



REFERENCE: IEC/SS-01/2022

CLOSING DATE: 6 DECEMBER 2022

ENQUIRIES

TECHNICAL SPECIFICATIONS: Tebogo Tivane/Anet Horn

Tel: 012 622 5766/5970 or **eMail:** Tivanet@elections.org.za/Horna@elections.org.za

ADMINISTRATIVE ENQUIRIES: Mr Vincent Qwabe

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

TENDER IEC/SS-01/2022

SERVICE DESCRIPTION: MITEL HANDSETS AND CONTACT CENTRE SOLUTION

Kindly furnish the Electoral Commission with a bid for the Mitel Handsets and Contact Centre Solution as per this tender.

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

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

A tender briefing session will be held at 11:00 on 23 November 2022 at the Electoral Commission's national office situated at:

Election House

Riverside Office Park

1303 Heuwel Avenue

CENTURION

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

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

Yours sincerely

VINCENT QWABE

SUPPLY CHAIN MANAGEMENT (SCM)

ELECTORAL COMMISSION

Electoral Commission

Ensuring Free and Fair Elections

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

TENDER NUMBER: IEC/SS-01/2022

SERVICE DESCRIPTION: MITEL HANDSETS AND CONTACT CENTRE SOLUTION

CLOSING TIME: 11:00

CLOSING DATE: 6 DECEMBER 2022

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

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

ALL TENDER FORMS (**PAGE 2 THROUGH TO PAGE 53**) MUST BE COMPLETED AND SIGNED IN ORIGINAL INK. FORMS WITH PHOTOCOPIED SIGNATURES/INITIALS OR ANY OTHER SUCH REPRODUCTION OF DETAIL WILL BE REJECTED, RESULTING IN THE TENDER BEING DISQUALIFIED.

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

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

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

Election House

Riverside Office Park

1303 Heuwel Avenue

CENTURION

THE TENDER BOX WILL BE OPEN DURING OFFICE HOURS.

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

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

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

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

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

CONTENTS OF THIS PAGE NOTED:

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BACKGROUND

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

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

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

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

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

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

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GENERAL TENDER CONDITIONS

1. These conditions form part of the tender and failure to comply with these may invalidate a bid.
2. The following definitions shall apply:
 - (a) “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
 - (b) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;
 - (c) “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
 - (d) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
 - (e) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
 - (f) “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
 - (g) “consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
 - (h) “contract” means the agreement (including a service level agreement) that results from the acceptance of a bid by the Electoral Commission;
 - (i) “EME” means any enterprise with an annual total revenue that is less than the prescribed threshold value;
 - (j) “firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
 - (k) “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
 - (l) “non-firm prices” means all prices other than “firm” prices;
 - (m) “person” includes a juristic person;
 - (n) “Rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable duties and taxes;
 - (o) “state” means any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act (the PFMA), 1999 (Act No. 1 of 1999), any municipality or municipal entity, provincial legislature, National Assembly or the National Council of provinces; or Parliament;

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

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

- (r) "total revenue" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007; and
 - (s) "trust" means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
3. The tender forms are drafted to ensure that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire/s (where applicable) or in a separate annexure/s.
 4. The tender forms shall not be retyped or redrafted but photocopies may be prepared and used. All photocopied pages must, however, be completed and signed/initialled in original ink as stipulated.
 5. Additional offers may be made for any item in response to this tender but only on a photocopy of the applicable page/s. Additional offers made in any other manner may be disregarded.
 6. Tenders must not be qualified by the bidder's own conditions of tender. Failure to comply with this requirement shall invalidate the bid.
 7. Failure on the part of the bidder to *sign/initial all applicable pages* of this tender form and thus to acknowledge and accept the conditions in writing shall invalidate the bid submission.
 8. Failure on the part of the bidder to complete the attached forms, questionnaires and specifications document in all respects may invalidate the bid submission. Failure to complete mandatory forms/schedules shall invalidate the bid submission.
 9. All changes/alterations in the bid document should be signed/initialled. Failure on the part of the bidder to sign/initial any alterations and/or corrections made to information provided in this tender form may invalidate the tender.
 10. No correction fluid/tape or similar products will be allowed and the use thereof on any page of the tender document may invalidate your bid submission.
 11. Any changes/alterations to pricing that are not signed/initialled are considered material, and shall invalidate the bid submission. Correction fluid/tape or similar products will not be allowed to amend prices and the use thereof shall invalidate the bid submission.
 12. Information/detail provided on completed tender forms must be legible and ink must be used. Tender forms completed and signed mechanically, e.g. by means of a typewriter/computer or a signature/initial by means of a stamp are deemed to have been completed in original ink. Pencil must not be used as it shall lead to the disqualification of the bid submission.
 13. Service providers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated. Incomplete bid submissions (i.e. with missing pages) shall be disqualified.

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14. Tender prices must be all inclusive, including VAT in respect of all vendors registered for VAT purposes. Non-VAT registered bidder shall not charge nor be eligible for the payment of VAT.
15. Tender prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs inclusive of VAT on a basis of delivered on site as specified.
16. The Electoral Commission shall only accept bids at prices that are market related. In the event that a bid is deemed to not be market related the Electoral Commission reserves the right to negotiate prices in accordance with the provisions of the Preferential Procurement Regulations in order to achieve a market related price or cancel the tender altogether.
17. National Treasury has placed an obligation on all bidders that intend doing business with government to register on its Central Supplier Database (CSD). The Electoral Commission will not contract any bidder that is not registered on the CSD.
18. It is an absolute requirement that the tax affairs of the successful bidder must be in order.
19. An entity's tax compliance status is indicated on the Central Supplier Database (CSD). The Electoral Commission will only contract bidders whose tax status is compliant. This means that if a bidder has a non-compliant tax status before the award is completed the bid will be disqualified if that bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction 9 of 2017/2018. It remains the bidder's responsibility to ensure that their taxes are in order, remain in order and that this is reflected on the CSD. The bidder must also ensure that all sub-contractors (if applicable) are tax compliant.
20. Bids must be submitted based on firm tender prices and delivery periods, unless otherwise stated in the bid specifications. Consequently, bidders must clearly state whether prices and delivery periods will remain firm for the duration of the SLA/contract or not.
21. When the SLA/contract is awarded on the basis of firm prices, contract prices may be adjusted during the contract period only if:
 - (a) customs or excise duty or any other duty, levy or tax (excluding any anti-dumping and countervailing duties or similar duties), is introduced in terms of any Act or regulation; or
 - (b) any such duty, levy or tax is legally changed or abolished; and
 - (c) the onus of proof of the effect of such events is placed upon the bidder.
22. If non-firm prices are provided for in the bid specifications, the following rules shall apply:
 - (a) In respect of any factors which demonstrably have an influence on the production cost of the supplies or the cost of rendering the services which have been tendered on the basis of non-firm prices, price adjustments which become effective during the contract period may be allowed with effect from the date of the change in cost and founded on the actual direct change in the cost as used in the calculation of the tender price, in addition to those provided for.
 - (b) Where the bidder is the manufacturer of the supplies or the provider of the service, or where he/she/they is the accredited agent of the manufacturer or the provider, evidence in support of the price adjustments claimed shall be produced on demand.
 - (c) As an alternative, the bidder may specify a formula in the bid submission for the purpose of adjusting prices in accordance with published indices.
 - (d) Where the bidder is not the provider of the service, or where he/she/they is not the accredited agent of the provider, any price adjustment shall be based on the increase or reduction to the bidder in the net cost of the supplies on which the tender price was based. When any such increase or reduction in costs occurs, the bidder shall submit copies of the quotation or

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price list with reference to which the tender price as calculated, as well as the revised quotation or price list on which the claim is based.

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

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

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41. If information required in respect of any item in the tender document cannot be adequately inserted in the space provided, additional information may be provided on a separate sheet of paper with a clear and accurate reference to the item and page of the tender document.
42. Service providers may, at the discretion of the Electoral Commission, be requested to submit samples or prototypes, make presentations and/or written submissions in order for the Electoral Commission to assess compliance with tender conditions and specifications.
43. Scoring in respect of this tender will be based on the provisions of the Preferential Procurement Policy Framework Act, 2000 (PPPFA) and Preferential Procurement Regulations, 2017. These regulations require bidders to submit valid original or certified copies of their B-BBEE Status Level Certificates from accredited verification agencies or an affidavit as applicable.
44. The following preference point systems are applicable to bids of the Electoral Commission:
- the 80/20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes included);
 - the 90/10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included); and
 - if it is unclear which preference point system will be applicable, then either the 80/20 or the 90/10 preference point system will apply and the lowest acceptable bid will be used to determine the applicable preference point system.
45. **The value of this tender is estimated to not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 scoring system shall be applicable.**
46. Preference points for this bid shall be awarded for:
- Price (80 or 90 as applicable); and
 - B-BBEE status level of contribution (20 or 10 as applicable).
47. A maximum of 80 or 90 points is allocated for price on the following basis:

$$80/20 \text{ or } 90/10 \quad P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

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

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

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B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
Non-compliant contributor	0	0

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

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

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BID SUBMISSION

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

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

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

Separate forms must be used in each case.

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

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

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

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

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

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

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

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

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

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

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

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TENDER QUESTIONNAIRE

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

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

M	A	A	A						
---	---	---	---	--	--	--	--	--	--

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

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

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

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

10. Describe Principal Business Activities

.....

11. Company Classification [TICK APPLICABLE BOX]

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional
- ☐ Other, e.g. transporter, *et cetera*.

12. Total number of years the company/firm has been in business:.....

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

Full Name	Identity Number

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

Non-SMME		Very Small	
Medium		Micro	
Small		EME	

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

YES		NO	
YES		NO	

18. If yes, who issued the certificate?

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

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

19. Legal status of bidder (tick one box)

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

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

Separate forms must be used in each case.

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

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

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

21.1 must-

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

21.2 attach to that offer either-

- (i) a certificate in terms of subsection (2) which is conclusive evidence that the employer complies with the relevant Chapters of this Act; or
- (ii) a declaration by the employer that it complies with the relevant Chapters of this Act, which, when verified by the Director-General, is conclusive evidence of compliance.

22. In terms of Section 53(2) of the EEA an employer referred to in subsection (1) may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.
23. In terms of Section 53(3) a certificate issued in terms of subsection (2) is valid for 12 months from the date of issue or until the next date on which the employer is obliged to submit a report in terms of section 21, whichever period is the longer.
24. In terms of Section 53(4) a failure to comply with the relevant provisions of this Act is sufficient ground for rejection of any offer to conclude an agreement referred to in subsection (1) or for cancellation of the agreement*.

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

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

YES		NO	
-----	--	----	--

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

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

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

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

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

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

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

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subcontracted as well as the percentage of work to be subcontracted to each of these entities in relation to the total value of the contract.

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

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FINANCIAL INFORMATION

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

Financial Year (e.g. 2020, 2021, 2022)	Annual Turnover	Gross Asset Value	Net Asset Value
	R	R	R
	R	R	R
	R	R	R
	R	R	R

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

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

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

33. Is your company listed on the Stock Exchange?

YES		NO	
-----	--	----	--

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

YES		NO	
-----	--	----	--

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

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

YES		NO	
-----	--	----	--

Explanation:

Prices linked to fixed period adjustments.

YES		NO	
-----	--	----	--

Prices linked to escalation formula adjustments.

YES		NO	
-----	--	----	--

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

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DELIVERABLES AND GUARANTEES

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

YES		NO	
-----	--	----	--

36. Do you confirm that the required goods/services are guaranteed in terms of any specific guarantees that may be required in the bid specification?

YES		NO	
-----	--	----	--

37. Are you the accredited representative in the Republic of South Africa of the manufacturer of the equipment offered by you?

YES		NO	
-----	--	----	--

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BIDDER'S DISCLOSURE AND DECLARATION (SBD4) INCLUDING POPIA CONSENT

1. PURPOSE OF THE FORM

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

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

2. Bidder's Declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES	NO
-----	----

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest¹ in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES	NO
-----	----

- 2.2.1 If so, furnish particulars:

.....

.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES	NO
-----	----

- 2.3.1 If so, furnish particulars:

.....

.....

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

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3. POPIA Consent

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

- a) The bidder(s) gives consent and accepts that the information provided by the bidder(s) will be used for purpose of evaluation and adjudication of this bid. This includes use of the data provided by a bidder(s) to perform due diligence checks involving the collection of personal data from third parties (e.g. clients of the bidder(s), SARS, CIPS) to validate claims and to gather important information for the purpose of evaluation and adjudication of this bid. This may include the collection of publicly available data. **YES/NO***
- b) The bidder(s) gives consent and accepts that the Electoral Commission may use personal data to investigate potential risk such as fronting, criminal conduct, unethical conduct for the protection of its rights and for the purpose of evaluation and adjudication of this bid. The Electoral Commission may also share personal data with relevant authorities for investigation of criminal conduct and for other lawful purpose. **YES/NO***
- c) The Electoral Commission may share the bidder(s) personal data with third parties to support our internal and external audit processes. **YES/NO***
- d) The bidder(s) personal data will be kept confidential and be used for the purpose intended for this bid and will not be shared with third parties for unrelated or unlawful purposes. In addition, the information will be handled in line with record retention guidelines and be disposed of when the timelines in the guidelines have been reached. Any request for deletion of personal information will be acceded to in line with legislative requirements. Should such deletion impact on the evaluation, adjudication, awarding and contract phases the bidder(s) will be informed and such impact effected. **YES/NO***

* Please encircle/tick the applicable response.

4. Declaration

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

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

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

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

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

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

I certify, that:

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

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

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

.....
Name and Surname in Print

.....
Signature

.....
Position

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

Date.....

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BID EVALUATION**IMPORTANT NOTICE:**

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

A Acceptance or Rejection of Bid (Primary Compliance Verification)**Legality of bid document:**

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

Incomplete bid submission:

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

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

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

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

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

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

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

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

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SOUTH AFRICA

Bid Specifications

TENDER IEC/SS-01/2022

MITEL HANDSETS AND CONTACT CENTRE SOLUTION

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1 Purpose

The Electoral Commission seeks to appoint a suitably qualified and certified service provider to commission the expansion of the Mitel Enterprise Private Virtualized Hosted Multi-Site Unified Communications to the Electoral Commission's estimated two hundred and seventy (270) local offices together with the supply, delivery, configuration and commissioning of Mitel IP Telephone handsets and a Mitel Contact Center Solution at the Electoral Commission's national office that will seamlessly integrate with the Mitel Onsite PBX Telephone Solution. In addition, a five (5) year maintenance and support plan is required for both the handsets and the contact centre solution. Hardware components must be accompanied by the standard OEM warranty. The workmanship of the installation, configuration and commissioning of the handsets and contact center solution must be accompanied by the standard warranty from the service provider.

2 Background

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

A Mitel Onsite PBX Telephone Solution has been implemented which is privately and securely hosted at the national office of the Electoral Commission's datacentre based in Centurion, using the Commission's ICT Infrastructure. The need has arisen to expand the Mitel Enterprise Virtualized PBX Telephone solution to local offices with regards to Mitel IP telephone handsets and the implementation of a Mitel Contact Center at the Electoral Commission's national office based in Centurion.

3 Functional Specifications

The functional specifications for the required Mitel IP telephone handsets and Mitel Contact Center solution are detailed below and it must be noted that these are the minimum requirements. The only deviation that may be accepted will be in a case where the bidder's offering or proposal is of a better Mitel model / solution. Anything below the minimum functional specifications will be disqualified.

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3.1 Mitel IP Telephone handsets

TABLE 1

MINIMUM FUNCTIONAL SPECIFICATIONS – Mitel IP telephone handsets			
	Requirements	Description	
		Model	Quantity
1	Mitel MiVB 6900 MiNet sets	Mitel 6910 IP Phone	554
		Mitel 6930 IP Phone	146
		Mitel 6940 IP Phone	20
2	Mitel UCC User Licensing	UCCv4.0 STND User for Enterprise x1	
3	Mitel MVB Software Assurance	SWA Std 5y UCC Std MiVB	

3.2 Mitel Contact Center Solution

TABLE 2

MINIMUM FUNCTIONAL SPECIFICATIONS – Mitel Contact Centre Solution			
	Requirements	Description	
1	MiCollab & MiVoice - UCC User Licensing & Virtual Appliances	MiVoice Border Gateway Virtual	
2	MiContact Center 9 Workgroup Contact Center edition	Workgroup Starter Pack Workgroup Agent x1 Workgroup Messaging & Routing Pack MultiMedia Agent License x1	
3	Mitel MBG Secure Recording Connector	SRC Licenses x10	
4	Mitel MVB Software Assurance and Support	SWA Std 5y MiV BG System SWA Std 5y MiV BG SRC Tap CC Standard Assurance - MiContact Center	
5	Additional Parts / Services	Datatex TNG TMS for 500x users	
6	Management / Reporting	a) Ability to record incoming, outgoing and rejected calls. These stats must be saved and be able to be pulled for reporting b) Average call times: - How long did each call ring before it could be answered	

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		<ul style="list-style-type: none"> - How long did each agent spend on the call with a user c) IVR capabilities d) Integrate with our BMC Remedy System e) Call routing capabilities: <ul style="list-style-type: none"> a. Route calls to agents cell phones b. Route calls to standby support personnel after hours f) Reverse billing, i.e. ability for agents and/or support personnel to make calls from their cell phones through the system, billing to be through the system not on the agent's cell phone. g) Forward logged calls to relevant support personnel. h) Ability to send SMS notification to affected user.
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4 **Scope of Work**

The scope of work includes but not limited to the following:

- 4.1 *Supply, delivery, installation, configuration and commissioning of 720 new Mitel IP telephone handsets at 270 Electoral Commission local offices.*
- 4.2 *Supply, delivery, installation, configuration and commissioning of a Mitel Contact Center Solution at the Electoral Commission's national office based in Centurion together with all the applicable software and licenses that will seamlessly integrate with the Mitel Onsite PBX Telephone Solution.*
- 4.3 *User training at the local offices on the new Mitel IP telephone handsets;*
- 4.4 *User training at national office on the new Mitel Contact Center Solution;*
- 4.5 *Five year (5) maintenance and support of the new Mitel IP telephone handsets and Mitel Contact Center Solution.*

The bidder must be able to work with other 3rd party agencies with regards to hardware, software, configuration, *et cetera*.

5 **General tender conditions**

The following conditions must be adhered to and complied with; failing of which the bid will be disqualified.

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- 5.1 *The Electoral Commission seeks Mitel IP telephone handsets and a Mitel Contact Center solution as specified to ensure a seamless integration with the Mitel Onsite PBX Telephone Solution.*
- 5.2 *The bidder must be authorized to sell the Mitel IP telephone handsets and Mitel Contact Center solution. An OEM proof of reseller authorization is required and must accompany the written documentation for this bid.*
- 5.3 *Should the reseller authorization be from a distributor, then a proof of authorization authorizing the distributor to resell and/or to authorize others by the OEM, must be submitted and an agreement between the bidder and distributor must be submitted.*
- 5.4 *The bidder must provide proof of ICASA registration.*
- 5.5 *The bidder must provide at least three (3) contactable references where the proposed contact center solution is installed and in use. At least one (1) reference should be available at a site where the contact center solution is currently installed, configured, deployed and is providing the functionality required as per section 3, table 2.*
- 5.6 *The bidder's technicians must demonstrate a minimum of three (3) years' experience in installing, configuring, deploying and maintaining the Mitel IP handsets and the Mitel Contact Center Contact Center solution. This must be included in the CV's provided.*
- 5.7 *The bidder response must demonstrate capability and experience in the IP telephone sector with a proven company/business deployment track record for a minimum of 3 years with the related support and maintenance.*
- 5.8 *The bidder must have a national footprint to ensure efficient and timeous solution delivery and ongoing support.*
- 5.9 *The bidder must provide a 24/7/365 national support center that can support the Mitel solution of this magnitude, scope and related supporting infrastructure, for example:*

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VMware, Networking, Firewall, LCR, et cetera. The bidder must demonstrate this in detail in their response.

- 5.10 The Mitel Contact Center solution and Mitel IP telephone handsets will be licensed for a five (5) year period, where all updates, bug fixes, patches, etc. will be covered during this period at no additional costs to the Electoral Commission.
- 5.11 All costs associated with the supply, installation, configuration, commissioning, maintenance, support and training of the Mitel handsets and proposed contact center solution must be included in the total bid price.
- 5.12 The Electoral Commission will issue a formal purchase order to the successful bidder before any services can be delivered.
- 5.13 Awarding of the bid to any successful bidder may be subject to the Electoral Commission's due diligence audit requirements.
- 5.14 The Electoral Commission reserves the right and discretion to cancel and not award this bid based on any reason including operational or financial.
- 5.15 No payment shall be made until full and final configuration and deployment has taken place, and the system has been confirmed to be configured and deployed in accordance with the specifications.
- 5.16 Bidders must complete and submit the technical response sheet (Table 5 and 6) with regards to the Mitel IP telephone handsets and the Mitel Contact Center Solution.
- 5.17 The contact center solution and handsets must be supplied, installed, configured, and commissioned with the necessary training within ninety days (90) upon receipt of an official purchase order.
- 5.18 Bidders must provide a detailed project plan, indicating resource requirements, milestones, breakdown of timeframes and dependencies.
- 5.19 Confirmation that local technical and engineering support will be used for the proposed contact center solution, whom must be authorized and certified to install, configure, deploy, maintain and support the solution.. Proof of Mitel certification to be submitted together with the bid.
- 5.20 The Mitel Contact Centre solution and Mitel IP handsets must be covered by a minimum five-year (5) OEM warranty, independent of the bidder. Proof, from the OEM, must be provided to confirm OEM warranty, independent of the bidder.

6 Installation Addresses and Quantities - Mitel IP Telephone Handsets and Mitel Contact Center

- 6.1 Supply, delivery, installation, configuration and commissioning of the new Mitel IP handsets solution together with user training must be conducted at all the Electoral Commission's local offices – Refer to table 7.
- 6.2 The Mitel Contact Center solution must be supplied, delivered, installed and commissioned together with user training at the Electoral Commission national office based at 1303 Heuwel Avenue, Riverside Office Park, Election House in Centurion.

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7 **Quality Control**

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

- 7.1 *By bidding the bidder undertakes and warrants that the Mitel IP telephone handsets and Mitel Contact Center solution are in line with the tender specifications;*
- 7.2 *The bidder will have the primary responsibility of ensuring that the Mitel IP telephone handsets and Mitel Contact Center solution complies with the required specifications in terms of functionality and technical specifications including quantity and quality;*
- 7.3 *The Electoral Commission may also call on bidders to make further submissions and/or presentations in order for the Electoral Commission to ensure full compliance with all its requirements and as part of the bid adjudication process.*

8 **Pricing Requirements**

- 8.1 *The total bid price must be firm for 180 days and must be in South African Rands inclusive of VAT.*
- 8.2 *The total bid price must be inclusive of ALL factors, which may contribute to the cost of fulfilling the bid, factors such as:*
 - 8.2.1 The supply, delivery, installation, configuration and commissioning of the Mitel IP telephone handsets with flexible fly leads.
 - 8.2.2 The supply, delivery, installation, configuration and commissioning of the Mitel Contact Center solution.
 - 8.2.3 Applicable licenses and software.
 - 8.2.4 Basic user training on the Mitel Contact Center solution and the Mitel IP telephone handsets (per user).
 - 8.2.5 Advanced user training and train the trainer.
 - 8.2.6 Five (5) years maintenance and support on the Mitel Contact Center solution and the Mitel IP telephone handsets.
 - 8.2.7 Rendering of services to all the IEC sites as indicated.
 - 8.2.8 Pricing must be all inclusive including applicable travel costs to the sites.
 - 8.2.9 The Electoral Commission will not pay any additional costs.
 - 8.2.10 VAT inclusive.

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9 Pricing Schedules

9.1 *Mitel IP telephone handsets for local offices*

TABLE 3

Mitel IP Telephone Handsets	Quantity	Unit Price	Total
a) Mitel MiVB 6900 MiNet sets Model 6910 IP telephone handset with flexible fly leads	554	R.....	R.....
b) Mitel MiVB 6900 MiNet sets Model 6930 IP telephones handset with flexible fly leads	146	R.....	R.....
c) Mitel MiVB 6900 MiNet sets d) Model 6940 IP telephones handset with flexible fly leads	20	R.....	R.....
e) Mitel UCC User Licensing: UCCv4.0 STND User for Enterprise x1	720	R.....	R.....
f) Mitel MVB Software Assurance: SWA Std 5y UCC Std MiVB	720	R.....	R.....
g) All delivery and travelling costs, Installation, configuration, commissioning and training		R.....	R.....
h) Five (5) year Support and Maintenance	720	R.....	R.....
SUB TOTAL – Table 3		R Inclusive of VAT	

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9.2 *Mitel Contact Center solution for the Electoral Commissions national office based in Centurion:***TABLE 4**

Mitel Contact Center Solution	Quantity	Unit Price	Total
a) <i>MiCollab & MiVoice - UCC User Licensing & Virtual Appliances: MiVoice Border Gateway Virtual</i>	2	R.....	R.....
b) <i>MiContact Center 9 Workgroup Contact Center edition:</i>			
Workgroup Starter Pack	1	R.....	R.....
Workgroup Agent x1	15	R.....	R.....
Workgroup Messaging & Routing Pack	1	R.....	R.....
MultiMedia Agent License x1	15	R.....	R.....
c) <i>Mitel MBG Secure Recording Connector: SRC Licenses x10</i>	2	R.....	R.....
d) <i>Mitel MVB Software Assurance and Support:</i>			
SWA Std 5y MiV BG System	2	R.....	R.....
SWA Std 5y MiV BG SRC Tap	20	R.....	R.....
CC Standard Assurance - MiContact Center	13515	R.....	R.....
e) <i>Datatex TNG TMS for 500x</i>	1	R.....	R.....

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Mitel Contact Center Solution	Quantity	Unit Price	Total
f) <i>All delivery and travelling costs, Installation, configuration, commissioning and training</i>	1	R.....	R.....
g) <i>Five (5) year Support and Maintenance</i>	1	R.....	R.....
SUB TOTAL – Total Table 4		R Inclusive of VAT	
TOTAL BID PRICE inclusive of VAT Mitel IP telephone handsets and Mitel Contact Center solution (Table 3 & Table 4)		R Inclusive of VAT	

NOTE: **Completion of Table 3 and Table 4 above by the bidder is compulsory.** Failure to complete and submit shall lead to disqualification.

10 Adjudication and Award of Contract

10.1 *Bidders are advised to use the*

10.2 *Bid Evaluation Criteria in to ensure that they have addressed all critical bid requirements.*

10.3 *The bid will be awarded to a bidder whose solution successfully conforms to specifications and is able to deliver the required Mitel telephone handsets and Mitel contact center solution in terms of the provisions of the Preferential Procurement Policy Framework Act, 2000.*

10.4 *Awarding the bid to a successful bidder is subject to the bidder entering into a service level agreement (SLA) with the Electoral Commission that will formalize and regulate the final deliverables and associated processes and procedures.*

10.5 *The bidder should undertake and confirm in the written proposal their ability to supply, install, configure and deploy the handsets and contact center solution within ninety (90) days from date of receiving the official purchase order.*

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11 **Written Submission**

- 11.1 *All written supporting documentation must be submitted together with the bid. Submissions received after the final date and time will be disqualified and not considered for award.*
- 11.2 *The following supporting documents must be submitted as part of the written submissions. Failure to submit these will lead to the bid being disqualified:*
- 11.2.1 Proof of OEM reseller agreement or authorization from the distributor and/or OEM accreditation as specified in section 5.2.
 - 11.2.2 ICASA registration as per section 5.4.
 - 11.2.3 Three relevant contactable references, as per section 5.5.
 - 11.2.4 Demonstrate experience by providing CV's as per section 5.6.
 - 11.2.5 Confirm the bidder's ability to deliver, install, configure and train within ninety (90) days of receipt of the formal purchase order, as per section 10.4 and 5.17
 - 11.2.6 Provide a detailed project plan, as per section 5.18.
 - 11.2.7 Provide proof as a certified installer to install, configure, deploy, maintain and support the proposed system as per section 5.19.
 - 11.2.8 Proof of OEM warranty independent of the bidder, as per section 1 and 5.20.
 - 11.2.9 Completed technical bid response sheets – Refer to table 5 and 6.

12 **Enquiries**

Enquiries must be directed to the following responsible persons. In case of written/emailed enquiries, it is recommended that both be copied for quicker and coordinated response.

Tebogo Tivane: tivanet@elections.org.za

Anet Horn: Horna@elections.org.za

ICT Management and technical enquiries must be directed to:

Mr Jose Nogueira: Nogueiraj@elections.org.za

Mr Shaun Langa: langas@elections.org.za

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Table 5 - Technical Bid Response Sheet – Mitel IP telephone handsets

Completion of this technical response sheet by responding to each item is compulsory. Failure to complete and submit this technical bid response sheet shall lead to disqualification.					
Compliance Minimum Requirements Mitel IP Telephone handsets			Bidder must indicate whichever is applicable		BIDDERS COMMENTS
			Yes	No	
1	Mitel MiVB 6900 MiNet sets	Mitel 6910 IP Phone, Mitel 6930 IP Phone and Mitel 6940 IP Phone			
2	Mitel UCC User Licensing	UCCv4.0 STND User for Enterprise x1			
3	Mitel MVB Software Assurance	SWA Std 5y UCC Std MiVB			
4	Five (5) year maintenance and support				

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Table 6 - Technical Bid Response Sheet – Mitel Contact Center Solution

Completion of this technical response sheet by responding to each item is compulsory. Failure to complete and submit this technical bid response sheet shall lead to disqualification.					
Compliance Minimum Requirements Mitel Contact Center Solution			Bidder must indicate whichever is applicable		BIDDERS COMMENTS
			Yes	No	
1	MiCollab & MiVoice - UCC User Licensing & Virtual Appliances	MiVoice Border Gateway Virtual			
2	MiContact Center 9 Workgroup Contact Center edition	Workgroup Starter Pack Workgroup Agent x1 Workgroup Messaging & Routing Pack MultiMedia Agent License x1			
3	Mitel MBG Secure Recording Connector	SRC Licenses x10			

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Completion of this technical response sheet by responding to each item is compulsory. Failure to complete and submit this technical bid response sheet shall lead to disqualification.

Compliance Minimum Requirements Mitel Contact Center Solution			Bidder must indicate whichever is applicable		BIDDERS COMMENTS
			Yes	No	
4	Mitel MVB Software Assurance and Support	SWA Std 5y MiV BG System SWA Std 5y MiV BG SRC Tap CC Standard Assurance - MiContact Center			
5	Additional Parts / Services	Datatex TNG TMS for 500x users			
6	Five (5) year maintenance and support				

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Table 7 - Electoral Commission
IEC Local Office Details

Municipality	Physical Address
BUF - Buffalo City - East London	Shop 7, North Wing Building, Beacon Bay Crossing, Bonza Bay Road, East London
EC101 - Dr Beyers Naudé - Graaff-Reinet	50 Bourke Street, Graaff-Reinet
EC101 - Dr Beyers Naudé - Jansenville	504 Market Street, Jansenville
EC101 - Dr Beyers Naudé - Willowmore	35 Wehmeyer Street, Willowmore
EC102 - Blue Crane Route	29 Noloji Street, Somerset East
EC104 - Makana	20 High Street, Grahamstown
EC105 - Ndlambe	Shop 1, Campbell Street, Port Alfred
EC106 - Sundays River Valley	11 Sonop Street, Kirkwood
EC108 - Kouga	Arcade Centre, Shop 14, 1st Floor, 40 Main Street, Humansdorp
EC109 - Kou-Kamma	5 Keet Street, Kareedouw
EC121 - Mbhashe	46 Thompson Street, Idutywa
EC122 - Mnquma	Old Mutual Building, 2nd Floor, Corner of Fuller & King Street, Butterworth
EC123 - Great Kei	31 Main Street, Komga
EC124 - Amahlathi	23 Alfred Street, Stutterheim
EC126 - Ngqushwa	Erf 1835, Hamburg Road, Peddie
EC129 - Raymond Mhlaba - Nkonkobe/Alice	1 Bell Street, Erf 497, Alice
EC129 - Raymond Mhlaba - Nxuba/Adelaide	6A Market Square, Adelaide
EC131 - Inxuba Yethemba	Burls Building, 10 Victoria Street, Cradock
EC135 - Intsika Yethu	150A Plantation Road, Cofimvaba
EC136 - Emalahleni	105 Ncancubele Street, Emalahleni/Lady Frere
EC137 - Engcobo	78 Church Street, Engcobo
EC138 - Sakhisizwe	Erf 611, Komani Avenue, Cala
EC139 - Enoch Mgijima - Inkwanca/Molteno	36 Smith Street, Molteno
EC139 - Enoch Mgijima - Lukhanji/Queenstown	19 Prince Alfred Street, Queenstown
EC141 - Elundini	17 Fourie Street, Maclear
EC142 - Senqu	12A Brummer Street, Lady Grey
EC145 - Walter Sisulu - Gariep/Burgersdorp	16 Smit Street, Burgersdorp
EC145 - Walter Sisulu - Maletswai/Aliwal North	Oppie Bron 11, 27 Dan Pienaar Avenue, Aliwal North
EC153 - Ingquza Hill	Erf 148, Main Street, Flagstaff
EC154 - Port St Johns	Erf 166, Church Street, Port St Johns
EC155 - Nyandeni	28 Stanford Street, Libode

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Municipality	Physical Address
EC156 - Mhlontlo	334 South Street, Qumbu
EC157 - King Sabata Dalindyebo	6 Botha Sigcau Avenue, Myezo Park, Umtata
EC441 - Matatiele	92 Main Street, Matatiele
EC442 - Umzimvubu - Mount Ayliff	67 Church Street, Mount Ayliff
EC442 - Umzimvubu - Mount Frere	106 Canca Street, Mount Frere
EC443 - Winnie Madikizela-Mandela	52 Hope Street, Mbizana
EC444 - Ntabankulu	Mzaza Building, 50 Main Street, Ntabankulu
NMA - Nelson Mandela Bay	Ground Floor, Block F, Southern Life Gardens, Newton Park 70 2nd Avenue, Port Elizabeth
FS161 - Letsemeng	Municipal Building, 20 Groottrek Street, Koffiefontein
FS162 - Kopanong	Municipal Building, 80 Voortrekker Street, Trompsburg
FS163 - Mohokare	Municipal Building, 43 Rechenberg, Zastron
FS181 - Masilonyana	Municipal Building, Corner of Le Roux & Buys Street, Theunissen
FS182 - Tokologo	Municipal Building, Corner Markgraaf & Voortrekker Street, Boshoff
FS183 - Tswelopele	Mark Street, Bultfontein
FS184 - Matjhabeng	Golden Heights Building, 1st Floor, 64 Bok Street, Welkom
FS185 - Nala	62 President Street, Bothaville
FS191 - Setsoto	Municipal Building, 1st Floor, 27 Voortrekker Street, Ficksburg
FS192 - Dihlabeng	Village Square, 5 Baartman Street, Bethlehem
FS193 - Nketoana	Municipal Building, Corner of Church & Voortrekker Street, Reitz
FS194 - Maluti a Phofung	Municipal Building, Corner of Moremoholo & Setai Street, Phuthadijhaba
FS194 - Maluti a Phofung - Harrismith	Municipal Building, 6 Andre Pretorius Street, Harrismith
FS195 - Phumelela	Shop 20, Church Street, Spar Shopping Centre, Vrede
FS196 - Mantsopa	18 Church Street, Formosa Walk C2, Ladybrand
FS201 - Moqhaka	Old Mutual Building, Ground Floor, 28 Hill Street, Kroonstad
FS203 - Ngwathe	Forum Building, Liebenbergstrek Street, Parys
FS204 - Metsimaholo	Municipal Building, 2nd Floor, Fichardt Street, Sasolburg
FS205 - Mafube	97 JJ Hadebe Street, Frankfort
MAN - Mangaung	City Hall Building, 1st Floor, Room 42, President Brand Street, Bloemfontein
MAN - Mangaung - Naledi	Municipal Building, 13 Brand Street, Dewetsdorp
EKU - City of Ekurhuleni - Alberton	Alberton Civic Centre, 3rd Floor, 4 Alwyn Taljaard Street, Alberton0
EKU - City of Ekurhuleni - Benoni	Benoni Municipal Building, Ground Floor, Corner of Elston & Tom Jones Street, Benoni
EKU - City of Ekurhuleni - Boksburg	Boksburg Civic Centre, Room G35, Corner of Commissioner & Trichardt Street, Boksburg
EKU - City of Ekurhuleni - Brakpan	Brakpan Municipal Building, Corner of Escombe Road & Elliot Street, Brakpan
EKU - City of Ekurhuleni - Edenvale	Edenvale Municipal Building, 37 Van Riebeeck Avnue, Edenvale
EKU - City of Ekurhuleni - Germiston	Germiston Civic Centre (next to the Clinic), Corner of Queen & Cross Street, Germiston
EKU - City of Ekurhuleni - Katlehong	Katlehong CCC 2, Sontonga Road, Katelhong

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Municipality	Physical Address
EKU - City of Ekurhuleni - Kempton Park	Admin Building, Ground Floor, Room C101, Corner of Swart & Old Pretoria Road, Kempton Park
EKU - City of Ekurhuleni - Nigel	Nigel Municipal Building, 145 Hendrick Verwoerd Street, Nigel
EKU - City of Ekurhuleni - Springs	Civic Centre Building, Ground Floor, Room 19, corner of Plantation Road and Reef Road, Springs
EKU - City of Ekurhuleni - Tembisa	238 Igqagga Section, Corner of George Nyanga Road & Andrew Maphetho, Tembisa
GT421 - Emfuleni - Mafatsane/Evaton	2845 Union Road, Mafatsane, Evaton
GT421 - Emfuleni - Vereeniging	Nevada House, Ground Floor, 18 Leslie Street, Vereeniging
GT422 - Midvaal	Speaker's Offices, Mitchell Street, Meyerton
GT423 - Lesedi	Civic Centre, 1st Floor, H F Verwoerd Road, Heidelberg
GT481 - Mogale City	Corner of Commissioner & Monument Street, Krugersdorp
GT484 - Merafong City	Cambridge Building, Shop 1, Corner of Halite and Emerald Street, Carletonville
GT485 - Rand West City - Randfontein	106 Kenneth Avenue, Green Hills, Randfontein
GT485 - Rand West City - Westonaria	Corner of Neptune & Saturn Street, Westonaria
JHB - City of Johannesburg - Alexandra	Corner of 8th Avenue & Roosevelt Street, Alexandra
JHB - City of Johannesburg - Auckland Park	35 Symons Street, Auckland Park
JHB - City of Johannesburg - Braamfontein	Braamfontein Civic Centre, 2nd Floor, South Link, 158 Loveday Street, Braamfontein
JHB - City of Johannesburg - City Centre	CJ Cronje Building, 4th Floor, 80 Loveday Street, Johannesburg
JHB - City of Johannesburg - Diepsloot	Diepsloot JMPD Office, Ingonyama Street, Diepsloot Ext 2
JHB - City of Johannesburg - Dobsonville	2332 Luthili Street, Dobsonville
JHB - City of Johannesburg - Eldorado Park	4064 Links Crescent, Eldorado Park, Ext 5
JHB - City of Johannesburg - Ennerdale	Civic Centre, 2449 Katz Road, Ext 9, Ennerdale
JHB - City of Johannesburg - Florida	Civic Centre, 100 Christiaan de Wet Road, Florida
JHB - City of Johannesburg - Jabulani	Jabulani Civic Centre, 1 Koma Road, Jabulani
JHB - City of Johannesburg - Meadowlands	Zone 2, 293 Heck Roodt Circle, Meadowlands
JHB - City of Johannesburg - Midrand	Randjiespark, 300 15th Road, Midrand
JHB - City of Johannesburg - Orlando East	1425 Sofasonke Street, Orlando East
JHB - City of Johannesburg - Protea North	229/49 Kunene Street, Protea North
JHB - City of Johannesburg - Rosettenville	92 Malborough Road, Rosettenville
JHB - City of Johannesburg - Sandton	Sandown, 137 Daisy Street, Sandton
TSH - City of Tshwane - Akasia	16 Dale Avenue, Akasia

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Municipality	Physical Address
TSH - City of Tshwane - Atteridgeville	Atteridgeville Municipality Office, Corner of Koman & Mngadi Street, Atteridgeville
TSH - City of Tshwane - Central	330 Church Street, 3rd Floor, Sammy Marks Square, Pretoria
TSH - City of Tshwane - Centurion	1 Wierda Mall, Shop D3, Corner of Willem Botha & Koedoe Street, Wierdapark, Centurion
TSH - City of Tshwane - Ga-Rankuwa	Ga-Rankuwa Admin Unit, 9111 Setlalentoa Street, Zone 5, Ga-Rankuwa
TSH - City of Tshwane - Kungwini	Corner of Botha & Mark Street, Bronkhorstspuit
TSH - City of Tshwane - Mamelodi	19268 Makhubela & Letwaba Street, Mini Munitoria Building, Mamelodi West
TSH - City of Tshwane - Nokeng Tsa Taemane	Corner of Oakley & Montrose, Rayton
TSH - City of Tshwane - Soshanguve	NAFCOC MLDC Building, Soshanguve Highway, 2164 Block F, Soshanguve
TSH - City of Tshwane - Temba	Temba Urban Council, 4424 Unit 1, Temba
TSH - City of Tshwane - Tshwane East	Pretorius Park Bus Depot, 927 Bugle Street, Tshwane East
ETH - eThekweni - Durban	Delta Tower RAM Buidling, 15th Floor, 300 Anton Lembede, Street, Durban
ETH - eThekweni - Kingsburgh	Kingsburgh Sizakala Centre, 11 Gracedale/ Mayors Mews Road, Kingsburgh
ETH - eThekweni - Pinetown	Civic Centre, 60 Kings Road, Pinetown
KZN212 - uMdoni	Corner of Bram Fisher & Williamson Street, Scottburgh
KZN213 - uMzumbe	Umzumbe Municipaly Building (near taxi rank), Isipofu Road, Umzumbe
KZN214 - uMuziwabantu	Umuziwabantu Municipality (next to FNB), 10 Murchison Street, Harding
KZN216 - Ray Nkonyeni	7 Corner of Reynold & Memorial Road, Port Shepstone
KZN221 - uMshwathi	Thusong Center 79/1384 Main Road (R33), New Hanover
KZN222 - uMngeni	Umgani Municipality, Corner of Dick & Somme Street, Howick [Prefab Unit]
KZN223 - Mpofana	Municipal Building, 10 Claughton Terrace, Mooi River
KZN224 - iMpendle	38 iKwezi Street, Impendle
KZN225 - Msunduzi	AS Chetty Building, 333 Church Street, Pietermaritzburg
KZN226 - Mkhambathini	18 Old Main Road, Municipal Premises, Camperdown
KZN227 - Richmond	Shop 13, Richmond Shopping Centre, Corner of Chillely and Nelson Street, Richmond
KZN235 - Okhahlamba	Bergville Sports Complex, Okhahlamba / Bergville
KZN237 - iNkosi Langalibalele	Next to Umtshezi Municipal Building, Victoria Street, Estcourt
KZN238 - Alfred Duma	261 Murchison Street, Ladysmith
KZN241 - Endumeni	14 Commercial Road, Dundee
KZN242 - Nqutu	Nqutu Municipal Building, 82 Mdlalose Street, Nqutu
KZN244 - Msinga	Msinga Library, R33 Main Road, Tugela Ferry
KZN245 - Umvoti	Shop 2, 40 Bell Street, Greytown
KZN252 - Newcastle	61 Sutherland Street, Newcastle
KZN253 - eMadlangeni	Emalangen Municipal Building, 34 Voor Street, Utrecht

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Municipality	Physical Address
KZN254 - Dannhauser	Dannhauser Municipality, 8 Church Street, Dannhauser
KZN261 - eDumbe	10 High Street, Paulpietersburg
KZN262 - uPhongolo	Municipal Office, 61 Martin Street, Pongola
KZN263 - Abaqulusi	Abaqulusi Municipality, corner of High and Mark Street, Vryheid
KZN265 - Nongoma	Municipal Building, Lot 103 Main Street, Nongoma
KZN266 - Ulundi	Simunye Complex, 183b corner of Princess Magogo and Princess Mkabayi Street, Ulundi
KZN271 - Umhlabuyalingana	Umhlabuyalingana Municipality, Manguza Road, Mangusi
KZN272 - Jozini	Thusong Centre, Jozini Circle Street, Mkuze, Jozini
KZN275 - Mtubatuba	Mtuba Plaza, Lot 199, Shop 16A, Corner of St Lucia & John Ross Highway, Mtubatuba
KZN276 - Big Five Hlabisa	Library Building, 163 Zebra Street, Hluhluwe
KZN281 - Mfolozi	Umfolozi Municipality, 25 Bredelia Street, Mbonambi
KZN282 - uMhlathuze	uMhlathuze Civic Centre, 5 Mark Strasse Street, Richards Bay
KZN284 - uMlalazi	11 Mangosuthu Buthelezi Drive, Eshowe
KZN285 - Mthonjaneni	Mthonjaneni Municipality, 21 Reinhold Street (next to Town Hall), Melmoth
KZN286 - Nkandla	Nkandla Municipality, 292 Maree Road, Nkandla
KZN291 - Mandeni	Lot 502, Old Main Road, Mandeni Square (near Mandeni Spar), Mandeni
KZN292 - KwaDukuza	Albert House, Corner of Link and R102 Road, KwaDukuza
KZN293 - Ndwedwe	Ndwedwe Municipality, P100 Main Road (opposite Ndwedwe SAPS), Ndwedwe
KZN294 - Maphumulo	Maphumulo Thusong Centre, D893 Main Road, Maphumulo
KZN433 - Greater Kokstad	84 Hope Street, Kokstad
KZN434 - Ubuhlebezwe	Ubuhlebezwe Municipality, 29 Margaret Street, Ixopo
KZN435 - Umzimkhulu	Umzimkhulu Gateway Tourism Centre, Erf 223, Umzimkulu
KZN436 - Dr Nkosazana Dlamini Zuma	Bulwer Municipal Library, R617 Main Street, Bulwer
LIM331 - Greater Giyani	Office 7, KP Complex (Opposite Giyani Community Hall), Stand BA77, Giyani
LIM332 - Greater Letaba	14 Gordon Street, Modjadiskloof
LIM333 - Greater Tzaneen	Boboma Building, 28 Peace Street, Tzaneen
LIM334 - Ba-Phalaborwa	Ba-Phalaborwa Municipality, Corner of Sealene & Nelson Mandela Drive, Phalaborwa
LIM335 - Maruleng	75 Maruleng Thusong Service Centre, Metz Village, Moetladimo, Hoedspruit
LIM341 - Musina	Musina Civic Centre, 21 Irwin Street, Musina
LIM341 - Musina - Mutale	Old Sagole Mphephu Youth Centre, Niani Circuit (Next to Department of Education)
LIM343 - Thulamela	Thulamela Municipality, Old Agriven Building, Thohoyandou
LIM344 - Makhado	Unit 12, Sanlam Centre, 89 Kruger Street, Makhado
LIM345 - Collins Chabane - Malamulele	Malamulele District Council Office, Main Road (Next to Police Station), Malamulele

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Municipality	Physical Address
LIM345 - Collins Chabane - Thohoyandou	Thohoyandou Post Office Building, Thohoyandou
LIM351 - Blouberg	Office Park, Stand 526, Ext 3, Senwabarwana
LIM353 - Molemole	303 Church Street, Molemole Municipal Complex, Dendron
LIM354 - Polokwane	24 Dimitri Crescent, Platinum Park, Polokwane
LIM354 - Polokwane - Aganang	Aganang Municipal Building, Corner of Gilead & Nobel Hospital Road, Ceres Village, Moletjie
LIM355 - Lepele-Nkumpi	Cultural Centre Building, Opposite Lebowakgomo SAPS, Lebowakgomo
LIM361 - Thabazimbi	20 Judith Street, Thabazimbi
LIM362 - Lephalale	Lephalale Municipality, Corner of Douwater & Joe Slovo Street, Lephalale
LIM366 - Bela-Bela	Municipal Building, 59 Chris Hani Drive, Bela-Bela
LIM367 - Mogalakwena	Corner of Hooge & Van Riebeeck Street, Mokopane
LIM368 - Modimolle-Mookgophong	Harry Gwala Square, Harry Gwala Street, Modimolle
LIM471 - Ephraim Mogale	Municipal Building, 13 Ficus Street, Marble Hall
LIM472 - Elias Motsoaledi	2 Grobler Avenue, Groblersdal
LIM473 - Makhuduthamaga	Makhuduthamaga Municipal Building (next to Jane Furse Plaza), Makhuduthamaga
LIM476 - Fetakgomo Tubatse - Burgersfort	Corner of Kort & Eddie Sedibe Street (next to Burgersfort SAPS), Burgersfort
LIM476 - Greater - Fetakgomo Tubatse	Stand 1, Mashung Ga-Nkwana, Fetakgomo
MP301 - Albert Luthuli	89B Elukwatini Main Road, Elukwatini
MP302 - Msukaligwa	Corner of Naude & Sluiter Street, Ermelo
MP303 - Mkhondo	30 Singh Centre, 4A Zuidend Street, Piet Retief
MP304 - Pixley ka Seme	72 Adelaide Tambo Drive, Volksrust
MP305 - Lekwa	19 Beyers Naude Street, Standerton
MP306 - Dipaleseng	101A Corner of Themba Shoji & Frank Street, Balfour
MP307 - Govan Mbeki	Govan Mbeki Municipal Building, Horwood Street, Secunda
MP311 - Victor Khanye	1 Uganda Street, Delmas
MP312 - Emalahleni	ABSA Building, Corner of Mandela & Paul Kruger Street, Witbank
MP313 - Steve Tshwete	Middelburg Town Council, Corner of Wanderers & Church Street, Middelburg
MP314 - Emakhazeni	Corner of Fitzgerald & Boulton Street, Belfast
MP315 - Thembisile Hani	Thembisile Hani Municipality, Kwaggafontein C (opposite Police Station), Stand 24, Moloto Road, Kwaggafontein
MP316 - Dr JS Moroka	260/3 Bongimfundo Street, Siyabuswa
MP321 - Thaba Chweu	Thaba Chweu Municipality, Corner of Central & Viljoen Street, Lydenburg
MP324 - Nkomazi	Nkomazi Municipality, 9 Park Street, Malelane
MP325 - Bushbuckridge	Tennis Court Building (next to the New Stadium), 1705 Main Road, Bushbuckridge
MP326 - City of Mbombela	25 Roodt Street, Nelspruit

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Municipality	Physical Address
MP326 - City of Mbombela - Barberton	Barberton Municipality, Corner of General & Villiers Street, Barberton
NW371 - Moretele	Bakgatlha ba Mosetlha Tribal Office, 2228 Moshate Section, Makapanstad
NW372 - Madibeng	Traffic Department Office Building, 53 Van Velden Street, Brits
NW373 - Rustenburg	144 Leyds Street, Rustenburg
NW374 - Kgetlengrivier	Kgetlengrivier Municipality, Corner of De Wit & Smith Street, Koster
NW375 - Moses Kotane	MKDA Building, Stand 1350, Station Road, Unit 3, Mogwase
NW381 - Ratlou	Ratlou Municipal Building, Delareyville Road, Setlagole
NW382 - Tswaing	Corner of General Delarey & Government Streets, Delareyville
NW383 - Mahikeng	Office 3, Mafikeng Museum Building, (opposite Mafikeng Post Office), Corner of Carrington & Martin Street, Mafikeng
NW384 - Ditsobotla	9 Thabo Mbeki Drive, Lichtenburg
NW385 - Ramotshere Moiloa	52 Church Street, Zeerust
NW392 - Naledi	50 Stella Street, Vryburg
NW393 - Mamusa	11 Schweizer Street, Schweizer-Reneke
NW394 - Greater Taung	Erf 177, Taung Station, Taung
NW396 - Lekwa-Teemane	Lekwa-Teemane Municipality, Corner of Robyn & Dirkie Uys Street, Christiana,
NW397 - Kagisano-Molopo	Public Works Building, Magistrate Road, Ganyesa
NW403 - City of Matlosana	Jade Square, Corner of OR Tambo & Magaretha Prinsloo Street, Klerksdorp
NW404 - Maquassi Hills	33 Broadbent Street, Wolmaransstad
NW405 - J B Marks - Potchefstroom	12 Luke Street, Potchefstroom
NW405 - J B Marks - Ventersdorp	Corner of Van Riebeeck & Voortrekker Street, Ventersdorp
NC061 - RICHTERSVELD	2103 USave Building, Main Road, Port Nolloth
NC062 - NAMA KHOI	Andia Centre, Voortrekker Road, Springbok
NC064 - KAMIESBERG	35 Main Street, Garies
NC065 - HANTAM	Church Street, Plot 3656, Calvinia
NC066 - KAROO HOOGLAND	7 Piet Retief Street, Sutherland
NC067 - KHÂI-MA	Old Clinic Building, 161 11th Street, Pofadder
NC071 - UBUNTU	Erf 652, Barnard Street, Victoria West
NC072 - UMSOBOMVU	Corner of Chamberlain Square & Church Street, Colesberg
NC073 - EMTHANJENI	39 Church Street, De Aar
NC074 - KAREEBERG	3 Pastorie Street, Carnarvon
NC075 - RENOSTERBERG	Municipal Building, Skool Street, Petrusville
NC076 - THEMBELIHLE	46 Church Street, Hopetown
NC077 - SIYATHEMBA	23 Steward Street, Prieska
NC078 - SIYANCUMA	Municipal Building, Charl Cilliers Street, Douglas
NC082 - KAI !GARIB	1605 Lang Street, Keimoes
NC084 - !KHEIS	Blouvalk Street (Stand 2691), Groblershoop
NC085 - TSANTSABANE	26 Kudu Street, Postmasburg
NC086 - KGATELOPELE	1947 Clinic Street, Danielskuil
NC087 - Dawid Kruiper - Mier	63 Loubos Road, Mier

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Municipality	Physical Address
NC087 - Dawid Kruiper - Upington	Office Blok 4, De Drift Plaza, Louisvale Road, Upington
NC091 - Sol Plaatje	16A Schmidtsdrift Road, Kimberley
NC092 - Dikgatlong	12 Ferry Street, Barkley West
NC093 - Magareng	12 Blake Street, Warrenton
NC094 - Phokwane	1582 Naude Street, Hartswater
NC451 - Joe Morolong	D320 Cardington Road, Churchill Village, Moshaweng
NC452 - GA-SEGONYANA	77 Main Street, Kuruman
NC453 - GAMAGARA	Corner of Voëlvanger & Flamink Street, Siyathemba, Kathu
CPT - City of Cape Town - Athlone	Unit 2, Aden Square, 41 Lawrence Road, Athlone, Cape Town
CPT - City of Cape Town - Bellville	Unit 3, 30 Bella Rosa Street, Rosendal Park, Bellville
CPT - City of Cape Town - Constantia	Unit 3, Devonshire Court, 20 Devonshire Road, Wynberg, Cape Town
CPT - City of Cape Town - Khayelitsha	1 Cash Office, Solomon Tshuki Road, Site C, Khayelitsha
CPT - City of Cape Town - Mitchell's Plain	Shop B4, Block B, Watergate Shopping Mall, corner of R300 and AZ Berman Drive, Watergate Boulevard, Mitchell's Plain
CPT - City of Cape Town - Strand	Municipal Offices, Room 1004B, Corner of Fagan & Main Road, Strand
WC011 - Matzikama	OCTA Building, 2 Waterkant Street, Vredendal
WC012 - Cederberg	59 Voortrekker Street, Citrusdal
WC013 - Bergrivier	28 Soetkysie Centre, Corner of Long & Die Trek Streets, Piketberg
WC014 - Saldanha Bay	19B School Street, Vredenburg
WC015 - Swartland	20 Bokomo Street, Malmesbury
WC022 - Witzenberg	64B Lyel Street, Ceres
WC023 - Drakenstein	Town Hall, 250 Main Street, Paarl
WC024 - Stellenbosch	Unit 1, Bosmanshuis, 135 Dorp Street, Stellenbosch
WC025 - Breede Valley	51 Riebeeck Street, Worcester
WC026 - Langeberg	Thusong Service Centre, Corner of Paddy & Wesley Street, Robertson
WC031 - Theewaterskloof	23 Church Street, Caledon
WC032 - Overstrand	Shop 4A, Twin Gables, 26 High Street, Hermanus
WC033 - Cape Agulhas	28 Long Street, Bredasdorp
WC034 - Swellendam	Thusong Service Centre, 1 Vollenhoven Street, Railton, Swellendam
WC041 - Kannaland	USave Building, 28 Corner of Van Riebeeck & Queen Street, Ladismith
WC042 - Hessequa	32 Fourie Street, Heidelberg
WC043 - Mossel Bay	5 Powrie Street, Mosselbay
WC044 - George	Suite 110, Bateleur Park, 133 Cradock Street, George
WC045 - Oudtshoorn	23 High Street, Oudtshoorn
WC047 - Bitou	Corner of Flying Cloud Drive & Athena Street, Plettenberg Bay
WC048 - Knysna	9 Green Street, Knysna
WC051 - Laingsburg	64 Stasie Street, Laingsburg
WC052 - Prince Albert	Thusong Centre, Adderley Street, Prince Albert
WC053 - Beaufort West	117 Donkin Street, Beaufort West

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Table 8 below is a summary of handsets for the local offices amongst the provinces. The delivery, installation and commission of the handsets must be at the local offices as indicated in table 7 above.

Table 8 – Handset Distribution

PROVINCE	Model 6910	Model 6930	Model 6940	TOTAL
Eastern Cape	104	26		130
Free State	39	13		52
Gauteng	47	15		62
KwaZulu-Natal	108	32		140
Limpopo	66	14		80
Mpumalanga	42	10		52
Northern Cape	42	10		52
North West	56	11		67
Western Cape	50	15		65
National Office			20	20

NOTE: The successful bidder will be notified of any address changes to the IEC local offices as identified in table 7 and the actual quantity of handsets per local offices.

The twenty (20) Model 6940 handsets identified in table 8 is for delivery to the national office of the Electoral Commission based in Centurion.

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1 Bid Evaluation Criteria

1.1 Stage 1: Assessment of Bidder's Disclosure

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

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

In this regard, the following must be noted:

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

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, attached as Section 14 (Page 36), was extended to all entities, which were invited to participate in the SCM bid process.

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

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

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

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

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

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

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

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

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

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

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

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

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1.2 Stage 2 – Key Qualifying Criteria

IEC/IEC-01/2022				
Bid Evaluation Criteria				
Stage 2 – Key Qualifying Criteria				
Failure to comply with any of the requirements below will result in the bid being disqualified				
Bidder:				Bid Ref:
No.	Description	Yes	No	Comments
1	Proof of OEM reseller agreement or authorization from the distributor and/or OEM accreditation as specified in section 5.2.			
2	Submitted ICASA registration as per section 5.4.			
3	Submitted three relevant contactable references, as per section 5.5.			
4	Demonstrate experience by providing CV's as per section 5.6.			
5	Confirm the bidder's ability to deliver, install, configure and training within ninety (90) days of receipt of the formal purchase order, as per section 10.4 and 5.17;			
6	Provided a detailed project plan, as per section 5.18.			
7	Provided proof as a certified installer to install, configure, deploy, maintain and support the proposed system as per section 5.19.			
8	Submitted proof of OEM warranty independent of the bidder, as per section 1 and 5.20			
9	Completed technical bid response sheets - refer to table 5 and 6.			
	Overall Stage 2 Outcomes:	<u>Assessment Comments:</u> 		
		Bid qualifies for further consideration: (YES/NO):		

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1.3 Stage 3 –Technical Evaluation

Stage 3 – Technical Evaluation – Technical Disqualifying Factors.					
Failure to comply with any of the requirements below will result in the bid being disqualified.					
Category	Compliance Minimum Requirements	Reference	Indicate Whichever is Applicable		Bidder's Response/Technical Specification for Proposed Solution – If Providing More Than Minimum Requirement
			Yes	No	
Mitel MiVB 6900 MiNet sets	Mitel 6910 IP Phone	3.1			
	Mitel 6930 IP Phone				
	Mitel 6940 IP Phone				
Mitel UCC User Licensing	UCCv4.0 STND User for Enterprise x1	3.1			
Mitel MVB Software Assurance	SWA Std 5y UCC Std MiVB	3.1			
Five (5) year maintenance and support		3.1			
MiCollab & MiVoice - UCC User Licensing & Virtual Appliances	MiVoice Border Gateway Virtual	3.2			
MiContact Center 9 Workgroup Contact Center edition	Workgroup Starter Pack Workgroup Agent x1 Workgroup Messaging & Routing Pack MultiMedia Agent License x1	3.2			
Mitel MBG Secure Recording Connector	SRC Licenses x10	3.2			
Mitel MVB Software Assurance and Support	SWA Std 5y MiV BG System SWA Std 5y MiV BG SRC Tap CC Standard Assurance - MiContact Center	3.2			
Overall Stage 3 Outcomes:	<u>Assessment Comments:</u>				
	Bid qualifies for further consideration: (YES/NO):				

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Stage 4 - Bid Adjudication

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

Only market related bids will be acceptable.

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

Overall Bid Adjudication Outcome:

Bid Evaluation Committee (BEC)

Bid Evaluation Committee Member		Signature
1		
2		
3		
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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!!