



REFERENCE: IEC/MP-03/2021

CLOSING DATE: 4 OCTOBER 2021

ENQUIRIES

TECHNICAL SPECIFICATIONS: Gwen Sebastian/Knox Simelane

Tel: 013 762-0667/ 013 762-0674 or **eMail:** sebastiang@elections.org.za; simelanek@elections.org.za

ADMINISTRATIVE ENQUIRIES: Mr Vincent Qwabe

Tel: (012) 622-5576

TENDER IEC/MP-03/2021

PROVISION FOR IEC MPUMALANGA ROC CATERING SERVICES

Kindly furnish the Electoral Commission with a bid for the provision of catering services as per the attached documents.

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

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

In order to minimize risks due to the Covid-19 pandemic, no briefing sessions for tenders of the Electoral Commission will take place at this stage. Bidders are encouraged to raise any point for clarification with the designated contact persons above.

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

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

Yours sincerely

MARIUS STEYN
MANAGER: SCM

Electoral Commission

Ensuring Free and Fair Elections

Commissioners: Mr V.G. Mashinini (Chairperson) | Ms J.Y. Love (Vice-Chairperson) | Dr N.P. Masuku | Mr M. Moepya | Judge D. Pillay
National Office: Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0157 | P/Bag X112, Centurion, 0046
info@elections.org.za | www.elections.org.za
Tel (+27) 12 622 5700 | Fax (+27) 622 5784

TENDER NUMBER: IEC/MP-03/2021
PROVISION FOR IEC MPUMALANGA ROC CATERING SERVICES

CLOSING TIME: 11:00

CLOSING DATE: 1 OCTOBER 2021

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

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

ALL TENDER FORMS (**PAGE 2 THROUGH TO PAGE 64**) MUST BE COMPLETED AND SIGNED IN ORIGINAL INK. FORMS WITH PHOTOCOPIED SIGNATURES/INITIALS OR ANY OTHER SUCH REPRODUCTION OF DETAIL WILL BE REJECTED, RESULTING IN THE TENDER BEING DISQUALIFIED.

SUBMIT YOUR BID IN A SEPARATE SEALED ENVELOPE OR SUITABLE CONTAINER IF NECESSITATED AND WRITE YOUR COMPANY NAME AS WELL AS THIS TENDER REFERENCE NUMBER (**IEC/MP-03/2021**) ON THE ENVELOPE/CONTAINER.

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

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

23 Roodt Street

Nelspruit

MBOMBELA

THE TENDER BOX WILL BE OPEN DURING OFFICE HOURS.

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

BIDS RECEIVED AFTER THE CLOSING DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED FOR CONSIDERATION. LATE BIDS ARE RECORDED BUT SET ASIDE.

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

THE ELECTORAL COMMISSION WILL PUBLISH THE AWARD OF THIS TENDER IN THE GOVERNMENT TENDER BULLETIN AND APPLICABLE MEDIA AS REQUIRED. SERVICE PROVIDERS SHOULD NOTE THE AWARD OF THE TENDER AS PUBLISHED. NO GENERAL NOTICES TO UNSUCCESSFUL BIDDERS WILL BE ISSUED.

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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

TABLE OF CONTENTS

BACKGROUND.....	4
GENERAL TENDER CONDITIONS	5
TENDER SUBMISSION	13
ORGANISATIONAL PROFILE.....	14
FINANCIAL INFORMATION	17
DELIVERABLES AND GUARANTEES	18
PAST SUPPLY CHAIN PRACTICES.....	19
DECLARATION OF INTEREST	20
CERTIFICATE	22
BID EVALUATION.....	26
GENERAL QUESTIONNAIRE TO ENSURE COMPLIANCE WITH TENDER REQUIREMENTS/RULES/CONDITIONS/SPECIFICATIONS:	27
BID SPECIFICATIONS	28

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

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 213 municipal electoral offices, nine provincial offices and warehouses and the national office and warehouse in Pretoria.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

GENERAL TENDER CONDITIONS

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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

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

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

- (r) "total revenue" bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007; and
 - (s) "trust" means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
3. The tender forms are drafted to ensure that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire/s (where applicable) or in a separate annexure/s.
 4. The tender forms shall not be retyped or redrafted but photocopies may be prepared and used. All photocopied pages must, however, be completed and signed/initialled in original ink as stipulated.
 5. Additional offers may be made for any item in response to this tender but only on a photocopy of the applicable page/s. Additional offers made in any other manner may be disregarded.
 6. Tenders must not be qualified by the bidder's own conditions of tender. Failure to comply with this requirement shall invalidate the bid.
 7. Failure on the part of the bidder to *sign/initial all applicable pages* of this tender form and thus to acknowledge and accept the conditions in writing shall invalidate the bid submission.
 8. Failure on the part of the bidder to complete the attached forms, questionnaires and specifications' document in all respects may invalidate the bid submission. Failure to complete mandatory forms/schedules shall invalidate the bid submission.
 9. All changes/alterations in the bid document should be signed/initialled. Failure on the part of the bidder to sign/initial any alterations and/or corrections made to information provided in this tender form may invalidate the tender.
 10. No correction fluid/tape or similar products will be allowed and the use thereof on any page of the tender document may invalidate your bid submission.
 11. Any changes/alterations to pricing that are not signed/initialled are considered material, and shall invalidate the bid submission. Correction fluid/tape or similar products will not be allowed to amend prices and the use thereof shall invalidate the bid submission.
 12. Information/detail provided on completed tender forms must be legible and ink must be used. Tender forms completed and signed mechanically, e.g. by means of a typewriter/computer are deemed to have been completed in original ink. Pencil must not be used as it shall lead to the disqualification of the bid submission.
 13. Service providers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated. Incomplete bid submissions (i.e. with missing pages) shall be disqualified.
 14. Tender prices must be all inclusive, including VAT in respect of all vendors registered for VAT purposes. Non-VAT registered bidder shall not charge VAT.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

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

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

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

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

- (d) If delivery is not met as per agreement, the Electoral Commission reserves the right to cancel the outstanding delivery, and recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct.
 - (e) No price adjustments shall be accepted unless stipulated in the bid document received. The bidder will be obliged to sell at tendered prices.
 - (f) The award of the tender may be subjected to the negotiation of a market-related price with a bidder in accordance with the provisions of the Preferential Procurement Regulations, 2017.
 - (g) The Electoral Commission shall not be responsible for any risk in relation to the goods before delivery.
 - (h) The Electoral Commission shall not be obliged to pay for any goods with any deviation from the agreed specification and quality.
 - (i) The Electoral Commission shall be entitled to return any goods with defects or deviations from the agreed specification without consent from the bidder.
 - (j) The service provider shall submit a valid tax invoice where the service provider is VAT registered, or a valid invoice if the service provider is not VAT registered, conforming to tax law requirements, to the Electoral Commission. The invoice amount shall correspond with the order amount and shall be VAT inclusive, where applicable.
 - (k) Details provided on invoices issued to the Electoral Commission must correspond to the details of the bidder as registered on the Central Supplier Database (CSD). It remains the bidder's responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to the bidder.
 - (l) Payment shall be effected within 30 days of receipt of a valid invoice/s together with a statement of the Electoral Commission's account, unless a dispute arises in respect of such invoice/s. Every effort shall be made to take advantage of special discounts.
 - (m) To avoid unnecessary delays in payment, it remains the bidder's responsibility to ensure that banking details are correct and validated on the Central Supplier Database (CSD). The Electoral Commission will not be liable for interest accrued on overdue accounts where the bidder has not resolved their incorrect banking details on the CSD.
38. No damages shall be claimable by the Electoral Commission in respect of any reasonable period of delay which the bidder can prove to the satisfaction of the Electoral Commission to be directly due to unforeseen events and/or any *force majeure*.
39. If the execution of any SLA/contract entered into is likely to be delayed or is in fact being delayed on account of any reason, full particulars of the circumstances shall be immediately reported in writing to the contact person stated in the service level agreement (SLA/contract), and at the same time the bidder shall indicate the extension of the delivery/completion period which will then be required.
40. 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.
41. Service providers may, at the discretion of the Electoral Commission, be requested to submit samples or prototypes, make presentations and/or written submissions in order for the Electoral Commission to assess compliance with tender conditions and specifications.
42. Scoring in respect of this tender will be based on the provisions of the Preferential Procurement Policy Framework Act, 2000 (PPPFA) and Preferential Procurement Regulations, 2017. These regulations require bidders to submit valid original or certified copies of their B-BBEE Status Level Certificates from accredited verification agencies or an affidavit as applicable.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

43. The following preference point systems are applicable to bids of the Electoral Commission:
- the 80/20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes included);
 - the 90/10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included); and
 - if it is unclear which preference point system will be applicable, then either the 80/20 or the 90/10 preference point system will apply and the lowest acceptable bid will be used to determine the applicable preference point system.
44. **The value of this tender is estimated to not exceed R50,000,000 (all applicable taxes included) and therefore the 80/20 scoring system shall be applicable.**
45. Preference points for this bid shall be awarded for:
- Price (80 or 90 as applicable); and
 - B-BBEE status level of contribution (20 or 10 as applicable).
46. A maximum of 80 or 90 points is allocated for price on the following basis:

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

Where

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

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

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

48. Bidders who qualify as exempted micro enterprises (EMEs) in terms of the B-BBEE Act must submit a sworn affidavit (with the exception of sector codes).
- For sectors not repealed nor amended, a B-BBEE status level certificate issued by an Accounting Officer as contemplated in the Close Corporation Act (CCA), or a Verification Agency accredited by South African Accreditation System (SANAS) or a Registered Auditor. Registered auditors do not need to meet the prerequisite for Independent Regulatory Board of Auditors (IRBA) approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
49. Bidders who qualify as qualifying small enterprises (QSEs) in terms of the B-BBEE Act must submit a sworn affidavit or B-BBEE status level certificate as applicable.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

- (a) QSEs with at least 51% black ownership must submit a B-BBEE QSE sworn affidavit.
- (b) QSEs with 50% or less black ownership must submit their original and valid B-BBEE status level certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by South African Accreditation System (SANAS).
- 50. Bidders other than EMEs or QSEs with at least 50% black ownership must submit their original and valid B-BBEE status level certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Verification Agency accredited by South African Accreditation System (SANAS).
- 51. Failure on the part of a bidder to complete and/or to sign this form and submit a sworn affidavit, or an original or a certified copy of a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 52. A trust, consortium or joint venture, will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
- 53. A trust, consortium or joint venture will qualify for points for its B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE status level certificate as if it were a group structure and that such a consolidated B-BBEE status level certificate is prepared for every separate bid.
- 54. 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.
- 55. A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 56. A person awarded a SLA/contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 57. The Electoral Commission reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points, in any manner required by the Electoral Commission. In the event that no response is received from the issuer of the certificate after 48 hours no B-BBEE points will be allocated in the final scoring.
- 58. The bidder obtaining the highest number of total points will be awarded the SLA/contract subject to complying with all the other requirements, such as, meeting the technical specifications and satisfying the Electoral Commission's due diligence audit requirements which entails confirmation of the bidder's capacity, capability and ability to render the goods/services in accordance with the tender conditions/specifications.
- 59. 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.
- 60. Points scored will be rounded off to the nearest 2 decimal places.
- 61. In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of preference points for B-BBEE.
- 62. However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid will be the one scoring the highest score for functionality.
- 63. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

BID SUBMISSION

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

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

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

Separate forms must be used in each case.

Failure to complete and sign/initial all pages, in original ink, of this document shall invalidate your bid.

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

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

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

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

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

PROSPECTIVE BIDDERS MUST REGISTER ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD) PRIOR TO SUBMITTING THEIR BIDS. FAILURE TO REGISTER ON THE CSD SHALL INVALIDATE YOUR TENDER.

A BIDDER'S TAX AFFAIRS MUST BE IN ORDER TO BE CONSIDERED IN THE ADJUDICATION OF THIS TENDER. A BIDDER'S TAX COMPLIANCE STATUS IS REFLECTED ON THE NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD).

A BIDDER'S TAX COMPLIANCE STATUS SHALL APPLY AS IT WAS AT THE TIME OF THE AWARD OF THE TENDER. THE TENDER SHALL ONLY BE AWARDED TO A BIDDER THAT IS TAX COMPLIANT. THE ELECTORAL COMMISSION VERIFIES TAX STATUS AGAINST THE CSD. ANY BID WITH A NON-COMPLIANT TAX STATUS SHALL BE REJECTED AT THE TIME OF THE AWARD OF THE TENDER. TAX NON-COMPLIANT BIDDERS ARE, THEREFORE, ENCOURAGED TO CONTINUOUSLY MONITOR THEIR TAX COMPLIANCE STATUS ON THE CSD AND MUST ENSURE THAT THEIR STATUS REFLECTS AS TAX COMPLIANT. BIDDERS MUST RESOLVE ANY PENDING TAX ISSUES WITH SARS TIMEOUSLY AS IT TAKES TIME FOR STATUS CHANGES TO BE EFFECTED FROM THE SARS TAX COMPLIANCE SYSTEM (TCS) TO THE CSD.

ALTHOUGH NOT ALL THE INFORMATION REQUESTED HEREUNDER MIGHT BE RELEVANT TO THE SPECIFIC REQUIREMENTS OF THIS TENDER, YOU ARE REQUESTED TO COMPLETE THE DOCUMENT WITH AS MUCH RELEVANT DETAIL AS POSSIBLE.

THE INFORMATION MAY BE USED DURING THE BID EVALUATION PROCESS OF THE TENDER.

TENDER QUESTIONNAIRE {INCLUDING THE CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD9), DECLARATION OF BIDDER'S PAST SUPPLY CHAIN PRACTICES (SBD8), DECLARATION OF INTEREST (SBD4), THE ENTERPRISE DECLARATION AFFADAVIT, INVITATION TO BID AND TERMS AND CONDITIONS OF THE BID (SBD1)}

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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

ORGANISATIONAL PROFILE

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

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

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

4. Contact person (person representing bidder):
5. Contact number:
6. Cellphone number:
7. eMail address:
8. Physical address of bidder:Postal Code:
9. Type Of Company/Enterprise [TICK APPLICABLE BOX]
 - ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation (CC)
 - ☐ Company
 - ☐ (Pty) Ltd
10. Describe Principal Business Activities
.....
11. Company Classification [TICK APPLICABLE BOX]
 - ☐ Manufacturer
 - ☐ Supplier
 - ☐ Professional
 - ☐ Other, e.g. transporter, *et cetera*.
12. Total number of years the company/firm has been in business:.....

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
 The use of any correction fluid, tape or similar products may invalidate your tender submission!!

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

Full Name	Identity Number

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

Non-SMME		Very Small	
Medium		Micro	
Small		EME	

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

16. Is the entity an exempted micro enterprise (EME) for the purposes of the Preferential Procurement Regulations, 2017?

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

YES		NO	
YES		NO	

18. If yes, who issued the certificate?

Commissioner of Oaths in the case of an applicable sworn affidavit	
A verification agency accredited by the South African Accreditation System (SANAS)	
An IRBA registered auditor	

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

19. Legal status of bidder (tick one box)

Principal bidder		
Subcontractor		% of work will be subcontracted*
Consortium		
Joint venture (JV)		
Other, specify		

In the case of subcontractors, where more than 25% of the work will be done by such subcontractor/s, each subcontractor must complete the tender questionnaire (including the certificate of independent bid determination (SBD9), declaration of bidder's past supply chain practices (SBD8), declaration of interest (SBD4) and the enterprise declaration affidavit.)

Separate forms must be used in each case.

The tax affairs of subcontractors must also be in order on the Central Supplier Database (CSD).

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

20.	Is your company a designated employer in terms of the Employment Equity Act (EEA)? (Act 55 of 1998)	YES		NO	
21.	Does your company comply with Chapter III of the Employment Equity Act? (Act 55 of 1998)	YES		NO	EXEMPT

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

22.1 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

Section 53(2) states: 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.

22.2 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.

23. In the event of subcontractors being used to render the services required in terms of this tender, the principal bidder must complete the schedule below in order to clearly indicate which entities will be 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	The B-BBEE status level of the sub-contractor	Sub-contractor is an EME or QSE (Please indicate EME, QSE, or "N/a")
Total % of Work to be Sub-contracted*	 %		

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

FINANCIAL INFORMATION

24. 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. 2019, 2020, 2021)	Annual Turnover	Gross Asset Value	Net Asset Value
	R	R	R
	R	R	R
	R	R	R
	R	R	R

25. 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.....

26. Is your company listed on the Stock Exchange?

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

27. 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

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

DELIVERABLES AND GUARANTEES

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

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

29. 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	
-----	--	----	--

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

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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

PAST SUPPLY CHAIN PRACTICES
(SBD8)

31. Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?

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

(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied).

The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.

If so, furnish particulars:

.....

32. Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?

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

The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.

If so, furnish particulars:

.....

33. Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?

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

If so, furnish particulars:

.....

34. Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?

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

If so, furnish particulars:

.....

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

DECLARATION OF INTEREST
(SBD4)

35. Are you or any person connected with the bidder presently employed by the state?

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

If so, furnish the following particulars:

Name of person/director/trustee/shareholder/member:

Name of state institution to which the person is connected:

Position occupied in the state institution:

Any other particulars:

.....

Was appropriate authority to undertake remunerative work outside employment in the public sector obtained?

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

Did you attach proof of such authority to the bid document?

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

If no, furnish reasons for non-submission of such proof:

.....

.....

36. Did you or your spouse, or any of the company's directors/trustees/shareholders/ members or their spouses conduct business with the state in the previous twelve months?

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

If so, furnish particulars.

.....

.....

37. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and/or adjudication of this bid?

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

If so, furnish particulars.

.....

.....

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

38. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and/or adjudication of this bid?

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

If so, furnish particulars.

.....
.....

39. Do you or any of the directors/trustees/ shareholders/members of the company have any interest in any other related companies whether or not they are bidding for this contract?

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

If so, furnish particulars.

.....
.....

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

CERTIFICATE
(SBD1, SBD4, SBD6.1, SBD8, SBD9)

I, the undersigned, in submitting the accompanying bid:

TENDER: IEC/MP-03/2021

In response to the invitation for the bid made by The Electoral Commission do hereby make the following statements that I certify to be true and complete in every respect.

I certify, on behalf of: _____ that:

1. I have read and I understand the contents of this Certificate.
2. I certify that the information furnished in this bid submission, which includes the information stated in respect of the applicable SBD forms, is true and correct. I accept that the Electoral Commission may reject the bid or act against me should this declaration be found not to be true and complete in every respect.
3. Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
4. I hereby bid to render all or any of the services described in the attached documents to the Electoral Commission on the terms and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices including VAT and on the terms regarding time for delivery and/or execution inserted therein.
5. I agree that:
 - a) the offer herein shall remain binding upon me/us and open for acceptance by the Electoral Commission during the validity period indicated and calculated from the closing time of the tender;
 - b) this tender and its acceptance shall be subject to the terms and conditions contained in the general tender conditions of the Electoral Commission with which I am/we are fully acquainted;
 - c) I/we agree that my/our bid shall be valid for a period of 180 days; and
 - d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid.
6. I furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting contract/service level agreement and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
7. I hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
8. I agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgement which may be pronounced against me/us by a court of law as a result of such action.
9. Confirmation is granted that SARS may, on an ongoing basis during the contract term, disclose my/our (including that of subcontractors, partners and undisclosed principals) tax compliance status to the Electoral Commission for purposes of verifying my/our tax compliance status with SARS.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

10. We have 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 consortium¹ will not be construed as collusive bidding.
11. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who:
 - a) has been requested to submit a bid in response to this bid invitation;
 - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
12. In particular, without limiting the generality of paragraph 10 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation);
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f) bidding with the intention not to win the bid.
13. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
14. The terms of the accompanying bid have not been, and will not be, disclosed by us, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
15. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and/or the bidder 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.
16. I certify that the points claimed, based on the B-BBEE status level of contribution indicated in the tender documents, qualifies the bidder for the preference shown and I acknowledge that:
 - a) The information furnished is true and correct;
 - b) The preference points claimed are in accordance with the General Tender Conditions as indicated in this form; and
 - c) In the event of a contract being awarded as a result of points claimed I may be required to furnish documentary proof to the satisfaction of the Electoral Commission that the claims are correct.

¹ 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.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

17. If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the Electoral Commission may, in addition to any other remedy it may have –
- a) disqualify the person from the bidding process;
 - b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding ten (10) years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - e) forward the matter for criminal prosecution.
18. 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.
19. 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.....

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

BID EVALUATION**IMPORTANT NOTICE:**

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

A Acceptance or Rejection of Bid (Primary Compliance Verification)**Legality of bid document:**

- (a) Non-compliance with tender rules - The following shall lead to disqualification:
- Failure to attend a compulsory briefing session (if applicable).
 - Failure to return all pages of the tender document that must be signed/initialled.
 - Failure to complete tender forms in original ink.
 - Failure to sign/initial all applicable pages of the tender document. Signing of the Certificate is deemed equivalent to signing page 24 and/or signing the page represents signing the Certificate.
 - Any changes/alterations to pricing that are not signed/initialled and/or the use of correctional fluid/tape or any similar product in respect of pricing in the tender document.
 - Any changes to the tender specifications (unless formally agreed to by the Electoral Commission and recorded as such before the closure of the tender).
 - Failure to complete and sign all affidavits, certificates, declarations and annexures contained in the tender in original ink.
 - Failure to register on the Central Supplier Database (CSD).
- (b) Non-compliance with tender rules – In addition to (a) above, the following may lead to disqualification:
- Failure to sign/initial any other alterations and/or corrections to the information submitted by the bidder, which the Electoral Commission may consider to be material.
 - No tender shall be awarded to a bidder that is not tax compliant.

Incomplete bid submission:

- (c) The following shall lead to disqualification:
- Rates and Prices – Schedules not completed as required.
 - Failure to submit obligatory written proposals/explanations/samples/prototypes/ certificates or similar requirements.
 - In respect of subcontractors or joint ventures or consortiums, failure to complete and submit the required tender forms (pages 14-24 of the tender document) or to submit evidence that your tax affairs are in order.

B Bid Evaluation**Inability to evaluate the tender:**

- (a) Incomplete Schedule of Rates and Prices.
- (b) Prices and information not furnished as specified and/or required.
- (c) Incomplete written proposals/submissions where required.

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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
 The use of any correction fluid, tape or similar products may invalidate your tender submission!!

General questionnaire to ensure compliance with tender requirements/rules/conditions/ specifications:

Question	If YES, please tick*	If NO, please tick*
Are you duly authorised to sign the tender?		
Has the <i>Declaration of Interest Questionnaire</i> been duly completed and included with the other tender forms?		
Has the <i>Certificate</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?		
Has an original or certified copy of your valid B-BBEE certificate/affidavit been attached to the tender document?		
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?		

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
 The use of any correction fluid, tape or similar products may invalidate your tender submission!!



SOUTH AFRICA

**PROVISION OF CATERING SERVICES
AT THE ELECTORAL COMMISSION'S
MPUMALANGA
PROVINCIAL RESULTS OPERATIONS CENTRE (ROC)

LOCAL GOVERNMENT ELECTIONS 2021
(LGE2021)**

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

1. **BACKGROUND**

The Electoral Commission is obliged by the Electoral Commission Act, Act 51 of 1996, to manage elections for national, provincial and local legislative bodies and referenda and to publish elections results within seven (7) days after such elections.

To facilitate these processes, a Provincial Results Operations Centre (ROC) to support the 2021 Local Government Elections (LGE) and to publish elections results is to be established.

The Local Government Elections will take place on Monday, 01st November 2021.

The Provincial ROC will be situated at the Mpumalanga Provincial Disaster Management Centre, R40 Road, Mbombela.

2. **OBJECTIVES OF THE RESULTS OPERATIONS CENTRE**

The key objective of this project is to plan, implement and make operational the Provincial ROC in order to:

- (a) Publish the Elections Results within the 7-day window period after Elections as stipulated by the Act; Act 51 of 1996;
- (b) Support electoral processes on voting day in the **operational** period and during the results processing period;
- (c) House the various National TV and local radio broadcasting activities.

A tender briefing may be conducted virtually if required.

Detail will be published on the IEC website as may be applicable.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

3. **BID REQUIREMENTS**

During the operational period, a large number of staff and service providers such as broadcasters and media will be present at the Provincial ROC daily and often for 24 hours per day.

The Electoral Commission is desirous to appoint an established catering service provider to render a catering service at the ROC premises for the operational period of approximately thirteen (13) days. During the rendering of the services, the Department of Health COVID-19 Infection and Control Guidelines and Electoral Commission's COVID-19 protocols must be adhered to.

The requirement of this tender is to appoint a professional, experienced and well-qualified catering service provider that the Electoral Commission is confident will provide and comprehensively support the following requirements:

- To prepare and serve three meals per day.
- To prepare and serve midnight snacks.
- Catering for a Launch Function (Buffet Lunch).
- Catering for a buffet dinner for the Results Announcement Function at the Results Operations Centre.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

4. MILESTONES/TIMELINE

The Local Government Elections will take place on Monday, 01st November 2021.

The following table highlights key phases and timelines of this project

Key Milestone	Time Period in Calendar Days	Example Start Date	Example Completion Date
Project Start			
Construction period	12	04/10/2021	15/10/2021
Testing period Cable Layout: IEC, Telkom & Media	2	18/10/2021	21/10/2021
Launch Function	1	28/10/2021	28/10/2021
Operational period	13 (excluding 23&24/10/2021)	22/10/2021	05/11/2021
Results function	1	05/11/2021	05/11/2021
De-construction	4	06/11/2021	09/11/2021
Hand back of Operational Centre	1	10/11/2021	10/11/2021
Total	34		
Project End			
			10/11/2021

Table 1: Key milestones

Planned dates for the Mpumalanga ROC for LGE 2021 are as follows:

- Venue access from: 04 October 2021
- Build-Up: 04/10/2021 – 15 October 2021
- Staff Occupation: 22 October 2021 – 05 November 2021
- Launch Function: 28 October 2021
- Results Announcement Function: 05 November 2021
- Deconstruct Main Hall: 06 November 2021 – 09 November 2021
- Hand Back of Venue: 10 November 2021

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

5 **PRICING AND LIST OF ANNEXURES**

**ALL prices quoted throughout the document must be inclusive of VAT.
All prices will be assumed to be inclusive irrespective.**

- a) Annexure “A” – Menus;
- b) Annexure “B” –Pricing for meals, staff and equipment;
- c) Annexure “C” – Summary of totals;
- d) Annexure “D” – Evaluation Criteria.

**Do NOT replace any of these pages of this tender document with your own.
Failure to comply with this instruction will lead to disqualification.**

NB Prices must be quoted in South African Rand as required in the pricing schedules in Annexures “B” to “E” and must be an ‘**all-inclusive price**’, i.e. includes value added tax (VAT), insurance, overheads, rental period, maintenance, replacement in the event of failure, delivery, installation, usage, operation, and final decommission and recovery etc.

Failure to complete and submit all pricing schedules shall lead to the disqualification of the bid.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

6 CATERING SERVICES

6.1 Bid Requirements

The service provider will be required to prepare and serve three meals per day, plus midnight snacks, catering for a buffet lunch at the launch function and for a buffet dinner after the results announcement at the Mpumalanga provincial ROC.

6.2 Food Serving and Preparation

Bidders are required to cost the menus attached in **Annexure A**.

All prices must be quoted in ZAR and include VAT.

Estimated quantities of meals are indicated in Annexure B which must be used for pricing purposes. The following guideline has to be adhered to in terms of the menus to be served:

6.2.1 **Full English breakfast:** Reference menus attached in Annexure A.

6.2.2 **Lunch:** Reference menus attached in Annexure A.

6.2.3 **Dinner:** Reference menus attached in Annexure A.

6.2.4 **Midnight Snack:** Reference menus attached in Annexure A.

6.2.5 The bidder must indicate its ability to cater for specialized meal choices and snacks such as halaal, vegetarian and kosher. Please note that salads alone are not to be considered vegetarian meals. Vegetarian meals are stipulated on the menus.

6.2.6 One non-alcoholic beverage such as fresh juice, canned cool drink/juice or bottled water must be served per person with every meal.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

6.2.7 Tea and percolated coffee must be available in both, the main and the dining areas plus stations throughout the facility.

6.2.8 Variety of salads must be available for every lunch and dinner serving.

6.2.9 Bidders must clearly indicate on what premises and where food preparation will be done as well as clearly indicate the mode of transporting prepared food from the preparation area to the serving areas. Clearly indicate measures that will be in place to prevent contamination of food during transport.

6.2.10 Bidders must be ready to serve breakfast between 07h00 and 10h00, lunch between 13h00 and 14h30, dinner between 18h00 and 21h00 as well as Midnight Snack between midnight and 01:00. Bidders must confirm in the written proposal their ability to serve meals at these times as well as adhering to requests from broadcasters for service some meals out of the stipulated meal times such as extending meal serving times with approximately 30 minutes for a specific number of guests.

6.2.11 The service provider must be able to increase/decrease the daily meal quota by at least 15% should the need arise. Bidders must clearly indicate the minimum hours required for the decreasing or increasing of meal quotas.

The following is a brief summary of the catering needs that will be required at the Provincial ROC during the planned catering days and will serve only as a guideline. Ref Annexure "A" for all menus required.

DATES	BREAKFAST	BUFFET LUNCH WITH 1 X SOFT DRINK	BUFFET DINNER WITH 1 SOFT DRINK	MIDNIGHT SNACK WITH 1 X SOFT DRINK	COCKTAIL LUNCH WITH 1 SOFT DRINK	BUFFET DINNER WITH 1 SOFT DRINK
22-10-2021	50	50	-	-		-
25-10-2021	50	50	50	-		-

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

DATES	BREAKFAST	BUFFET LUNCH WITH 1 X SOFT DRINK	BUFFET DINNER WITH 1 SOFT DRINK	MIDNIGHT SNACK WITH 1 X SOFT DRINK	COCKTAIL LUNCH WITH 1 SOFT DRINK	BUFFET DINNER WITH 1 SOFT DRINK
22-10-2021	50	50	50	-		-
25-10-2021	50	50	50	-		-
26-10-2021	80	80	80	-		-
27-10-2021	80	80	80	-		-
28-10-2021	80	-	80	-	150	-
29-10-2021	80	80	80	-		-
30-10-2021	80	80	80	-		-
31-10-2021	80	80	80	-		-
01-11-2021	150	150	150	100		-
02-11-2021	100	100	100	-		-
03-11-2021	80	80	80	-		-
04-11-2021	50	50	50	-		-
05-11-2021	50	50	-	-		150

6.3 Requirements

6.3.1 It is envisaged that the catering venue will be next to the Main Hall.

6.3.2 Bidders must clearly indicate on what premises and where food preparation will be done as well as clearly indicate the mode of transport of prepared food from the preparation area to the serving areas. Clearly indicate the measures that will be in place to prevent contamination of food during transport.

6.3.3 The serving of meals for breakfast, lunch, dinner and midnight snacks to the staff, service providers and guests of the Electoral Commission at the Provincial ROC. Guidelines of the expected meals to be served each day are given in the Pricing Schedule Annexure B. The Electoral Commission have provided an estimated number of meals to be served on a daily basis

6.3.4 Bidders must be ready to serve breakfast between 07h00 and 10h00, lunch between 13h00 and 14h30, dinner between 18h00 and 21h00 as well as Midnight

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Snack between midnight and 01:00. Bidders must confirm in the written proposal their ability to serve meals at these times as well as adhering to requests from broadcasters for service some meals out of the stipulated meal times such as extending meal serving times with approximately 30 minutes for a specific number of guests.

- 6.3.5 The bidder must be able to increase/decrease the daily meal quota should the need arise. Bidders must clearly indicate the minimum hours required for the de/increasing meal quotas.

6.4 Provincial ROC Launch Function (28 October 2021)

The service provider is required to organise a function to launch the Provincial ROC approximately six (6) days before the day of the election. The exact date will be confirmed to the successful bidder, but is planned for 28th October 2021.

The event will be a seated buffet lunch event for approximately one hundred and fifty **(150) guests** subject to Covid-19 restrictions. A menu is provided, refer to Appendix A.

- 6.4.1 Cost calculations for this purpose are included in the attached Pricing Schedule in Annexure B 2.
- 6.4.2 The Electoral Commission reserves the right to accept quote/s for the above functions offered by the preferred bidder or contract an alternative bidder should it prefers.

6.5 Provincial Election Results Announcement Function (05 November 2021)

Catering for an Election Results Announcement Function for approximately 150 guests will be hosted at the venue (this will take the format of a seated buffet dinner”) after the election activities have been finalised. Menu included for costing in Annexure A.

- 6.5.1 Cost calculations for this purpose are included in the attached Pricing Schedule in Annexure B 2.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

- 6.5.2 The Electoral Commission may for the above functions, at its sole discretion accept the quote/s offered by the preferred bidder or contract an alternative bidder should it prefer.

6.6 **Provincial ROC – Additional Service Requirements**

The Electoral Commission may also require additional services relating to the overall catering requirements and may include such services on a quotations basis. This could be in the form of platters or additional tea/coffee for meetings in the boardroom etc.

6.7 **Food Serving and Preparation**

Bidders are required to cost the menus attached in Annexure A. All prices must be quoted in ZAR and include Value Added Tax (VAT). Estimated quantities of meals are indicated in Annexure B which must be used for pricing purposes. The following guideline has to be adhered to in terms of the menus to be served:

- 6.7.1 **Breakfast:** Full English: Reference menus attached in Annexure A.
- 6.7.2 **Lunch:** Reference menus attached in Annexure A.
- 6.7.3 **Dinner:** Reference menus attached in Annexure A.
- 6.7.4 **Midnight Snack:** Reference menus attached in Annexure A.
- 6.7.5 The bidder must indicate its ability to cater for specialized meal choices and snacks such as halaal and vegetarian. Please note that salads alone are not to be considered vegetarian meals.
- 6.7.6 One non-alcoholic beverage such as fresh juice, canned cool drink/juice or bottled water must be served per person with every meal except breakfast.
- 6.7.7 Tea and percolated coffee must be available in both, the dining area plus various stations.
- 6.7.8 Variety of salads must be available for lunch and dinner menus as an alternative/supplement to the main menu.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

6.8 **Hygiene and Quality**

Food must comply with general nutritional standards. Food must be healthy and not be saturated in cooking oil/fat. Note that "Take away" food will **NOT** be acceptable. In the event of Electoral Commission guests and staff members contracting food poisoning or any other food related ailment as a result of the food served being contaminated, the Electoral Commission reserves the right not to pay for meals served on such a day and/or to cancel the agreement with immediate effect and to appoint another bidder to take over the services.

The bidder must submit proof of registration certificate with South African Chef Association for the head chef. The CV of the head chef with a minimum three (3) years' experience as a chef in a hospitality industry must be attached.

Department of Health COVID-19 Infection and control Guidelines and Electoral Commission's COVID-19 protocols must be adhered to for the duration of the event.

6.9 **Serving of Coffee and Tea**

Good quality tea (including Rooibos tea) and percolated coffee, fresh milk, clean cups and saucers and tea spoons/stirring sticks must be available at the various tea/coffee stations and meal serving points at all times and the cost must be indicated separately as indicated on the pricing schedule. Three (3) such stations are envisaged these must be maintained and serviced by the bidder. Bidders must bear in mind that they will be responsible for the staffing, cleaning and provision of hot water and consumables at the various stations at all times.

During the operational period tea/coffee stations must be operational at the various points on a 24-hour basis on the nights of 01st and 2nd November 2021 inclusive.

The Department of Health COVID-19 Infection and control Guidelines and Electoral Commission's COVID-19 protocols must be adhered to for the duration of the event.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

6.10 Catering Equipment and Related Issues

6.10.1 Bidders must clearly indicate their ability to provide all the catering equipment needed for the setting up of a kitchen including but not limited to:

- Tables for the preparation of food
- Cutlery
- Crockery
- Serving equipment such as bain-marie's etcetera
- Fridges and freezers
- Table cloths
- Decorations
- Washing up facilities
- Cooking equipment such as stoves and grillers

Note:

BIDDERS MUST BE AWARE THAT THERE ARE LIMITED CATERING OR FOOD PREPARATION FACILITIES AVAILABLE, A SMALL KITCHEN ONLY IS AVAILABLE, THIS MAY BE INSPECTED DURING THE BRIEFING TO ENSURE A FULL UNDERSTANDING OF FACILITIES AVAILABLE ON SITE.

6.10.2 The bidder must provide all gas equipment, installation and gas cylinders must provide for gas usage. Temporary gas installations must be done in line with the municipal regulations or any other statutory provisions that may be applicable. A certificate of compliance (COC) must be submitted to the Electoral Commission's project manager prior to commencement of food preparation if applicable.

6.10.3 Bidders must indicate the minimum period required for **set-up as well as breaking down** of any catering facilities.

6.10.4 **Any equipment which cannot be provided must clearly be indicated** in the bidder's response as discretionary support may be provided by the Electoral Commission.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

- 6.10.5 **Tablecloths** must be replaced when soiled. Bidders must present as part of their bid a plan that will ensure that tablecloths are clean at all times. Thus soiled table cloths must be removed and replaced between meals.
- 6.10.6 Food buffet areas must be designed and decorated in consultation with the Electoral Commission's project manager.
- 6.10.7 Bidders requiring transport for prepared food from their preparation area to the dining area must make provision for such transport and costs in their submissions.
- 6.10.8 The availability of all the equipment offered for this project will be inspected during the due diligence audit at the premises of the recommended bidder.

6.11 Contingency Plans

- 6.11.1 Bidders must submit details with regard to contingency plans should the need arise due to unforeseen circumstances with regard to the provision of the service. Detail of such contingency plans such as alternative facilities for the preparation, chilling and transport of meals must be addressed in the written submission.

6.12 Provision of Staff

- 6.12.1 Bidders shall provide all staff required for the efficient operation of the service. A clear indication must be given of the envisaged staff component, organisational principles, procedures and functions for the effective management and operation of the staff and service.

A comprehensive staffing plan, showing the shift durations and positions/responsibilities and experience of staff that will be utilized must be submitted.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

All staff members including waiters must be trained and experienced in all facets of catering required for this project.

6.12.2 All staff used must be neatly dressed in uniforms bearing the logo of the bidder.

6.12.3 Catering staff will not be permitted to sleep on the premises. An accommodation and transport plan for staff must be submitted as part of the bid documentation. Catering staff that are not on duty may not be loitering (standing, walking, sleeping or laying around) on the premises. Accommodation and transport plan must be submitted by the bidder. The plan must indicate where the staff are going to be accommodated and transported from the accommodation place to the venue and back.

6.12.4 For security purposes, all staff and vehicles utilized by the bidder will be subject to the ROC Accreditation processes. The bidder will be required to submit a complete list of the following:

Names and ID numbers of all staff members utilized for this project.

Registration numbers of all vehicles envisaged to enter the premises.

6.12.5 The Electoral Commission reserves the right to request the replacement of catering staff members at its discretion.

6.13 Control Requirements

6.13.1 A meal voucher system for breakfast, lunch and dinner will be used to manage the number of meals served to staff and visitors. Specific procedures for the managing of meals served will, before commencement of the catering service, be agreed upon between the service provider and the project manager. The meal voucher system will serve as the official record of meals served.

6.13.2 A reconciliation of meals served must be submitted to the Electoral Commission project manager daily reflecting the meals actually served the previous day. This may be subject to audit by the Internal Audit unit of the Electoral Commission.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

- 6.13.3 The Electoral Commission and the bidder shall each assign a project manager who shall form a communication link between both parties in order to facilitate the flow of information, problem solving, et cetera.

6.14 Hygiene and Cleanliness

The bidder:

- 6.14.1 Shall keep the catering premises, including all windows, catering equipment, kitchen area, utensils, cutlery, et cetera in a clean, hygienic and tidy condition to the satisfaction of the Electoral Commission's project manager and in accordance with local government health regulations. The prospective bidder must utilise COVID-19 compliant chemicals to clean the premises.
- 6.14.2 Will be required to obtain and submit to the project manager a certificate of compliance from the Mbombela Municipality health authorities prior to the commencement of catering services.
- 6.14.3 Staff shall at all times be clean, neatly dressed and in a state of health that is in keeping with the service they will be providing. (Refer paragraph 6.12)
- 6.14.4 Bidders must submit a plan for the washing up of cutlery, crockery, pots and pans. Detail of the washing up process must be given – covering where, and how washing up will take place. Hygiene must be addressed in detail.
- 6.14.5 Cleaning, staffing and servicing of all food and bar service areas will be the responsibility of the bidder. This includes all areas where coffee, tea and snacks are being served.

6.15 Written Proposal

Note: Where possible the written proposal must be numbered the same as in this bid specification document.

Bidders must submit a written proposal in which all the requirements to render the catering services are addressed in detail. Bidders must clearly indicate their ability to render the required services at the ROC.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Note: Due diligence audits will be conducted to verify submissions by bidders.

The following must be addressed in the written submission or added as an annexure:

- 6.15.1 Company profile with business interests.
- 6.15.2 Related experience and track record with names and contact details of references.
- 6.15.3 Company organogram including the names and positions of staff and owners.
- 6.15.4 Proof of at least three (3) projects of a similar size and duration previously done.
Thus projects where a minimum of one hundred and fifty (150) people were served three meals per day for an extended period of at least five (5) consecutive days. A minimum of three (3) references are required in support of this.
- 6.15.5 Detailed CV's of managerial staff who will be involved in the project are required with specific reference to related experience.
- 6.15.6 Relevant project plan addressing the procurement, preparation, serving of food and staffing plan.
- 6.15.7 Bidder's ability to supply all the catering equipment required for this project (reference 6.10).
- 6.15.8 Adherence to required meal serving times. (reference 6.2.10)
Bidders must indicate their ability to serve breakfast between 07h00 and 10h00, lunch between 13h00 and 14h30, dinner between 18h00 and 21h00 as well as Midnight Snack between midnight and 01h00.
- 6.15.9 Clearly state the existence of insurance cover for equipment and goods for this project. (reference section 7)
- 6.15.10 Details of contingency plans in case of unforeseen circumstances (Reference 6.11).
- 6.15.11 Minimum period required for set-up as well as breaking down of the catering facilities. (reference 6.10.3)
- 6.15.12 Indicate equipment that the bidder will not be able to provide. (reference 6.10.4)
- 6.15.13 Table cloth replacement system. (reference 6.10.5)

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

6.15.14 Clearly indicate the mode of transport for prepared food. (reference 6.3.2 and 6.10.4)

6.15.15 Bidders must clearly indicate their envisaged staffing component, organisational principles, procedures and functions for effective management and operation of staff. The bid must also indicate the shift durations, responsibilities. (reference 6.12)

List of names and Id numbers of all staff utilized for this project as well as details of vehicles to be utilized for this project. (Reference 6.12.3 and 6.12.4)

Accommodation and transport plan for staff must be submitted by the bidder. The plan must indicate where the staff are going to be accommodated and transported from the accommodation place to the venue and back. (Reference 6.12.3)

6.15.16 Washing up plan. (reference 6.14.4)

6.15.17 Result Operations Centre Launch function (buffet lunch). (reference 6.4)

6.15.18 Results Announcement function: (buffet dinner). (reference 6.5)

6.15.19 The prospective bidder must demonstrate in writing the methods to be used for preparation and serving of meals to mitigate the possible spread and outbreak of COVID-19. Utilisation of pre-packaging containers must also be demonstrated by the prospective bidder.

6.16 Security Regulations

The bidder agrees to ensure that the security regulations applicable at the ROC will be complied with by all management and staff.

6.17 Pricing

6.17.1 A full breakdown of the costs must be submitted as proposed by the bidder (reference Annexure B).

6.17.2 Additional information may be supplied as addendums.

6.17.3 Annexure B to E must be comprehensively completed. Failing to do so will invalidate your bid submission.

6.17.4 Additional information may be furnished in the form of an annexure/s and clearly marked as such but such annexure/s may not substitute the pricing schedules as provided in this tender document.

6.17.5 All prices provided must be inclusive of VAT.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

6.17.6 Calculation formulas for possible price escalations must be clearly stated and explained in the written proposal.

6.18 Rental Period

Items requested may have to be rented. The project plan submitted by the service provider must cater for items to be rented for the shortest possible time without impacting on the operations of the Electoral Commission.

7 Insurance of Equipment

It is understood that all equipment and goods supplied remain the property of the service provider. It is therefore expected that the service provider would insure such equipment and goods for all risks for the rental period. The cost for insurance on all equipment must be included in the prices tendered. Compliance must be clearly stated in the written proposal.

8 Management of the Successful Service Provider

The project management team of the successful service provider will work in close relationship with and report to the Provincial ROC management team of the Electoral Commission. This team will be under the leadership of Mr Knox Simelane.

9 Service Level Agreement (SLA/contract)

A service level agreement will be negotiated and included in the final contract of the successful service provider and will address the following aspects:

- a) Appointment
- b) Commencement and duration
- c) Payment and remuneration.
- d) Scope of services
- e) Penalty clause
- f) Special and ad hoc conditions (if any)

10 Enquiries

Technical enquiries may be directed to:

Mr Knox Simelane on 013 762 0674 or email: Simelanek@elections.org.za

Mrs Gwen Sebastian on 013 762 0667 or email: SebastianG@elections.org.za

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

11 List of Annexures

The following documents are attached:

- Annexure A: Catering Services – Menu Descriptions
- Annexure B: Meals, Staff and Equipment
- Annexure C: Catering Services – Summary of Costs from Annexure “B” to “C”
Providing a Total Bid Price
- Annexure D: Bid Evaluation Sheet

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

Annexure A

MENU'S - MPUMALANGA ROC: LGE 2021

BREAKFAST MENU: OPTION 1

Orange, Fruit Cocktail juice (250ml)

Fruits
Cereals (including 1 cooked porridge)
Yoghurts
Milk

Scrambled or fried eggs
Beef Sausage
Back Bacon
Baked Beans

White and Brown Bread Toasted
Butter Jam Honey

Price per person inclusive of VAT: R_____

BREAKFAST MENU: OPTION 2

Orange, Guava juice (250ml)

Fruits
Cereals (including 1 cooked porridge)
Yoghurts
Milk

Scrambled or fried eggs
Back Bacon
Savoury Mince
Mushrooms

White and Brown Bread Toasted
Butter Jam Honey

Price per person inclusive of VAT: R_____

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Annexure A Continued

BREAKFASTS MENU: OPTION 3

Guava and Apple juice (250ml)

Fruits
Cereals (including 1 cooked porridge)
Yoghurts
Milk

Scrambled or fried eggs
Sausage (80g)
Haddock in Sauce
Tomato topped with Parmesan Cheese

White and Brown Bread Toasted
Butter Jam Honey

Price per person inclusive of VAT: R_____

LUNCH MENU: OPTION 1

Roasted Chicken
Crumbed Steak
Gravy

Savoury Rice
Pap
Roasted Vegetables
Baked Potato

Beetroot and Onion Salad
Green Salad

White Bread Rolls
Butter

Dessert: Malva Pudding with Custard

1 x Soft Drink per person
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

Price per person inclusive of VAT: R_____

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Annexure A Continued

LUNCH MENU: OPTION 2

Baked Crumbed Fish Fillets with Relish Mayonnaise
Junior T Bone Steaks (150g)

Rice
Honey Roast Pumpkin
Creamed Spinach

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers
Chakalaka Salad (60g)

Bread Roll
Butter
Dessert : Malva Pudding & custard

1 x Soft Drink per person
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

Price per person inclusive of VAT: R_____

LUNCH MENU: OPTION 3

Lasagne
Sweet & Sour Chicken

Rice
Mielie Pap Peas, Corn & Cauliflower

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers
Vegi Hot Stuff Salad
Vinaigrette

Rolls
Butter

Dessert: fruit salad and icecream

1 x Soft Drink per person
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

Price per person inclusive of VAT: R_____

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Annexure A Continued

LUNCH MENU: OPTION 4

Lamb curry
Roast Stuffed Chicken

Mielie Pap and Chakalaka
Savoury rice

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers
Coleslaw (60g)

Cocktail White Rolls
Butter

Dessert: Fresh Fruit Salad, ice cream,

1 x Soft Drink per person

Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

Price per person inclusive of VAT: R_____

LUNCH MENU: OPTION 5

Mutton Breyani
Chicken lasagna

Sautéed Potatoes

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers
Carrot and Raisin

White Rolls
Butter

Dessert : Peppermint ridge tart

1 x Soft Drink per person

Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

Price per person inclusive of VAT: R_____

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Annexure A Continued

DINNER MENU: OPTION 1

Roast Sirloin of Beef
Baked line fish Lemon Butter Sauce

Mielie Pap
Rosemary New Potatoes

Roast Mediterranean Vegetables

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers
Three Bean Salads
Coleslaw

Portuguese Cocktail Rolls
Butter

1 x Soft Drink per person
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

Price per person inclusive of VAT: R_____

DINNER MENU: OPTION 2

Braaied steak
Wors
Fried Chicken

Pap
Chakalala Gravy
Potato Bake

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers
Coleslaw
Beetroot

Rolls
Butter

1 x Soft Drink per person
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

Price per person inclusive of VAT: R_____

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

Annexure A Continued

DINNER MENU: OPTION 3

Grilled Lamb Chops with Gravy
Grilled Chicken Kebabs

Creamed Spinach
Baked Butternut & Pumpkin

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers
Penne Salad
Beetroot & Onion Salad
Vinaigrette

Portuguese Cocktail Rolls
Butter

1 x Soft Drink per person
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

Price per person inclusive of VAT: R_____

DINNER MENU: OPTION 4

Chicken Curry
Line Fish

Garlic Potatoes
Baked Pumpkin
Rice

Salad Platters of Assorted Lettuce, Cucumber, Cocktail Tomato, Sliced Onion, Olives, Feta Cubes and Mixed Peppers
Beetroot

Bread Rolls
Butter

1 x Soft Drink per person
Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

Price per person inclusive of VAT: R_____

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Annexure A Continued**Late Night Snack Menus**

(Served between midnight and 01:00hr)

Platters Only	Number of platters
<u>Meat Platters</u>	
Drumsticks, Buffalo Wings, Basted Ribs, etc.	10
<u>Wrap Platter s</u>	
Spicy Beef Wrap, BBQ Chicken Wrap, Chicken Wrap, Roasted Vegetable Wrap.	10

1 x Soft Drink per person

Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

Menu's**1: Meat Platters**

Price per person inclusive of VAT: R_____

2: Wrap Platters

Price per person inclusive of VAT: R_____

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATUREImportant: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Annexure A Continued

ROC LAUNCH FUNCTION

COCKTAIL MENU

Sweet & Sour Chicken Wings
Chicken Drumsticks
Chicken Skewers
Basted Ribs
Mini Assorted Wraps
Spring rolls
Beef and potato croquettes
Healthy vegetable and chicken sausage rolls
Mince Kebaabs
Cocktail Rolls
Cheese Boards

DESSERT

Assorted sweet platters
Fruit Skewers

2 x Soft Drink per person

Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

R _____ per person including VAT

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Annexure A Continued

RESULTS ANNOUNCEMENT FUNCTION

LUNCH BUFFET MENU

SALADS

Traditional Greek village salad with a herbed vinaigrette
New potato salad with a whole grain mustard mayo and chopped chives
Penne pasta salad with tuna, sundried tomato pesto, olives and roast lemon juice
Savoury prawn salad with avocado, cherry tomatoes and a lemon peppered dressing

CARVERY

Rolled roast leg of lamb with garlic honey basting served with mint sauce and brown onion gravy

HOT KITCHEN SELECTION

BEEF

Slow-cooked oxtail casserole with red wine, baby onions and butter beans

SEAFOOD

Lemon buttered baked fish with fresh cream and a herbed garlic bread crumb crust

CHICKEN SELECTION

Tandoori marinated roast chicken thighs served with minted cucumber ratyas

VEGETARIAN

Saffron scented braised vegetable breyani with lentils and fried potatoes served with a spicy savoury dhal

DESSERT

Black forest gateau
Hazel nut chocolate brownies
Tropical fresh fruit salad with a passion fruit dressing
Apple crumble and custard

2 x Soft Drink per person

Fresh Fruit Juice, Bottled Water, Carbonated Soft Drink

R _____ per person including VAT

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

PRICING SCHEDULE**Annexure B**

NB: All pricing schedules must be completed

Pricing for the Provision of Meals, Staff and Equipment – Results Operations Centre (ROC)

Refer to paragraph 3.1

Bidders must show Unit Price of each meal in Column “B”, this figure must be multiplied by the quantity of meals “A” to show a total figure i.e. “A x B”, per day.

Note: Failure to comprehensively complete this pricing schedule will invalidate your bid!

Note: Menus are included in this document in Annexure A for pricing purposes. Prices quoted for Halaal and Vegetarian meals must be based on meals of similar standard as the menus in Annexure A.

All prices must be quoted in ZAR inclusive of VAT

PRICING SCHEDULE**Annexure B**

Refer to page 7 of 36

22 October 2021			
Type of Meal	Quantity	Unit Price	Total
	A	B	A x B
Breakfast	45		
Halaal/Vegetarian	5		
Lunch	45		
Halaal/Vegetarian	5		
Dinner	-		
Halaal/Vegetarian	-		
TOTAL PRICE: VAT INCLUSIVE			R

*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES.

25 October 2021			
Type of Meal	Quantity	Unit Price	Total
	A	B	A x B
Breakfast	45		
Halaal/Vegetarian	5		
Lunch	45		
Halaal/Vegetarian	5		
Dinner	45		
Halaal/Vegetarian	5		
TOTAL PRICE: VAT INCLUSIVE			R

*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Annexure B Continued

26 October 2021			
Type of Meal	Quantity	Unit Price	Total
	A	B	A x B
Breakfast	75		
Halaal/Vegetarian	5		
Lunch	75		
Halaal/Vegetarian	5		
Dinner	75		
Halaal/Vegetarian	5		
TOTAL PRICE: VAT INCLUSIVE			R

*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES.

27 October 2021			
Type of Meal	Quantity	Unit Price	Total
	A	B	A x B
Breakfast	75		
Halaal/Vegetarian	5		
Lunch	75		
Halaal/Vegetarian	5		
Dinner	75		
Halaal/Vegetarian	5		
TOTAL PRICE: VAT INCLUSIVE			R

*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES.

28 October 2021			
Type of Meal	Quantity	Unit Price	Total
	A	B	A x B
Breakfast	70		
Halaal/Vegetarian	10		
Lunch	-		
Halaal/Vegetarian	-		
Dinner	70		
Halaal/Vegetarian	10		
TOTAL PRICE: VAT INCLUSIVE			R

*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Annexure B Continued

29 October 2021			
Type of Meal	Quantity	Unit Price	Total
	A	B	A x B
Breakfast	70		
Halaal/Vegetarian	10		
Lunch	70		
Halaal/Vegetarian	10		
Dinner	70		
Halaal/Vegetarian	10		
TOTAL PRICE: VAT INCLUSIVE			R

*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES.

30 October 2021			
Type of Meal	Quantity	Unit Price	Total
	A	B	A x B
Breakfast	70		
Halaal/Vegetarian	10		
Lunch	70		
Halaal/Vegetarian	10		
Dinner	70		
Halaal/Vegetarian	10		
TOTAL PRICE: VAT INCLUSIVE			R

*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES.

31 October 2021			
Type of Meal	Quantity	Unit Price	Total
	A	B	A x B
Breakfast	70		
Halaal/Vegetarian	10		
Lunch	70		
Halaal/Vegetarian	10		
Dinner	70		
Halaal/Vegetarian	10		
TOTAL PRICE: VAT INCLUSIVE			R

*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

01 November 2021			
Type of Meal	Quantity	Unit Price	Total
	A	B	A x B
Breakfast	140		
Halaal/Vegetarian	10		
Lunch	140		
Halaal/Vegetarian	10		
Dinner	140		
Halaal/Vegetarian	10		
Midnight Snack	90		
Halaal/Vegetarian	10		
TOTAL PRICE: VAT INCLUSIVE			R

*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES.

02 November 2021			
Type of Meal	Quantity	Unit Price	Total
	A	B	A x B
Breakfast	90		
Halaal/Vegetarian	10		
Lunch	90		
Halaal/Vegetarian	10		
Dinner	90		
Halaal/Vegetarian	10		
TOTAL PRICE: VAT INCLUSIVE			R

*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES.

03 November 2021			
Type of Meal	Quantity	Unit Price	Total
	A	B	A x B
Breakfast	70		
Halaal/Vegetarian	10		
Lunch	70		
Halaal/Vegetarian	10		
Dinner	70		
Halaal/Vegetarian	10		
TOTAL PRICE: VAT INCLUSIVE			R

*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

04 November 2021			
Type of Meal	Quantity	Unit Price	Total
	A	B	A x B
Breakfast	40		
Halaal/Vegetarian	10		
Lunch	40		
Halaal/Vegetarian	10		
Dinner	40		
Halaal/Vegetarian	10		
TOTAL PRICE: VAT INCLUSIVE			R

*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES.

05 November 2021			
Type of Meal	Quantity	Unit Price	Total
	A	B	A x B
Breakfast	40		
Halaal/Vegetarian	10		
Lunch	40		
Halaal/Vegetarian	10		
TOTAL PRICE: VAT INCLUSIVE			R

*This total price per day must also be carried across to the SUMMARY OF DAILY PRICES.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Annexure B Continued

Pricing for the Provision of Meals, Staff and Equipment – Results Operations Centre (ROC)

All prices must be quoted in ZAR inclusive of VAT

SUMMARY OF DAILY PRICES	
TOTAL PRICE: 22 OCTOBER 2021 =	R
TOTAL PRICE: 25 OCTOBER 2021 =	R
TOTAL PRICE: 26 OCTOBER 2021 =	R
TOTAL PRICE: 27 OCTOBER 2021 =	R
TOTAL PRICE: 28 OCTOBER 2021 =	R
TOTAL PRICE: 29 OCTOBER 2021 =	R
TOTAL PRICE: 30 OCTOBER 2021 =	R
TOTAL PRICE: 31 OCTOBER 2021 =	R
TOTAL PRICE: 01 NOVEMBER 2021 =	R
TOTAL PRICE: 02 NOVEMBER 2021 =	R
TOTAL PRICE: 03 NOVEMBER 2021 =	R
TOTAL PRICE: 04 NOVEMBER 2021 =	R
TOTAL PRICE: 05 NOVEMBER 2021 =	R
GRAND TOTAL - VAT Inclusive	**R

** Insert this total in Annexure C

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

PRICING SCHEDULE**B1) PRICE FOR THE SERVING OF 500 CUPS OF COFFEE/TEA PER DAY FOR 9 DAYS:**

Price per cup R i.e. 500 X 9 =	*R
--------------------------------------	----

*Insert this total in Annexure C

B2) LAUNCH FUNCTION – Menu provided in Annexure A

Once off: total price for catering for a Buffet Lunch function.

(Note: Total price must include table decorations, table cloths, non-alcoholic welcome drinks and waiters)

Type of meals	Quantity	Unit Price	Total
Lunch	150		
Main Meal	140	R	R
Halaal Meal	5	R	R
Vegetarian Meal	5	R	R

Total for 150 guests @ R	pp =	R
---------------------------------	-------------	----------

*Insert this total in Annexure C

B3) RESULTS ANNOUNCEMENT FUNCTION – Menu provided in Annexure A

One off: total price for catering at the Results Announcement Buffet Dinner which must include:

- Cost of table décor of the tables and venue, centre pieces, tablecloths, chair covers, etc.
- Cost of up standard executive cutlery and crockery.
- Waiters for 150 diners in buffet configuration.

Type of meals	Quantity	Unit Price	Total
Lunch	150		
Main Meal	140	R	R
Halaal Meal	5	R	R
Vegetarian Meal	5	R	R

Total for 150 guests @ R	pp =	*R
---------------------------------	-------------	-----------

*Insert this total in Annexure C

Awarding of a contract for the Launch and the Results Announcement. Function shall be at the discretion of the Electoral Commission.

Note: Additional information may be supplied as Addendums.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Annexure C**SUMMARY OF TOTAL PRICES BROUGHT FORWARD FROM
Annexures B to C (inclusive)****All prices must be quoted in ZAR inclusive of VAT****Note: Failure to comprehensively complete this pricing schedule will invalidate your bid**

ANNEXURE REFERENCE	PRICING FOR THE PROVISION OF MEALS	PRICE: VAT INCL
Annexure B	Grand Total for Thirteen Days Menus	R
Annexure B1	Serving of Tea & Coffee	R
Annexure B2	Catering for Launch Function	R
Annexure B3	Catering for Results Announcement Function	R
Annexure C	Total Equipment and Other Costs	R
	TOTAL BID PRICE INCLUSIVE OF VAT	R

NOTE: Should a discrepancy arise from the pricing provided in the summary of total prices above, the detailed pricing from the respective schedules/annexures will be used in the bid adjudication process.

The Electoral Commission may also request a service provider to clarify their cost proposals.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

Annexure D

BID EVALUATION SHEET

CATERING SERVICES RESULTS OPERATIONS CENTRE (ROC)					
TENDER: IEC/MP-03/2021			Bidder:		
* Non-compliance with any one of the following in Phase One results in disqualification from further consideration.					
Phase 1 - Compulsory Requirements		Source Reference	Criteria		Comments
1	Company profile submitted	6.15.1	YES	NO	
2	Comprehensively completed Pricing Schedules.	Annexures B to E	YES	NO	
3	Submitted at least three (3) references where at least one hundred and fifty (150) people were served three (3) meals a day for an extended period of at least five (5) consecutive days.	6.15.4	YES	NO	
4	CV's of management staff that will be involved in the project submitted?	6.15.5	YES	NO	
5	Project plan submitted?	6.15.6	YES	NO	
6	Did the bidder indicate ability to supply the required human resources?	6.12	YES	NO	
BID RECOMMENDED FOR FURTHER EVALUATION?			YES	NO	

PHASE 2			
(A) Subject / Category	(B) Main Items	(C) Item/s Description Bidder/s must provide detailed approach /methodology in which the project will be rolled-out/implemented.	(D) Scoring
1. Company profile (15 points)	1.1 Company profile with proven capability and capacity at the scale required. (ref.6.15.1 to 6,15.5)	Bidder must submit a company profile which indicates catering as their line of business. Proof of at least three (3) projects of similar size and duration previously done. Thus projects where at least a one hundred and fifty (150) people were served three (3) meals per day for an extended period of at least five (5) consecutive days. Also showing a 24-hour operation	15 Points 2 = points for company profile which indicates catering as line of business interest. 2 = points for each reference to a maximum of 3 references (6 points) 2 = points for serving at least 150 guests +1 point for more than 150 guests 2 points for at least 5 consecutive days

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATUREImportant: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

PHASE 2			
(A) Subject / Category	(B) Main Items	(C) Item/s Description Bidder/s must provide detailed approach /methodology in which the project will be rolled-out/implemented.	(D) Scoring
			+1 point for more than 5 consecutive days 1 point for a 24-hour operation 0 = for non-compliance with any of the above
TOTAL POINTS 15			
Minimum points required 11 = 75%			

Complies with minimum score of 75%? **Yes/No**

BID COMMITTEE MEMBERS

NAME:..... SIGNATURE: DATE:.....

NAME:..... SIGNATURE: DATE:.....

NAME:..... SIGNATURE: DATE:.....

NAME:..... SIGNATURE: DATE:.....

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!