



SOUTH AFRICA

Electoral Commission

Auction 0010572536

**Appointment of a panel of Service Providers
for Rental of Computers**

IMPORTANT NOTICE

Failure to comply with the completion of the auction conditions and the required information or submission of the required stipulated documents indicated in the bid specification document will result in disqualification.

1. Purpose

The Electoral Commission seeks to establish a panel of no more than six (6) service providers per required item from whom it may rent computing equipment for temporary use by expansion staff and other employees. In case where more than 6 bidders qualify, the PPPFA scoring will be used to determine the six (6) best ranking suppliers. This equipment will be deployed at various locations, including Electoral Commission offices, capturing sites, and other election-related operations centers across the country. The required computing equipment includes desktops.

The Electoral Commission has invested extensively in its Information and Communication Technology (ICT) technologies, which provide a platform to effectively support and enable its business processes and to meet its goal of providing a free and fair election process in an open and transparent environment. The Electoral Commission's ICT Department intends to continue running a highly efficient and stable ICT environment making full use of industry standards, best practices and disciplines based upon stable and reliable technologies.

Bidders must place a bid on the Votaquotes (e-Procurement) system and then provide all the required documentation before the due dates as specified in this document and on the Votaquotes website. Bidders must be registered and approved on e-Procurement to place a bid.

2. Background Information

The Electoral Commission is mandated by the Electoral Commission Act to manage all elections within South Africa and to publish the results within seven (7) days. To fulfil this mandate effectively, staff must be equipped with reliable, modern computing equipment that supports operations across multiple sites.

During the lead-up to elections, the Electoral Commission appoints additional expansion staff to increase operational capacity. These staff members must be provided with appropriate tools of trade to perform their duties efficiently. In addition, major events venues such as Results Operations Centers (ROCs), capturing sites, and other operational centers must be fully functional and established to the highest standards.

To support these requirements, the Electoral Commission intends to establish a panel of professional service providers who can supply laptops and desktop on a rental basis. The rented equipment should, as far as possible, match the configuration of devices currently in use within the Electoral Commission environment. The panel will be utilized on an as-and-when-required basis, and the Electoral Commission reserves the right to determine the final number of panel members appointed.

3. Technical Requirements

The technical specification for the required products is as per the bid specifications provided below. It must be noted that the technical specifications below are the minimum requirements. The only exception that may be accepted will be in case where the service provider's specification exceeds the minimum requirements. Any offers below the minimum specification requirement will be disqualified at the evaluation stage.

- 3.1. The rental service will only be used as and when needed for various requirements. This means that the quantity of units will be depending on the requirement at that point in time.
- 3.2. The rental period must be flexible from 1 month to 6 months
- 3.3. The selected panel members may be required to provide a sample of the equipment to be provided at selection.
- 3.4. In turn the Commission will provide the selected panel members with a master Image consisting of the Commission standard operating system and all other relevant applications.
- 3.5. The recommended panel members will then image all the required equipment with this image and deliver to the Electoral Commission. Costs to image and configure must be included in the bid price.

3.6. The scope of service includes the following:

3.6.1. Supply of desktops (including monitors) and laptops via a rental model.

3.6.2. Delivery and installation of rental equipment.

3.6.3. Technical Support on the rental equipment supplied as and when required. `

3.6.4. Insurance against loss and damage

3.6.5. Imaging, configuration, distribution and setup of rented desktops at various IEC locations, addresses will be provided by Electoral Commission.

3.6.6. Testing and approving of rental equipment; and

3.6.7. Decommissioning of rental equipment, plus recovering, once the event is over or the time period has expired, back to the Service Provider.

3.7. The rental equipment must be in working condition at all times to ensure business continuity

3.8. The bidder must supply the desktops and laptops at a minimum to be part of the panel. The bidder must indicate which items they will be supplying for this tender and the models and quantities they can supply.

3.9. The minimum specification of the Desktop is as follows:

	Item	Configuration
1.	Processor	Intel Core i5 or equivalent
2.	Operating System compatibility	Microsoft® Windows®11 Professional compatible (the Electoral Commission will supply an image with operating system software and productivity tools)
3.	RAM	16 GB RAM (minimum)
4.	Storage:	500 GB SSD
5.	USB Ports	3x USB 2.0 ports
6.	Graphics Card	On board graphics card
7.	Ethernet Card	Integrated 1 Gb LAN Ethernet Card
8.	Monitor	24-inch LCD monitor

	Item	Configuration
9.	Keyboard and Mouse	Standard Microsoft keyboard and mouse

3.10. The minimum specification of the Laptop is as follows:

	Item	Configuration
1.	Processor Type (CPU)	Generation 14 Intel Core i5-1440E or any equivalent
2.	Security Feature	Advanced Encryption: TPM 2.0 or equivalent or higher
3.	Operating System compatibility	Microsoft® Windows®11 Professional compatible (the Electoral Commission will supply an image with operating system software and productivity tools)
4.	RAM	16 GB RAM (minimum)
5.	Hard Drive (Storage):	250 GB SSD (Minimum)
6.	Connectivity / ports	a) 2x USB 3.0, Type A Ports b) HDMI port c) AC Power Input d) RJ45 Network port e) Audio MIC/Speaker combo port
7.	Graphics	Integrated Full HD Graphics
8.	Ethernet Card	Integrated 1 Gb LAN Ethernet Card
9.	Display	15-inch LED monitor
10.	Screen	1920 x 1200 Resolution
11.	Laptop Carry Bag	Dedicated well-padded laptop backpack with compartment for accessories
12.	Power Cables – Laptop	One SA Plug 3-pin Dedicated Redtop shaved Plug to Laptop Charger, with a combined length of not less than 3 meters
13.	Network Cards	Gigabit Autosens Ethernet, WiFi 6, WWAN (LTE/5G), BT5 or any network connectivity plug
14.	Audio	Audio Codec with universal audio jack and 2W internal speaker, headset and headphone ports (3.5 mm)
15.	Camera	5MP Camera Webcam with Microphone
16.	Power Adapter	Power adapter – external 65-Watt AC 120/230 V (50/60 Hz)
17.	Cellular Module	Mobile cellular module, which have a Subscriber Identification Module (SIM) card slot, capable of operating in any of the cellular communication

	Item	Configuration
		networks in South Africa, at minimum, be fifth generation (5G), compatible with any of the SIM cards provided by South African network service providers. Integrated antenna.

- 3.11. Bidders must provide the make and model of the items being proposed.
- 3.12. Bidders must provide OEM datasheets / product brochures for the items offered on rental
- 3.13. The successful bidder shall provide full technical support for the duration of the rental.
- 3.14. The successful bidder shall provide replacement of faulty equipment within a defined SLA (next day). This can be in the form of spare machines at the venue.

4. Planning Assumptions

- 4.1. The Electoral Commission will provide technical resources for all the Electoral Commission's designated work including setup and configuration of own systems and databases.
- 4.2. Wherever the need arises the successful bidder shall do initial equipment configuration of environmental specific requirements.
- 4.3. The delivery of the service required must be completed within the days as stipulated in the delivery and implementation schedule stipulated in section 10.
- 4.4. The bidder's change control management process must be flexible enough to facilitate speedy deployment and resolution of problems without compromising management controls and security.
- 4.5. The bulk of the services will be provided at National Office in Centurion. There will be visits to the stated remote sites.

5. General Auction Conditions

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

- 5.1. All bids must be placed online on the Votaquotes website
<https://votaquotes.elections.org.za>.
- 5.2. Bidders must complete and submit Appendix A - Technical Bid Response Sheet to demonstrate compliance with the required technical specification.
- 5.3. The bidder must provide at least three (3) contactable references of past services of a similar nature (Rental of Computer Equipment) that the bidder provided or was involved in. Reference details must include the following: customer name, contact person, contact details (telephone, email, physical address) and products delivered, the number of units delivered and the timeframe. Bidders are to use Appendix C: Guideline Reference Table as guideline.
- 5.4. The bidder must state the make and model of the equipment to be rented to the Electoral Commission and there should be uniformity.
- 5.5. The Bidder must undertake and warrant that all goods shall at the time of delivery be according to specifications, in good condition and by the required date for delivery, installation, test and approve of rental equipment.
- 5.6. The bidder may be requested to supply a sample for testing that must be supplied within 48 hours of such request after selection. The equipment will be returned to the bidder after testing
- 5.7. Delivery of the required equipment shall only be accepted by the Electoral Commission on the basis of presentation of the bidder's own delivery note. Such notes shall not be substituted by another bidder's or Service Provider's delivery notes.
- 5.8. The Electoral Commission reserves the right to reject any deliveries not conforming to the auction specifications and conditions.
- 5.9. Where previously agreed delivery schedules are not met by a Service Provider, the

Electoral Commission shall have the right to appoint an alternative Service Provider, at the Service Provider's cost.

5.10. Awarding of the auction may be subject to the Electoral Commission's due diligence audit requirements.

5.11. For every request, no payment shall be made until full and final delivery has taken place and the product has been confirmed to be delivered in accordance with the above specifications.

5.12. The Electoral Commission will issue a formal purchase order to the successful bidder before any services or equipment can be delivered.

6. Quality Control

6.1. The bidder takes responsibility for the completeness and quality of their bid submission.

6.2. The Electoral Commission may also call on bidders to make presentations in order for the Electoral Commission to ensure full compliance with all its requirements and as part of the bid evaluation process prior to the conclusion of the adjudication of the bid. Any such request for presentations shall only be for clarification purposes in support of mandatory requirements that must be adhered to as part of the written submission requirements of this bid. Failure to submit mandatory requirements shall not be rectified by the call for presentations.

6.3. Any restrictions or conditions associated with any elements of the service offering/s must be detailed. The Electoral Commission reserves the right to reject conditions which are considered unfavourable to its business or unacceptable.

6.4. The submission of a bid implies acceptance of the terms specified in the provisions laid down in the specifications, the procurement and, where applicable, additional documents.

6.5. Bidders are expected to examine carefully and respect all instructions and standard formats contained in these specifications.

6.6. A bid that does not contain all the required information and documentation will be

disqualified.

6.7. The bidder may be required to enter into a Non-Disclosure Agreement (NDA) with the Electoral Commission.

6.8. The Electoral Commission reserves the right and discretion to amend the quantities or cancel or not award this bid based on any reason including operational or financial requirements.

6.9. The supplier must undertake and warrant that all goods and services shall comply with the bid specifications.

7. Supplier Performance

7.1. Contracting of any service provider to render goods and/or services to the Electoral Commission are subject to the fulfilment of the Electoral Commission's due diligence audit requirements.

7.2. An essential component of the Electoral Commission's due diligence audit requirements may involve site visits to potential suppliers/contractors as well as inspection of various key documents underpinning the establishment of the companies involved in bids of the Electoral Commission. This also includes confirmation of capability and capacity requirements to execute the services specified in such bids.

7.3. Upon notification of the Electoral Commission's intention to award a contract, the successful bidder may be required to enter into a service level agreement (SLA/contract) with the Electoral Commission.

7.4. The purpose of the SLA (if applicable other than what the Electoral Commission's standard purchase orders provide for) is to fix performance criteria within the key requirements of this request for quotation, namely quantity, quality and delivery.

7.5. The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.

7.6. The Electoral Commission reserves the right to reject any services delivered not

conforming to the bid specification.

7.7. Where previously agreed delivery schedules are not met by a supplier, the Electoral Commission shall have the right to appoint an alternative supplier to make good the shortfall in supply. Any additional costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting supplier.

7.8. During the course of executing on this contract, the successful bidder will have access to the data collected or provided and stored by the Electoral Commission on the service provider's disk storage units and data backup facilities. The successful bidder shall have the responsibility for protecting information resources against accidental or intentional damage or loss of data, interruption, or the compromise of this information into the hands of third parties. The successful bidder or its members of staff, whether employed or contracted shall also not process the data without a prior written agreement with the Electoral Commission or without written instructions from the Electoral Commission beyond what is necessary to fulfil its obligations towards the Electoral Commission.

7.9. The successful bidder shall keep confidential all the Electoral Commission's information that they have in their possession. The successful bidder shall ensure that each member of the staff, whether employed or contracted, having access to or being involved with the processing of the Electoral Commission's data undertakes a duty of confidentiality and is informed of and complies with the data privacy obligations of this bid.

7.10. The successful bidder shall also ensure that the Electoral Commission's data in its possession is returned to the Electoral Commission and/or deleted from its computer systems as per instruction by the Electoral Commission at the end of the contract period.

8. Pricing requirements

8.1. Total bid price must be submitted online on the Votaquotes portal. The bid price must be inclusive of VAT. The bid price on Votaquotes will be used for adjudication.

8.2. Bidders must complete and submit Appendix B: Pricing Schedule. This will be primary price consideration for the bid evaluation

8.3. For adjudication purposes, bidders must provide pricing for 100 laptops and 100

desktops rented over a period of 1 month.

- 8.4. Bid prices must be firm for a period of one hundred and eighty (180) days and must be inclusive of VAT. Once awarded the price will be firm for the duration of the project / contract.
- 8.5. When pricing bid proposals, bidders are advised to take into account that all items required for this service as outlined in the technical specifications. A detailed breakdown must be provided to make it possible to adjust services and costs should the need arise. Where possible the breakdown must include the following costs:
 - 8.5.1. Delivery and installation of rental equipment in Gauteng.
 - 8.5.2. Standby support on the rental equipment, for the duration of the rental period.
 - 8.5.3. Contingency stock/loan units in case of hardware failure.
 - 8.5.4. Imaging, configuration, distribution and setup the rental equipment.
 - 8.5.5. Testing and approving of the rental equipment.
 - 8.5.6. Decommissioning of rented equipment plus recovering, once the event is over, back to the Service Provider.
 - 8.5.7. All risks attached to the rented equipment is for the bidder and thus it is the bidder's responsibility to have comprehensive insurance cover for the duration of the rental period (covering all items rented as well as insurance cover during transportation of rented items). The Electoral Commission shall not be liable for any loss due to theft, fire, etc. Bid price must include VAT and shall be for the entire service in totality.
- 8.6. The bid price must be all inclusive for the proposed services, there should be no dependency on additional costs, additional optional items applicable can be listed and submitted but should not be such that the service cannot be delivered without the optional items. The Electoral Commission will not consider any other cost that were not included in the pricing schedule.
- 8.7. The Electoral Commission reserves the right to adjust costs by excluding some cost

factors.

- 8.8. All costs associated with the solution must be captured on the pricing schedule - no additional costs will be entertained.

9. Adjudication and Award of Contract

Bidders are advised to refer to the Bid Evaluation Criteria to ensure that they have addressed all critical bid requirements.

- 9.1. The bid will be awarded to a bidder whose solution successfully conforms to specifications and is able to deliver and support the product, and in terms of the provisions of the Preferential Procurement Policy Framework Act, 2022
- 9.2. The Electoral Commission will issue an official purchase order before any services can be delivered.
- 9.3. It should be noted that the Electoral Commission seeks to gain the best solution technically and financially.
- 9.4. Awarding the bid to a successful bidder is subject to the bidder entering into a service level agreement (SLA) with the Electoral Commission that will formalize and regulate the final deliverables and associated processes and procedures.

10. Delivery and Implementation Timeframe

The successful panel member will be required to deliver the equipment at most 5 days from receipt of a purchase order.

11. Enquiries

All enquiries regarding this bid must be submitted exclusively through the VotaQuotes platform. This requirement supports the principles of fairness, openness, and transparency in the procurement process.

- 11.1. All questions and the official responses will be published on the public VotaQuotes

website (www.votaquotes.elections.org.za) where the bid is advertised.

11.2. Bidders are responsible for regularly monitoring the platform for any updates, clarifications, or additional information published during the bidding period.

11.3. No telephonic, email, or other forms of communication regarding bid enquiries will be accepted or responded to.

11.4. An enquiry cut-off date applies to all bids. The final date and time for submitting enquiries is published on the VotaQuotes platform under the specific bid listing.

12. Briefing Session

A virtual briefing session will be held on a date and time to be published on eProcurement.

Although the briefing session is voluntary/optional and not mandatory, bidders are encouraged to attend so as to get the opportunity to ask questions of clarification and get a better understanding of the bid requirements.

13. Written Submissions

All submissions must be received before the closing date and time for submissions as stipulated on the Votaquotes website <https://votaquotes.elections.org.za>

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

All bids must be placed online on the Votaquotes website <https://votaquotes.elections.org.za>. Supporting documentation can be submitted in any or both of the following options:

- Upload to the auction site.
- Place in the Electoral Commission tender box situated in the foyer of the Electoral Commission National Office in Centurion at the following address before the closing date and time of this auction
Election House
Riverside Office Park,
1303 Heuwel Avenue,

Centurion,
0157

Note: Clearly mark your submission: For the attention of Procurement and Asset Management Department – Auction 0010572536

Fax or emailed submissions will not be accepted.

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

13.1. Summary list of submission requirements:

The following must be submitted together with the bid:

- 13.1.1. **Bid Document Returnable:** Bidder must complete and submit Appendix A - Technical Response Sheet
- 13.1.2. **Bid Document Returnable:** Bidder must complete and submit Appendix B – Pricing Schedule.
- 13.1.3. **Bid Document Returnable:** Bidder must complete and submit Appendix C, - References. Alternatively, bidder can submit reference letters of three contactable references.
- 13.1.4. **Datasheets of the items being offered.**

14. Closing Date and Time

The closing dates and times of this auction are specified on the Votaquotes website. The closing dates and times are determined by the clock on the Electoral Commission's servers and is not negotiable.

Bidders must also take note that supporting documentation must be delivered as specified on the auction before the closing date and time for supporting documentation.

15. Appendix A: Technical Bid Response Sheet

Appendix A: Technical Bid Response Sheet Completion of this technical response sheet by the bidder is compulsory. Bidder must also provide the make(s) and model(s) Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification							
	Area		Make and Model	Quantity in Stock	Bidder must indicate compliance with requirement		Bidder's comments if offering more than requirement
					Yes	No	
1.	Desktop Make and Model	Desktop with the following specification					
2.		Processor	Intel Core i5 or Equivalent				
3.		Operating System compatibility	Microsoft® Windows®11 Professional compatible (the Electoral Commission will supply an image with operating system software and productivity tools)				
4.		RAM	16GB RAM (minimum)				
5.		Storage:	500 GB SSD (minimum)				

Appendix A: Technical Bid Response Sheet Completion of this technical response sheet by the bidder is compulsory. Bidder must also provide the make(s) and model(s) Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification							
	Area		Make and Model	Quantity in Stock	Bidder must indicate compliance with requirement		Bidder's comments if offering more than requirement
					Yes	No	
6.		USB Ports	3x USB 2.0 ports minimum				
7.		Graphics Card	On board graphics card				
8.		Ethernet Card	Integrated 1 Gb LAN Ethernet Card				
9.		Monitor	24-inch LCD monitor (minimum)				
10.		Keyboard and Mouse	Standard Microsoft keyboard and mouse				

16.

Appendix A: Technical Bid Response Sheet Completion of this technical response sheet by the bidder is compulsory. Bidder must also provide the make(s) and model(s) Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead disqualification							
	Area		Make and Model	Quantity in Stock	Bidder must indicate compliance with requirement		Bidder's comments if offering more than requirement
					Yes	No	
1.	Laptop Make and Model	Laptop with the following specification					
2.		Security Feature	Advanced Encryption: TPM 2.0 or equivalent or higher				
3.		Processor Type (CPU)	Generation 14 Intel Core i5-1440E or any equivalent				
4.		Operating System compatibility	Microsoft® Windows®11 Professional compatible (the Electoral Commission will supply an image with operating system software and productivity tools)				

Appendix A: Technical Bid Response Sheet Completion of this technical response sheet by the bidder is compulsory. Bidder must also provide the make(s) and model(s) Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead disqualification							
	Area		Make and Model	Quantity in Stock	Bidder must indicate compliance with requirement		Bidder's comments if offering more than requirement
					Yes	No	
5.		RAM	16GB RAM (minimum)				
6.		Hard Drive (Storage):	250 GB SSD (Minimum)				
7.		Connectivity / ports	f) 2x USB 3.0, Type A Ports g) HDMI port h) AC Power Input i) RJ45 Network port Audio MIC/Speaker combo port				
8.		Graphics	Integrated Full HD Graphics				
9.		Ethernet Card	Integrated 1 Gb LAN Ethernet Card				
10.		Display	15-inch LED monitor				

Appendix A: Technical Bid Response Sheet
Completion of this technical response sheet by the bidder is compulsory.
Bidder must also provide the make(s) and model(s)

Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead disqualification

	Area		Make and Model	Quantity in Stock	Bidder must indicate compliance with requirement		Bidder's comments if offering more than requirement
					Yes	No	
11.		Screen	1920 x 1200 Resolution				
12.		Laptop Carry Bag	Dedicated well-padded laptop backpack with compartment for accessories				
13.		Power Cables – Laptop	One SA Plug 3-pin Dedicated Redtop shaved Plug to Laptop Charger, with a combined length of less than 3 meters				
14.		Network Cards	Gigabit Autosens Ethernet, WiFi 6, WWAN (LTE/5G), BT5 or any network connectivity plug				
15.		Audio	Audio Codec with universal audio jack and 2W internal speaker, headset and				

Appendix A: Technical Bid Response Sheet Completion of this technical response sheet by the bidder is compulsory. Bidder must also provide the make(s) and model(s) Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead disqualification							
	Area		Make and Model	Quantity in Stock	Bidder must indicate compliance with requirement		Bidder's comments if offering more than requirement
					Yes	No	
			headphone ports (3.5 mm)				
16.		Camera	5MP Camera Webcam with Microphone				
17.		Power Adapter	Power adapter – external 65-Watt AC 120/230 V (50/60 Hz)				
18.		Cellular Module	Mobile cellular module, which have a Subscriber Identification Module (SIM) card slot, capable of operating in any of the cellular communication networks in South Africa, at minimum, be fifth generation (5G), compatible with any of the SIM cards provided by South African network service providers. Integrated antenna.				

17. Appendix B: Pricing Schedule

Appendix B –Bid Price Schedule Completion and submission of this pricing schedule is compulsory. Bidder must indicate the durations of each Failure to complete and submit shall lead to disqualification					
	Description of Services	Rental Duration	Quantity	Unit Cost	Total Cost
B	Desktop	1 month	500		
B	Laptops	1 Month	200		
	BID PRICE [A]:				

* The Total Bid Price is the bid price that must be captured on eProcurement. The bid price will be used for adjudication. The rental of the equipment will be for at least 1 month.

1. APPENDIX C: GUIDELINE REFERENCE TABLE

Reference #1

<u>Appendix C – Guideline Reference Table</u>		
THE REFERENCE MUST CONTAIN THE FOLLOWING DETAILS		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Description of the service	
	Number of items provided for rental	
Services Provided	Duration of rental	
	When was the service provided?	

Reference #2

<u>Appendix C – Guideline Reference Table</u>		
THE REFERENCE MUST CONTAIN THE FOLLOWING DETAILS		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Description of the service	
	Number of items provided for rental	
Services Provided	Duration of rental	
	When was the service provided?	

Reference #3

<u>Appendix C – Guideline Reference Table</u>		
THE REFERENCE MUST CONTAIN THE FOLLOWING DETAILS		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Description of the service	
	Number of items provided for rental	
Services Provided	Duration of rental	
	When was the service provided?	

2. Appendix D: Evaluation Criteria

Bidders are advised to refer to Appendix D to ensure that they have addressed all critical bid requirements which will be used for assessment of the bids. Bidders are NOT expected to complete and submit this section.

2.1. Stage 1: Assessment of Bidder's Disclosure

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

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

In this regard, the following must be noted:

- 2.1.1. 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.
- 2.1.2. As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, is attached herewith for all entities who participate in the bid process.
- 2.1.3. As part of the evaluation of the procurement process, the information provided by a person on the SBD4 form must be evaluated.
- 2.1.4. 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.

- 2.1.5. 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.
- 2.1.6. The Electoral Commission's CEO must inform National Treasury of any action taken against a person within 30 days of implementing the action.
- 2.1.7. During the bid evaluation process, the Electoral Commission must in addition to other due diligence measures, establish if a person is not listed in-
- 2.1.8. the Register of Tender Defaulters; and
- 2.1.9. the list of restricted suppliers.
- 2.1.10. A bid related to a restricted bidder or tender defaulter shall be rejected.
- 2.1.11. The under-mentioned assessment criteria will be used to evaluate the elements relating to SBD4, CSD registration, tax compliance, restricted suppliers and tender defaulters:

	Assessment Criteria	Bidder Requirement (YES/NO)	Comments
1.	Bidder is registered on the National Treasury Central Supplier Database (CSD). *		
2.	Bidder is tax compliant. **		
3.	The bidder is not an employee of the state.		
4.	Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act.		

	Assessment Criteria	Bidder Requirement (YES/NO)	Comments
5.	Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		
6.	The bidder is not a tender defaulter as per the register published on the National Treasury website.		
7.	The bidder is not a restricted supplier as per the register published on the National Treasury website.		

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

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

2.2. Stage 2: Key Qualifying Criteria

Stage 2 – Mandatory Qualifying Criteria				
Failure to comply with any of the requirements below will result in the bid being disqualified				
No.	Description	Yes	No	Comments
1.	Did the bidder place their bid online as per 5.1?			
2.	Did the bidder complete and submit technical specification Appendix A as per 5.2?			
3.	Did the bidder submit three (3) contactable references as per 5.3?			
4.	Did the bidder complete and submit pricing schedule Appendix B as per 8.2?			
Overall Stage 2 Outcomes:		<u>Assessment Comments:</u>		
		Bid qualifies for further consideration: (YES/NO):		

2.3.Stage 3: Technical Bid Evaluation

Stage 3 Technical Bid Evaluation Non-compliance for laptops and desktops shall lead to disqualification							
	Area		Make and Model	Quantity at hand	Bidder's indication		Comments
					Yes	No	
1.	Desktop	Desktop with the following specification					
2.		Processor	Intel Core i5 or Equivalent				
3.		Operating System compatibility	Microsoft® Windows®11 Professional compatible (the Electoral Commission will supply an image with operating system software and productivity tools)				
4.		RAM	16GB RAM (minimum)				
5.		Storage:	500 GB SSD (minimum)				
6.		USB Ports	3x USB 2.0 ports (minimum)				

Stage 3 Technical Bid Evaluation Non-compliance for laptops and desktops shall lead to disqualification							
	Area		Make and Model	Quantity at hand	Bidder's indication		Comments
					Yes	No	
7.		Graphics Card	On board graphics card				
8.		Ethernet Card	Integrated 1 Gb LAN Ethernet Card				
9.		Monitor	24-inch LCD monitor (minimum)				
10.		Keyboard and Mouse	Standard Microsoft keyboard and mouse				
Overall Stage 3 Result		<u>Assessment Comments:</u> 					
		Bid qualifies for further consideration (YES/NO):					

2.4. Stage 3: Technical Bid Evaluation

Stage 3 Technical Bid Evaluation Non-compliance for laptops and desktops shall lead to disqualification							
	Area		Make and Model	Quantity at hand	Bidder's indication		Comments
					Yes	No	
1.	Laptop	Laptop with the following specification					
2.		Security Feature	Advanced Encryption: TPM 2.0 or equivalent or higher				
3.		Processor Type (CPU)	Generation 14 Intel Core i5-1440E or any equivalent				
4.		Operating System compatibility	Microsoft® Windows®11 Professional compatible (the Electoral Commission will supply an image with operating system software and productivity tools)				
5.		RAM	16GB RAM (minimum)				
6.		Hard Drive (Storage):	250 GB SSD (Minimum)				

Stage 3 Technical Bid Evaluation
Non-compliance for laptops and desktops shall lead to disqualification

	Area		Make and Model	Quantity at hand	Bidder's indication		Comments
					Yes	No	
7.		Connectivity / ports	a) 2x USB 3.0, Type A Ports b) HDMI port c) AC Power Input d) RJ45 Network port Audio MIC/Speaker combo port				
8.		Graphics	Integrated Full HD Graphics				
9.		Ethernet Card	Integrated 1 Gb LAN Ethernet Card				
10.		Display	15-inch LED monitor				
11.		Screen	1920 x 1200 Resolution				
12.		Laptop Carry Bag	Dedicated well-padded laptop backpack with compartment for accessories				
13.		Power Cables – Laptop	One SA Plug 3-pin Dedicated Redtop				

Stage 3 Technical Bid Evaluation
Non-compliance for laptops and desktops shall lead to disqualification

	Area		Make and Model	Quantity at hand	Bidder's indication		Comments
					Yes	No	
			shaved Plug to Laptop Charger, with a combined length of less than 3 meters				
14.		Network Cards	Gigabit Autosens Ethernet, WiFi 6, WWAN (LTE/5G), BT5 or any network connectivity plug				
15.		Audio	Audio Codec with universal audio jack and 2W internal speaker, headset and headphone ports (3.5 mm)				
16.		Camera	5MP Camera Webcam with Microphone				
17.		Power Adapter	Power adapter – external 65-Watt AC 120/230 V (50/60 Hz)				
18.		Cellular Module	Mobile cellular module, which have a Subscriber Identification Module (SIM)				

Stage 3 Technical Bid Evaluation Non-compliance for laptops and desktops shall lead to disqualification							
	Area		Make and Model	Quantity at hand	Bidder's indication		Comments
					Yes	No	
			card slot, capable of operating in any of the cellular communication networks in South Africa, at minimum, be fifth generation (5G), compatible with any of the SIM cards provided by South African network service providers. Integrated antenna.				
Overall Stage 3 Result		<u>Assessment Comments:</u>					
		Bid qualifies for further consideration (YES/NO):					

2.5. Stage 4: Technical Scoring

Stage 4 – Technical Scoring					
To qualify to the next phase of adjudication a bidder must score a minimum of 75% (30/40)					
	Product Description	Available Score	Points Allocation	Actual Score	Comments
1.	Capacity and track record	30	References x 3: a) Company name, email, telephone number and address = 2 points b) Project description = 2 point c) Number of rented equipment = 2 points d) Duration of the rental = 2 points e) Done in the past 3 years =2 points (3 References: 10 points per reference)		
4	Brochures or Data sheets	6	Bidder has included brochures / data sheets for the laptops and desktops proposed a) Desktops (3 points) b) Laptops (3 points)		
	Desktops and Laptops	4	a) The Bidder has ≥ 500 Desktops (1 point) b) The Bidder has ≥ 600 Desktops (2 point) c) The Bidder has ≥ 100 Laptops (1 point) d) The Bidder has ≥ 200 Laptops (2 point)		
TOTAL POINTS:		40			

Stage 4 – Technical Scoring					
To qualify to the next phase of adjudication a bidder must score a minimum of 75% (30/40)					
	Product Description	Available Score	Points Allocation	Actual Score	Comments
Overall Stage 4 Result	<u>Assessment Comments:</u>				
	Bid qualifies for further consideration (YES/NO):				

2.6. Stage 5: Adjudication of Bids

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

Acceptable bids must be market related.

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

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

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

2.7. Bid Evaluation Committee

	Name:	Signature:
1		
2		
3		
4		
5		