



SOUTH AFRICA

Electoral Commission

Auction # 0010538886

**Symantec Licenses Subscription, Support and Maintenance
Renewal**

IMPORTANT NOTICE

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

1 Introduction

- 1.1 The Electoral Commission (IEC) seeks to renew support, maintenance and license subscription on its existing Symantec licenses comprising of Endpoint Security Complete (which includes Symantec Endpoint Protection (Antivirus), Endpoint Detection and Response (EDR), Mobile Threat Defense, Active Directory Defense, Adaptive Protection, App Control, and Threat Hunting) and Symantec Message Gateway (SMG).
- 1.2 The Electoral Commission has invested extensively in ICT technologies, which provide a platform to effectively support and enable its business processes and to meet its goal of providing a free and fair election process in an open and transparent environment. The Electoral Commission's ICT Department intends to continue running a highly efficient and stable ICT environment making full use of industry standards, best practices and disciplines based upon stable and reliable technologies.
- 1.3 **Suppliers must place a bid on the Votaquotes (e-Procurement) system and then provide all the required documentation before the due dates as specified in this document and on the Votaquotes web site.**

2 Technical Specifications

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

- 2.2 The specifications are as below:

	Product SKU -	Description	Quantity	Contract Number	Serial Number	Start Date	End Date
1	SPE-CLDS-SUB	Protection Engine for Cloud Services, Subscription License with Support, Users	2500	51349669	B8000428345	01 April 2025	31 March 2028
2	SPE-CLDS-SUB	Protection Engine for Cloud Services, Subscription License with Support, Users	10	51349669	B8000428346	01 April 2025	31 March 2028
3	SPE-CSAS-SUB	Protection Engine for Cloud Services Application Server, Subscription License with Support, Application Servers	2	51349669	B8000428348	01 April 2025	31 March 2028
4	SMG-SUB	Message Gateway, Subscription License with Support	2050	51777477	B8000465269	01 April 2025	31 March 2028
5	SESC-SES-SUB	Endpoint Security Complete (Includes New SES/SEP Subscription), Hybrid Subscription License with Support, Per Device,	2000	51777477	B8000428349	01 April 2025	31 March 2028

- 2.3 The subscription licenses are for a period of three (3) years starting from the dates stated above.

3 Assumptions

The Electoral Commission has made the following assumptions:

- 3.1 The Electoral Commission will apply the licenses on its environment.
- 3.2 The Electoral Commission will provide technical resources for all Electoral Commission's designated work including setup and configuration of own applications and databases;
- 3.3 Wherever the need arises the successful bidder shall do initial equipment configuration of operating systems and environmental specific requirements;
- 3.4 The bidder's change control management process must be flexible enough to facilitate speedy deployment and resolution of problems without compromising management controls and security;
- 3.5 The recommended service provider shall provide all relevant details needed to ensure successful operations capability within the organization.

4 General Bid Conditions

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

- 4.1 All bids must be placed online on eProcurement website <https://votaquotes.elections.org.za>
- 4.2 Bidders must complete and submit Appendix A - Technical Bid Response Sheet to demonstrate compliance with the required technical specification.
- 4.3 The bidder must be authorized to sell the product supplied.
- 4.4 An OEM letter of proof of the reseller agreement/authorization must accompany the written documentation for this bid.
- 4.5 Should the reseller authorization be from a distributor, then a proof of authorization authorizing the distributor to resell and/or to authorize others by the OEM, must be submitted.
- 4.6 Bidders must adhere to the delivery schedule in section 9.
- 4.7 The bidder must provide a formal proof of OEM statement of licensing stating associated services, terms and conditions thereof for Symantec Subscriptions (OEM).

- 4.8 The bidder must provide at least three (3) contactable references of past services of a similar nature (Symantec Licensing) that the bidder provided or was involved in. Reference details must include the following: customer name, contact person, contact details (telephone, email, physical address) and service description and value of services offered. Bidder can use Appendix C as guideline.

5 Quality Control

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

- 5.1 The successful bidder will have the primary responsibility of ensuring that the proposed product complies with the required specifications in terms of functionality and technical specification including quantity and quality.
- 5.2 The proposed product must be complete, fully functional and ready for deployment without dependencies on additional equipment, software or components that may be required to make it work.
- 5.3 The successful service provider has the primary responsibility to ensure that quantity and quality are in accordance with the bid specifications.
- 5.4 Delivery of the required product shall only be accepted by the Electoral Commission on the basis of presentation of the service provider's own delivery note. Such notes shall not be substituted by another service provider's delivery notes.
- 5.5 No payment shall be made until full and final delivery has taken place and the product has been confirmed and delivered in accordance with the specifications.
- 5.6 In addition, the Electoral Commission may also call on service providers to make further submissions and/or presentations in order for the Electoral Commission to ensure full compliance with all its requirements and as part of the bid evaluation process prior to the conclusion of the adjudication of the auction.

6 Supplier Performance

- 6.1 Contracting of any service provider to render goods and/or services to the Electoral Commission are subject to the fulfilment of the Electoral Commission's due diligence audit requirements.
- 6.2 An essential component of the Electoral Commission's due diligence audit requirements may involve site visits to potential suppliers/contractors as well as inspection of various key documents underpinning the establishment of the companies involved in bids of the Electoral Commission. This also includes confirmation of capability and capacity requirements to execute the services specified in such bids. Upon notification of the Electoral Commission's intention to award a contract, the successful bidder may be

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

- 6.3 The purpose of the SLA (if applicable other than what the Electoral Commission's standard purchase orders provide for) is to fix performance criteria within the key requirements of this request for quotation, namely quantity, quality and delivery.
- 6.4 The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 6.5 The Electoral Commission reserves the right to reject any services delivered not conforming to the bid specification.
- 6.6 Where previously-agreed delivery schedules are not met by a supplier, the Electoral Commission shall have the right to appoint an alternative supplier to make good the shortfall in supply. Any additional costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting supplier.

7 Pricing Requirements

When pricing bid proposals, bidders are advised to take into account that the following issues are factored into the price. The Electoral Commission will not entertain additional charges on these items.

- 7.1 Bid price must be submitted online on the eProcurement (<https://votaquotes.elections.org.za>) portal.
- 7.2 Bidder must complete and submit Appendix B - Pricing Schedule
- 7.3 Bidders must complete and submit Appendix B1 – Annual pricing breakdown
- 7.4 Payments will be annually in advance, NOT 3 years in advance
- 7.5 Bid price must include software license renewal costs.
- 7.6 Bid price must include 3 years support and maintenance costs. The support and maintenance should include the access to new patches and updates.
- 7.7 Bid price must include delivery costs to the Electoral Commission's national office in Centurion, Gauteng, South Africa.
- 7.8 Bid prices must be VAT inclusive and must be firm for a period of 180 days. The firm price shall apply for the duration of the contract, whereby the price for year 1 will be without fluctuations whilst the price payable in years 2 and 3 will be based on the firm price, subject to exchange rate fluctuation as set out in paragraph 7.9 below;
- 7.9 In the event that the price has FOREX dependencies, the bidder must state the portion of the price that has FOREX dependency and state the exchange rate that the price is based on at the time of bidding. Where applicable, FOREX based up or down adjustments will be allowed in Years 2 and 3 to account for

exchange rate impact on the Rand. The original bid price will apply as stated in 7.2 above, subject to the exchange rate which shall be based on the specified Bank Selling Rate at the time of making payment on the purchase orders issued for years 2 and 3.

8 Award of Bid

- 8.1 A purchase order will be issued to a bidder whose bid complies with the specifications in this document.
- 8.2 It should be noted that the Electoral Commission seeks to gain the best product technically and financially.

9 Delivery and Implementation Timeframe

- 9.1 The successful bidder will be required to complete delivery of the licenses within fifteen (15) calendar days from receipt of an order for these services.

10 Technical Enquiries

- 10.1 Enquiries pertaining to the specifications can be directed to Bridget Ndlovu at telephone number 012 622 5700 or email ndlovub@elections.org.za or to Libisi Maphanga at email maphangal@elections.org.za.

11 Briefing Session

- 11.1 There will be no briefing for this requirement.

12 Written Submissions

All submissions must be received on or before the closing date and time for submissions, as stipulated on the e-Procurement website <https://votaquotes.elections.org.za>. Submissions received after the final date and time will lead to bids being disqualified and not considered. Written submissions must be delivered to the Electoral Commission's Procurement & Asset Management Department. Delivery can be through any of the following means:

- Upload to the auction website;
- Place in the Electoral Commission tender box situated in the foyer of the Electoral Commission national office in Centurion at the following address before the closing date and time of this auction;

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

Note: Clearly mark your submission: For the attention of Procurement and Asset Management – AUCTION 0010538886

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

12.1 Summary of Submission Requirements

12.11 Submit bid and bid price online on the Votaquotes portal as per section 7.1

12.12 Pricing information by completing and submitting Appendix B as per 7.2.

12.13 Annual pricing breakdown as per Appendix B1 (7.3).

12.14 Detailed technical specifications in accordance with the technical requirements to demonstrate compliance – Appendix A as per section 4.2

12.15 A letter of proof of the reseller agreement either from the OEM or an authorized distributor; (i.e. if the reseller is authorized by a distributor). If the reseller agreement is from a distributor, then proof from the OEM authorizing the distributor needs to be included as per sections 4.3, 4.4 and 4.5.

12.16 A formal proof of OEM statement of licensing stating associated services, terms and conditions thereof as per section 4.7

12.17 The bidder shall provide at least 3 references of similar work including Customer Name, Customer Contact Name, and Contact details (email address and telephone contact) as per Appendix C guideline as per section 4.8.

13 Closing Date

The closing date and time of this auction will be specified on the eProcurement (Votaquotes) website in accordance the bidding requirements. The closing date and time is determined by the clock on the Electoral Commission's servers and is not negotiable. Bidders must also take note supporting documentation must be delivered **before the cut-off date and time**.

14 Appendix A: Technical Bid Response Sheet

Appendix A: Technical Bid Response Sheet Completion of this technical response sheet by the bidder is compulsory. Bidder must respond to each and every item in the response sheet. Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.										
	Product SKU -	Description	Quantity	Contract Number	Serial Number	Start Date	End Date	Bidder must indicate whichever is applicable		Bidder's response/technical specification for proposed solution – if providing more than minimum requirement
								YES	NO	
1	SPE-CLDS-SUB	Protection Engine for Cloud Services, Subscription License with Support, Users	2500	51349669	B8000428345	01 April 2025	31 March 2028			
2	SPE-CLDS-SUB	Protection Engine for Cloud Services, Subscription License with Support, Users	10	51349669	B8000428346	01 April 2025	31 March 2028			
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15 Appendix B: Pricing Schedule

Appendix B – Price Breakdown Response

Completion of this Price Breakdown response sheet by the bidder is compulsory.

Bidder shall note that licenses will be payable annually in advance (NOT all 3 years upfront).

Failure to complete and submit this pricing schedule sheet as part of the bid submission shall lead to disqualification.

Prices must be VAT inclusive

	Product SKU -	Description	Quantity	Contract Number	Serial Number	Start Date	End Date	Unit Cost over 1 year	Total Cost over 1 year	Total Cost over 3 years
1	SPE-CLDS-SUB	Protection Engine for Cloud Services, Subscription License with Support, Users	2500	51349669	B8000428345	01 April 2025	31 March 2028	R.....	R.....	R.....
2	SPE-CLDS-SUB	Protection Engine for Cloud Services, Subscription License with Support, Users	10	51349669	B8000428346	01 April 2025	31 March 2028	R.....	R.....	R.....
3	SPE-CSAS-SUB	Protection Engine for Cloud Services Application Server, Subscription License with Support, Application Servers	2	51349669	B8000428348	01 April 2025	31 March 2028	R.....	R.....	R.....
4	SMG-SUB	Message Gateway, Subscription License with Support	2050	51777477	B8000465269	01 April 2025	31 March 2028	R.....	R.....	R.....
5	SESC-SES-SUB	Endpoint Security Complete (Includes New SES/SEP Subscription), Hybrid Subscription License with Support, Per Device,	2000	51777477	B8000428349	01 April 2025	31 March 2028	R.....	R.....	R.....
TOTAL BID PRICE*									R.....	R.....

*The total bid price inclusive of VAT is the bid price that must be placed on eProcurement (auction). No any other additional costs will be accepted for bid evaluation and adjudication purposes.

Appendix B1

Appendix B1 – Annual Breakdown Pricing Schedule

Completion of the Annexure B1 – Annual Breakdown Pricing Schedule by the bidder is compulsory.

The Annual Breakdown will go into the Service Level Agreement (SLA) and will determine the payment schedule

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

No.		Description of Primary Services	Total Cost inclusive of VAT
1.	Year 1	License Subscription	R.....
2.	Year 2	License Subscription	R.....
3.	Year 3	License Subscription	R.....
Total VAT Inclusive:			R.....

16 **APPENDIX C: GUIDELINE REFERENCE TABLE**

Reference #1

<u>Appendix C – Guideline Reference Table</u>		
THE REFERENCE MUST CONTAIN THE FOLLOWING DETAILS		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product	
	Service Description	
Services Provided	Estimate Contract Value	
	Was this service provided in the last 36 months? (Y/N)	

Reference #2

<u>Appendix C – Guideline Reference Table</u>		
THE REFERENCE MUST CONTAIN THE FOLLOWING DETAILS		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product	
	Service Description	
Services Provided	Estimate Contract Value	
	Was this service provided in the last 36 months? (Y/N)	

Reference #3

<u>Appendix C – Guideline Reference Table</u>		
THE REFERENCE MUST CONTAIN THE FOLLOWING DETAILS		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product	
	Service Description	
Services Provided	Estimate Contract Value	
	Was this service provided in the last 36 months? (Y/N)	

17 Appendix D: Evaluation Criteria

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

17.1 Stage 1: Assessment of Bidder's Disclosure

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

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

In this regard, the following must be noted:

- 17.1.1 The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.
- 17.1.2 As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, is attached herewith for all entities who participate in the bid process.
- 17.1.3 As part of the evaluation of the procurement process, the information provided by a person on the SBD4 form must be evaluated.
- 17.1.4 In so doing, it must be noted that if the bid evaluation establishes that:
 - (a) a person within the bidding entity is an employee of the State, the Electoral Commission's CEO must request the relevant accounting officer/accounting authority whether the person-
 - (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
 - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
 - (b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
 - (c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
 - (d) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

- 17.1.5 If it is established that a person has committed a transgression in terms of the above, or any other transgression of SCM prescripts, the bid may be rejected and the person may be restricted.
- 17.1.6 The Electoral Commission's CEO must inform National Treasury of any action taken against a person within 30 days of implementing the action.
- 17.1.7 During the bid evaluation process, the Electoral Commission must in addition to other due diligence measures, establish if a person is not listed in-
- (a) the Register of Tender Defaulters; and
 - (b) the list of restricted suppliers.
- 17.1.8 A bid related to a restricted bidder or tender defaulter shall be rejected.
- 17.1.9 The under-mentioned assessment criteria will be used to evaluate the elements relating to SBD4, CSD registration, tax compliance, restricted suppliers and tender defaulters:

	Assessment Criteria	Bidder Requirement (YES/NO)	Comments
1.	Bidder is registered on the National Treasury Central Supplier Database (CSD). *		
2.	Bidder is tax compliant. **		
3.	The bidder is not an employee of the state.		
4.	Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act.		
5.	Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		
6.	The bidder is not a tender defaulter as per the register published on the National Treasury website.		
7.	The bidder is not a restricted supplier as per the register published on the National Treasury website.		

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

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

17.2 Stage 2: Key Qualifying Criteria

Stage 2 – Mandatory Qualifying Criteria				
Failure to comply with any of the requirements below will result in the bid being disqualified				
No.	Description	Yes	No	Comments
1.	Did the bidder place their bid online as per sections 4.1 and 7.1?			
2.	Did the bidder complete and submit technical specification as per section 4.2?			
3.	Did the bidder complete and submit pricing schedule and annual breakdown as per section 7.2 and 7.3?			
4.	Did the bidder submit three (3) contactable references as per section 4.8?			
5.	Bidder submitted a letter of proof of the reseller agreement either from the OEM or an authorized distributor (i.e. if the reseller is authorized by a distributor) as per sections 4.3, 4.4 and 4.5			
6.	Did the bidder submit OEM Statement of Service as per section 4.7			
Overall Stage 2 Outcomes:		<u>Assessment Comments:</u>		
		Bid qualifies for further consideration: (YES/NO):		

17.3 Stage 3: Technical Evaluation

Stage 3 Evaluation Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.										
	Product SKU	Description	Quantity	Contract Number	Serial Number	Start Date	End Date	Bidder must indicate whichever is applicable		Comments
								YES	NO	
1	SPE-CLDS-SUB	Protection Engine for Cloud Services, Subscription License with Support, Users	2500	51349669	B8000428345	01 April 2025	31 March 2028			
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Overall Stage 3 Outcomes:		<u>Assessment Comments:</u> 								
		Bid qualifies for further consideration: (YES/NO):								

17.4 Stage 4: Technical Scoring

Annexure E – Bid Evaluation Criteria

Stage 4 – Technical Scoring

To qualify to the next phase of adjudication a bidder must score a minimum of 75% (22.5/30)

	Product Description	Available Score	Points Allocation	Actual Score	Comments
1	Relevant Reference	30	References: x 3 a) Customer name = 1 point b) Contact Person = 1 point c) Email = 0.5 point d) Telephone = 0.5 point e) Physical Address – 0.5 point f) Relevant Product – 3 points g) Service Description = 2 points h) Estimate Contract Value = 1 point i) Service in last 36 months = 0.5 point		
TOTAL POINTS:		30			
Overall Stage 4 Result		<u>Assessment Comments:</u>			
		Bid qualifies for further consideration (YES/NO):			

17.5 Stage 5: Adjudication of Bids

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

Acceptable bids must be market related.

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

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

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

Bid Evaluation Committee

	Name	Signature	Date
1			
2			
3			
4			
5			