



REFERENCE: IEC/COM-04/2022

CLOSING DATE: 8 DECEMBER 2022

ENQUIRIES

TECHNICAL SPECIFICATIONS: Shalane de Scande

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ADMINISTRATIVE ENQUIRIES: Mr Vincent Qwabe

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

TENDER IEC/COM-04/2022

SERVICE DESCRIPTION: MEDIA MONITORING SERVICES

Kindly furnish the Electoral Commission with a bid for the office media monitoring services as per the attached documents.

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

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

A virtual briefing session will take place at 11.00 on 23 November 2022. Detail on the briefing session will be published in the Electoral Commission's website.

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

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

Yours sincerely

SUPPLY CHAIN MANAGEMENT (SCM)
ELECTORAL COMMISSION

Electoral Commission

Ensuring Free and Fair Elections

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

TENDER NUMBER: IEC/COM-04/2022
SERVICE DESCRIPTION: MEDIA MONITORING SERVICES

CLOSING TIME: 11:00

CLOSING DATE: 8 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 46**) 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/COM-04/2022**) ON THE ENVELOPE/CONTAINER.

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

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

Election House

Riverside Office Park

1303 Heuwel Avenue

CENTURION

THE TENDER BOX WILL BE OPEN DURING OFFICE HOURS.

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

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

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

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

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

CONTENTS OF THIS PAGE NOTED:

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BACKGROUND

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

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

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

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

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

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

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GENERAL TENDER CONDITIONS

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

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

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

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

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

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

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

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

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

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

Where

P_s = Points scored for comparative price of bid under consideration
 P_t = Comparative price of bid under consideration
 P_{\min} = Comparative price of lowest acceptable bid

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

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

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

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

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

CONTENTS OF THIS PAGE NOTED:

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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/COM-04/2022**

MEDIA MONITORING SERVICES

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1. GENERAL

The Electoral Commission of South Africa (IEC) is a permanent body established in terms of Chapter 9 of the Constitution of the Republic of South Africa and the IEC 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 IEC is independent of government. The IEC currently operates 213 municipal electoral offices, nine provincial offices and a national office in Centurion.

In terms of Section 190 of the Constitution of the Republic of South Africa (Act 108 of 1996), the IEC mandate is to:

- **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 IEC as stated in Section 5 of the IEC Act require that we:

- 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 days; and
- Appoint appropriate public administrations in any sphere of government to conduct elections when necessary.

High voter participation in elections is one of the main indicators of a healthy democracy. There are approximately 26 million voters on the National Common Voters' Roll with a possible nine million people in South Africa still eligible to register as voters. Encouraging these people to register and to vote in national, provincial, local and municipal by-elections is a core function of the Electoral Commission.

In fulfilment of its mandate, the IEC has a range of key stakeholder groupings that need to be consulted, briefed and informed about electoral activities and processes. Election

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management bodies face the formidable challenge of ensuring that all stakeholders have trust in the electoral process and perceive and experience them as credible institutions.

The IEC's stakeholders include locally affected communities or individuals and their representatives, national or local government authorities, politicians, religious leaders, civil society organisations (an umbrella term for non-governmental, non-profit organisations, community-based organisations and faith-based organisations), groups with special interests and needs, the academic community, the private sector, other Chapter 9 institutions, traditional leadership structures, statutory bodies, the media, state departments and organised labour. The IEC's key audiences include above mentioned stakeholders and the youth, overseas voters, non-registered South Africans, political parties and registered voters.

2. PROJECT DESCRIPTION

The IEC would like to invite prospective media monitoring and analysis service providers to participate in the request for proposals for an integrated media measurement and social media management tool. The objectives of this project will be five-fold:

2.1 Media Monitoring

To keep abreast of the market, the IEC should remain aware of any traditional or non-traditional (360) media coverage regarding the:

- IEC and its elections management activities
- Its business divisions, and provincial and local electoral offices
- Commissioners, CEO and leadership
- Democracy and elections in South Africa
- Democracy in the rest of Africa.

The service provider must provide up-to-the-minute monitoring of issues which relate to the IEC and/or are important to the IEC. Relevant clips together with a summary report must be made available on a daily basis before noon.

2.2 Media Analysis

The service provider must provide analysis (headlines/topics covered, insights, trends and recommendations) of issues which relate to the IEC and/or are important to the IEC stemming from the content made available through the monitoring service.

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Such analysis must be made available on a monthly, quarterly and annual basis. This will facilitate the understanding of the efficacy of corporate communications actions as well as provide input for strategic business, marketing and communications responses as appropriate.

2.3 Advertising Value Equivalent (AVE) Evaluation:

The service provider must provide the Advertising Value Equivalence (AVE) of monthly, quarterly and annual 360 media coverage of the:

- IEC and its elections management activities
- Its business divisions and provincial and local electoral offices
- Commissioners, CEO and leadership
- Democracy, elections in South Africa.

2.4 Social Listening

The IEC's presence and audience on social media platforms has grown significantly over the last four general elections. Monitoring may tell us 'what', but listening will tell us 'why'. As such, the service provider must provide for a social listening tool to help the IEC analyse social conversations and trends happening around its brand, its mandate and the state of democracy in South Africa, in general. These insights will help the IEC to form future campaigns, improve content strategy and messaging, connect with influencers and build more impactful partnerships. Some of the use cases of social listening for the IEC will include:

- Brand health: Gauging the public perception of our brand and electoral activities.
- Campaign analysis: Reporting on the how an IEC campaign is resonating.
- Event monitoring: Monitoring audience response to an election event or conference.
- Industry insights: Analysing discussions or hashtags within democracy in South Africa.

2.5 Social Media Content Management Platform

The IEC currently has a presence on six social media platforms – Facebook, Instagram, LinkedIn, Twitter, YouTube and WhatsApp. It requires a content management platform to enable it to:

- Publish / schedule content in one calendar
- Engage with its audiences through one inbox
- Track its performance through analytics reporting

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- View audience data
- Monitor its channels for insights by engaging in listening.

3. KEY DELIVERABLES

The service provider will be required to closely monitor the print, broadcast (TV and radio) and digital and social media on a national scale and provide a daily, monthly, quarterly and annual analysis of all media reporting on the IEC. The service provider is expected, on a continuous basis, to assist the IEC to determine whether the latter, in the public opinion, is fulfilling its mandate according to the Constitution of South Africa. The aim is to assist the IEC in managing its response to matters of public concern, as well as managing its reputation.

The reports must therefore reflect the following:

- 3.1 Media coverage of the IEC.
- 3.2 The impact of coverage as to whether the IEC is the source.
- 3.3 Public opinion and awareness of the IEC.
- 3.4 Volume and type of coverage on the various aspects of the electoral process.
- 3.5 Reporting by specific print, broadcast, online and social (digital) media platforms.
- 3.6 Sentiment and information on the IEC and its elections, processes and events, gleaned from social listening on key social media platforms, particularly Twitter.
- 3.7 Analysis of how specified IEC campaigns are performing.

4. PERIOD OF THE CONTRACT

The successful service provider will be appointed for a period of five (5) years. Media monitoring and analysis, AVE evaluation, and the provision of a social listening and content management will take place throughout the contract, but will be of crucial importance during the two general election periods in 2023/2024 and again in 2026/2027, but also between these elections when the IEC focuses on managing about 150 by-elections annually and undertakes other events or conferences.

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5. DELIVERABLES IN TERMS OF THE CONTRACT

5.1 Minimum requirements

- 5.1.1 Provide a website/dashboard for the IEC to which all press clippings, broadcast clips/videos, online and social (digital) media items as well as analysis reports will be posted, stored and can be downloaded.
- 5.1.2 Provide an archiving and search facility on the website for the duration of the contract, five (5) years.
- 5.1.3 Provide electronic delivery of print, broadcast, online and social (digital) media – Facebook, Instagram, LinkedIn, Twitter and YouTube, coverage by email, daily.
- 5.1.4 Provide audio/visual downloads (television and radio) as part of the monitored broadcast coverage.
- 5.1.5 Provide for the sending of alerts in case of issues needing urgent attention.
- 5.1.6 Provide services to procure television footage or radio clips of 'unmonitored' programmes should it be necessary.
- 5.1.7 Provide transcripts of television and radio interviews.
- 5.1.8 Provide access to a social listening tool/function on the platform.
- 5.1.9 Provide access to all paywall articles and broadcasts.* **
- 5.1.10 Provide a social media content management platform with access to Facebook, Instagram, LinkedIn Twitter, YouTube and have the ability to bolt/add on other platforms, such as TikTok and WhatsApp.
- 5.1.11 Provide reports on the monthly, quarterly and annual performance of the public perception and reputational analysis of the IEC.

**It is the responsibility of the service provider to ensure that the necessary authorisations are obtained for the provision of these clips for archiving purposes.*

***It is also the responsibility of the service provider to ensure access to subscription news sites to retrieve print articles, TV and radio interviews.*

5.2 Media clippings upload

- 5.2.1 Print, broadcast, online and social media coverage must be uploaded three times (3) a day, seven (7) days a week.
- 5.2.2 Comprehensive media impact analysis on print, broadcast and online (digital) coverage must be uploaded on the 25th of each month, quarterly and an annual basis.

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5.2.3 Quarterly reports due at the end of March, June, September and December of every year. The annual report is due in May of every year (reporting falls between 1 April to 31 March (of each year).

5.3 Media impact analysis

Media analysis reports must be delivered on a monthly basis. Articles to be analysed should focus mainly on the IEC and its activities, but should also include articles of importance to the broader mandate of the Electoral Commission. The monthly report (in electronic format) must be delivered within (5) five working days before the end of the month.

The following key indicators are not an exhaustive list, but serve as a guide:

- 5.3.1 Type of media monitored
- 5.3.2 Top news organisations monitored
- 5.3.3 Top South African and international journalists monitored
- 5.3.4 Top IEC spokespersons monitored
- 5.3.5 Geographical distribution/reach
- 5.3.6 Frequency/volume
- 5.3.7 Perception of coverage
- 5.3.8 Image perception
- 5.3.9 Advertising Value Equivalent (AVE) – Value of coverage if paid for
- 5.3.10 Source of information, i.e. media briefing, release, spokesperson *and etc.*

The system used must also allow the IEC to schedule impact analysis reports on an *ad hoc* basis when required such as periods of high volume, i.e. voter registration weekends and elections.

Bidders must indicate which methodology will be used to do the media impact analysis, e.g. Cision, Media Tenor, Newswire and etc.

5.4 List of platforms to be monitored and listened in on

A reading list of publications, radio, television stations/channels and social media platforms to be monitored and recorded will be agreed on by both the IEC and the successful service provider, but will roughly include all national, regional, community and independent television and radio stations, newspapers, magazines, online publications, websites and selected social media platforms.

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5.5 Presentation of format for reporting

- 5.5.1 One article per page
- 5.5.2 Photographs, charts and tables to be included in the press clippings
- 5.5.3 Original headlines to be included
- 5.5.4 News items on radio and television stations/channels should be reflected per broadcast
- 5.5.5 Social media trending topics of discussion, conversations, mentions, sentiment and most popular posts and influencers
- 5.5.6 Further presentation and format guidance will be required from the appointed service provider.

5.6 Content to be monitored and listened in on

Keywords and/or tags will have to be built around the following issues:

5.6.1 Electoral Commission

Structure of the Electoral Commission

- Commissioners
- Chief Electoral Officer
- Deputy Chief Electoral Officers
- Provincial Electoral Officers in the nine provinces
- Communications Manager
- Specialists/Designated spokespersons
- General Managers

5.6.2 National & Provincial Elections/Municipal Elections/By-Elections

- Civic and voter education
- Court cases pertaining to electoral disputes/registration
- Demarcation and delimitation
- Election security
- Electoral logistics
- Electoral systems
- Political party funding
- Recruitment and training of electoral staff

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- Voter registration weekends and online registration

5.6.3 Constitutional/Electoral democracy in South Africa

- Constitutional/electoral democracy
- Parliamentary issues pertaining to democracy

5.6.4 Political parties and associations with particular reference to candidate

Nominations, policy and campaigning

5.6.5 Elections in other countries

Involvement of the IEC in elections in other countries either as part of observer teams or providing technical assistance

The above pointers are not an exhaustive list, but serve as a guide. The names of the spokespersons will be provided to the successful service provider.

5.7 Social Media Content Management Platform

The successful service provider must provide the IEC with a streamlined social media content management platform that offers its Communications Department:

- A clear overview of the content plan and all activities
- Ease of undertaking content marketing for *organic and paid content
- Facilitated collaboration, including sharing the calendar with leadership and other stakeholders for approval
- Ability to engage its audience efficiently with:
 - A clear overview of all social interactions
 - Ability to label/categorise important conversations, trends, people
 - Ability to collaborate within the team and prioritise
 - Ability to assign via email or integrate with external systems
- Archiving capability in line with archiving regulations

6. PROPOSAL (WRITTEN SUBMISSION)

Service providers must submit their bid together with a written proposal. The proposal must cover all relevant sections dealt with in the specification as clearly as possible in order to enable the IEC to effectively evaluate the services offered. The proposal needs to include examples of previous work of a similar nature done by the service provider as a portfolio of

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evidence. Refer to the bid evaluation criteria to ensure that all aspects of the tender bid are covered and clarified.

6.1 Mandate of the Electoral Commission

The participating bidder is required to outline their understanding of the mandate of the IEC and the environment in which it operates. It should also clearly state the diversity of services required by the service providers.

6.1.1 The written proposal should indicate whether the service provider is able to start services on **1 December 2022**.

6.2 Experience and expertise

Bidders must also demonstrate in the written proposal (portfolio of evidence to be attached), their expertise and experience by providing the below information: Bidders who do not submit written proposals will be disqualified

- 6.2.1 Capacity to monitor the media on a national scale (Section 5.6.2)
- 6.2.2 Experience to monitor all media platforms, i.e. print, broadcast, online and social media on national, regional and community level. (Section 5.4)
- 6.2.3 Experience and skill to conduct monitoring of social media listening on platforms such as Facebook, Instagram, LinkedIn, Twitter and YouTube. (Section 5.1.3)
- 6.2.4 In-house capacity and skill to set up and maintain a website/dashboard for the IEC to which all clippings, summaries, social media items and reports will be posted (Section 5.1.1)
- 6.2.5 Ability to provide an archiving and search facility on the website (Section 5.1.2)
- 6.2.6 Ability to provide audio/visual downloads of all television and radio items monitored (Section 5.1.4)
- 6.2.7 Capacity to send SMS alerts in case of issues needing immediate attention (Section 5.1.5)
- 6.2.8 Capacity to procure television footage or radio clips of 'unmonitored' programmes (Section 5.1.6)
- 6.2.9 Ability and in-house capacity to provide transcripts of television or radio interviews (Section 5.1.7)
- 6.2.10 Capacity to send electronic deliveries of monitoring results three times daily (Section 5.2)

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- 6.2.11 Capacity and in-house skill to produce media analysis reports – supported by quantitative and qualitative analysis – on the impact of activities on the public and the effectiveness of the coverage initiated by the IEC (Section 5.3)
- 6.2.12 Capacity to provide an accounts team for the IEC and indicate any team awards won by the service provider including CVs or resumes of the account team members, including technical support (Section 5.2.11)
- 6.2.13 Ability to provide access to all paywall articles and broadcasts (Section 5.1.9)
- 6.2.14 Ability to provide access to a social media content management system/platform (Section 5.1.8).

6.3 List of clients

Potential service providers must submit a list of their current clients including the value of the accounts for the past four (4) years i.e. from 2019 to 2022.

7. PRICING SCHEDULE

The pricing schedule below must be completed in full. **Failure to do so shall lead to disqualification of the bid.**

Description of services and costs	Unit cost per month (incl. VAT)
Print Monitoring	R ...
Broadcast Monitoring (TV & radio)	R ...
Online Monitoring (inclusive of all major news sites with paywalls)	R ...
Alerts (SMS)	R ...
Social Media Monitoring/Listening	R ...
Daily Reporting	R ...
Reputational Analysis (monthly, quarterly & annual)	R ...
Account management and technical support	R ...
Platform for clippings, summaries, and reports	R ...
Social Media Content Management System	R ...
Total cost per month	R ...

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8. EVALUATION OF BIDS

Evaluation of Bidders Disclosure

STAGE ONE (1): Assessment of the 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 the restricted suppliers and tender defaulters.

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

In this regard, the following must be noted:

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

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, attached as Annexure B, was extended to all entities which were invited to participate in the RFQ process.

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

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

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

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

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

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

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

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

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

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

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Assessment Criteria	Bidder Requirement (YES/NO*)	Comments
The bidder is not a restricted supplier as per the register published on the National Treasury website.		

STAGE TWO (2)

- Bidders will be evaluated in terms of the key requirements for bid evaluation. Stage two (2) of the bid evaluation process will ascertain whether bidders have submitted pricing schedule, whether bidders are able to start services on 1 December 2022, as well as whether service providers have submitted a written proposal, as a portfolio of evidence.
- Bidders that do not comply with stage two (2) will not be considered for further evaluation in stage three.

STAGE THREE (3)

- Bids that have qualified in stage two (2) will be evaluated in terms of the requirements of stage three (3).
- Bidders must score a minimum of 75% to qualify for further evaluation.
- Thereafter the successful bidder will be appointed subject to due diligence audit requirements and the successful negotiation of a service level agreement (SLA/Contract).

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Media Monitoring Bid Evaluation Sheet

Bidder's name:

STAGE TWO (2)

KEY REQUIREMENTS FOR BID EVALUATION (Note: Bidders that are not compliant with any of the key requirements stipulated below shall not be considered for further evaluation in Stage 3)	YES	NO
Pricing schedule completed in full (Section 7)		
Written proposal submitted with portfolio of evidence (Section 6)		
Is the service provider able to start services on 1 December 2022 (Section 6.1.1)		

OUTCOME: QUALIFIES FOR FURTHER EVALUATION IN STAGE THREE (3) (YES/NO)

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STAGE THREE (3)

TECHNICAL EVALUATION	MAXIMUM	POINTS	REMARKS
<i>Written proposal and portfolio of evidence to substantiate the following points below:</i>			
1. Understanding the mandate of the IEC and the diversity of services required (Section 1)	10 POINTS		
Understanding of overall mandate of the IEC Understanding of diversity of services provided by the IEC Understanding of target market Full understanding of the various and detailed media platforms	3 (1 point for each mandate) 3 (1 point for each service mentioned) 2 (1 point for each target market) 2 (1 point for each platform)		
2. Proven capacity to monitor the media on a national scale (Section 3 and 6.2.1)	5 POINTS		
Explain how media monitoring is carried out for: television, radio, print and online media and social media (digital).	1 point for each channel		
3. Proven experience to monitor all media platforms (print, broadcast, online and social media) on national, regional and community level (Section 5.3 and 6.2.2)	10 POINTS		
Number of years in the industry, monitoring all media platforms (print, broadcast, online and social (digital media) and on national, regional and community level	5 points for seven (7) and more years of experience; 4 points for between 4 and 6 years; 3 points for between 2 and 3 years; 0 points for less than 2 years		

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	2 points for monitoring national media only 2 points for monitoring regional media only 1 point for monitoring community media only		
4. Proven experience and skill to conduct monitoring and listening of social media (Section 5.7 and 6.2.3)	5 POINTS		
Express how monitoring is carried out for each of the following social media platforms: Facebook, Instagram, LinkedIn, Twitter and YouTube. What process is applied to accurately conduct the reporting?	1 point for mentioning each platform, monitoring/reporting		
5. Proven media monitoring and social media content management platform, customisable for Electoral Commission (Section 5.1.1 and 5.7)	4 POINTS		
Provide dedicated personnel with the skill to maintain a webpage for the IEC.	2 points for utilising dedicated in-house personnel / service 2 points for number of years of experience in providing clients with their news webpage for over four (4) years; or 1 point for less than four (4) years experience		
6. Proven ability to provide an archiving and search facility on the website (Section 5.1.2 and 6.2.5)	10 POINTS		
	2 points for providing the process of archiving material		

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Description of the process of storing and archiving IEC related information for the period of the contract, i.e. maximum five (5) years.	3 points for ability to provide archived material on demand 5 points for archiving and storage of data for a maximum period of five (5) years or 0 points for non-compliance		
7. Proven ability to provide audio/visual downloads of all television and radio items monitored (Section 5 and 6.2.6)	5 POINTS		
Provide system for archiving downloaded broadcast material.	2 points for previous experience in providing the audio for radio monitoring services 3 points for previous experience in providing visual downloads for television monitoring services		
8. Proven capacity to notify clients by SMS in case of issues needing immediate attention (Section 5.1.5 and 6.2.7)	2 POINTS		
Demonstrate with a visual example how current clients are provided with the service.	1 point for each case study as provided by the bidder with proof of provision of dedicated service to send SMS notifications needing immediate attention, on demand		

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9. Proven capacity to procure television footage and radio clips of “unmonitored” programmes (Section 5.1.6 and 6.2.8)	2 POINTS		
Internal capacity to provide the service.	1 point for each example (visual) with proof of cases of sourcing television and radio clips of unmonitored programmes		
10. Proven ability and in-house capacity to provide transcripts of television or radio interviews (Section 5.1.7 and 6.2.9)	5 POINTS		
Ability to provide the service and software used to draw the transcripts from television and radio.	3 points from case study of dedicated service to provide in-house capacity for transcripts 2 points from case study for the process		
11. Proven capacity to provide archived and paywall material (Section 5.1.9 and 6.2.13)	5 POINTS		
Internal capacity to provide the service.	5 points for proven ability to provide archive and paywall material and the process involved 0 points for no proven ability		
12. Proven capacity to send electronic deliveries of monitoring results by email (Section 5.2 and 6.2.10)	10 POINTS		
Based on portfolio of evidence/example of report and the internal capacity to provide such a service.	5 points for ability to send the results electronically by email three (3) times a day 0 points for no ability to send the data in-house		

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	5 points for proven capacity to forward required information 0 points for no proven capacity		
13. Proven capacity and in-house skill to produce media analysis reports on the impact of activities on the public and the effectiveness of coverage initiated by the IEC(Section 5.3 and 6.2.11)	10 POINTS		
Proven ability to provide this service with a case study	2 points each for illustrating any of the following points : <ul style="list-style-type: none"> • Month to month breakdown of bias news; • Breakdown of media coverage depicting negative, positive or neutral news; • Media coverage breakdown from print, broadcast and online • Diagram depicting AVE and sentiment breakdown; • Diagram depicting provincial coverage breakdown with amount 		
14. Capacity to provide an accounts team/person to the IEC(Section 5.2.11 and 6.2.12)	5 POINTS		
An explanation and or description of: His/ her expertise	1 point for relevant expertise		

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His/ her experience Level of position within the company Duration of service that the staff member has in the company Resume/ Curriculum Vitae (CV)	1 point for relevant experience 1 point for industry awards won 1 point for duration within company of minimum 2 years or 0 points for less than 2 points 1 point for inclusion of individual resume/CVs or 0 points for non-submission		
15. List of current clients including value of accounts in the last four 4 years from 2019 to 2022 (Section 6.3)	5 POINTS		
Provision of the list.	2 points for provision of list of clients 3 points for an account of three (3) years and above 1 point for less than three (3) years		
TOTAL POINTS	93		

**Bidders must score a minimum of 70/93 points
(75%) to qualify**

STAGE FOUR (4)

Bid Evaluation Committee

NAME	SIGNATURE	DATE

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