



TENDER BRIEFING NOTES

TENDER IEC/WC-04/2025

CPT - City of Cape Town (Bellville) Local Office Accommodation 14 February 2025

Tender Briefing Panel

- Gavin Chisholm (Deputy Manager: Corporate Services)
- Susan Fourie (Assistant Manager: Infrastructure)

Other Electoral Commission Members Present

- Danny Chetty (AM: Corporate Services)
- Raynold Van Heerden (RSCO: City of Cape Town)

Susan Fourie welcomed the prospective tenderers and thanked him for attending the briefing session. Tenderer were advised to sign attendance register accordingly. Susan Fourie advised the gathering about the closing date, time, address where Tender must be submitted and the process there of which follows.

Susan Fourie and Gavin Chisholm then took the prospective tenderers through Bid Specification and the Tender Briefing Notes and procurement requirements and amongst other things.

During the tender briefing, the administrative requirements pertaining to the completion of the tender document as well as the technical aspects in respect of **CPT - City of Cape Town (Bellville) Local Office Accommodation** requirements will be addressed.

Prospective bidders will 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 now **11:00 on 28 February 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 or 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-seven (27)** 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 state your unique 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 unique National Treasury 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 on page **forty-one (41)** as well as the bid evaluation schedule included 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 will not be acceptable and 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.

An opportunity for questions and answers were provided for, via email:

With reference to the Tender IEC/WC-04/2025,

- 1. Question :** Will there be a public opening of the tender?

No. You are welcome to observe the closure of the tender, however the list of bids received will be published on the Electoral Commission's website within 10 days of the tender closing.

- 2. Question :** How many copies do you require of the completed bid document.

One complete original submission for each proposal that you will be submitting. Your colleague did indicate that you may have alternative proposals and each will be regarded as a separate submission that will need to comply with all the requirements as specified.

- 3. Refer to page 15 of 43 – “Financial year end and ex officio confirmation”**

Question: Please advise what kind of documentation required?

This refers to the disclosure certificate that you need to obtain from the CIPC website (e-services) when submitting a sworn affidavit as proof of B-BBEE claims. The disclosure certificate is used to confirm that the Commissioner of Oaths is not an ex-officio of the business entity and to further confirm the financial year-end date of the entity. This is only required when submitting an affidavit (property sector affidavit template obtainable from the dtic or BEE Commission).

- 4. Refer to page 18 of 43– Financial information – Point 33 & 34**

Question: Due to the sensitivity of this information and considering the POPI Act, would you be prepared to view this information at our offices?

The financial information must be provided as stipulated under points 33 and 34 (Financial Information) on page 15. You will note on pages 23 and 24 you will also be required to sign a POPIA consent to process information for purposes of evaluation and adjudication of bids.

5. Refer to page 31 of 43 Point 31- 3.3- Operating costs.

Question: Could you please specify the items that are considered part of operating costs according to IEC?

Operating cost would typically be the incidental costs confirmed by the Electoral Commission, levies etcetera. The purpose of including this paragraph in the bid requirements is to ensure that the successful bidder provides invoices that lists all the charges (as confirmed in the resultant lease agreement) separately.

6. Refer to page 31 of 43 point 3.1.9 - Back-up

Question: Do you require a UPS over and above the generator?

Question: What must all run of the generator?

Question: How many people will be situated at the office?

The provision of back-up power is not a mandatory requirement as per the bid specifications and as such no minimum requirement is specified. The Electoral Commission does however encourage the provision of backup power to “*ensure continuous functioning of essential equipment*”. Essential equipment would be computers, routers, network switch and adequate lighting. The bidder may choose what type of backup power they wish to provide if they are indeed willing to provide such service.

The office will consist of a minimum of three (3) permanent staff members that will increase to nine (9) during heightened activity periods.

7. Refer to 31 of 43 -point 3.1 - “Parking”

Question: Must the parking bays be open or undercover?

The provision of a minimum of five (5) under cover or shaded parking spaces are required.

8. Refer to page 36 of 43 – “Incidental Costs – Cleaning Services (Labour only - twice per week)”

Question: Are you referring to the internal cleaning of your offices?

Yes. Under the section “Incidental Monthly Costs” you are given the opportunity to quote for additional operating services. However, the Electoral Commission has the sole discretion to either accept or decline the incidental services. Due consideration will be given to amongst others the specific need for the specified service, the market relatedness of the quoted costs and affordability.

9. Refer to page 36 of 43 - “Incidental Monthly Costs - The Electoral Commission has the sole discretion to either accept or decline these incidental services.”

Question: If IEC declines these incidental services, who will be responsible for the cost? Additionally, are we still required to provide cleaning services for the internal cleaning of the proposed offices?"

Should the Electoral Commission decline the quoted cleaning services then the landlord will not be responsible for rendering the service. The Electoral Commission will source an alternative service provider through a procurement process.

10. Refer to page 37 of 43 – “Expected Municipal Services”

Question It is difficult for us to provide an accurate estimate of the expected monthly costs, as we are unsure of the number of employees you have and the amount of resources (such as water, etc.) that will be used. Each month may vary.

Costs towards expected municipal services will be based on estimates and we therefore accept that because the figures are consumption based they would will vary from one tenant to another. The accuracy of the costs

provided does not have a bearing on the evaluation process, however not providing costs may result in disqualification as the rental and cost schedule must be completed in full (see 1.3 of stage 2 evaluation on page 42).

11. Refer to page 38 of 43 – “Tenant Allowance”

Question: "If we offer a specific amount for Tenant Installation as per the requirements of the tender document, but you exceed this amount due to the need for additional Tenant Installation, will IEC cover the overrun?

Yes.

However, please note that the space provided must comply with the requirements as stipulated in the tender and any costs incurred to ensure that the space meet the requirements are not considered “tenant allowance”. Neither is maintenance costs which remain the responsibility of the landlord.

The matter of tenant allowance was explained in the tender briefing attended by a representative from SKG Properties. The tenant allowance is utilised for any additional improvements, whether cosmetic or functional in nature, that may be incurred from time to time during the lease period.

12. Who is responsible for payment of

- Water and Electricity – Electoral Commission
- Refuse removal - Electoral Commission
- Internal Maintenance - Landlord (refer to paragraph 3.1.16 on page 31)
- External Maintenance - Landlord (refer to paragraph 3.1.16 on page 31)
- Internal Cleaning (she bins, office cleaner etc etc) – Electoral Commission
- External Cleaning – Depends on type of service. Electoral Commission would be responsible for garden services and the like, either in whole (standalone property) or proportionally (in complex). The landlord would be responsible, for instance, to clear gutters, clean outside windows (multi-story building) etc. You are welcome to contact me on the specifics.
- Internal Security – Electoral Commission
- Burglar alarm system linked to armed response – Electoral Commission
- External Security – If the space is a standalone property and the IEC wishes to appoint security then it would be for our cost. In terms of a shared complex, there may be a levy towards security that will also then be the responsibility of the IEC to contribute on a proportional basis.
- Rates and Taxes – Landlord (see at bottom of page 37)
- Fire charges - *Please provide further clarity?*
- Servicing of fire equipment – Electoral Commission
- Generator Maintenance - Landlord
- Generator Fuel – Electoral Commission
- Pest Control – Electoral Commission
- Sewerage – Electoral Commission

Remember to list the charges (some may be estimates in the case of municipal charges) in the pricing schedule on pages 36 and 37.

The Briefing closed at 12:30pm