canteen area.

14.4.3 Available dustbins are cleaned and kept at defined/marked place
14.4.4 Staff wears appropriate uniform and safety clothing.
14.4.5 Storage and classification of foods/materials e.g. chicken not to be mixed with pork
14.4.6 Proper arrangement for disposal of food waste.
14.4.7 All areas with slippery hazard are marked.
14.4.8 All utensils and equipment's used in canteen are cleaned.
14.4.9 Any foul smell experienced.
14.4.10 ***Bidders must provide a valid hygiene compliance certificate issued by the municipality.***

14.5 The Electoral Commission reserves the right to conduct food tasting during the evaluation process in order to conclude the awarding of the bid. During the food testing the service provider must have the ability to demonstrate the following:

14.5.1 Menu and Ingredients Compatibility: the recipe, ingredients complement each other in colour, flavour, and texture, the ingredients must balance in size and amounts.

14.5.2 The service provider may not cater for an event without an official purchase order to that effect from the Electoral Commission.

NB: The prospective bidder will not be paying rent and will further utilise the kitchen equipment of the Electoral Commission, hence the pricing of meals should be affordable to staff members. The Hygiene Certificate from the municipality will be required to be submitted along with monthly billing for services provided by the bidder. Refer to paragraph 6.5

15 WRITTEN PROPOSAL

For the purpose of evaluating this tender, bidders are required to demonstrate their capacity and capability to effectively provide and manage the goods and services as stipulated by submitting a written proposal which should include but not be limited to:

15.1 Company and business profile which must also include CVs of food preparation management staff.

15.2 Provide a project implementation plan detailing the supply, preparation, delivery and sale of the products being offered including business hours and offerings.

15.3 The bidder must have a minimum of two years operational experience in the catering environment and such experience must be addressed in the written proposal.

15.4 The bidder must submit relevant reference letters. The reference letters must be on a company letterhead, signed by the contact person and their contact numbers, demonstrating positive references and experience. References must indicate projects of similar services currently in operation and/or previously completed (preferably within the past 5 years), clearly stipulating the number of people occupying the buildings where the services are/were rendered, addresses and contact details of the references.

15.5 Indicate if the company has a qualified chef, provide details of chef's qualifications and attach certified certificates.

15.6 Indicate the experience of the chef (a valid Curriculum Vitae must be attached with a minimum of three years' experience)

15.7 Indicate that the chef is registered with South African Chef Association as a Professional (a valid proof/certified certificate must be attached)

15.8 Curriculum Vitae of the Manager, two (2) waiters and assistant chef must be attached to the proposals.

15.9 Provide details of contingency plans in case of unforeseen circumstances. In the event of, staff transport strike and hospitality industry strike, protests, absenteeism, to indicate the measures that the service provider is able to provide to enable continuity of the offered service. Clearly state what measures will be taken in an event where contamination has led to food poisoning.

15.10 Clearly state the existence of insurance cover for equipment and goods for this project.

15.11 Provide a brochure for the required hot beverage vending machines and Snack and drink vending machine.

15.12 Provide a maintenance and refilling plans for the hot beverage vending machines.

16 MONITORING AND EVALUATION OF THE PROJECT

16.1 All work is to be carried out in accordance with the time schedule as agreed with the project manager who is the Manager: Support Services and within the agreed deliverable and terms and conditions of the signed contract.

16.2 Constant or regular monitoring and evaluation of performance and adherence to acceptable catering service standards will be done by the Project Manager.

17 PRICING SCHEDULE

The pricing schedule below is for the day to day running of the canteen and completion of this schedule is compulsory. Bidders must bid for all items on the pricing schedule of which failure shall lead to bid being disqualified.

PRICING SCHEDULE ONE - CANTEEN SERVICES (COMPULSORY)

A. SANDWICHES Whole-wheat/Brown/Rye/White Bread)	**UNIT PRICE Including VAT**
Cheese sandwiches	**R……..……**
Cheese and tomato and or union and or mushroom	**R……..……**
Cheese and ham	**R……..……**
Cheese, ham and tomato	**R……..……**
Bacon and egg	**R……..……**
Bacon, egg and cheese	**R……..……**
Chicken mayonnaise	

	R……
Cheese, bacon and tomato	**R……**
Cheese, tomato and cucumber	**R……**
Mushroom and cheese	**R……**
Tuna mayonnaise	**R……**
B. MAIN MEALS-FULL MEAL PORTION	**UNIT PRICE Including VAT**
¼ Chicken	**R……**
200g Steak	**R……**
Lamb curry and rice, 300g	**R……**
Beef curry and rice, 300g	**R……**
Pap and beef/vleis	**R……**
Pap with cream spinach and tomato curry and grilled potato	**R……**
Grilled ½ chicken and chips	**R……**
Grilled ¼ chicken and chips	**R……**
Hake fillet grilled in lemon butter and chips	**R……**
Steak and chips	**R……**
Plate of steamed mixed vegetables and grilled potatoes	**R……**
C. BURGERS **Burgers to include a slice of tomato, gherkin, avocado, onion and lettuce & a variety of sauces available)**	**UNIT PRICE Including VAT**
Steak	**R……**
Beef	**R……**
Vegetable	**R……**
Cheese slice	**R……**
Double patty	**R……**
Chicken	**R……**
Egg	**R……**
Vegetable patty	

CONTENTS OF THIS PAGE NOTED:

……

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

	R……
Chips	**R……**
Assorted pies	**R……**
Dagwood	**R……**
D. COLD BEVERAGES	**UNIT PRICE Including VAT**
Soft drinks 330ml	**R……**
Soft drinks 500ml	**R……**
Grapetiser 330 ml	**R……**
Appletiser 330ml	**R……**
Liqui-fruit 250ml	**R……**
Iced tea-330ml	**R……**
Energy drinks-500ml	**R……**
Mineral water/sparkling -500ml	**R……**
Fruit Juice-250ml	**R……**
E. CAKES AND OTHERS	**UNIT PRICE Including VAT**
Cake per slice (chocolate and lemon/strawberry cheesecake and carrot cake)	**R……**
Muffins (variety with cheese butter and jam)	**R……**
Muffins	**R……**
Croissants	**R……**
Scones	**R……**
F. MEALS OF THE DAY **Menu to change daily at least 3 offered every day.**	**UNIT PRICE Including VAT**
1. At least 3 x meat options available daily	**R……**
2. A vegetable meal option available daily (e.g Biryani or vegetable curry or roast vegetable or grilled vegetable or vegetable patties with side options)	**R……**

CONTENTS OF THIS PAGE NOTED:

……

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

TOTAL PRICING FOR CANTEEN SERVICES A + B + C + D + E + F	**R……**

18 PRICE SCHEDULE TWO – CATERING SERVICES

The service provider will from time to time be requested to cater for meetings and events within the Electoral Commission.

Catering for meetings will include the delivery of food, drinks, crockery, utensils and other requirements at the identified venues prior to the commencement of meeting or events. These are to be collected after each and every serving with the used venue left in a 'neat and tidy' manner afterwards.

PLATTERS		
DESCRIPTION **ALL PLATTERS TO CATER FOR MINIMUM TEN (10) OFFICIALS**	**PRICE PER-HEAD Including VAT**	**COMMENTS**
Assorted smoked sausages/country sausages/continental cold cuts/dried wors/biltong/pickles and dip	**R……**	Farmers platter
A variety of chicken cuts/ribs/pickles and dips	**R……**	Chicken and rib platter
Assorted cheese cubes/cold meats/sausages/chicken pieces/sandwiches/olives/pickle/garnish	**R……**	Mixed platter
Assorted continental cold cuts and cheese with salty biscuits	**R……**	Cold meats and cheese platter
Seven (7) assorted savoury and pastry items	**R……**	Savory platter
An assortment of mini sweet cocktail tartets	**R……**	Sweet platter
A variety of chicken cuts/fish grilled and battered/cheese and dip	**R……**	Halaal platter
Five (5) assorted styles of prepared chicken	**R……**	Chicken platter
Assorted fillings with cold cuts with garnish	**R……**	Closed sandwich
Assorted fillings with cold cuts with garnish and vegetables	**R……**	Open sandwich
Assorted fresh sliced fruit with garnish	**R……**	Fruit platter
Toppings sweet or savoy	**R……**	Muffin platter
TOTAL PRICING FOR PLATTERS	**R……**	

BREAKFAST OPTIONS	
DESCRIPTION	**PRICE PER PAX**
BREAKFAST ONE (1)	**R……**
PLEASE PROVIDE ONE PRICE FOR EACH OPTION PER HEAD	**R……**
Chilled fruit juice	**R……**
Sliced seasonal fruits	**R……**
Yogurts with cereals and muesli	**R……**
Toast/rolls/croissants	**R……**
Honey, jams and marmalades	**R……**
Cheese and fruits	**R……**
TOTAL PRICING FOR BREAKFAST ONE (1)	**R……**
BREAKFAST TWO (2)	
Full English breakfast	**R……**
Cold selection	**R……**
Macon and mushroom kebabs	**R……**
Toast	**R……**
Open sandwiches	**R……**
Fruit kebabs	**R……**
TOTAL PRICING FOR BREAKFAST TWO (2)	**R……**
FULL LUNCH	
LUNCH TO CATER FOR TEN (10) OFFICIALS	**PRICE PER-HEAD**

CONTENTS OF THIS PAGE NOTED:

……

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Three types of meat (Chicken, beef and mutton) and fish Two types of vegetables Three types of salads Chakalaka/beans curry Rice, pap, pasta and dumpling Cold drink/juice Each Dessert	**R……**
Total price for full lunch	

NB: Pricing for catering of meeting must adhere to National Treasury cost containment measure. The Electoral Commission will adjust pricing for catering of meeting with a successful bidder prior commencement of the contract.

19 SUPPLY OF DOMESTIC GOODS

The service provider will be required to supply the following domestic goods to the Electoral Commission on a monthly basis or as required for the duration of the contract:

Description	**A** **Unit Description**	**B** **Quantity per month**	**C** **Unit Price (incl VAT)**	**B X C = D** **Total price per month (incl VAT)**
Long life milk: full cream	1 pack (1lt x 6)	40 packs	R……	R……
Long life milk: low fat	1 pack (1lt x 6)	20 packs	R……	R……
White sugar	1kg	30 paper bags	R……	R……
Brown sugar	1kg	60 plastic bags	R……	R……
Sweetener granular sticks	1 box (1000)	1 box	R……	R……
Tea: Blended exotic Ceylon leaves tea with caffeine of 11mg in 100 grams	Box of 160 teabags	25 boxes	R……	R……
Rooibos teabags	Box of 80	25 boxes	R……	R……
Coffee: Chicory, coffee beans, maltose and dextrose with caffeine content of 2.66mg/100ml	1.5kg	10 tins	R……	R……
Coffee: dried instant decaffeinated coffee	200g	7 bottles	R……	R……

Description	A Unit Description	B Quantity per month	C Unit Price (incl VAT)	B X C = D Total price per month (incl VAT)
made from deep roasted coffee beans with aroma				
Dishwashing liquid	750ml	15 plastic bottles	R……	R……
Still water	500ml	150 bottles	R……	R……
Heavy duty kitchen scourers	1x4	4 units	R……	R……
Plastic teaspoons	1x 50	2 packs	R……	R……
Wood polish (for furniture)	1 litre	10 bottles/tins	R……	R……
Leather polish	1 litre	5 plastic bottles	R……	R……
Bleach	1 litre	5 plastic bottles	R……	R……
Dish washing cloth small	1x10(30x30cm)	10 each (one unit)	R……	R……
Dish washing cloth big	1(45x70cm)	10 each	R……	R……
TOTAL FOR DOMESTIC REQUIREMENTS			**R……**	**R……..**
Bidders must note that ordering of stock will depend on the need as may be required by the Electoral Commission.				

20 VENDING MACHINES SOLUTION

Bidders are advised to use the description on 5.6 and 5.7 for the machines required for both hot beverage vending machine and drink and snack combo vending machine to provide the estimated price.

HOT BEVERAGE VENDING MACHINE	
Monthly rental per machine	**R……**
Monthly rental for eight machines	**R……**

Maintenance (estimation as per required routine maintenance service)	**R……**
Refilling of supplies per month (estimation limited as per the description on 5.6)	**R……**

21 SUMMARY OF PRICING (COMPULSORY)

Completion of this pricing schedule is compulsory. Failure to complete and submit shall lead to disqualification.

1. Total pricing for canteen services (A-G)	**R……**
2. Pricing for catering services	
Total price for Platters	**R……**
Total price for breakfast one	**R……**
Total price for breakfast two	**R……**
Total price for full meal	**R……**
Total pricing for catering services	**R……**
3. Total pricing for domestic goods (Section 19)	**R……**
4. Total for vending machines (Section 20)	**R……**
TOTAL BIDDING PRICE **The total bid price will be used for bid adjudication purposes. (1-4)**	**R……**

22 CHECKLIST

The following checklist is provided for the convenience of the bidder. It remains the responsibility of the bidder to read the bid document thoroughly and to respond correctly to all instructions and requests therein.

BID RESPONSES MUST INCLUDE THE FOLLOWING:

- Submission of Municipal Health and Cleanliness certificate for current or previous project. (Section 6.6)

- Submission of proof of registration with Federated Hospitality Association of South Africa (FEDHASA). (Section 6.10)
- Submission of Compensation for Occupational Injuries and Diseases Act compliance certificate (COIDA) and proof public liability insurance. (Section 6.12)
- Completion of pricing schedule. (Section 17,18, 19, 20, and 21)
- Submission of minimum of two valid reference letters. (Section 15.4)
- Minimum of two operational experience of the bidder. (15.3)
- Submission of proof of registration with South African Chef Association for the Chef. (Section 15.7)
- Submission of Curriculum Vitae for the Manager, two (2) Waiters and Assistant Chef. (Section 15.8)
- Submission of the brochure/ catalogues for the two different types (snacks and drink combo, and the hot beverage machine) vending machines solutions required. (15.11)
- A submission of the maintenance and refilling plan of the hot beverage vending machine. (15.12)

Bid Evaluation Process

Stage 1: Assessment of Bid Compliance and 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 RFQ process.

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

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

(a) a person within the bidding entity is an employee of the State, the Electoral Commission's Accounting Officer/accounting authority must request the relevant accounting officer/accounting authority whether the person-
   (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
   (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;

(b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;

(c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and

(d) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

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

The Electoral Commission's Accounting Officer/accounting authority must inform National Treasury of any action taken against a person within 30 days of implementing the action.

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

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

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

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

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

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

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

Stage 2: Evaluation Based on Functionality

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

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

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

BIDDER NAME AND REFERENCE NUMBER:

Compulsory Requirements Evaluation Criteria (None compliance will lead to disqualification)		**Source Reference**	**Compliance Check**		**Comments**
1.	Submission of Municipal Health and Cleanliness certificate for current or previous project.	Section 6.6	YES	NO	
2.	Submission of proof of registration with Federated Hospitality Association of South Africa (FEDHASA),	Section 6.10	YES	NO	
3.	Submission of Compensation for Occupational Injuries and Diseases Act compliance certificate (COIDA) and proof public liability insurance.	Section 6.12	YES	NO	
4.	Completion of pricing schedule	Section 17,18, 19, 20 and 21	YES	NO	
5	Submission of minimum of two valid reference letters.	Section 15.4	YES	NO	
6	Minimum of two years operational experience of the bidder.	Section 15.3			
7	Submission of proof of registration with South African Chef Association for the Chef	Section 15.7	YES	NO	
8	Submission of Curriculum Vitae for the Manager, two (2) Waiters and Chef.	Section 15.8	YES	NO	

Technical requirements	***Source Reference***	**Maximum score**	**Comments**
Project Implementation Plan **Supply**: project plan demonstrating how food will be supplied to IEC for the duration of the contract. (1 Point) **Preparation**: project plan illustrating how food will be prepared for the canteen and catering for events for the duration of the contract. (1 Point) **Delivery**: project plan illustrating how food will be delivered to catering venues for the duration of the contract. (1 Point)	***15.2***	**3**	
Operational experience of the bidder within Catering Environment • 2-5 years (3 Points) • 6 years and above (5 Points)	***15.3***	**5**	
Reference Letters (x2 Two) • Two relevant letters attached (3 points for each letter)	***15.4***	**6**	
Experience of Chefs CVs of qualified chef with qualifications attached. • 3-4 years of experience (1 Point) • 5-6 years of experience (2 Points) • 7-9 years of experience (3 Points) • 10 years and above (5 Points)	***15.5 and 15.6***	**5**	
Provision of contingency plans • In response to technical failure. (1 Point) • In response to damaged or expired goods. (1 Point) • In response to load shedding. (1 Point) • In response to transport and hospitality industry strikes (1 Point) • In response to staff absenteeism. (1 Point) **One point per issue addressed.**	***15.9***	**5**	

CONTENTS OF THIS PAGE NOTED:

……

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Provisions of the Vending machines Solutions • Provision of brochure with the pictures of required machines and specifications. (1 Point) • Maintenance and refilling plan (3 Points)	***15.11 and 15.12***	**4**	
Total		**28**	
A minimum of 75% (21 out of maximum of 28) is required to qualify for further evaluation.			

EVALUATION RESULTS / OUTCOME	QUALIFIES	DISQUALIFIED

Stage 3: Bid Adjudication Process

Bids will be adjudicated as set out below.

Stage 3 – Adjudication of Bids

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

Acceptable bids must be market related.

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

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

Preference points will be allocated as follows:

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

Bid Evaluation Committee Members:

Name……Signature……Date…….

Name……Signature……Date…….

Name……Signature……Date…….