



SOUTH AFRICA

## TENDER BRIEFING NOTES

### TENDER

[IEC/ICT-05/2025](#), [IEC/ICT-06/2025](#), [IEC/ICT-07/2025](#)

### **Panels for ICT, GIS and SAP professional and support services 10 July 2025**

A tender briefing session was held with a view to promote a better understanding of the tender requirements and to enhance successful participation in the tender.

Representatives of the Electoral Commission present at the briefing sessions included:

- Ms Mavis Louw - SCM
- Mr Vincent Qwabe - SCM
- Mr Richard Ramolemi – SCM
- Ms Nozuko Podile - SCM
- Mr Libisi Maphanga - CIO
- Mr Thato Moyaba – ICT

During the tender briefing, the administrative requirements pertaining to the completion of the tender document as well as the technical aspects in respect of the various ICT support and professional services panel requirements were be addressed.

Prospective bidders were be advised on the administrative part of the bidding requirements, amongst others, the following;

- Attendance to the briefing is **not** compulsory.
- The closing date and time for the tender is
  - **11:00 on 18 July 2025** for IEC/ICT-05/2025
  - **11:00 on 21 July 2025** for IEC/ICT-06/2025
  - **11:00 on 23 July 2025** for IEC/ICT-07/2025

- Tender documents must only be submitted at the Electoral Commission's address as specified in the tender document before the closing date and time. Submission of bids elsewhere will result in such bids being set aside.
- The Electoral Commission preferably determines the time of closure by using Telkom's 1026 number – if available at the time of the closure of the tender.
- Once the tender closes, the list of bids received will be recorded.
- The list of bids received will be published on the Electoral Commission's website within 10 days of the tender closing.
- Interested parties are welcome to observe the closure of the tender, should they so wish.
- Primary bid compliance verification is performed prior to the bid evaluation process to determine which bids qualify for consideration and which not. This is done by the Electoral Commission's Supply Chain Management Department and Legal Services. The findings are then reviewed by the Electoral Commission's panel of independent auditors.
- The Electoral Commission's Supply Chain Management Department, user department and Legal Services will attend to the evaluation of bids thereafter.
- Once the bid evaluation committee has considered the bids, proposals are made to the Bid Adjudication Committee (BAC) who, in turn, shall make recommendations to the Chief Electoral Officer (CEO) for consideration and approval on the adjudication of the in consultation with the Executive Committee (EXCO).
- Bids with a value exceeding R5 million including all applicable taxes are approved by the CEO in consultation with the Commission.
- Bids in respect of bidders and their directors/trustees/shareholders that are listed on the national treasury register for tender defaulters or the list of restricted suppliers will be rejected.
- **NO LATE TENDERS**, as whole or in part, will be accepted.

Certain aspects of the tender that should not be overlooked are as follows:

- Bid documentation is available free of charge on the Electoral Commission's website at [www.elections.org.za](http://www.elections.org.za) or [https://votaquotes.elections.org.za/eproc\\_inter/Default.aspx](https://votaquotes.elections.org.za/eproc_inter/Default.aspx) or the National Treasury eTender portal at <http://www.etenders.gov.za/>
- Prospective bidders must ensure that the tender document is downloaded and printed and that it has all the applicable pages. Incomplete bid submissions, i.e. a tender document that lacks pages or failure to submit any returnables (as may be applicable) will be disqualified. Although courtesy copies may be made available to service providers it remains their responsibility to ensure that

their bid submissions contain all the applicable pages and returnables (if applicable) of the tender document.

- Preferably, print the tender document single sided rather than double sided as it eases the bid assessment and evaluation processes.
- When preparing bid submissions (e.g. files containing the completed tender document and all supporting documentation) it is advisable NOT to split the tender document into different sections as this often leads to incomplete bid submissions in that certain pages of the tender document are omitted or that bidders fail to sign certain pages of the tender document. It is best to include the complete tender document at the top of the file followed by supporting documents.
- Prospective service providers are requested to write their company name on the cover page of the tender document – refer space provided for that purpose.
- The General Questionnaire provided on page twenty-eight (28) of the tender is important and suppliers should focus on the requirements stipulated in the questionnaire once they have completed the entire tender document and prepared their detailed bid submission since it would assist them to ensure that they adhere to tender rules and comply with requirements.
- *General Tender Conditions* commencing on page four (4) of the tender document must be read carefully before the completion of the tender document.
- **ALL APPLICABLE PAGES OF THE TENDER DOCUMENT MUST BE SIGNED/INITIALLED IN ORIGINAL INK AND RETURNED AS PART OF YOUR BID SUBMISSION.** Failure to return a page (which constitutes an incomplete bid submission) or unsigned/un-initialled page/s of the tender document shall lead to bids being disqualified. It is suggested that more than one person signs/initials the tender document pages to ensure that it is done properly and that no page is skipped.
- **N.B There is a provision at the bottom of each and every page for a signature/initial.**
- **ALL CORRECTIONS AND/OR ALTERATIONS SHOULD BE SIGNED**, failure of which may lead to the disqualification of bid submissions.
- **EACH ALTERATION should have its own signature/initial.**
- **Any changes/alterations to pricing that is not signed/initialled are material and, therefore, not allowed.**
- **THE USE OF CORRECTION FLUID/TAPE TO AMEND/CHANGE PRICING MUST BE AVOIDED.** The tender rules specifically provide that if correction fluid, tapes or any other such method is used to alter pricing it shall lead to the disqualification of a bid submission. Note the caution expressed at the bottom of each page in the tender document in this regard.

- All potential service providers that wish to do business with the Electoral Commission must register on the Central Supplier Database (CSD). In particular, prospective bidders MUST register on the CSD prior to submitting their bids. Further detail and guidelines in this regard are available on the Electoral Commission's website as indicated above.
- Please include a printout of your Central Supplier Database (CSD) registration form in your bid submission and complete your CSD registration number on page thirteen (13) of the tender document as required.
- A bid shall be disqualified if the bidder is not registered on the Central Supplier Database (CSD).
- National Treasury has placed an obligation on the Electoral Commission to ensure that persons conducting business with it are tax compliant.
  - Your entity's tax compliance status is indicated in the Central Supplier Database (CSD). The Electoral Commission will only contract service providers whose tax status is compliant. This means that if you were tax compliant during the bidding phase but become non-compliant before the bid adjudication is completed, your bid will be disqualified if your tax affairs remains non-compliant as per the provisions of *National Treasury Instruction No 9 of 2017/2018 Tax Compliance Status Verification*. It remains your responsibility to ensure that your taxes are in order, remain in order and that this is reflected on the CSD. You must also ensure that all sub-contractors (if applicable) are tax compliant.
- If preference points are claimed, a copy of the valid B-BBEE status level certificate from an accredited verification agency, affidavit or CIPC B-BBEE certificate, as applicable, must be submitted together with the bid.
- The compulsory supporting documents for the applicable B-BBEE document listed on page fifteen (15) must be submitted in order for the Electoral Commission to validate the information on the B-BBEE document submitted. If a B-BBEE claim on a B-BBEE document cannot be validated, no points can be allocated for the claim.
- The 80/20 preference point system will be applied in accordance with the formula as provided for in the Preferential Procurement Regulations, 2022. Failure to submit the required B-BBEE status level certificates or affidavit will lead to a zero (0) status level for non-compliant service providers/ contributors and no preference points will be given. Furthermore, it is important that correct information and documentation with regards to B-BBEE is submitted by bidders i.e., the B-BBEE certificate or affidavit must match/correspond with the annual turnover information submitted in the tender document and the annual financial statements. The tick box information in the tender document to be completed and should correspond with the B-BBEE documentation submitted.
  - The thresholds applicable to B-BBEE are as follows:

- All EMEs are required to submit a B-BBEE EME sworn affidavit or CIPC B-BBEE certificate. This applies to entities with an annual turnover below R10 million.
  - QSEs follow two paths dependent on the percentage black ownership. This applies to entities with an annual turnover above R10 million and below R50 million.
    - A QSE with black ownership of 51% or more must submit a B-BBEE QSE sworn affidavit.
    - A QSE with black ownership of 50% or less must submit a SANAS accredited B-BBEE status level certificate.
  - All entities with an annual turnover above R50 million must submit a SANAS accredited B-BBEE status level certificate.
- Please note that all joint ventures must submit a combined B-BBEE document assessed for the applicable bid.
  - The *B-BBEE status level information* on pages fourteen to fifteen (14-15) of the tender document needs to be completed carefully and accurately. The information is used for purposes prescribed in the Preferential Procurement Policy Framework Act and its Regulations and for the final adjudication of the tender. It is advisable to take note of the latest developments concerning the Preferential Procurement Regulations, 2022 from National Treasury, especially in respect of consortia, joint ventures, *et cetera* and eligibility for preference points.
  - The Employment Equity Act (EEA) requirements are also important. Bidders must ensure that correct information is submitted together with the bid. As an example, bidders must not claim to be an EEA designated employer if they are not. It is important for bidders to ascertain the latest developments around the EEA from the Department of Labour and to ensure that they are fully compliant. Enactment of the Employment Equity Amendment Bill is of particular importance as Section 53 of the Act will provide that State contracts may only be issued to employers that have been certified as being in compliance with their obligations under the Act. For that, bidders will be required to obtain a certificate from the Minister of Employment and Labour to certify that they are compliant.
  - **Do not RETYPE tender documents or any part thereof.** If there is insufficient space, the pages of the tender document in question may be photocopied and attached to the original document.
  - Copies may be made of relevant pages of the tender document. It is suggested that copies of applicable pages of the tender document, for example the pricing schedules, be used as rough drafts and then to submit the original completed document for tendering purposes. Although photocopies of the tender pages could be submitted if necessary, all pages must be completed

and signed/initialled in original ink. Photocopied detail and/or signatures/initials will invalidate the bid submission.

- The *Tender Questionnaire* (including all declarations) on pages thirteen to twenty-four (13–24) must be completed by the service provider. In the case of a consortium, joint venture, partnership or a subcontractor, the forms should be completed for each and every member in order for the Electoral Commission to be able to determine the necessary information and declarations. Separate forms must be used for each entity – do not combine information for multiple parties on a single form. Failure to do so may invalidate a bid submission.
- The Central Supplier Database (CSD) registration number on page thirteen (13) must be stipulated as the Electoral Commission will use this information to draw supplier reports on the CSD to verify information such tax compliance status, banking details, *et cetera*.
- As such, the unique CSD registration number will be used to capture your company details as a vendor to the Electoral Commission in the event that your bid succeeds. The Electoral Commission will draw your registration detail from the 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.
- The *Financial Information* on page eighteen (18) should be completed.
- The *Delivery and Guarantees* section on page nineteen (19) should be completed.
- The *Bidder's Disclosure and Declaration* from page twenty (20) to page twenty-four (24) of the tender document is important and must be completed by the service provider and in the case of a consortium, joint venture or a subcontractor, by each and every member. Failure to do so may invalidate a bid submission. The information provided will *inter alia* be used in order to address possible conflict of interest that may arise.
- In the case of a consortium, joint venture or partnership being formed, relevant documents should be submitted for all parties concerned. This is also applicable to the use of subcontractors where 25% or more of the work is being done by another party. Separate forms must be used for each entity.
- It is important to complete all pricing schedules included in the tender document. Failure to complete any pricing schedule that is required to be completed shall invalidate a bid submission. Where additional information is required, for example detailed costing schedules, such information must be submitted as part of the required written submission (where applicable). The mandatory

pricing schedule/s in the tender document must not, however, be substituted by the service provider's own pricing schedule/s as it will lead to disqualification.

- Bidders should note the provisions and evaluation criteria provided at the end of the tender document, with specific reference to matters that will lead to the disqualification of bids received due to non-compliance. Bidders are advised to use the evaluation criteria as a guide and checklist to ensure full compliance with all requirements and that all the necessary information and detail are provided in their written submission.
- A due diligence audit will be performed on a shortlisted bidder in order to confirm details and information, capacity, capability and ability to execute the contract. The due diligence audit process is not aimed at creating any expectations or commitments as it is merely part of the overall bid assessment process. In order to mitigate risks, the Electoral Commission may not consider bidders that do not have the necessary capacity, capability and ability which includes financial liquidity to execute the requirements set out in the tender.
- A contract/service level agreement (SLA) may be entered into.
- The Electoral Commission's payment terms are within thirty (30) days after the receipt of a valid tax invoice, provided that such invoice is not disputed.
- To avoid unnecessary delays in payment, it remains the service provider's responsibility to ensure that their 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 service provider has not resolved their incorrect banking detail on the CSD.
- The award of the tender will be published in the Tender Bulletin (when available again) and the National Treasury eTender Portal as well as the Electoral Commission's website as may be applicable. Bidders should note the award of the tender as published and that no general notices to unsuccessful bidders will be issued.
- A successful bidder may be required to sign a service level agreement (SLA). In the event that the Electoral Commission fails to negotiate a contract/service level agreement with a bidder their bid may be set aside.

General – Bidders must at all times scrutinise the tender document and bid specifications carefully in order to ensure that they provide all the necessary information in their written responses as well as take care that copies of all relevant documentation that is required is submitted as part of their bid.

Written submissions are critical and must contain all the required and relevant information in order to enable proper evaluation of bids. Failure to ensure that the written proposal is complete may result in

the bid not meeting all the requirements stipulated in the bid evaluation criteria. Bids not meeting the requirements shall be disqualified.

Only qualifying bids that are acceptable will be subjected to scoring in terms of the provisions of the Preferential Procurement Regulations, 2022 for bid adjudication purposes.

**Please take note of the following errors in the bid specifications:**

**IEC/ICT-05/2025**

- Page 72, number 10.5b), reads as follows: “Provide **two (2)** CVs for each of the roles and service that you are bidding for, as specified in paragraph 6.1(e) above.”
- It should read as: “Provide **one (1)** CV for each of the roles and service that you are bidding for, as specified in paragraph 6.1(e) above.”

An opportunity for questions and answers was provided for.

Q: How many copies of the bid submission must be returned?

A: One.

Q: Must the bid submission include an electronic copy?

A: No. Only 1 hard copy must be returned.

Q: Can bidders who are EMEs submit the CIPC B-BBEE certificate?

A: Yes.

Q: If a bidder wants to submit a bid submission as a joint venture or consortium, will the B-BBEE certificate supplied by CIPC be sufficient?

A: It is not possible to obtain a consolidated certificate from CIPC. Please make use of the applicable B-BBEE affidavit template.

Q: If a bidder represents more than one company, must each of the entities be represented on the attendance register for the briefing?

A: Yes, please complete the attendance register for all companies being represented.

Q: In the space provided on every page for signatures/ initials, can one just initial or must the signature be in full.

A: It can be either a signature or initials. However, not signing a single page will lead to disqualification. Please ensure that each and every page of the tender document contains a signature, initials or both.

Q: If a bidder's CIPC B-BBEE certificate expires the day after bid closure, will it be in order to submit as a new certificate cannot be obtained before the expiration date of the previous certificate?

A: An EME can also submit a B-BBEE EME sworn affidavit obtainable from the ICT sector council that will be valid.

Q: The tender rules indicate that the tender document must be completed in original ink. Is electronic completion allowed?

A: Yes, bidders are allowed to complete tender documents electronically. However, bidders are cautioned that if the document is edited in any form or tampered with during the process that the bid will be disqualified.

Q: Is this tender a re-advertisement of the tenders that ran in March 2025 for the same services?

A: This tender must be seen as a completely new requirement as the specifications have changed significantly.

Q: Can the tender document be signed with an electronic signature?

A: Yes it can, as long as it is an actual signature and not the name typed in a computer font. Not a photocopied signature.

Q: You have mentioned that for these tenders the ICT sector charter applies. I don't see anywhere on the ICT sector council's website where you can download the template.

A: You have to register to get past the introduction page. The template can also be obtained from the B-BBEE Commission.

Q: Does a bidder need to be registered on Votaquotes in order to participate in these tenders?

A: No.

Q: The Employment Equity Act amendment has been published on 15 April 2025. Must bidders comply with this amended requirement?

A: Yes.

Q: Will the Electoral Commission consider extending the run period for the tender?

A: No, it will not. Bidders were provided with sufficient time to respond to the tender.

Q: Does the cover page of the tender document need to be submitted?

A: Yes, it does.

Q: Please can you confirm the tender references?

A: IEC/ICT-05/2025, IEC/ICT-06/2025 and IEC/ICT-07/2025

Q: Where will the briefing notes be made available?

A: It will be uploaded on Votaquotes.

Q: Can a bidder only select one category of services?

A: The specifications indicate 60% of the roles in order to be considered. Refer, sec 6.1 (e)

Q: Does the tender document contain a pricing schedule?

A: Yes. The pricing schedule is compulsory and must be completed in full. Please ensure that any alterations to the pricing schedule is signed against.

Q: Do CVs need to be accompanied by certifications/ qualifications?

A: Yes, the certificates don't need to be certified but must accompany the CV to form a complete CV. The CV must be for a person with a South African ID and who is registered to vote.

Q: As AI is a new area there may not be much in the line of formal qualifications available. Is certification required for the AI role?

A: The person needs to possess the necessary skills and experience as a minimum that can be demonstrated.

Q: If a bidder participates in all three tenders, and there are similar roles for all three, can the same CV be submitted for all three tenders?

A: Yes.

Q: Please confirm that there are 23 roles for the SAP tender. Therefore, if you are submitting 2 CVs that gives 46 CVs in total.

Q: That's correct.

Q: SAP 6.1h) states that only CVs of South African citizens and persons with permanent residence or work permit will be considered for submission. Will copies of the work permit be required to be submitted with the tender?

A: The Electoral Commission will only consider individuals that are registered and able to vote.

Q: SAP On p18 the financial turnover is requested. The bidder's financial year end is the end of June and therefore by bid closure the financials won't be finalized yet. Should the bidder add an explanation to this effect?

A: Yes. Submit 3 years worth of financials and put an explanatory note as to why the most recent is not yet available.

Q: GIS, how many CVs must be submitted for the 14 roles in order to qualify?

A: Two CVs per role is the minimum requirement.

Q: And must that be for every role?

A: Yes, as it demonstrates the bidders capacity to provide the skills that may be required. Reference Appendix A 1.2 which indicates that CVs must cover at least 60% of the roles to qualify.

Q: How will the Electoral Commission take into consideration bidders in provinces other than Gauteng?

A: There are current panel members that are based in other provinces. However it must be noted that the majority of work will be done from the Electoral Commission's national office in Centurion. It will depend on each project where resources will be based.

Q: The roles of AI expertise in mobile technologies, would it need CVs to be submitted as well?

A: Yes. A CV relevant to the role.

Q: Must CVs be submitted in accordance to the pricing schedule or in accordance to 3.2?

A: CVs must be submitted in accordance with 3.2

Q: What documents are required to prove statutory compliance such as sick leave provisions, pension, contributions etc.

A: As long as the bidder confirms in the bid submission that it complies. Further verification will be done as part of the due diligence audit.

Q: Will resources only work from the National Office in Centurion, or are there hybrid conditions as well?

A: Most of the work is in Centurion, but it depends from project to project.

Q: Must bidders complete the evaluation criteria?

A: No, it is included as information only and is for use during bid evaluation. However, it is useful to assist when putting the bid submission together to follow the order as this is the information needed during bid evaluation. Please also sign and return these pages.

Q: There is a mention of percentage of the CPI. When it comes to the annual increase, is there a stipulated percentage or can you use a 100% increase for your increase?

A: If you are doing an inflation adjustment include at what rate. As a percentage of CPI, if you take the full CPI, it will be 100% of the CPI. If bidders go over CPI, state it, because if you don't state it you are not going to be able to introduce it in future as the prices and inflation adjustments will go into the contract.

Q: Does the Electoral Commission plan to move from SAP ECC 6 to cloud? If yes, what is the timeframe?

A: No determination has been made as yet. Discussions are ongoing with SAP.

Q: The pricing schedule has the rates divided in short term partial overheads and long term partial overheads. Please elaborate.

A: Please reference p100 below the table for the explanatory note.

Q: Does this tender only cater for warm bodies?

A: Yes.

The briefing ended at 12:39