



SOUTH AFRICA

REFERENCE: IEC/LG-04/2018

CLOSING DATE: 20 JULY 2018

ENQUIRIES

TECHNICAL SPECIFICATIONS: Suzette Thato Ndala

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

ADMINISTRATIVE ENQUIRIES: Mr Vincent Qwabe Tel: (012) 622-5576

To whom it may concern

Manager: Procurement & Asset Management
Electoral Commission
Private Bag X112
CENTURION
0046

Sir/Madam

TENDER IEC/LG-04/2018

PRINTING AND DELIVERY OF NPE2019 VOTERS ROLL

Kindly furnish the Electoral Commission (IEC) with a tender for the supply of goods/services as per attached documents.

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

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

A BID BRIEFING SESSION WILL BE CONDUCTED AT 11:00 ON 4 JULY 2018 AT THE FOLLOWING ADDRESS:

ELECTION HOUSE

RIVERSIDE OFFICE PARK

1303 HEUWEL AVE

CENTURION

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

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

Yours sincerely

MARIUS STEYN

MANAGER: PROCUREMENT AND ASSET MANAGEMENT

Electoral Commission

Ensuring Free and Fair Elections

Commissioners: Mr V.G. Mashinini (Chairperson) • Mr I.T. Tselane (Vice-Chairperson) • Judge G.M. Makhanya • Rev. B.B. Finca • Ms J.Y. Love
National Office: Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0157 • P/Bag X112, Centurion, 0046
Tel (+27) 12 622 5700 • Fax (+27) 12 622 5784

**TENDER NUMBER: IEC/LG-04/2018
PRINTING AND DELIVERY OF NPE2019 VOTERS ROLL**

CLOSING TIME: 11:00

CLOSING DATE: 20 JULY 2018

YOU ARE HEREBY INVITED TO TENDER TO THE ELECTORAL COMMISSION OF THE REPUBLIC OF SOUTH AFRICA, (THE COMMISSION).

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

ALL TENDER FORMS (**PAGE 2 THROUGH TO PAGE 44**) 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 THE TENDER IN A SEPARATE SEALED ENVELOPE OR SUITABLE CONTAINER IF NECESSITATED AND WRITE YOUR COMPANY NAME AS WELL AS THIS TENDER REFERENCE NUMBER (**IEC/EC-02/2018**) ON THE ENVELOPE/CONTAINER.

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

TENDER DOCUMENTS MUST BE SUBMITTED IN THE TENDER BOX SITUATED AT, BY NOT LATER THAN THE CLOSING DATE AND TIME:

**ELECTION HOUSE
RIVERSIDE OFFICE PARK
1303 HEUWEL AVE
CENTURION**

THE TENDER BOX WILL BE OPEN DURING OFFICE HOURS.

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

TENDERS RECEIVED AFTER THE CLOSING DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED FOR CONSIDERATION.

TENDERS 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 SUCCESSFUL OR UNSUCCESSFUL SUPPLIERS WILL BE ISSUED.

SUCCESSFUL TENDERERS WILL BE REQUIRED TO SIGN A SERVICE LEVEL AGREEMENT, AND/OR WILL BE ISSUED WITH AN OFFICIAL PURCHASE ORDER AS NECESSARY.

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**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!!**

BACKGROUND

The Electoral Commission (the 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 days; and
- Appoint appropriate public administrations in any sphere of government to conduct elections when necessary.

The Electoral Commission currently operates in approximately 234 municipal electoral offices, nine provincial offices and warehouses and the national office and warehouse in Pretoria.

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GENERAL TENDER CONDITIONS

1. These conditions form part of the tender and failure to comply with these may invalidate a tender.
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” 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 taxes and excise duties;
 - (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,

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1999 (Act No. 1 of 1999), any municipality or municipal entity, provincial legislature, National Assembly or the National Council of provinces; or Parliament;

- (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 service provider/contractor's assigning, leasing, making out work to, or employing, another person to support such primary service provider/contractor in the execution of part of a project in terms of the contract.

In the event that the primary contractor/service provider 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;
- (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 drawn up so 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.
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 service provider's own conditions of tender. Failure to comply with this requirement **shall** invalidate the tender.
7. Failure on the part of the service provider to **sign/initial all applicable pages** of this tender form and thus to acknowledge and accept the conditions in writing **shall** invalidate the tender submission.
8. Failure on the part of the service provider to complete the attached forms, questionnaires and specifications' document in all respects **shall** invalidate the tender submission.
9. All changes/alterations in the tender document should be signed/initialled. Failure on the part of the service provider 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 tender submission.
11. Any changes/alterations to pricing that are not signed/initialled are considered material, and **shall** invalidate the tender submission. Correction fluid/tape or similar products will not be allowed to amend prices and the use thereof shall invalidate the tender submission.
12. Information/detail provided on completed tender forms must be legible and ink must be used. Tender forms completed 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 tender 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

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fact that pages are missing or duplicated. Incomplete tender 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.
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 service providers that intend doing business with government to register on its Central Supplier Database (CSD). The Electoral Commission will not contract any service provider that is not registered on the CSD.
17. It is an absolute requirement that the tax affairs of the successful service provider **must** be in order.
18. Your entity's tax compliance status is indicated in the Central Supplier Database (CSD). The Electoral Commission will only contract service providers whose tax status is compliant. This means that if you were tax compliant during the bidding phase but become non-compliant before the adjudication is completed, your bid will be disqualified. It remains your responsibility to ensure that your taxes are in order, remain in order and that this is reflected on the CSD. You must also ensure that all sub-contractors (if applicable) are tax compliant.
19. Firm tender prices and delivery periods are preferred. Consequently, service providers must clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
20. When the 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 shall lie with the service provider.
21. If non-firm prices are tendered, 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 service provider 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 service provider may specify a formula in the tender submission, on the form provided for this purpose, for the purpose of adjusting prices in accordance with published indices.
 - (d) Where the service provider 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 service provider in the net cost of the supplies on which the tender price was based. When any such increase or reduction in costs occurs, the service provider shall submit copies of the quotation or price list with reference to

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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, service providers must take that factor into account when tendering 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 tender submission.
23. Discounts offered by any service provider as part of their tender submission may be considered by the Electoral Commission at its sole discretion in the tender adjudication process.
24. The technical tender specifications form an integral part of the tender document and service providers 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 shall be indicated. Specifications may not, however, be changed in the tender forms provided as that shall invalidate a tender submission.
26. Unless specifically provided for in the tender document, no tenders 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) may be entered into with the successful service provider.
29. Unless otherwise stipulated, all tools/equipment needed must be supplied by the successful service provider.
30. Any service provider 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 contract if, *inter alia*, an emergency arises; the service provider's point of supply is not situated at or near the place where services are required or, if the service provider's services are not readily available.
32. The Electoral Commission reserves the right to negotiate the extension of the contract at its sole discretion.
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 service provider if and when relevant.
34. Tender submissions received by the Electoral Commission and bid evaluation, assessment and adjudication reports that may contain sensitive information relating to 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 service provider will be permitted to disclose any such information to any third party without the prior express written authority and/or consent of the Electoral Commission.
36. Should the service provider fail to comply with any of the conditions of the contract, the Electoral Commission shall be entitled, without prejudice to any of its other rights, to:
 - (a) arrange for the execution of the service/s not rendered or not in conformity with the specifications of the contract; and
 - (b) recover all costs, losses or damages it has incurred or suffered as a result of the service provider's conduct; or

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- (c) cancel the 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 service provider 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 service provider will not be entitled to any cancellation fees.
 - (c) Part deliveries will only be accepted on prior arrangement with the Electoral Commission.
 - (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 service provider's conduct.
 - (e) No price adjustments shall be accepted unless stipulated in the tender document received. The service provider 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 service provider.
 - (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) Detail provided on invoices issued to the Electoral Commission must correspond to the detail of the service provider as registered on the Central Supplier Database (CSD). It remains the service provider's responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to the service provider.
 - (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 in your book. Every effort shall be made to take advantage of special discounts.
 - (m) To avoid unnecessary delays in payment, it remains the service provider's responsibility to ensure that their banking details are correct and validated on the Central Supplier Database (CSD). The Electoral Commission will not be liable for interest accrued on overdue accounts where the service provider has not resolved their incorrect banking detail on the CSD.
38. No damages shall be claimable by the Electoral Commission in respect of any reasonable period of delay which the service provider 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 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 Procurement and Asset Management Department, and at the same time the

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service provider 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, 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 service providers to submit valid original or certified copies of their B-BBEE Status Level Certificates from accredited verification agencies or an affidavit as applicable.
43. The following preference point systems is applicable to all bids:
 - (a) the 80/20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes included); and
 - (b) the 90/10 system for requirements with a Rand value above R50,000,000 (all applicable taxes included).
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. 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 tender will be used to determine the applicable preference point system.
46. Preference points for this bid shall be awarded for:
 - (a) Price (80 or 90 as applicable); and
 - (b) B-BBEE Status Level of Contribution (20 or 10 as applicable).
47. 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

48. In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, 2017 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

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49. 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).
 - (a) 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.
50. 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.
 - (a) QSEs with at least 51% black ownership must submit an 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).
51. 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).
52. 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.
53. 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.
54. 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.
55. 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.
56. 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.
57. A person awarded a 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.
58. 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.

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59. The bidder obtaining the highest number of total points will be awarded the contract subject to complying with all the other requirements, such as, meeting the technical specifications and satisfying the due diligence audit.
60. 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.
61. Points scored will be rounded off to the nearest 2 decimal places.
62. 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.
63. 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.
64. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
65. Any legal person, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal).
66. 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.
67. The Public 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.

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TENDER SUBMISSION

This standard document must be completed by the service provider and must form 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 this document shall invalidate your bid.

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

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

This form also 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.

CONTENTS OF THIS PAGE NOTED:

.....
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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 AFFADAVIT)

Important note: Where more space is required for additional information please use photocopies of the applicable page/s.

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 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 Central Supplier Database (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 number:.....
5. Contact person (person representing bidder).....
6. eMail address:.....
7. Type Of Company/ Firm
 - Partnership/Joint Venture / Consortium
 - One person business/sole propriety
 - Close corporation
 - Company
 - (Pty) Limited

[TICK APPLICABLE BOX]

8. Describe Principal Business Activities

.....

.....

9. Company Classification
 - Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, *et cetera*

[TICK APPLICABLE BOX]

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

CONTENTS OF THIS PAGE NOTED:

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11. 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

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

Non-SMME		Very Small	
Medium		Micro	
Small		EME	

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

YES		NO	
YES		NO	

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

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

16. 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 service providers 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.

17. Legal status of bidder (tick one box)

Principal service provider	
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:

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

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

20.1 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.

20.2 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.

21. In the event of subcontractors being used to render the services required in terms of this tender, **the principal service provider** 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	Is the sub-contractor is an EME or QSE (Please indicate EME, QSE, or "n/a")
Total % of Work to be Subcontracted* %		

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FINANCIAL INFORMATION

22. 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. 2016, 2017, 2018)	Annual Turnover	Gross asset value	Net asset value
	R	R	R
	R	R	R
	R	R	R

23. Is your company listed on the Stock Exchange?

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

24. 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:

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SERVICE PROVIDERS INITIALS / SIGNATURE

DELIVERABLES AND GUARANTEES

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

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

26. Is the equipment guaranteed?

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

Do you confirm that the required services are guaranteed in terms of any specific guarantees that may be required in the tender specification?

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

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

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

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PAST SUPPLY CHAIN PRACTICES
(SBD8)

28. 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:

.....

29. 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:

.....

30. 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:

.....

31. 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:

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DECLARATION OF INTEREST
(SBD4)

32. 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:

.....
.....

33. 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.

.....
.....

34. 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:

.....
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35. 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.

.....
.....

36. 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:

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

I, the undersigned, in submitting the accompanying bid:

TENDER: IEC/LG-04/2018

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 tender submission 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 tender 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 tender 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 tender.
6. I furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our tender, 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.

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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:

.....
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- 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.

Bidders must avoid contravention of the requirements of Certificate of Independent Bid Determination (CIBD). Potential bidders must note that the Electoral Commission may reject a bid or act against a bidder should the declaration provided for in the CIBD not be true and complete in every respect. Bids may be rejected of companies that bid in the same tender of which the directors/shareholders/trustees are the same or where individuals linked to two or more companies were involved in the preparation of bids for those companies.

.....
Name and Surname in print

.....
Signature

.....
Position

.....
Name of Bidder (Service Provider)

Date.....

CONTENTS OF THIS PAGE NOTED:

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BID EVALUATION CRITERIA

IMPORTANT NOTICE:

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

A Acceptance or Rejection of Tender (Primary compliance verification criteria)

Legality of tender 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.
 - 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 service provider, which the Electoral Commission may consider to be material.
 - No tender shall be awarded to a bidder that is not tax compliant.

Incomplete tender 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 (Technical criteria)

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 tender submission is required and may be used for tender evaluation purposes.

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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 tender submission?		
The use of pencil to complete the tender forms will invalidate your tender. 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 tender 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?		

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IEC/LG-04/2018

Bid Specifications

PRINTING AND DELIVERY OF THE NPE2019 VOTERS ROLL

VOTER REGISTRATION WEEKEND AND VOTING DAY

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PRINTING OF VOTERS ROLL FOR 2019 NATIONAL AND PROVINCIAL ELECTIONS

1. BACKGROUND

The Electoral Commission is preparing for the national and provincial elections to be held in 2019. As part of the preparations, the Electoral Commission requires printing of a national common voters roll for use at voting stations during the registration weekend and on voting day.

The planning dates for the two (2) events; registration weekend and voting day are as follows;

- Registration weekend **2 and 3 February 2019**
- Election date **8 May 2019**

Each registration weekend and voting day will require a unique and newly printed voters roll. One voters roll is made up of approximately 23,000 separate and unique documents (one segment per voting district), each of which is destined for a pre-determined voting station.

The scope of this project includes not only the printing, but also the finishing, packaging and labelling and delivery of the finished voters roll segments. A high degree of accuracy and quality control is required for this project. The situation is exacerbated by an extremely short production window, which leaves no margin for error or failure. Prospective service providers who wish to participate in the project must be prepared to deliver a high quality product – right first time, at the right time, at the right place.

For the purposes of this bid, the voters roll will be split into two (2) sections (A and B per electoral event) and service providers can bid on one or both portions of the roll. Each portion will therefore contain approximately 11,300 segments.

The successful printer/s will, however, be required to print the same portion (or the whole voters roll) for the two (2) electoral events.

- Voters roll (Portion A) will consist of segments for the following provinces:
 - Eastern Cape
 - Gauteng
 - Limpopo
 - Northern Cape
- Voters roll (Portion B) will consist of segments for the following provinces:
 - Free State
 - KwaZulu-Natal
 - Mpumalanga
 - North West
 - Western Cape
- Paper must be supplied by the printer/s.
- Delivery by the printer/s to the Electoral Commission's warehouses in the respective provinces is included in the scope of work.

Service providers need to take note of the fact that limited production time and the impact of public holidays during the festive period will pose specific challenges for the successful completion of this task.

2. TENDER OBJECTIVES AND SCOPE

2.1 Objectives and scope of this tender

The Electoral Commission wishes to identify and appoint a printer/s that can-

- Serve as reliable elements in the Electoral Commission's electoral logistics supply chain.
- Provide a rapid reaction service to start the voters roll production at a short notice.

CONTENTS OF THIS PAGE NOTED:

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- Provide an accurate and high quality printing service.
- Produce quality printing at the required scale within a limited duration of ten (10) calendar days (excluding delivery).
- Provide an efficient, effective and methodical service to print, sort, label and package voters roll segments.
- Provide a reliable and timeous delivery of the complete voters roll segments for the three events to the Electoral Commission's sites.
- Print the voters roll segments under the above conditions at a cost effective price.

Only printers with a competent and credible track record in large complex projects and technical capacity expertise to print voters roll segments will be considered. The bidder must provide detailed company credentials and a description of production capabilities which are relevant to this tender. For example; accreditation by recognized bodies; previous related experience; availability and capacity of suitable prints machines; staff and transport resources; etc.

All printing of voters roll will be subject to quality scrutiny by the Electoral Commission and/or its appointed agency for that purpose, to ensure full compliance with the requirements specified in this bid specification and subsequent relevant documents. The quality control methodology will include a service level agreement (SLA) which will be signed with appointed service provider/printer prior to commencement of work.

The Electoral Commission reserves the right to appoint a printer or none at all for this service.

2.2 Scope of this tender

The following is a summarised scope of work;

- Sourcing of paper for the printing of approximately 1,9 million pages (sheets), per electoral event.
- Approximately 26 million voters will be recorded on the full voters roll.
- A rough average of 27 names can be fitted per page.
- The full voters roll (Portion A plus B) will consist of approximately 1.9 million pages (sheets). Both portion (A) and portion (B) of the voters roll will therefore consist of approximately 1.9 million pages or sheets (each page being a unique image).
- Printing is planned to be on A4 paper, landscape orientation.
- Printing will be on one side of the paper only.
- The Electoral Commission has approximately 23,000 voting stations country wide. Each voters roll portion will therefore cover (very roughly) 11,300 voting stations – one voting station per voting district.
- The approximately 23,000 voting districts are contained within approximately 4,392 municipal wards – each voters roll Portion will therefore cover roughly 1950 municipal wards.
- The municipal wards are contained in a total of 213 Municipalities.
- The **213** Municipalities are contained within 9 provinces, of which 4 will be covered by voters roll (Portion A) and 5 by voters roll (Portion B).
- The total mass of the printed voters roll is approximately 9.5 tons – roughly 4,5 tons per portion. The printer/s will be responsible for securing and supplying the paper required for this job.

The following unique characteristics will apply:

- Each page (image) is unique, as it contains voter names that appear nowhere else.
- There is a segment of the voters roll for each voting district; this is in each case a unique document which carries the identifying number of the specific voting district.

CONTENTS OF THIS PAGE NOTED:

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- Each segment must be separately bound and clearly marked with a cover sheet giving details of the relevant voting district and the contents of the segment.

NOTE: This is a complex task which does not allow for error, as there is no time for rectification. The specification details below must be thoroughly scrutinized by bidders!

2.3 Important aspects of this tender

- Paper to be supplied by the printer/s-80gsm paper;
- Printing of the voters roll must take place within the borders of South Africa;
- All references to “days” in this bid refer to calendar days and weekends and public holidays included;
- Pricing must include the provision of the necessary paper for the two (2) electoral events and also delivery to the Electoral Commission sites, as specified in Schedule D.
- It is imperative that all voters roll segments be printed according to the Electoral Commission’s quality standards and as provided by the Electoral Commission. A service level agreement with penalties for any deviation from this will be entered into with successful bidder. The methodology and equipment used to ensure the printing quality and standards for achieving the voters roll printing requirements will be fundamental consideration in the awarding of the tender and full details must be provided by the bidder.
- The previous points must be seen in the context that a maximum of ten (10) days (including weekends and public holidays) will be available for the printing of voters’ rolls. This however, excludes delivery time. Bidders should therefore submit pricing, only for the portion which they can produce within this timeframe taking the non-negotiable quality and quantity requirements into account. This is particularly important as service providers will not be permitted to withdraw an offer at a later stage.
- Sub-contracting will not be permitted except in the case of a bid from a joint venture or a consortium of printers, in which case the specific arrangements entered into by the members must be stated as part of the bid response.
- Contingency and disaster planning will be an important consideration in the awarding of the bid. Full details of such planning must be submitted with the bid. This planning relates to circumstances which may arise beyond the control of a printer and not to sub-contractor.

3. VOTERS ROLL QUANTITY

The total overall requirement is estimated at approximately 23,000 segments.

Note: Final quantities will vary to some extent, as a result of intervening voter registrations and/or an increase in the number of voting district

4. VOTERS ROLL SPECIFICATIONS

4.1. Colours

- The required paper colour must be white. Printers are encouraged to make use of locally supplied paper.
- Printing must be in BLACK on white A4 paper, 80gsm with a colour cover sheet.

4.1.1. Finishing (Splitting and binding)

- The printed voters roll portions must be physically split into approximately 23,000 voting district segments.
- Each segment of the voters roll must have a cover sheet. The cover sheet must give details of the relevant voting district. This will be included in the data supplied by the Electoral Commission.

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- The cover sheet should be coloured and must be 80gsm to identify it from future copies of the voters roll. The cover sheet should be a coloured and must be 80gsm paper to identify it from future copies of the voters' roll.
- Each voting district segment must be separated and bound using the staple method – top right corner of the pages.
- In order to facilitate streaming at the voting station, service provider needs to pay special attention to the splitting of surnames on the voters roll.
- **Contents** – Copy of text and layout will be supplied by the Electoral Commission in a PDF format on CD, or using a secure FTP site transmission.
-

5. QUALITY CONTROL

- The Electoral Commission will have the right to conduct inspections at the bidder's premises for quality and adherence to specifications before deliveries are made.
- The bidder must undertake and warrant that all goods shall at the time of delivery be according to specifications, in good condition, order and ready for use.
- The bidder has the primary responsibility to ensure that quantity and quality are in accordance with the specification.
- High levels of quality control are required – every page must be correctly located in the relevant segment of the voters roll, and every segment must be correctly bound, labelled and packaged.
- The Electoral Commission will provide an electronic checklist against which production can be monitored.
- The completed checklist must be delivered with the voters roll.

6. PROOFS

- The Electoral Commission must be able to view random sample proofs at the premises of the printer before printing commences.
- The Electoral Commission will strongly consider conducting a trial run print to test the printing methodologies and to confirm interface capabilities and procedures, in advance of the main job. Costing for this test – if applicable – will be handled separately from the main job and is not included in this tender.

7. WRITTEN SUBMISSIONS

In order to qualify for evaluation in terms of this tender, bidders must submit written submission in accordance with the various requirements, and as out in Schedule C.

7.1. Special Conditions and Requirements

Every bid submission must be accompanied by the following supplementary items. Review of these items by the Electoral Commission will form part of the formal review and evaluation of the bid.

Failure to attach and/or address these items in comprehensive and clear written format may therefore possibly disqualify the submission.

- ❖ Bidders on this tender must be an established printing entity and must have direct control over the design, the production/printing process, and the quality control of the product.
- ❖ Written confirmation and explanation of this capacity/ability to control the design and production process must be submitted to the Electoral Commission.
- ❖ Bidders must indicate in the written submission ability to source the required paper as per section 2.2.
- ❖ Bidders must indicate in the written submission the ability to print and deliver within the prescribed period as per section 2.3.
- ❖ The bidder MUST provide a detailed explanation of the quality assurance (QA) process that will be applied in order to achieve the necessary degree of accuracy and quality in the production process. Aspects to be controlled must include, but are not necessarily limited to-

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- Number of names per segment (zero tolerance).
- Stability and consistency of print colour.
- Overall quality of the final product
- Monitoring, tracking and reporting of delivery procedure.
- ❖ The bidder MUST provide full details of the methodology to be used to ensure that each voters roll contains all names of the segment (Voting district). Full details of the process and equipment to be used must be provided.
- ❖ The bidder MUST provide a detailed explanation of the contingency plans that are or would be available in the event that scheduled printing at the main production plant is compromised or becomes impossible (For example: in the event of mechanical failure, labour unrest or any other disruptive cause). The critical time available for printing of voters' roll will not allow for corrective repairs et cetera. Production must be immediately transferrable to the contingency resource, which may entail standby subcontractors and/or alternative plant.
- ❖ Bidders MUST provide detailed company credentials and a description of production capabilities which are relevant to this tender, together with previous related experience.
- ❖ Bidders MUST indicate affiliation with recognized bodies/ previous related availability and capacity of printing plant/output of suitable printing plant/ availability of bulk paper supply/ delivery transport resources, *et cetera*.

The Electoral Commission reserves the right to call for additional information from prospective printers, or to request presentations, or to conduct sites visits in concluding the process of the evaluation and award.

- Written proposals must be submitted with the tender documents.
- Failure to submit written proposals within the specified period will exclude a bidder from further consideration.
- No late submissions will be considered.

8. CONTINGENCY AND DISASTER PLANNING

The voters roll printing project is fundamental to the successful delivery of the national and provincial elections. Contingency and disaster planning will be an important consideration in the awarding of the tender.

Bidders must submit full details of such contingency planning relating to the project, covering elements such as-

- Labour unrest within the plant (strikes).
- *Force majeure* events (unforeseen circumstances that prevents a bidder from fulfilling a contract)
- Extensive power disruptions
- Machinery breakdowns

Contingency planning may involve the use of pre-arranged alternative printing sites. This will not be construed as subcontracting for the purpose of the tender evaluation.

9. PRODUCTION AND QUALITY CONTROL

The following production and delivery specifications are provided for information and considerations of prospective printers. These specifications will apply strictly and must be adhered to by bidders.

- 9.1. **Quality Assurance:** Bidders must have an established and reliable online quality assurance process. Overall project management and additional independent quality assurance for voters roll will be provided by an agency to be appointed by the Electoral Commission. Printers must be prepared to communicate and cooperative with this agency after appointment.

- 9.1.1. The bidder must explain how they will manage 'on-production-line' quality assurance during printing, collating and packaging.

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- 9.1.2. The bidder must provide details of the methodology that will be used to ensure that each voters roll contains the specified number of names per segment. Full details of the process and equipment to be used must be provided.
- 9.1.3. The bidder must provide details of the methodology that will be used to ensure colour standardization throughout the printing process.

9.2. **Electoral Commission Oversight:** Overall project management and additional independent quality assurance for voters roll production will be provided by the agency to be appointed by the Electoral Commission; printers must be prepared to communicate and be cooperating with the agency after being appointed.

10. PACKAGING AND DELIVERY

- The Electoral commission requires the Voters' Roll to be packaged at the point of origin, to suit the final planned destination: In this case, the individual voting station. Approximately 23,000 voting stations will be in operation for the election in 2019.
- The first point of delivery will be the Electoral Commission's nine (9) provincial warehouses. The printer will generally be responsible for the first-stage delivery to the warehouses.
- Voters' rolls are destined for further distribution to municipality offices within each province, in pre-determined quantities according to their voting stations. The Electoral Commission will generally be responsible for this second-stage delivery to the municipal offices.
- The requirement from the printer is to have shipping consignments parcelled per voting station that can be forwarded to municipalities by the Electoral Commission without breaking and re-packing loads.

10.1. Packaging and Labelling

- Each individual segment (11,500) of the voters roll portion must be entirely wrapped in protective lightweight transparent plastic which permits reading of the cover sheet.
- The segments must be combined at ward level (5 segments per ward on average) by means of lightweight strapping, strong rubber bands, or similar.
- The segments must be collected in separate batches for each municipality and wrapped in plastic in manageable batches for protection.
- Each Municipal batch must be packaged into a separate consignment for shipment, in suitable cardboard cartons. Cartons must be clearly marked with details of the contents (description of contents, province, municipality, ward numbers, voting district numbers/weight of carton/supplier).
- Data from the Electoral Commission control list can be utilized to inform the label content.
- Carton mass, when packed, may not exceed 20 kilograms each.
- Cartons must be palletized for easy handling by forklifts.
- Pallets must be shrink-wrapped and strapped (4 straps) to prevent contents shifting or falling during movement.
- Bidders must note that all packaging materials including pallets will remain the property of the Electoral Commission after delivery.

10.2. Delivery Requirements

Printed voters roll must be delivered by the printer directly to the destination determined by the Electoral Commission.

This will be the relevant Electoral Commission warehouse in the province for which the voters roll is printed. A list of provincial warehouses with addresses is provided in schedule D for reference.

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The final delivery strategy-including timing and specific delivery points – will be timeously communicated to successful printers appointed through this tender process. It should be noted that the pricing schedule – as provided in Schedule E - provides the facility for this flexible delivery strategy. First stage delivery will in all cases remain the responsibility of the printer.

The Electoral Commission, however, reserves the right to make its own arrangements for the delivery of Voters roll, should it be necessary in order to ensure adherence to elections deadlines.

11. VOTERS ROLL DESIGN AND VOTERS ROLL IMAGE DATA TRANSFER

11.1. Voters Roll Design: The voters roll design will be provided by the Electoral Commission to the successful printers in electronic format as specified in Section 4.1.1.

12. PRODUCTION TIME/CAPACITY/SERVICE AREAS

A maximum of ten (10) calendar days – including weekend and public holidays – will be available for printing of the voters roll.

Bid submissions should therefore realistically take into account the quantity of voters roll which can be produced within the timeframe, with due regard to the non-negotiable quality requirements. This is particularly important as service providers will not be permitted to withdraw an offer at a later stage.

Service areas

Bidders are required to indicate in **Schedule E**, the portion of the Voters' Roll which is their preferred areas of service and within their realistic capacity range as specified in section 1.

The Electoral Commission reserves the right to negotiate the allocation of alternative municipalities to printers, if this becomes necessary in order to achieve full printing coverage. Such alternative allocations will be done within the approximate capacity originally stated by the bidder.

13. PRICING

Bidders are required to complete all the tables in **Schedule E** to indicate their pricing.

All stated prices must include VAT.

Pricing must cover the full specification and must be all inclusive, i.e. including but not limited to:

- Printing and supply of the full voters roll (A and/or B or both)
- Complete packaging as per section 10.1 above.
- Delivery as per section 10.2 above.

Service providers must take care to estimate and calculate their costs and prices correctly.

Service providers must note that the cost of packaging and delivery must be included in the tender price, and all packaging materials – including delivery pallets (if used) – remain the property of the Electoral Commission after delivery.

14. PERFORMANCE GUARANTEES/PENALTIES

The service provider(s) appointed in terms of this tender will be required to guarantee performance levels. Accordingly the following penalties may be applied by the Electoral Commission:

- In the event of the service provider failing to perform according to the specification and/or the terms of the service level agreement (SLA/contract), in a manner and at the time that may jeopardise election related processes, the Electoral Commission shall have the right to appoint an alternative service provider in order to complete or rectify the work.
- The Electoral Commission reserves the right, in such a case, to recover additional costs arising from such actions from defaulting service provider

CONTENTS OF THIS PAGE NOTED:

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15. SECURITY AND INTEGRITY REQUIREMENTS

The service provider may be subjected to security vetting requirements at the discretion of the Electoral Commission, prior to award of this tender.

16. CONFIDENTIALITY AND SECURITY

The successful service provider will be required to enter into confidentiality agreement.

No information or private knowledge gained by the service provider in the course of rendering this service to the Electoral Commission, particularly relating to voters roll and elections, may be divulged to outside parties.

Any request received for such information must be directed to the Information Officer of the Electoral Commission.

17. RECYCLING

The Electoral Commission actively encourages recycling of materials in the interest of a safer and greener environment.

Voters roll may incorporate a discreet recycling logo.

Service providers are encouraged to mark cartons and other packaging materials with the appropriate recycling logos where applicable.

18. BID EVALUATION

The tender submissions will be evaluated for adherence to the requirements of the bid specifications, in accordance with the evaluation criteria contained in **Schedule G**.

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SCHEDULE C
IEC/LG-04/2018

SPECIAL CONDITIONS AND REQUIREMENTS

Every tender submission must be accompanied by the following supplementary items. Review of these items by the Electoral Commission will form part of the formal review and evaluation of the bid.

Failure to attach and/or address these items in comprehensive and clear written format may therefore possibly disqualify the submission.

1. Bidders must be an established printing entity and must have direct control over the design, the production/printing process, and the quality control of the product
2. The bidder must provide a detailed explanation of the quality assurance (QA) process that will be applied in order to achieve the necessary degree of accuracy and quality in the production process. Aspects to be controlled must include, but are not necessarily limited to-
 - Number of names per book (zero tolerance).
 - Stability and consistency of print colour.
 - Overall quality of the final product
 - Monitoring, tracking and reporting of delivery procedure.
3. The bidder must provide full details of the methodology to be used to ensure that each voters roll contains all names of the segment (Voting district). Full details of the process and equipment to be used must be provided.
4. The bidder must provide a detailed explanation of the contingency plans that are or would be available in the event that scheduled printing at the main production plant is compromised or becomes impossible(For example: in the event of mechanical failure, labour unrest or any other disruptive cause.) The critical time available for printing of voters roll will not allow for corrective repairs et cetera. Production must be immediately transferrable to the contingency resource, which may entail standby subcontractors and/or alternative plant.
5. Bidder must provide detailed **company credentials** and a description of **production capabilities** which are relevant to this tender, together with previous related experience. For example: Accreditation by recognized bodies/ previous related availability and capacity of printing plant/output of suitable printing plant/ availability of bulk paper supply/ delivery transport resources, et cetera.
6. The bidder must provide an indication in **Schedule E** of the PORTION of the voters roll which he/she considers
 - a) To comprise a practical quantity of Voters roll capable of being produced within the ten (10) day production period.
 - b) Suitable to be serviced in accordance with the tender specifications.

This must be accurately indicated on **Schedule E**.

The Electoral Commission reserves the right to negotiate the allocation of alternative portion to printers, if it becomes necessary in order to achieve full printing coverage. Such alternative allocation will normally only be done within the capacity originally stated by the bidder.

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SUMMARY OF BID SUBMISSION REQUIREMENTS

To assist bidders in submitting complete bid submissions which conform to all requirements, the following checklist is provided.

It remains, however, the sole and definite responsibility of every bidder to thoroughly scrutinise the entire document and to ensure that all requirements in terms of the bid specifications are complied with.

Failure to do so may lead to the tender submission being disqualified!

	REQUIREMENT	TENDER SECTION	CHECK
i.	Direct control over the design, the production/printing process and the quality control of the product.	Section 7.1/Schedule C	
ii.	Explanation of quality control process.	Section 7.1/Schedule C	
iii.	Explanation of all names on the segment per book assurance.	Section 7.1.2/Schedule C	
iv.	Description of contingency plans.	Section 8/Schedule C	
v.	Company credentials and print capabilities.	Section 2.2/Schedule C	
vi.	Indication of selected portion.	Section 5/Schedule E	
vii.	Pricing schedule completed.	Section E	

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SCHEDULE D**IEC/LG-04/2018**

ELECTORAL COMMISSION PROVINCIAL WAREHOUSES

PROVINCE	WAREHOUSE STREET ADDRESS	CONTACT NUMBERS	LATITUDE (S)	LONGITUDE (E)
EASTERN CAPE	FARM 923, PORTION 2, BUFFALO PASS, COLLONDALE, EAST LONDON	043 736 -1127	33.0464610	27.8063220
FREE STATE	50 MONUMENT ROAD, UITSIG BLOEMFONTEIN	051 447 - 3543	29.138434	26.213753
GAUTENG	UNIT B2 60 FIRST STREET GOLD REEF INDUSTRIAL PARK BOOYSENS RESERVE JOHANNESBURG	011 496 - 1725	26.237558	28.023757
KWAZULU-NATAL	41 ASHFIELD CLOSE SPRINGFIELD PARK DURBAN	031 579 - 4829	29.808098	31.004828
MPUMALANGA	9 BLACKBERRY BLVD; RIVERSIDE PARK EXT 22; NELSPRUIT	013 757 - 1201	25.43062	30.96263
NORTHERN CAPE	NO. 7 DELFOS STREET, KIMDUSTRIA KIMBERLY	053 841 - 0142	28.756689	24.783402
LIMPOPO	11 KOBALT STREET NIRVANA, POLOKWANE	015 292 - 0149	23.88719	29.43751
NORTH WEST	RIZVI HOUSE 50/52 FIRST STREET (CNR: FIRST STREET & AERODROME ROAD INDUSTRIAL SITES MAFIKENG	018 381 - 4054	25.841743	25.633314
WESTERN CAPE	UNIT CDF KASSELSVLEI INDUSTRIAL PARK; BELVILLE SOUTH; CAPE TOWN	021 951 - 3350	33.913664	18.645469

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SCHEDULE E
IEC/LG-04/2018
PRICE SCHEDULE

Important: The prices stated for printing and delivery must include provision of paper, printing, packaging and delivery in accordance with the technical specifications.

- Prices must include the cost of paper, packaging and delivery.
- Order quantities will be in segments (voting district) = 1 Book.
- Prices must include VAT.
- Should the final quantities differ from estimated quantities the price will be adjusted pro-rata.
- Preference will be given to a printer who can print both portion A and B.

PRINTING – Must be in black on white paper with a colour cover sheet.

SECTION E-1

REGISTRATION WEEKEND – Planned delivery date: 14 December 2018

VOTERS ROLL PORTION	ESTIMATED PAGE QUANTITY (Approximately)	PRICE PER 100,000 PAGES (or part thereof) Including VAT	TICK THE PREFERRED VOTERS ROLL PORTION (i.e. A, B or both)
a) Price for the supply of voters roll Portion A – per registration event	950,919	R.....	
b) Price for the supply of voters roll Portion B – per registration event	1,043,652	R.....	
c) Price for the supply of the total voters roll (Portion A and B) – per registration event	1,994,571	R.....	

(Note: Cost of the coloured backing paper must be included in the price)
(Note: Cost of delivery must be included in the price)
 All prices must include VAT

SECTION E-2

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VOTING DAY – Planned Delivery Date: 2 April 2019

VOTERS ROLL PORTION	ESTIMATED PAGE QUANTITY (Approximately)	PRICE PER 100,000 PAGES (Or part thereof) Including VAT	TICK THE PREFERRED VOTERS ROLL PORTION (i.e. a, b or both)
a) Price for the supply of voters roll Portion A per voting event	950,919	R.....	
b) Price for the supply of voters roll Portion B per voting event	1,043,652	R.....	
c) Price for the supply of the total voters roll (Portion A and B) per voting event	1,994,571	R.....	

(Note: Cost of the coloured backing paper must be included in the price)
(Note: Cost of delivery must be included in the price)
 All prices must include VAT

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SCHEDULE F
IEC/LG-04/2018

Bidders, who wish to be considered for the voters roll printing tender, must be able to respond to the demands of the timeline set out herein.

It must be noted that this is a provisional estimated time line, suitable for broad planning purpose only.

The final timeline will be dependent on the official Election Timetable, which in turn is dictated by the actual Election Date, which will be determined and announced by Government at a future date.

- The extremely limited period available for printing – being ten (10) calendars days – will not be increased.

PROJECT TIMELINE:

ACTIVITY	ESTIMATED DATE
REGISTRATION WEEKEND 1 - DELIVERY DATE	14 December 2018
VOTING DAY - DELIVERY DATE	2 April 2019

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SCHEDULE G
IEC/LG-04/2018

BID EVALUATION CRITERIA VOTERS ROLL NPE2019 TENDER IEC/LG-04/2018
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BID REFERENCE NO #

BIDDER:

Bid Evaluation Criteria

Phase 1 [Qualification Factors]

	Key requirements for evaluation. Failure to comply with any of the requirements under phase 1 shall lead to disqualification of bid	YES	NO
A	Written submission submitted (section 7.1)		
B	Price schedule completed (schedule E)		
C	Ability to source the required paper (section 2.2)		
D	Ability to print within the prescribed period (section 7.1)		

OUTCOME OF PHASE 1

QUALIFIES:	DISQUALIFIED:

Phase 2

		Max points	Source Reference	Score Achieved
1	Direct control over production/printing process confirmed <ul style="list-style-type: none"> Using own facility to monitor with machinery and staff required to print the voters roll. In-house collate, packaging and quality assurance. 	8	Section 7.1/Schedule C-1	
		4		
		4		
2	Detailed statement of: COMPANY CREDENTIALS relevant to voters roll production One (1) point each up to maximum ten (10) for	21	Section 7.1/Schedule C-5	
		14		
		10		

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		Max points	Source Reference	Score Achieved
	each year of experience in the printing industry			
	previous voters roll printing and delivery experience	4		
	AFFILIATION with a recognized printing body	2		
	PRODUCTION CAPABILITIES provided, relevant to voters roll production	5		
	Number of machines	3		
	Number of machine operators	2		
3	Detailed explanation of QUALITY ASSURANCE of voters roll <ul style="list-style-type: none"> • Number of pages per segments (zero tolerance). • Stability and consistency of print colour. • Overall quality of the final product. 	<u>9</u> 3 3 3	Section 7.1/Schedule C-2	
4	Detailed explanation of CONTIGENCY PLANS to ensure voters roll production continues in the event of the following; <ul style="list-style-type: none"> • Labour unrest within the plant(strikes) • <i>Force majeure</i> events • Extensive power disruptions • Machinery breakdowns 	<u>8</u> 2 2 2 2	Section 8/Schedule C-4	
5	Detailed description of METHODOLOGY to ensure all pages on the voters roll. <ul style="list-style-type: none"> • Ensuring all names are on the voter's roll • Process to be followed to ensure that each voter's roll contains all the segments 	<u>5</u> 2 3	Section 7.1	

TOTAL POINTS SCORED OUT OF MAXIMUM 51

Minimum points to be scored for further consideration is at least 38 points of 51 points to achieve 75%

BID EVALUATION RESULT**	BID QUALIFIES:	BIDDISQUALIFIED:
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(** select relevant option)

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Voters Roll Capacity Offered

Portion	Quantity

General comments:

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Bid Evaluation Committee:

Name:	Signed:	Date:
Name:	Signed:	Date:
Name:	Signed:	Date:
Name:	Signed:	Date:
Name:	Signed:	Date:

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