



SOUTH AFRICA

REFERENCE: IEC/ICT-03/2026

CLOSING DATE: 27 MARCH 2026

ENQUIRIES: Yash Sookan

Tel: 012 622 5700 or **eMail:** Sookany@elections.org.za

SERVICE DESCRIPTION: RESULTS SYSTEM AUDIT

Kindly furnish the Electoral Commission with a bid for Results System Audit services for the Electoral Commission as per this tender document.

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

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

A virtual tender briefing session will be held at 11:00 on **17 March 2026**. Bidders are to use the link below to register for the briefing session.

https://us02web.zoom.us/meeting/register/pplrEN8GShOKPflhn_RPZw

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

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

Yours sincerely

SUPPLY CHAIN MANAGEMENT

Electoral Commission

Ensuring Free and Fair Elections

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

TENDER NUMBER: IEC/ICT-03/2026
SERVICE DESCRIPTION:
CLOSING TIME: 11:00

RESULTS SYSTEM AUDIT
CLOSING DATE: 27 MARCH 2026

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

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

ALL APPLICABLE TENDER FORMS (**PAGE 2 –68**) MUST BE COMPLETED AND SIGNED IN ORIGINAL INK. THE BIDDER IS HOWEVER NOT REQUIRED TO FILL IN THE TENDER EVALUATION CRITERIA. FORMS WITH PHOTOCOPIED SIGNATURES/ INITIALS OR ANY OTHER SUCH REPRODUCTION OF DETAIL WILL BE REJECTED, RESULTING IN THE TENDER BEING DISQUALIFIED.

SUBMIT YOUR BID IN A SEPARATE SEALED ENVELOPE OR SUITABLE CONTAINER IF NECESSARY AND WRITE YOUR COMPANY NAME AS WELL AS THIS TENDER REFERENCE NUMBER (**IEC/ICT-03/2026**) ON THE ENVELOPE/CONTAINER.

TENDERERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS AND PLACED IN THE TENDER BOX OR DESIGNATED ROOM. BID SUBMISSIONS MUST ONLY BE DEPOSITED IN THE TENDER BOX(ES) OR DESIGNATED ROOM WHICH ARE IDENTIFIED AS TENDER BOX(ES) OF THE ELECTORAL COMMISSION.

TENDER SUBMISIONS MUST BE SUBMITTED BY NO LATER THAN THE CLOSING DATE AND TIME IN THE TENDER BOX OR A DESIGNATED ROOM SITUATED AT:

ELECTION HOUSE
RIVERSIDE OFFICE PARK
1303 HEUWEL AVENUE
CENTURION
0046

THE TENDER BOX OR THE DESIGNATED ROOM WILL ONLY BE OPEN DURING OFFICE HOURS.

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

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

ONLY BIDS SUBMITTED IN THE CORRECT TENDER BOX(ES) OR DESIGNATED ROOM AS SPECIFIED IN THE TENDER DOCUMENT OF THE ELECTORAL COMMISSION SHALL BE ACCEPTED. BIDS SUBMITTED IN THE ADDRESS NOT SPECIFIED IN THE TENDER DOCUMENT, BY TELEGRAM, FACSIMILE, POST OR BY ELECTRONIC MEANS SUCH AS eMAIL WILL NOT BE ACCEPTED FOR CONSIDERATION.

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

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

CONTENTS OF THIS PAGE NOTED:

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BACKGROUND

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

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

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

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

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

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

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GENERAL TENDER CONDITIONS

1. These conditions form part of the tender and failure to comply with these may invalidate a bid.
2. The following definitions shall apply:
 - (a) “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
 - (b) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;
 - (c) “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
 - (d) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations and advertised competitive bidding processes;
 - (e) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); together with the Broad-Based Black Economic Empowerment Amendment Act, 2013 (Act No. 46 of 2013)
 - (f) “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
 - (g) “consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
 - (h) “contract”**Error! Bookmark not defined.** means the agreement (including a service level agreement) that results from the acceptance of a bid by the Electoral Commission;
 - (i) “EME” means any exempted micro enterprise with an annual total revenue that is less than the prescribed threshold value;
 - (j) “firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
 - (k) “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
 - (l) “non-firm prices” means all prices other than “firm” prices;
 - (m) “person” includes a juristic person;

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- (n) “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable duties and taxes;
 - (o) “service provider” means any individual or entity that is contracted by the Electoral Commission to render goods or services.
 - (p) “specific goal” means specific goals as contemplated in section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000
 - (q) “state” means any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act (the PFMA), 1999 (Act No. 1 of 1999), any municipality or municipal entity, provincial legislature, National Assembly or the National Council of provinces; or Parliament;
 - (r) “sub-contract” means the primary bidder/contractor’s assigning, leasing, making out work to, or employing, another person to support such primary bidder/contractor in the execution of part of a project in terms of the SLA/contract.
 - (s) In the event that the primary contractor/bidder is purchasing or renting goods from another entity for the purposes of rendering the services required in respect of this tender the latter shall be deemed not to be a ‘sub-contractor’; and
 - (t) “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007; and
 - (u) “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
3. The tender forms are drafted to ensure that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire/s (where applicable) or in a separate annexure/s.
 4. The tender forms shall not be retyped or redrafted but photocopies may be prepared and used. All photocopied pages must, however, be completed and signed/initialled in original ink as stipulated.
 5. Additional offers may be made for any item in response to this tender but only on a photocopy of the applicable page/s. Additional offers made in any other manner may be disregarded.
 6. Tenders will not be qualified by the tenderer’s own conditions of tender. Failure to comply with this requirement shall invalidate the bid.
 7. Failure on the part of the tenderer to *sign/initial all applicable pages (where a provision to sign has been provided)* of this tender form and thus to acknowledge and accept the conditions in writing shall invalidate the bid submission.
 8. Failure on the part of the tenderer to complete the attached forms, questionnaires and specifications document in all respects may invalidate the bid submission. Failure to complete mandatory forms/schedules shall invalidate the bid submission.
 9. All changes/ alterations in the tender document should be signed/initialled. Failure on the part of the tenderer to sign/initial any alterations and/or corrections made to information provided in this tender form may invalidate the tender submission.

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10. No correction fluid/tape or similar products will be allowed and the use thereof on any page of the tender document may invalidate your bid submission.
11. **Any changes/ alterations to pricing that are not signed/ initialled are considered material, and shall invalidate the bid submission. Correction fluid/tape or similar products will not be allowed to amend prices and the use thereof shall invalidate the bid submission.**
12. **Comprehensive completion of the pricing schedules in this bid document is compulsory. Where pricing is not charged, same should be denoted as not applicable (N/A). Failure to complete all the required pricing schedules in detail required shall lead to the disqualification of a bid.**
13. Information/detail provided on completed tender forms must be legible and ink must be used. Tender forms completed and signed mechanically, e.g. by means of a typewriter/computer or a signature/initial by means of a stamp are deemed to have been completed in original ink. Pencil must not be used as it shall lead to the disqualification of the bid submission.
14. Tenderers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated. Incomplete bid submissions (i.e. with missing pages) shall be disqualified.
15. Tender prices must be all inclusive, including VAT in respect of all vendors registered for VAT purposes. Non-VAT registered bidder shall not charge nor be eligible for the payment of VAT.
16. Tender prices for supplies in respect of which installation/ erection/ assembly is a requirement, shall include ALL costs inclusive of VAT on a basis of delivered on site as specified.
17. The Electoral Commission shall only accept bids at prices that are market related. In the event that a bid is deemed to not be market related the Electoral Commission reserves the right to negotiate prices in accordance with the provisions of the SCM policy in order to achieve a market related price or cancel the tender altogether.
18. National Treasury has placed an obligation on all bidders that intend doing business with government to register on its Central Supplier Database (CSD). The Electoral Commission will not contract any tenderer that is not registered on the CSD.
19. It is an absolute requirement that the tax affairs of the successful tenderer must be in order.
20. An entity's tax compliance status is indicated on the Central Supplier Database (CSD). The Electoral Commission will only contract tenderers whose tax status is compliant. This means that if a tenderer has a non-compliant tax status before the award is completed the bid will be disqualified if that tenderer's tax affairs remains non-compliant as per the provisions of National Treasury Instruction 9 of 2017/2018. It remains the bidder's responsibility to ensure that their taxes are in order, remain in order and that this is reflected on the CSD. The bidder must also ensure that all sub-contractors (if applicable) are tax compliant.
21. Bids must be submitted based on firm tender prices and delivery periods, unless otherwise stated in the bid specifications. Consequently, tenderers must clearly state whether prices and delivery periods will remain firm for the duration of the SLA/contract or not.
22. When the SLA/contract is awarded on the basis of firm prices, contract prices may be adjusted during the contract period only if:

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- (a) customs or excise duty or any other duty, levy or tax (excluding any anti-dumping and countervailing duties or similar duties), is introduced in terms of any Act or regulation; or
 - (b) any such duty, levy or tax is legally changed or abolished; and
 - (c) the onus of proof of the effect of such events is placed upon the tenderer.
23. If non-firm prices are provided for in the bid specifications, the following rules shall apply:
- (a) In respect of any factors which demonstrably have an influence on the production cost of the supplies or the cost of rendering the services which have been tendered on the basis of non-firm prices, price adjustments which become effective during the contract period may be allowed with effect from the date of the change in cost and founded on the actual direct change in the cost as used in the calculation of the tender price, in addition to those provided for.
 - (b) Where the tenderer is the manufacturer of the supplies or the provider of the service, or where he/she/they is the accredited agent of the manufacturer or the provider, evidence in support of the price adjustments claimed shall be produced on demand.
 - (c) As an alternative, the bidder may specify a formula in the bid submission for the purpose of adjusting prices in accordance with published indices.
 - (d) Where the tenderer is not the provider of the service, or where he/she/they is not the accredited agent of the provider, any price adjustment shall be based on the increase or reduction to the tenderer in the net cost of the supplies on which the tender price was based. When any such increase or reduction in costs occurs, the tenderer shall submit copies of the quotation or price list with reference to which the tender price as calculated, as well as the revised quotation or price list on which the claim is based.
24. Where prices are subject to exchange rate fluctuations, tenderers must take that factor into account when bidding and, where necessary, should ensure that they have taken the necessary forward cover to provide for possible price increases. When applicable, specific detail to this effect should be included in the bid submission.
25. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
26. Unconditional discounts offered by any tenderer as part of their bid submission may be considered by the Electoral Commission at its sole discretion in the bid adjudication process. Any other discounts offered by any tenderer will be taken into consideration for payment purposes.
27. The bid specifications form an integral part of the tender document and tenderers shall indicate in the space/s provided whether the specific goods and/or services offered are according to specification or not.
28. In cases where the goods and/or services offered are not according to specification, the deviations from the specifications must be indicated. Specifications may not, however, be changed on the tender forms provided as that shall invalidate a bid submission.
29. Unless specifically provided for in the tender document, no bids transmitted by facsimile or email will be considered.
30. Tenderers are requested to promote local content as far as possible.

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31. A service level agreement (SLA/contract) shall be entered into with the successful tenderer.
32. Unless otherwise stipulated, all tools/equipment needed must be supplied by the successful tenderer.
33. Any tenderer found to be influencing the tender adjudication process shall be automatically disqualified and not accepted for consideration.
34. In accordance with the Electoral Commission's policy, the Electoral Commission reserves the right to procure goods/services outside of the SLA/contract if, *inter alia*, an emergency arises; the service provider's point of supply is not situated at or near the place where services are required or, if the service provider's services are not readily available.
35. The Electoral Commission reserves the right to negotiate the extension of the SLA/contract at its sole discretion with due regard to any statutory provisions imposed by National Treasury at the time of considering such extension.
36. The Electoral Commission may, at its sole discretion, resolve to procure lesser or additional goods/services as provided through the tender should the need arise. Any such change in the scope of services shall be negotiated with the successful tenderer if and when relevant with due regard to any statutory provisions imposed by National Treasury at the time of considering such.
37. Bid submissions received by the Electoral Commission and bid evaluation, assessment and adjudication reports that may contain sensitive information relating to any specific bids are not available for perusal by the public.
38. All information supplied by the Electoral Commission will be in the strictest confidence and will remain the proprietary information of the Electoral Commission. No tenderer will be permitted to disclose any such information to any third party without the prior express consent and/or written authority and/or consent of the Electoral Commission.
39. Should the tenderer fail to comply with any of the conditions of the SLA/contract, the Electoral Commission shall be entitled, without prejudice to any of its other rights, to:
 - (a) arrange for the alternative execution of the service/s not rendered or not in conformity with the specifications of the SLA/contract; and
 - (b) recover all costs, losses or damages it has incurred or suffered as a result of the tenderer's conduct; or
 - (c) cancel the SLA/contract and claim any damages which it has suffered as a result of having to make less favourable arrangement due to such cancellation.
40. All acquisitions for goods and/or services made by the Electoral Commission are subject to the following conditions:
 - (a) No variations from the terms and conditions herein contained, and no contrary stipulation by the tenderer shall be valid and binding unless confirmed by the Electoral Commission in writing.
 - (b) The Electoral Commission reserves the right to cancel any order if delivery is not made in due time and the tenderer will not be entitled to any cancellation fees.
 - (c) Part deliveries will only be accepted on prior arrangement with the Electoral Commission.

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

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44. Tenderers may, at the discretion of the Electoral Commission, be requested to submit samples or prototypes, make presentations and/or written submissions in order for the Electoral Commission to assess compliance with tender conditions and specifications.
45. Scoring in respect of this tender will be based on the provisions of the Preferential Procurement Policy Framework Act, 2000 (PPPFA) and Preferential Procurement Regulations, 2022. Only valid B-BBEE status level certificates, CIPC B-BBEE certificates or B-BBEE affidavits are acceptable, and these will be subject to verification and validation.
46. The following preference point systems are applicable to bids of the Electoral Commission:
- (a) the 80/20 system for goods and/or services with a Rand value equal to or below R50,000,000 (all applicable taxes included);
 - (b) the 90/10 system for goods and/or services with a Rand value above R50,000,000 (all applicable taxes included); and
 - (c) if it is unclear which preference point system will be applicable, then either the 80/20 or the 90/10 preference point system will apply and the lowest acceptable bid will be used to determine the applicable preference point system.
47. **The value of this tender is estimated not to exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 scoring system shall be applicable.**
48. Preference points for this bid shall be awarded for:
- (a) Price (80 or 90 as applicable); and
 - (b) Specific goal(s) (a maximum of 20 or 10 as applicable).
49. A maximum of 80 or 90 points is allocated for price on the following basis:
- $$80/20 \text{ or } 90/10 \ P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$
- Where
- P_s = Points scored for price of bid under consideration
 - P_t = Price of bid under consideration
 - P_{min} = Price of lowest acceptable bid
50. In terms of Regulation 3(b) of the Preferential Procurement Regulations, 2022 preference points must be awarded to a tenderer for specific goal(s) in accordance with the table below:

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

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51. Tenderers who qualify as exempted micro enterprises (EMEs) in terms of the B-BBEE Act and its codes must submit a CIPC B-BBEE certificate or B-BBEE sworn affidavit (with the exception of sector codes).
 - (a) For EMEs falling under a sector charter, the tenderer must submit a B-BBEE document in compliance with the applicable sector code.
52. Tenderers who qualify as qualifying small enterprises (QSEs) in terms of the B-BBEE Act and its codes must submit a B-BBEE sworn affidavit or B-BBEE status level certificate as applicable.
 - (a) QSEs with at least 51% black ownership must submit a B-BBEE QSE sworn affidavit.
 - (b) QSEs with 50% or less black ownership must submit their valid B-BBEE status level certificate, issued by a Verification Agency accredited by South African Accreditation System (SANAS) substantiating their B-BBEE claims. A black-owned QSE may be measured in terms of the QSE scorecard should it so choose and therefore may also provide a valid B-BBEE status level certificate issued by a Verification Agency accredited by SANAS substantiating their B-BBEE claims.
53. Tenderers other than EMEs or QSEs must submit their valid B-BBEE status level certificate issued by a Verification Agency accredited by South African Accreditation System (SANAS), substantiating their B-BBEE claim.
54. Failure on the part of a tenderer to submit a sworn affidavit, or a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) together with the bid, will be interpreted to mean that preference points for specific goals are not claimed.
55. In order to validate the credibility of the information recorded on the B-BBEE verification certificate, sworn affidavit or CIPC B-BBEE certificate the Electoral Commission requires all applicable supporting documents.
56. An incorporated joint venture will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
57. A trust, consortium or unincorporated joint venture will qualify for points for its B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE status level certificate as if it were a group structure and that such a consolidated B-BBEE status level certificate is prepared for every separate bid.
58. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
59. Start-ups that are EMEs but wish to tender for contracts of R10 million in value or above, must be verified using the QSE scorecard. For tenders of R50 million in value or above start-ups must be verified using the generic scorecard.
60. A person will not be awarded points for specific goals if it is indicated in the bid document that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for.
61. A person awarded a SLA/contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.
62. The Electoral Commission reserves the right to require of a tenderer, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points,

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in any manner required by the Electoral Commission. In the event that no response is received from the issuer of the certificate after 48 hours or the tenderer, no specific goal points will be allocated in the final scoring.

63. A tenderer who's bid is acceptable will be awarded a contract based on lowest acceptable bid, which is market related, subject to section 2(1)(f) of the PPPFA, in addition to complying with all the other requirements, such as, meeting the technical specifications and satisfying the Electoral Commission's due diligence audit requirements which entails confirmation of the bidder's capacity, capability and ability to render the goods/services in accordance with the tender conditions/specifications.
64. Points scored will be rounded off to the nearest 2 decimal places.
65. In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of points for specific goals.
66. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
67. Any legal person may make an offer or offers in terms of this invitation to bid.
68. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the tenderer or his/ her authorised representative declare his/ her position in relation to the evaluating/ adjudicating authority, where:
 - (a) the tenderer is employed by the state; and/or
 - (b) the legal person on whose behalf the bidding document is signed, has a relationship with persons/ a person who are/ is involved in the evaluation and/ or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/ or adjudication of the bid.
69. The Public Service Administration Management Act 11 of 2014 prohibits public servants from conducting business with the state or being a director of a public or private company that conducts business with the state.
70. The Electoral Commission may cancel the tender for reasons that may include *inter alia*:
 - (a) Changed circumstances – There is no longer a need for the goods/services.
 - (b) Funds are no longer available to cover the total envisaged expenditure.
 - (c) No acceptable bid is received.
 - (d) There is a material irregularity in the tender process.
 - (e) If the price offered by a tenderer scoring the highest points is not market-related.
71. This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract.
72. The Electoral Commission reserves the right not to award the tender to a bidder that has affiliations with any registered political party/parties, candidate(s) or contestant(s)".

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BID SUBMISSION

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

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

In the case of subcontractors, where more than 25% of the work will be done by such subcontractor/s each subcontractor must complete the mandatory tender forms **13 to 25** - Tender Questionnaire, financial information, deliveries and guarantees, bidder’s disclosure, POPIA consent and Political Party affiliation declaration.

Separate forms must be used in each case.

Failure to complete and sign/initial all applicable pages (where a provision to sign has been provided) of this document in original ink shall invalidate your bid.

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

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

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

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

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

Prospective tenderers must register on the National Treasury Central Supplier Database (CSD) prior to submitting their bids. Failure to register on the CSD shall invalidate your tender.

A tenderers tax affairs must be in order to be considered in the adjudication of this tender. A tenderer’s tax compliance status is reflected on the national treasury central supplier database (CSD).

A tenderer’s tax compliance status shall apply as it was at the time of the award of the tender. The tender shall only be awarded to a tenderer that is tax compliant. The electoral commission verifies tax status against the CSD. Any bid with a non-compliant tax status shall be rejected at the time of the award of the tender. Tax non-compliant tenderers are, therefore, encouraged to continuously monitor their tax compliance status on the CSD and must ensure that their status reflects as tax compliant. tenderers must resolve any pending tax issues with SARS timeously as it takes time for status changes to be effected from the SARS Tax Compliance System (TCS) to the CSD.

Although not all the information requested hereunder might be relevant to the specific requirements of this tender, you are requested to complete the document with as much relevant detail as possible.

The information may be used during the bid evaluation process of the tender.

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TENDER QUESTIONNAIRE

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

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

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

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

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

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

- Partnership/Joint Venture / Consortium
- One person business/ sole propriety
- Close corporation (CC)
- Public Company
- Personal Liability Company
- Company (Pty) Ltd
- Non-Profit Company
- State Owned Company
- Other _____

10. Describe Principal Business Activities

.....

11. Company Classification [TICK APPLICABLE BOX]

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

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

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

Full Name	Identity Number	Designation

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

EME	
QSE	
Generic	

15. Please stipulate the B-BBEE status level of contribution as it appears on the certificate/affidavit for your entity

16. Is the entity an exempted micro enterprise (EME) for the purposes of the Preferential Procurement Regulations, 2022?

17. Has a B-BBEE status level verification certificate/affidavit been submitted?

18. If yes, who issued the certificate?

YES		NO	
YES		NO	

A verification agency accredited by the South African National Accreditation System (SANAS)	
Commissioner of Oaths in the case of an applicable sworn affidavit	
CIPC	

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

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19. Compulsory supporting documents for B-BBEE claims

OWNERSHIP	DOCUMENTS REQUIRED
Black ownership Black female ownership	B-BBEE Status level certificate/ CIPC B-BBEE certificate/ B-BBEE sworn affidavit Proof ownership (share certificates for companies/ CK1 or CK2 for CCs) IDs for all owners
Black people with disabilities	Completed form EEA1 Doctor's letter confirming disability
Financial year end and Ex Officio confirmation	Disclosure certificate not older than 3 months

All tenderers must submit sufficient supporting documents together with their bid documentation in support of and confirming the specific goals claimed above. Failure to submit the documents will result in a tenderer being deemed as non-compliant and zero points (0) will be allocated for specific goals. If the tenderer is owned by juristic persons, proof of ownership must be submitted for all entities until all natural persons are accounted for.

20. Questionnaire to foreign bidders:

Are you the accredited representative in South Africa for the goods/ services/ works offered? [If YES, enclose proof]

Are you a foreign based supplier for the goods/ services/ works offered? [If YES, answer the questionnaire below]

Is the entity a resident of the republic of South Africa (RSA)?

Does the entity have a branch in the RSA?

Does the entity have a permanent establishment in the RSA?

Does the entity have any source of income in the RSA?

Is the entity liable in the RSA for any form of taxation?

YES		NO	
YES		NO	
YES		NO	
YES		NO	
YES		NO	
YES		NO	
YES		NO	

If the answer is "NO" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register via e-Filing through the SARS website www.sars.gov.za.

21. Legal status of tenderer (tick one box)

Principal tenderer	<input type="checkbox"/>	
Subcontractor	<input type="checkbox"/>% of work will be subcontracted*
Consortium	<input type="checkbox"/>	
Joint venture (JV)	<input type="checkbox"/>	
Other, specify	<input type="checkbox"/>	

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

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disclosure (SBD4).

Separate forms must be used in each case.

In line with the National Treasury Instruction 9 of 2017/2018 the tax affairs of subcontractors must also be in order on the Central Supplier Database (CSD).

In bids where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate TCS certificate/ PIN/ CSD number.

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

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

23.1 must-

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

23.2 attach to that offer either-

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

24. In terms of Section 53(2) of the EEA an employer referred to in subsection (1) may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.

25. In terms of Section 53(3) a certificate issued in terms of subsection (2) is valid for 12 months from the date of issue or until the next date on which the employer is obliged to submit a report in terms of section 21, whichever period is the longer.

26. In terms of Section 53(4) a failure to comply with the relevant provisions of this Act is sufficient ground for rejection of any offer to conclude an agreement referred to in subsection (1) or for cancellation of the agreement*.

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

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

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

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

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

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

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

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

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

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- 30. Tenderers must monitor developments around the EEA in order to be informed of any changes in the statutory requirements.
- 31. In the event of subcontractors being used to render the services required in terms of this tender, the principal tenderer must complete the schedule below in order to clearly indicate which entities will be subcontracted as well as the percentage of work to be subcontracted to each of these entities in relation to the total value of the contract.

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
 (Proof of authority must be submitted e.g. company resolution)

DATE:

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FINANCIAL INFORMATION

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

Financial Year (e.g. 2022, 2023, 2024)	Annual Turnover	Gross Asset Value	Net Asset Value
	R	R	R
	R	R	R
	R	R	R
	R	R	R

33. Please provide the following figures in respect of the most recent audited financial statements:
 Figures are provided for the audited financial statement of (State Year)

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

34. Is your company listed on the Stock Exchange?

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

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

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

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

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

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

Explanation:

Prices linked to fixed period adjustments.

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

Prices linked to escalation formula adjustments.

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

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

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DELIVERABLES AND GUARANTEES

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

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

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

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

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

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

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BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder’s Declaration

2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? YES/ NO

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

Full Name	Identity Number	Name of State institution

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/ NO

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

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2.2.1. If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/ NO

2.3.1 If so, furnish particulars:

.....

3. DECLARATION

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

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the

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

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Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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POPIA CONSENT AND POLITICAL PARTY AFFILIATION DECLARATION

1. CONSENT TO PROCESS INFORMATION ACCORDING TO THE PROTECTION OF PERSONAL INFORMATION ACT (POPI ACT) - POPIA

- 1.1. By participating in tenders of the Electoral Commission a bidder gives consent and accepts that the information they provide will be used for purposes of evaluation and adjudication of bids. This includes use of the data provided by a bidder to perform due diligence checks involving the collection of personal data from third parties (e.g. clients of the bidder(s), SARS, CIPS) to validate claims and to gather important information for the purpose of evaluation and adjudication of this bid. This may include the collection of publicly available data.
- 1.2. By participating in the bid the bidder gives consent and accepts that the Electoral Commission may use personal data to investigate potential risk such as fronting, criminal conduct, unethical conduct for the protection of its rights and for the purpose of evaluation and adjudication of this bid. The Electoral Commission may also share personal data with relevant authorities for investigation of criminal conduct and for other lawful purpose.
- 1.3. The bidder accepts that the Electoral Commission may share their personal data with third parties to support its internal and external audit processes.
- 1.4. The bidder acknowledges that their personal data will be kept confidential and will be used for the purpose intended for a bid and will not be shared with third parties for unrelated or unlawful purposes. In addition, the information will be handled in line with record retention guidelines and be disposed of when the timelines in the guidelines have been reached. Any request for deletion of personal information will be acceded to in line with legislative requirements. Should such deletion impact on the evaluation, adjudication, awarding and contract phases a bidder will be informed and such impact effected.

2. POLITICAL PARTY AFFILIATION DECLARATION

The Electoral Commission reserves the right not to award the tender to a bidder that has affiliations with any registered political party/parties, candidate(s) or contestant(s)".

2.1 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have an affiliation with any registered political party/parties, candidate or contestant?

Delete whichever is not applicable

YES	NO
-----	----

2.1.1. If so, furnish particulars:

.....

I certify, that:

I have read and I understand the contents of this consent to the provisions set out in respect of the Protection of Personal Information Act (POPIA) and Political Party Affiliation.

2.2 I certify that the information furnished in this bid submission, which includes the information stated in respect of the applicable forms, is true and correct. I accept that the Electoral Commission may reject the bid or act against me should this declaration be found not to be true and complete in every respect.

2.3 Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.

2.4 I hereby bid to render all or any of the services described in the attached documents to the Electoral Commission on the terms and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices including VAT and on the terms regarding time for delivery and/or execution inserted therein.

I agree that:

- a) the offer herein shall remain binding upon me/us and open for acceptance by the Electoral Commission during the validity period indicated and calculated from the closing time of the tender;
- b) this tender and its acceptance shall be subject to the terms and conditions contained in the general tender conditions of the Electoral Commission with which I am/we are fully acquainted;
- c) I/we agree that my/our bid shall be valid for a period of 6 (six) months (180 Calendar days) and
- d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid.

2.5 I furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting

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contract/service level agreement and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

- 2.6 I hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
- 2.7 I agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgement which may be pronounced against me/us by a court of law as a result of such action.
- 2.8 Confirmation is granted that SARS may, on an ongoing basis during the contract term, disclose my/our (including that of subcontractors, partners and undisclosed principals) tax compliance status to the Electoral Commission for purposes of verifying my/our tax compliance status with SARS.
- 2.9 Notice has been taken of the tender document including all the relevant forms and the General Tender Conditions contained in this tender document, the content of which is understood.
- 2.10 It is confirmed that the required tender forms have been completed in full and signed.

.....
Name and Surname in Print

.....
Signature

.....
Position

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

Date.....

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PENALTIES

1. PENALTIES AS PER THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

If the Electoral Commission is of the view that a tenderer submitted false information regarding a specific goal it will follow the prescriptions as per regulation 9 and if the Electoral Commission concludes that such information is false it may -

- disqualify the tenderer or terminate the contract in whole or in part; and
- if applicable, claim damages from the tenderer.

2. PENALTIES AS PER THE B-BBEE ACT

It is contrary to the B-BBEE Act for a measured entity to trade with an invalid/ inconclusive or incorrect B-BBEE verification certificate, sworn affidavit or CIPC certificate.

Trading with an invalid or fraudulent B-BBEE certificate or sworn affidavit/ CIPC certificate may constitute an offence in terms of section 13O(1)(a) of the B-BBEE Act, which states that a person commits an offence if that person knowingly misrepresents or attempts to misrepresent the B-BBEE status of an enterprise, and the B-BBEE Commission may institute an investigation in terms of section 13J of the B-BBEE Act.

In addition, section 13A of the B-BBEE Act has empowered organs of state to cancel any contract or authorisation awarded on account of false information knowingly furnished by or on behalf of an enterprise in respect of its B-BBEE empowerment status.

If an entity is found to have violated the B-BBEE Act, the B-BBEE Commission is empowered to act accordingly as guided by the B-BBEE Act and this can result in the entity that violated the B-BBEE Act to be fined up to 10% of its annual turnover, and individuals involved could be imprisoned for up to 10 years, and/ or fined. Specifically, the offence under section 13O (2) could lead to imprisonment of up to 12 months, or a fine, or both the fine and imprisonment.

In terms of section 13O (2) a procurement officer or any official of an organ of state who becomes aware of the commission of, or attempt to commit any offence referred to under section 13O (1) and fails to report it, is guilty of an offence.

Any person convicted of an offence in terms of the BBEEA may not, for a period of 10 years from the date of conviction, contract or transact any business with any organ of state or public entity and must for that purpose be entered into the register of tender defaulters which the National Treasury maintain for that purpose.

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IMPORTANT NOTICE:

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

A Acceptance or Rejection of Bid (Primary Compliance Verification)

Legality of bid document:

The following shall lead to disqualification:

- i. Non-compliance with tender rules
- ii. Failure to attend a COMPULSORY briefing session (if applicable).
- iii. Failure to return all applicable pages of the tender document that must be signed/initialled.
- iv. Failure to complete tender forms in original ink.
- v. Failure to sign/ initial all applicable pages (**where a provision to sign has been provided**) of the tender document. Signing of the Bidder's Disclosure and Declaration is deemed equivalent to signing that specific page and/or signing the page represents signing the Bidder's Disclosure and Declaration.
- vi. Any changes/ alterations to pricing that are not signed/ initialled and/ or the use of correctional fluid/ tape or any similar product in respect of pricing in the tender document.
- vii. Any changes to the tender specifications (unless formally agreed to by the Electoral Commission and recorded as such before the closure of the tender).
- viii. Failure to complete and sign all affidavits, certificates, declarations and annexures contained in the tender in original ink.
- ix. Failure to register on the Central Supplier Database (CSD).
- x. A non-compliant tax status

The following may lead to disqualification:

Failure to sign/initial any other alterations and/or corrections to the information submitted by the tenderer, which the Electoral Commission may consider to be material.

Incomplete bid submission:

The following shall lead to disqualification:

- i. Rates and prices – schedules not completed as required.
- ii. Failure to submit obligatory written proposals/ explanations/ samples/ prototypes/ certificates or similar requirements.
- iii. In respect of subcontractors (>25%) or joint ventures or consortiums, failure to complete and submit the required tender forms (pages 13-25 of the tender document) or to submit evidence that your tax affairs are in order.

B Bid Evaluation

Inability to evaluate the tender:

Incomplete schedule of rates and prices.

Prices and information not furnished as specified and/ or required.

Incomplete written proposals/ submissions where required.

Bids that qualify for bid evaluation purpose shall be subjected to the bid evaluation criteria as set out in the bid specifications. Such bid evaluation shall include assessment and evaluation of the bidder's disclosure.

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

General questionnaire (for completion by the tenderer) to ensure compliance with tender requirements/ rules/ conditions/ specifications:

Question	If YES, Mark YES*	If NO, Mark NO*
Are you duly authorised to sign the tender?		
Has the <i>Bidder's Disclosure</i> and <i>Declaration</i> been completed and signed?		
Have separate forms (pages 14-24) been completed for each member of a consortium, joint venture or subcontractor as specified in the tender document?		
Is the tender document complete – i.e. are all pages as well as compulsory returnables included/returned with your bid submission?		
The use of pencil to complete the tender forms will invalidate your bid. Have all applicable pages of this document been completed and signed or initialled in original ink by the signatory of the tender document?		
Have all corrections/alterations to information and or prices made on this document been certified/signed/ initialled by the signatory of the tender document?		
Have you noted that the use of correction fluid/tape or any such products to amend prices shall invalidate your bid submission?		
Is your company (and any potential subcontractors) registered on the Central Supplier Database (CSD)? Please include a copy of your registration form in your bid submission.		
Are your tax affairs in order and reflected as being compliant on the Central Supplier Database (CSD)? As such, have you noted that your bid may be rejected at the time of awarding this tender if your tax status is non-compliant on the CSD?		
Have the General Tender Conditions been noted?		
Have the Bid Evaluation Criteria been noted?		
Has the Scope of Services been noted?		
Have prices been quoted VAT inclusive?		
Have a comprehensive written proposal and/or samples/ certificates/ <i>et cetera</i> as called for in this tender been prepared and submitted with the tender document?		

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SOUTH AFRICA

Electoral Commission

Tender

IEC/ICT-03/2026

2026/2027 Local Government Elections (LGE) Results System Audit

IMPORTANT NOTICE

Failure to comply with the completion of the tender conditions and the required information or submission of the required stipulated documents shall invalidate a bid.

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1. Introduction

The Electoral Commission requires a functional software audit of the 2026 Local Government Elections Results System, with a view of establishing an independent assessment and report on the functional soundness and data integrity of the system.

2. Background Information

The Electoral Commission is a permanent body created by the Constitution to promote and safeguard representative democracy in South Africa. Although accountable to Parliament, the Electoral Commission is independent of the government of the day. Its immediate task is the impartial management of free and fair elections at all levels of government.

Voting is conducted in approximately 23 292 voting districts (VDs) across the country and each voter receives two (2) or three (3) ballots depending on the area of residence. In a metropolitan council, voters will receive a ward and a PR ballot and in a municipal council a third ballot for the district council the municipal council belongs to. Once voting is done, counting commences and results slips are completed and signed by political parties and then transported to the Electoral Commission office in the relevant municipality. Results are then captured for each ballot type in a voting district, scanned and verified by auditors at approximately 300 Electoral Commission offices across the country.

As part of the preparations for the LGE 2026 elections, the Electoral Commission has commenced with a project to enhance the results system, incorporating a number of business requirements and lessons learnt from the previous elections. The Electoral Commission requires an external audit firm to verify the functionality and data integrity of the results system.

Bidders must print the tender documentation from the Electoral Commission's website (eProcurement system/eTender Portal) and then complete and submit all the required documentation before the due dates as specified in this document. The tender requires the manual completion of the documentation and submission thereof. No online bids are to be placed.

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Completed tender documents and supporting written submission must be submitted as stipulated in the tender document.

3. Technical Specifications

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 bidder’s specification is better. Anything below specification will be disqualified.

3.1 Current Environment

The Electoral Commission has a National Office in Centurion and Provincial Offices in each of the nine provinces. There are approximately 300 municipal offices around the country. The Electoral Commission has chosen Microsoft products as their standard across all platforms running in a client /server architecture. The Local Government Elections (LGE 2026) results system runs on the following platform:

- a) Windows 11
- b) Microsoft Server 2022
- c) Microsoft SQL Server 2022
- d) Microsoft Visual Studio 2019
- e) .NET Framework 4.8
- f) Microsoft SQL Reporting Services 2022 is being used for the report development.

The bidder is required to perform at a minimum the following as part of the functional software audit of the LGE 2026 results system audit:

3.2 Functional review – A review of the functionality provided by the application, which ensures that the system meets the requirements as specified in the design documentation (inclusive of the current system changes).

3.3 Data integrity review – A review of the controls within the application, which ensures the integrity, accuracy and completeness of data. This review needs to establish that the results captured are reflected and consolidated correctly across all reports (internal and public) and are in line with the seat calculation results.

3.4 System test – Perform an end-to-end system test which includes:

- a) Configuration of the electoral event

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- b) Capturing data
- c) Checking exceptions functionality
- d) Verifying seat calculations as per Schedules 1 & 2 of the Local Government: Municipal Structures Act, 117 of 1998.
- e) Verifying seat assignment
- f) Verifying the functionality of edit windows (refer to ANNEXURE A)
- g) Verifying the accuracy of reports
- h) Performing negative testing

3.5 Security review – A review of access and access controls.

3.6 Review of fixes – The scope will include reviewing remedial action taken which was identified during the review processes.

3.7 Audit outcome reports – At the end of the review, the service provider will be required to submit two reports:

- a) A management report, providing a high-level overview of the findings and status of the results system; and
- b) A detailed report addressing findings and proposed remedial actions both technically and functionally.

4. Planning Assumptions

The Electoral Commission has made the following assumptions:

- 4.1 The Electoral Commission will allocate technical resources and support to perform all auditing tasks, including the setup and configuration of internal firewalls and creation of users on the network.
- 4.2 The Electoral Commission will issue a formal purchase order to the successful bidder prior to the delivery of any products or services.

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4.3 The delivery of the services required must be completed within the days as stipulated in the delivery and implementation schedule stipulated in section 10.

4.4 The bidder must comply with the Electoral Commission’s change management process.

5. General Bid Conditions

The following standard bid conditions must be adhered to and complied with, failing of which the bid will be disqualified:

5.1 Bidders must submit their bids by not later than the stipulated closing date and time on the tender.

5.2 Bidders must complete and submit APPENDIX B: Technical Bid Response Sheet to show compliance to the tender requirements.

5.3 Methodology and procedures – Bidders must provide information on the methodologies and procedures that will be used to perform all the reviews detailed in section 3 above, including testing from the lowest SQL layer to the highest functional layer.

5.4 Capacity, track record and references – Bidders must include evidence of successfully implementing at least five (5) similar projects. The Electoral Commission requires reference sites and their contact details, including at least the company name, contact person(s), contact number(s), physical address, project cost, size of the project team and a short description of the nature of the project. The Electoral Commission prefers details of open reference sites where contact does not have to be arranged via the bidder. APPENDIX D has been included as a guide; however bidders can complete APPENDIX D and/or provide reference letters.

5.5 Team structure – The proposal must include the proposed team structure and the CVs of project resources that will be working on this particular engagement. The project team should include resources with systems analyst and SQL experience. The bidder

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must provide a skills and experience matrix (see APPENDIX E) for the resources proposed for this project.

5.6 Timeframe for each type of review – Bidder must provide a project plan showing the project timeframe (provided in section 10), proposals must include timelines for each of the six reviews required in section 3 above.

5.7 Bidder must provide a company profile or letter on their letterhead to confirm that they have a minimum of five (5) years’ experience in providing similar services.

6. Quality Control

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

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. 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.

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

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

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

6.6 The Electoral Commission will issue an official purchase order to the successful bidder before any services can be delivered.

6.7 Awarding of the bid to the successful bidder will be subject to the Electoral Commission's due diligence audit requirements, where applicable.

6.8 Although the Electoral Commission will only deal with the principal service provider, if a bidder plans to sub-contract any of the services in this bid, they are required to attach copies of sub-contracting agreements in their bid response documentation. The bidder must also familiarize themselves with Supply Chain Management (SCM) regulations with respect to subcontracting.

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 will be required to enter into a service level agreement (SLA/contract) with the Electoral Commission.

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7.4 The purpose of the SLA (if applicable other than what the Electoral Commission's standard purchase orders provide for) is to set 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.

8. Pricing Requirements

Completion of the detailed pricing schedule by responding to each item is compulsory. Failure to complete and submit this detailed pricing schedule as part of the bid submission shall lead to disqualification.

8.1 The total bid price must be firm for 180 days from the closing date and time of this bid and must be in South African Rand inclusive of VAT. Once awarded the prices will remain firm for the duration of the contract.

8.2 The price breakdown APPENDIX C: Pricing Schedule must be submitted as part of the bid's supporting documentation and will be used for adjudication.

8.3 Bidders are required to provide their team of resources with hourly rates, in case additional rework and review beyond the scope of this brief is required (APPENDIX C1).

8.4 A separate detailed breakdown covering all the reviews outlined in Technical Specifications (section 3 above). The total cost must be the same as the cost in APPENDIX C.

8.5 All costs associated with the supply and delivery to The Electoral Commission's National Office must be included in the total bid price. The total bid price must be inclusive of all factors which may contribute the cost of fulfilling the bid, factors such as:

- a) Any tools costs.
- b) Delivery costs to the Electoral Commission's national office in Centurion, Gauteng, South Africa.
- c) Services costs

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d) Bidders must provide a schedule containing the names of proposed resources with hourly rates

8.6 The Electoral Commission reserves the right to adjust costs by excluding some cost factors.

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

8.8 The solution proposed must be complete.

9. Adjudication and Award of Contract

9.1 Bidders are advised to refer to the **APPENDIX D: Bid Evaluation Criteria** to ensure that they have addressed all critical bid requirements.

9.2 The bid will be awarded to a bidder whose solution successfully conforms to specifications and is able to deliver the services, and in terms of the provisions of the Preferential Procurement Policy Framework Act, 2000 and specifically the Preferential Procurement Regulations, 2022.

9.3 The Electoral Commission will issue a formal order before any services can be delivered.

10. Delivery and Implementation Timeframe

Bidders will be required to adhere to the proposed project timelines as follows:

Project Timeline	Date
Tender briefing (non-compulsory)	17 March 2026
Submission of written proposal in tender box	27 March 2026
Project start	20 July 2026
Project end	30 September 2026
Final reports to be submitted	30 September 2026

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Services will be conducted at the following address:

**Election House
Riverside Office Park,
1303 Heuwel Avenue,
Centurion,
0157**

11. Enquiries

- 11.1 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.
- 11.2 All questions and the official responses will be published on the public VotaQuotes website (www.votaquotes.elections.org.za) where the bid is advertised.
- 11.3 Bidders are responsible for regularly monitoring the platform for any updates, clarifications, or additional information published during the bidding period.
- 11.4 No telephonic, email, or other forms of communication regarding bid enquiries will be accepted or responded to.
- 11.5 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

- 12.1 A non-compulsory hybrid briefing session will be held (link to be provided)

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13. Written Submissions

13.1 All tender documentation submissions must be received before the closing date and time for submissions as stipulated in the tender document. Submissions received after the closing date and time will lead to bids being disqualified and not considered.

13.2 All bids must be placed in the Electoral Commission’s tender box situated in the foyer of the Electoral Commission’s National Office in Centurion at the following address before the closing date and time of this tender at the following address:

Election House
Riverside Office Park,
1303 Heuwel Avenue,
Centurion,
0157

Note: Clearly mark your submission: For the attention of Procurement and Asset Management Department – Tender Number: **IEC/ICT-03/2026**

13.3 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’s Procurement and Asset Management Department.

14. Summary of Submission Requirements

14.1 All written supporting documentation must be submitted as stipulated in the bid requirement.

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

14.3 The following supporting documents must be submitted as part of the written submissions. Failure to submit these will lead to the bid being disqualified.

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- a) Completed technical specifications in accordance with the requirements in **APPENDIX B: Technical Bid Response Sheet** to demonstrate compliance with the bid specification as per 5.2.
- b) Evidence of Five (5) similar projects, as per 5.4 - **APPENDIX D: Guideline Reference Table**
- c) Completed pricing schedules as per 8.2 and 8.3 - **APPENDIX C: Pricing Schedule and APPENDIX C1, and a detailed pricing breakdown as per 8.4**
- d) A comprehensive approach (methodologies and procedures) on meeting the requirements as per 5.3
- e) A profile showing experience as per 5.7
- f) The proposal must include the proposed team structure and the CVs of project resources as per 5.5

15. Closing Date

The closing date and time of this tender is specified on the tender documents in accordance the bidding requirements. The closing date and time is determined by the clock on the Electoral Commission's servers and is not negotiable. Bidders must also take note supporting documentation must be delivered before closing date and time.

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16. APPENDIX A – High Level System Functionality

This section covers on a high-level the business processes as well as functionality developed.



Figure 1 Election Results Process

16.1 Results Capturing

Note that the process is repeated for three ballot types, namely ward and proportional (for metropolitan and local councils) as well as a proportional district council ballot (only for local councils).

Once a results slip for a voting district (VD) is received at the capturing site, the results can be captured on the results system as per **figure 2 and associated processes below**. The capturer captures the results for the VD (*process 3*) on the first capture screen of the results system as per the results slip, and then moves onto the second capture screen. The second capture screen is a replica of the first screen, but is blank with no results captured. The capturer has to re-enter the results for the VD on the second capture screen, as they did for the first capture screen. This process is referred to as the double blind capturing method.

Results capture validations are performed when the user clicks the save button on the second results capture screen. Should a validation requirement not be met, the applicable message will

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be displayed. The validations listed below check for the completeness and correctness of the captured results on the second save of the VD result:

- a) All results for the listed parties have been captured;
- b) First capture and second capture values are the same;
- c) Validate that the Total Votes Cast are equal to the sum of the Total Valid Votes and Total Number of Spoilt Votes;
- d) Validate that the Total Party Votes (all votes entered by the Capturer for the parties) is equal to the Total Valid Votes;
- e) Validate that the results captured for any one party does not exceed the pre-defined system parameter; and
- f) Validate that no fields (on first or second capture) are blank.

Once all the validations have been passed successfully, the external auditor (*process 4*) checks the captured result against the original results slip. If there is a match (*process 6*), the auditor confirms the result (*process 6b*) against their own unique code (*process 5*). If there is any difference, the auditor sends the result back for recapture (*process 6a*).

The system then checks a number of exceptions, e.g. very high or low turnout, big difference between the PR and ward ballots etc. (*process 8*). If there are no exceptions, the result is available for display (*process 9*) and if there are exceptions, a separate process is followed to investigate and resolve. (*process 8a*).

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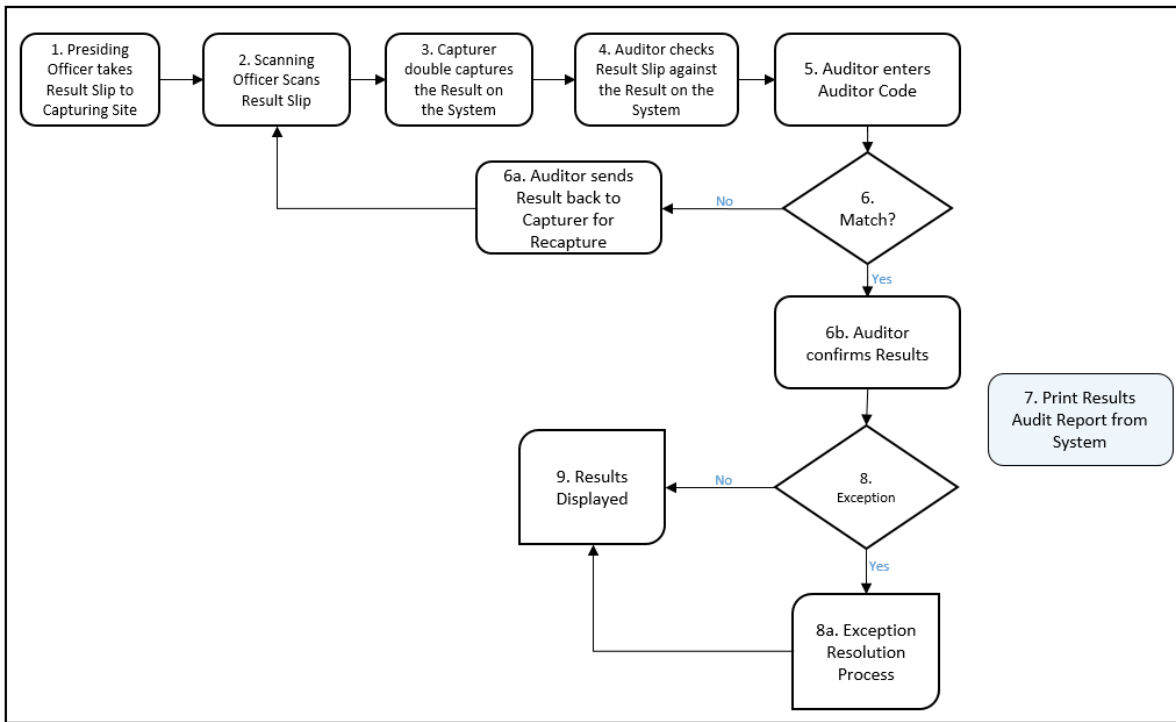


Figure 2: Voting, Counting and Results Capturing Processes

16.2 Results Slip Scanning

As part of the results capturing exercise, the Electoral Commission will be scanning each of the results slips used to capture results (*process 2* of figure 2). The scanned images of the slips will be transferred from each capturing site to National Office servers using Microsoft MSMQ. The Results system will provide reporting on the progress of images that have already been scanned and transferred to the central servers at National Office. System users are able to view the scanned images while viewing the Voting District (VD) results or by just typing the VD Number. Results are not available if the relevant result slip is not scanned.

Functionality on the Result System to support this process *includes*:

- a) Print blank result slip, after approval through an escalating workflow (new functionality)
- b) Capture result
- c) Scan result slip
- d) Audit result
- e) Audit result report

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- f) Outstanding voting results report
- g) Result capturing progress report
- h) Exceptions/Variance report
- i) Results Excluded/Not Expected report
- j) Results report
- k) Party Result report
- l) Overall Party Statistics report
- m) Voter Turnout and Spoilt Ballots report
- n) % Voter Turnout report
- o) Gain/Loss in Party Support report

16.3 Edit Window

Once a result has been captured and audited for a VD, it can only be recaptured or edited in an edit window. When this occurs, a capturer can request an edit window, which allows for the editing of the captured result within a limited timeframe.

Captors will capture the request for an edit window on the results system. Once submitted by the capturer, the request will be forwarded to the Provincial Electoral Officer (PEO) and thereafter National Office for approval. At each stage of the approval process, an SMS will be sent to the applicable approver, notifying them of the status of the edit window request. This will ensure that edit windows are actioned immediately or in the shortest possible time. Once an edit window has been opened, the VD result is captured again using the same results capture process.

There will also be instances when an edit window will be requested to resolve an exception. Once an edit window has been opened, the result must be recaptured and audited as per the normal capturing/auditing process before the request edit window flag can be removed and exception closed.

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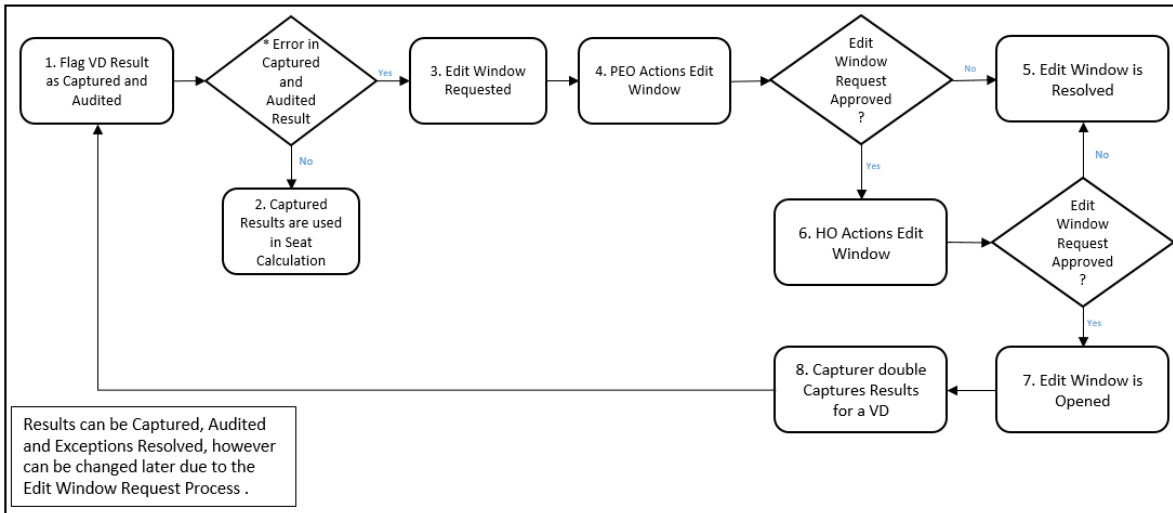


Figure 3: Edit Window Processes

Functionality on the Result System to support this process includes:

- a) Maintain edit window duration
- b) Capture edit window
- c) Maintain edit window
- d) Capture result
- e) Audit result
- f) Audit result report
- g) Voting districts in edit window report

16.4 Seat Allocation

The calculation of seats can only occur when the following conditions have been met:

- a) All results have been received and audited for those VDs where results are expected
- b) All results slips have been scanned;
- c) All exceptions have been resolved;
- d) All edit windows have been resolved.

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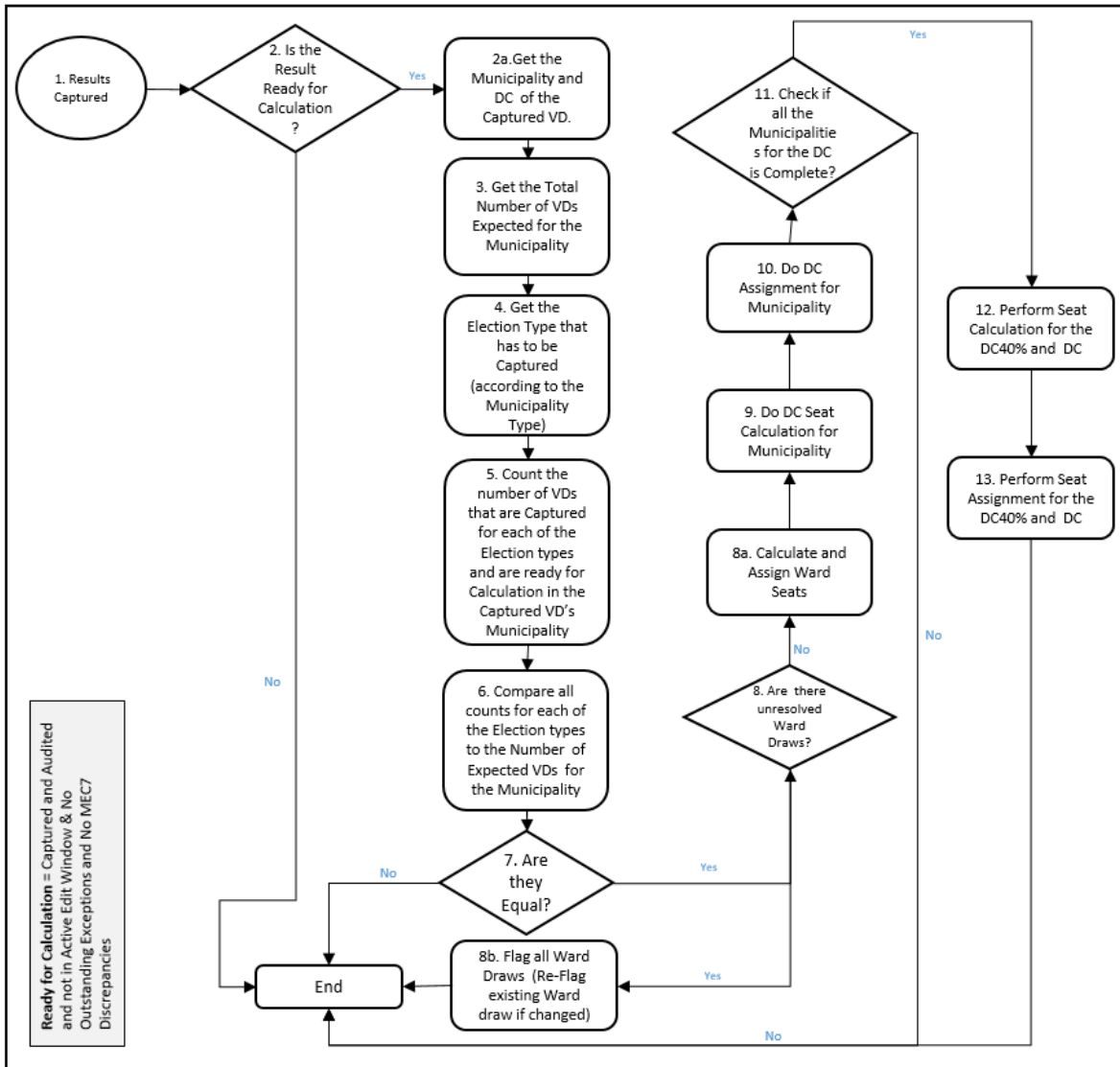


Figure 4: Calculation and Assignment Processes

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16.5 Exception Resolution

Exceptions will be raised on the results system for resolution:

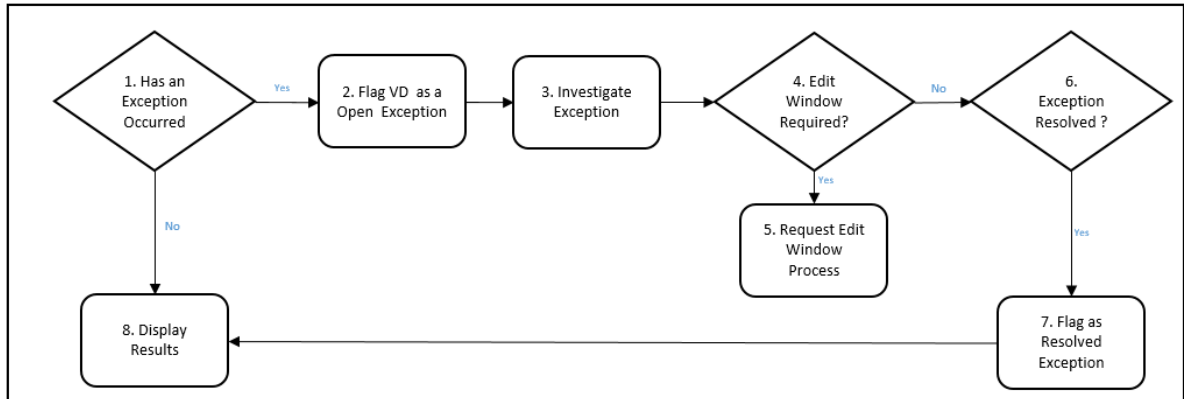


Figure 5 Exceptions Processes

16.6 Section 65 Objections

The results system caters for the handling of objections material to the results (S65 of the Municipal Electoral Act, 27 of 2000) raised by parties and therefore a module catering for this functionality has been developed. The Section 65 Objections module will feature very basic functionality which will allow for the capturing of an objection, the resolution of objections and the reporting of outstanding and resolved objections.

Section 65 Objections need to be lodged by parties or individuals as outlined in the Act. Therefore, Objectors are required to submit written objections to the Legal department. These objections need to be captured within the Section 65 Objections module, evaluated and investigated in the prescribed manner. The decision of the Electoral Commission will be recorded and the Objector informed thereof.

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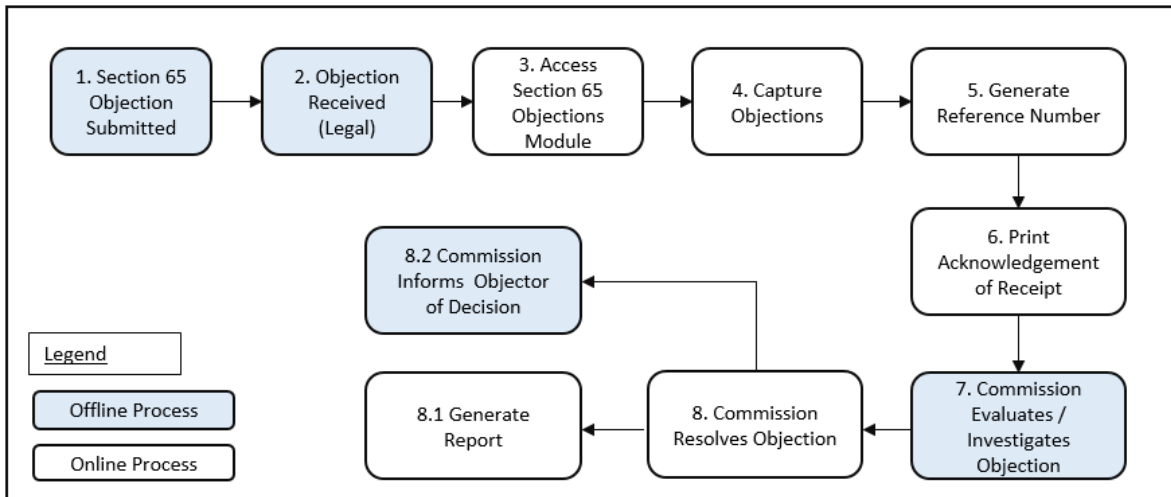


Figure 6 Section 65 Objections Process

Any objection that is raised in the S65 module will hold up the seat calculation process and therefore all objections must be resolved before the seat calculation process can kick off.

Section 65 Objections need to be lodged by parties or individuals as outlined in the Electoral Act. Therefore, objectors are required to submit written objections to the Legal department. These objections need to be captured within the Section 65 Objections module, evaluated and investigated in the prescribed manner. The decision of the Electoral Commission will be recorded and the Objector informed thereof.

17. Appendix B: Technical Sheet Response Sheet

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Appendix B – Technical Bid Response Sheet

Completion of this technical response sheet by the bidder is compulsory. Bidder must comply every item of the requirements. Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification

Item Number	Compliance Minimum Requirements	Reference	Bidders must indicate whichever is applicable		Bidders must substantiate their compliance choice below or provide a reference to their proposal.
			Yes	No	
1	Functional review – The service provider will perform a review of the functionality provided by the application, which ensures that the system meets the requirements as specified in the design documentation (inclusive of the current system changes).	3.2			
2	Data integrity review – the service provider shall perform a review of the controls within the application, which ensures the integrity, accuracy and completeness of data. This review needs to establish that the results captured are reflected and consolidated correctly across all reports (internal and public) and are in line with the seat calculation results	3.3			
3	System test – the service provider shall perform an end-to-end system test which includes:	3.4			
3.1	Configuration of the electoral event	3.4(a)			
3.2	Capturing data	3.4(b)			
3.3	Checking exceptions functionality	3.4(c)			

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Item Number	Compliance Minimum Requirements	Reference	Bidders must indicate whichever is applicable		Bidders must substantiate their compliance choice below or provide a reference to their proposal.
			Yes	No	
3.4	Verifying seat calculations as per Schedules 1 & 2 of the Local Government: Municipal Structures Act, 117 of 1998.	3.4(d)			
3.5	Verifying seat assignment	3.4(e)			
3.6	Verifying the functionality of edit windows (refer to APPENDIX A)	3.4(f)			
3.7	Verifying the accuracy of reports	3.4(g)			
3.8	Performing negative testing	3.4(h)			
4	Security review – The bidder shall perform a review of access and access controls	3.5			
5	Review of fixes – The scope will include reviewing remedial action taken which was identified during the review processes	3.6			
6	Audit outcome reports – At the end of the review, the service provider will be required to submit two reports:	3.7			
6.1	A management report, providing a high-level overview of the findings and status of the results system; and	3.7(a)			
6.2	A detailed report addressing findings and proposed remedial actions both technically and functionally	3.7(b)			

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18. APPENDIX C: PRICING SCHEDULE

PRICING SCHEDULE Completion of this Price Schedule by the bidder is compulsory. Failure to complete and submit this pricing schedule as part of the bid submission shall lead to disqualification. Bidder must also provide a separate detailed breakdown of each item		
No	Review	Total Cost (VAT Inclusive)
1	Functional review (Detailed breakdown must be included)	R.....
2	Data integrity review (Detailed breakdown must be included)	R.....
3	System test (Detailed breakdown must be included)	R.....
4	Security review (Detailed breakdown must be included)	R.....
5	Review of Fixes (Use a total of 40 hours for costing purposes, payment will done on actual hours worked)	R.....
6	Audit outcome reports (Detailed breakdown must be included)	R.....
TOTAL COST		R.....
*The total bid price inclusive of VAT is the bid price that will be used for bid evaluation and adjudication. No any other additional costs will be accepted.		

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18.1 APPENDIX C1: Hourly Rates

APPENDIX C1: Hourly Rates Bidders must supply the level of the resources and the number of resources available for this project		
Name of resource	Resource Type / Level	Resource rate per hour (VAT inclusive)
		R.....
		R.....
		R.....
		R.....
		R.....
		R.....
		R.....
		R.....
		R.....

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APPENDIX C1: Hourly Rates
 Bidders must supply the level of the resources and the number of resources available for this project

Name of resource	Resource Type / Level	Resource rate per hour (VAT inclusive)
		R.....
		R.....

Total number of resources available for this project:.....

Note: Schedule C1 will not be considered in the comparative pricing of the tender. Therefore, the schedule is included to assist in determining the final costing of the *Review of Fixes* phase.

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19. APPENDIX D: Guideline Reference Table

Reference #1

EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS:		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Description of the project	
	Number of Resources on the project	
	Estimated project cost	
	How long did the project take?	
Timeframe	When was this done?	

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Reference #2

EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS:		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Description of the project	
	Number of Resources on the project	
	Estimated project cost	
	How long did the project take?	
Timeframe	When was this done?	

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Reference #3

EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS:		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Description of the project	
	Number of Resources on the project	
	Estimated project cost	
	How long did the project take?	
Timeframe	When was this done?	

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Reference #4

EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS:		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Description of the project	
	Number of Resources on the project	
	Estimated project cost	
	How long did the project take?	
Timeframe	When was this done?	

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Reference #5

EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS:		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Description of the project	
	Number of Resources on the project	
	Estimated project cost	
	How long did the project take?	
Timeframe	When was this done?	

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20. APPENDIX E: Evaluation Criteria

Bidders are advised to refer to APPENDIX E to ensure that they have addressed all critical bid requirements which will be used for assessing the bids. Bidders are “NOT” expected to complete and submit this section.

20.1 Stage 1: Assessment of Bidder’s Disclosure

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

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

In this regard, the following must be noted:

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

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, is attached herewith for all entities who participate in the bid process.

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

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

- (a) a person within the bidding entity is an employee of the State, the Electoral Commission’s 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.

20.1 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.

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

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

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

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

20.5 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.		
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 remain non-compliant as per the provisions of National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification.

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20.2 Stage 2: Key Qualifying Criteria

Stage 2 – Key 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 complete and submit technical specification as per 5.2? (APPENDIX B: Technical Bid Response Sheet)?			
2.	Did the bidder complete and submit pricing schedule as per 8.2? (APPENDIX C: Pricing Schedule) and hourly rates (APPENDIX C1) as per 8.3?			
3.	Did the bidder submit a comprehensive approach (with methodologies and procedures) as to how they will deliver the service as per 5.3?			
4.	Did the bidder submit evidence of five (5) similar projects as per 5.4?			
5.	Did the bidder include a proposed team structure for this engagement as per 5.5?			
6.	Did the bidder include a project plan aligned to the delivery schedule (Section 10) as per 5.6?			
7.	Did bidder provide a detailed cost breakdown as per 8.4?			
Overall Stage 2 Outcomes:		<u>Assessment Comments:</u>		
		Bid qualifies for further consideration: (YES/NO):		

20.3 Stage 3: Technical Evaluation

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Stage 3 – Technical Evaluation Non-compliance may lead to disqualification.					
Item Number	Compliance Minimum Requirements	Reference	Bidders must indicate whichever is applicable		Bidders must substantiate their compliance choice below or provide a reference to their proposal.
			Yes	No	
1	Functional review – The service provider will perform a review of the functionality provided by the application, which ensures that the system meets the requirements as specified in the design documentation (inclusive of the current system changes).	3.2			
2	Data integrity review – the service provider shall perform a review of the controls within the application, which ensures the integrity, accuracy and completeness of data. This review needs to establish that the results captured are reflected and consolidated correctly across all reports (internal and public) and are in line with the seat calculation results	3.3			
3	System test – the service provider shall perform an end-to-end system test which includes:	3.4			
3.1	Configuration of the electoral event	3.4(a)			
3.2	Capturing data	3.4(b)			
3.3	Checking exceptions functionality	3.4(c)			

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Stage 3 – Technical Evaluation					
Non-compliance may lead to disqualification.					
Item Number	Compliance Minimum Requirements	Reference	Bidders must indicate whichever is applicable		Bidders must substantiate their compliance choice below or provide a reference to their proposal.
			Yes	No	
3.4	Verifying seat calculations as per Schedules 1 & 2 of the Local Government: Municipal Structures Act, 117 of 1998.	3.4(d)			
3.5	Verifying seat assignment	3.4(e)			
3.6	Verifying the functionality of edit windows (refer to APPENDIX A)	3.4(f)			
3.7	Verifying the accuracy of reports	3.4(g)			
3.8	Performing negative testing	3.4(h)			
3.9	Security review – The bidder shall perform a review of access and access controls	3.5			
5	Review of fixes – The scope will include reviewing remedial action taken which was identified during the review processes	3.6			
6	Audit outcome reports – At the end of the review, the service provider will be required to submit two reports:	3.7			
6.1	A management report, providing a high-level overview of the findings and status of the results system; and	3.7(a)			
6.2	A detailed report addressing findings and proposed remedial actions both technically and functionally	3.7(b)			

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Overall Stage 3 Outcomes:	<u>Assessment Comments:</u>
	Bid qualifies for further consideration: (YES/NO):

20.4 Stage 4: Technical Scoring

Bid Evaluation Criteria: Stage 4 – Technical Scoring					
To qualify to the next phase of adjudication a bidder must score a minimum of 75% (75/100)					
	Criteria	Available Score	Points Allocation	Actual Score	Comments
1	Relevant Reference	30	a) Contact Details (Customer name, Contact Person, Email, Telephone and Physical address) = 1 point b) Description of Services provided = 1 point c) Number of resources on the project = 1 point d) Project cost: ≥ R100 000 and < R1 500 000 (1 point); >= R1 500 000 (2 points) e) Service provided within the last 3 years = 1 point Total for references (30) = maximum 6 points per reference (5)		

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Bid Evaluation Criteria: Stage 4 – Technical Scoring

To qualify to the next phase of adjudication a bidder must score a minimum of 75% (75/100)

	Criteria	Available Score	Points Allocation	Actual Score	Comments
			references)		
2	Experience	5	Bidder has experience that is: a) ≥ 5 years and < 7 years (3 points) b) ≥ 7 years (5 points)		
4	Procedures for each review	15	Bidder has included at least three procedures per review a) Procedures for each of the 5 reviews (3 points per review, one point per applicable procedure to a maximum of three)		
5	Resource capacity	8	a) Capacity available (1 point for 1-3 resources), (5 points 4-6 resources), (8 points for >6 resources)		

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Bid Evaluation Criteria: Stage 4 – Technical Scoring

To qualify to the next phase of adjudication a bidder must score a minimum of 75% (75/100)

	Criteria	Available Score	Points Allocation	Actual Score	Comments
6	Team Structure	27	a) CVs are provided and relevant to an ICT system audit and the management thereof (3 points per CV to a maximum of 21 points) b) CVs of at least one (1) system analyst and one (1) resource with SQL skills – 3 points per role (6 points).		
7	Project Plan	15	Bidder has submitted a project plan, a) Covering all the reviews/phases at a minimum (12 points – two (2) per phase) b) Aligned to the timeframes in Section 10 (3 points)		
Overall Stage 4 Outcomes:		<p><u>Assessment Comments:</u></p>			
		<p>Bid qualifies for further consideration: (YES/NO):</p>			

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20.5 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 tender 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

Bid Evaluation Committee

	Evaluation Committee Member's Name	Signature	Date
1			
2			
3			
4			
5			

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