REFERENCE: IEC/MP-04/2017  CLOSING DATE: 22 SEPTEMBER 2017

ENQUIRIES
TECHNICAL SPECIFICATIONS: Phindile Nhlengethwa/Rendani Muloiwa
Tel: 017 826 0173/ 013 762 0640 or eMail: muloiwar@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/MP-04/2017
PROVISION OF LOCAL OFFICE ACCOMMODATION – MP303 – MKHONDO

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 13 SEPTEMBER 2017 AT THE FOLLOWING ADDRESS:

Singh Centre
4A Zuidend Street
PIET RETIEF

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. Makanya • Rev. B. B. Finco • Ms. J. Y. Love
National Office: Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0157 • P/Bag X112, Centurion, 0046
Tel (+27) 12 822 5700 • Fax (+27) 12 822 5794
TENDER NUMBER: IEC/MP-04/2017
PROVISION OF LOCAL OFFICE ACCOMMODATION – MP303 - MKHONDO

CLOSING TIME: 11:00 CLOSING DATE: 22 SEPTEMBER 2017

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 40) 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/MP-04/2017) 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:

Singh Centre
4A Zuidend Street
PIET RETIEF

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!!

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE
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.
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, 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 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 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

(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 Electoral Commission shall not be responsible for any risk in relation to the goods before delivery.

(g) The Electoral Commission shall not be obliged to pay for any goods with any deviation from the agreed specification and quality.

(h) The Electoral Commission shall be entitled to return any goods with defects or deviations from the agreed specification without consent from the service provider.

(i) 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.

(j) **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.**

(k) 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.

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 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.

**CONTENTS OF THIS PAGE NOTED:**

**SERVICE PROVIDERS INITIALS / SIGNATURE**

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender! Failure to sign/initial any alterations or corrections made may also invalidate your tender!!

The use of any correction fluid, tape or similar products may invalidate your tender submission!!
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:

\[ P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \]

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, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<table>
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<tr>
<th>B-BBEE Status Level of Contributor</th>
<th>Number of points (90/10 system)</th>
<th>Number of points (80/20 system)</th>
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<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>20</td>
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<td>2</td>
<td>9</td>
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<td>7</td>
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<td>4</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Non-compliant contributor</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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.

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.
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.
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, etc.
   
   [Tick Applicable Box]
10. **Total number of years the company/firm has been in business:** ……………………………

**CONTENTS OF THIS PAGE NOTED:**
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.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Identity Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

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

<p>| | |</p>
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Non-SMME</td>
<td>Very Small</td>
</tr>
<tr>
<td>Medium</td>
<td>Micro</td>
</tr>
<tr>
<td>Small</td>
<td>EME</td>
</tr>
</tbody>
</table>

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

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

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>YES</td>
<td>NO</td>
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</table>

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

<p>| | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>YES</td>
<td>NO</td>
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</tbody>
</table>

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).
18. 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.

<table>
<thead>
<tr>
<th>Name of Company to be Subcontracted</th>
<th>% Value of Total Contract Allocated to Subcontractor</th>
<th>The B-BBEE status level of the subcontractor</th>
<th>Is the subcontractor is an EME or QSE (Please indicate EME, QSE, or “n/a”)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Total % of Work to be Subcontracted* ..................... %
## FINANCIAL INFORMATION

19. 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?

<table>
<thead>
<tr>
<th>Financial Year (e.g. 2015, 2016, 2017)</th>
<th>Annual Turnover</th>
<th>Gross asset value</th>
<th>Net asset value</th>
</tr>
</thead>
<tbody>
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<td>R</td>
<td>R</td>
<td>R</td>
</tr>
</tbody>
</table>

20. Is your company listed on the Stock Exchange?  

- YES  
- NO

21. 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.
22. Is the delivery period stated in the tender firm?  

YES  NO

23. 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

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

YES  NO
## PAST SUPPLY CHAIN PRACTICES (SBD8)

25. 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?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

(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:

........................................................................................................................................................................

26. 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)?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

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:

........................................................................................................................................................................

27. 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?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

If so, furnish particulars:

........................................................................................................................................................................

28. 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?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

If so, furnish particulars:

........................................................................................................................................................................
DECLARATION OF INTEREST
(SBD4)

29. 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:

   ……………………………………………………………………………………………

   ……………………………………………………………………………………………

30. 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.

   ……………………………………………………………………………………………

   ……………………………………………………………………………………………

31. 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.

   ……………………………………………………………………………………………

   ……………………………………………………………………………………………
32. 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?

If so, furnish particulars.

................................................................................................................................................................

33. 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?

If so, furnish particulars.

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

I, the undersigned, in submitting the accompanying bid:

TENDER: IEC/MP-04/2017

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.

CONTENTS OF THIS PAGE NOTED:

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!!
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 consortium\(^1\) 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.
17. If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the Electoral Commission may, in addition to any other remedy it may have –
   a) disqualify the person from the bidding process;
   b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
   c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
   d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding ten (10) years, after the *audi alteram partem* (hear the other side) rule has been applied; and
   e) forward the matter for criminal prosecution.

18. Notice has been taken of the tender document including all the relevant forms and the General Tender Conditions contained in this tender document, the content of which is understood.

19. It is confirmed that the required tender forms have been completed in full and signed.

…………………………………………………
Name and Surname in print

…………………………………………………
Signature

…………………………………………………
Position

…………………………………………………
Name of Bidder (Service Provider)

…………………………………………………
Date
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).
   - Non-compliant tax status 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.

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 13-23 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.
General questionnaire to ensure compliance with tender requirements/rules/conditions/specifications:

<table>
<thead>
<tr>
<th>Question</th>
<th>If YES, please tick*</th>
<th>If NO, please tick*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you duly authorised to sign the tender?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the Declaration of Interest Questionnaire been duly completed and included with the other tender forms?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the Certificate been completed and signed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have separate forms (pages 13-23) been completed for each member of a consortium, joint venture or subcontractor as specified in the tender document?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the tender document complete – i.e. are all pages as well as compulsory returnables included/returned with your tender submission?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have all corrections/alterations to information and or prices made on this document been certified/signed/initialled by the signatory of the tender document?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you noted that the use of correction fluid/tape or any such products to amend prices shall invalidate your tender submission?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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?</td>
<td></td>
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</tr>
<tr>
<td>Has an original or certified copy of your valid B-BBEE certificate/affidavit been attached to the tender document?</td>
<td></td>
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<tr>
<td>Have the General Tender Conditions been noted?</td>
<td></td>
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<tr>
<td>Have the Bid Evaluation Criteria been noted?</td>
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<tr>
<td>Has the Scope of Services been noted?</td>
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<tr>
<td>Have prices been quoted VAT inclusive?</td>
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<tr>
<td>Have a comprehensive written proposal and/or samples/certificates/et cetera as called for in this tender been prepared and submitted with the tender document?</td>
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</tbody>
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Bid Specifications

IEC/MP-04/2017

Long-Term Provision of Local Office Accommodation: Electoral Commission

MP303 - Mkhondo
1. **BACKGROUND**

A network of local offices is maintained by the Electoral Commission in two hundred and thirteen (213) municipalities throughout the country.

Local offices are responsible for implementing electoral related projects and programmes at a municipal level and also serve as a distribution point to voting stations during an Election Period.

The Mkhondo local office is currently located at Singh Centre, 4A Zuidend Street, Piet Retief.

However, the Electoral Commission needs to embark on a competitive (tender) procurement process to establish/maintain its physical footprint in the Mkhondo area.

The Electoral Commission is desirous to lease office space located within the Mkhondo municipal area and therefore invites interested property companies/property developers to submit written proposals related to this requirement.

2. **BID REQUIREMENTS**

2.1 Bidders are required to submit a comprehensive company profile that describes the nature of the organisation and its normal business activities with details of track record relating to leasing of premises.

2.2 Bidders must submit written proposals which sufficiently address the office space requirements, as indicated in the detailed specifications stipulated herein (section 4) and, if possible, should include a floor plan of the proposed site.

2.3 In addition to the above, bidders are required to submit information as called for in Section 3.9 (lease agreement) and Section 5 (Rental and Cost) schedules of the bid specifications.

2.4 This information will be used in the evaluation and adjudication of the bid and the Electoral Commission will not request additional information for evaluation purposes in the event of the bidder’s failure to include essential material. Bid responses will be evaluated as submitted.

2.5 The Electoral Commission does, however, reserve the right to verify the information provided. If information is found to be factually incorrect, misrepresented or is not provided, the bidder’s proposal may be disqualified.

2.6 Where consortiums or joint ventures submit a response or where subcontractors are included in the response, full details must be provided of all the partners/participants and the letters of agreement of all the partners should be included with the bid submission. The approved service provider(s) shall be obliged to inform the Electoral Commission about all changes in nominated partners/participants during the course of the contract and the Electoral Commission reserves the right to cancel the contract should the Electoral Commission consider any of the changes as operationally or materially significant.

*Note:* Where specific written submissions are called for in this bid, they must be provided. All such submissions will be used in the adjudication of the proposal. Failure to submit the correct written documentation and/or evidence may therefore lead to disqualification of a bid submission.

3. **GENERAL SPECIFICATIONS**

3.1 **Objectives**

The Electoral Commission does not invest in permanent local offices and therefore requires the leasing suitable office accommodation.
The Electoral Commission desires to lease a local office that can meet its operational requirements at a municipal level in Mkhondo. The local office is an operational and administration point that is primarily involved in the delivery of election programmes on a municipal level.

During an election period it also serves as a channel to receive electoral materials, keep stock of electoral materials, pick and pack electoral materials for distribution to voting stations.

Suitable office accommodation at a municipal level is essential for the successful delivery of elections and should fulfill the following minimum requirements:

3.1.1 Based on the Electoral Commission’s Space Planning Assessment to ensure operational functionality at a municipal level, the accommodation should be in the order of 133m² and must provide for the following -
- minimum of two (2) lockable office,
- one (1) open plan lockable office,
- a boardroom,
- ablution facilities,
- kitchen area,
- lockable storage area,
- lockable equipment room.

3.1.2 The office space should be easily accessible from public transport and main roads.

3.1.3 There should be adequate telecommunication infrastructure in the area to provide the local office with telephone, fax and data lines.

3.1.4 The office space should have sufficient water and electricity supply.

3.1.5 There should be sufficient uniform lighting in all areas of the office space.

3.1.6 The office space should be equipped with a separate kitchen area that has a sink with cold and hot water taps.

3.1.7 The office space should have appropriate flooring (e.g. ceramic tiling, carpeting, wooden floors, etc.)

3.1.8 The office space should have air conditioning in the work station areas.

3.1.9 The office space should have stable power for the utilisation of electronic equipment such as computers, photocopiers, fax machines and other electronic goods and appliances.

3.1.10 The office space should be fitted with related fire protection systems as Occupational Health and Safety Act.

3.1.11 The office space on offer should provide for three (3) safe parking spaces.

3.1.12 The office space should have burglar bars on the windows and entrance/exit doors.

3.1.13 The office space should have a burglar alarm system linked to armed response.

3.1.14 The office space on offer should be ready for occupation within three calendar months from closure of the bid.

3.2 Duration of the Contract

The duration of the lease will be for a period of seven (7) years, with a renewal option. The option to request renewal would be exercised in writing by the Electoral Commission.

3.3 Documentation for Payment

Invoices shall be submitted monthly by the Landlord for payment. Such invoices should reflect a clear breakdown of costs, for example:
- Rental amount
- Operating Cost
- Electricity Charge
- Water charge
- Refuse removal charge
All invoices shall reflect the applicable Purchase Order number of the Electoral Commission. Accounts must be addressed to the Finance Department, Electoral Commission, P O Box 1361, Nelspruit, 1200.

3.4 Exclusivity of Contract
The successful Bidder will be considered as the “Preferred Supplier” and will not have exclusive rights to the decisions made by the Electoral Commission. It remains the right of the Electoral Commission to lease additional premises from alternative suppliers as and when deemed necessary for the continuity of effective operation.

3.5 Lien
The service provider will accept an agreement whereby it shall waive any lien, hypothec or other right of retention or security that it may have over any materials or equipment to be kept at the local office.

The Electoral Commission is and, therefore, shall remain the owners of all goods located at the local office and as such; the Electoral Commission shall be entitled to enforce any rights that it may have in law, arising out of its ownership of the goods.

3.6 Security and Integrity Requirements
Bidder(s) may be subjected to security vetting requirements at the discretion of the Electoral Commission, prior to award of this bid.

3.7 Confidentiality and Security during the contract
No information or private knowledge gained by the service provider or its agents during the course of the contract may be divulged to outside parties.

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

No materials or equipment belonging to the Electoral Commission may be removed from the local office by the service provider or its agents during the course of the contract.

3.8 Conclusion of Lease Agreement
The award of this bid will be subject to the successful conclusion of Lease Agreement between the Electoral Commission and the approved service provider.

- The Lease Agreement shall formalise lease requirements and contractual obligations.
- The Lease Agreement shall conform to the terms, conditions and specifications of this bid.

3.9 Proposed Lease Agreement
For purposes of fair and standardised property administration the Electoral Commission proposes that the bidders consider the Electoral Commission’s generic local office lease agreement as provided on the Electoral Commission’s eProcurement website.

If the generic lease agreement is considered unsuitable bidders are requested to submit a proposed Lease Agreement – if available.
4. DETAILED SPECIFICATIONS:

The Electoral Commission requires a local office in the municipal area of Mkhondo that can meet its operational requirements. Those requirements are stipulated in the “Detailed Specification Table” shown below. Please note that office facilities smaller and/or bigger than 133m² may not be operationally suitable for the purposes of this bid.

Bidders are required to reply to each requirement by marking a “YES” or “NO”. Additional information regarding these specific requirements should be provided in the written proposal(s).

4.1 Detailed Specification Table – Mkhondo

<table>
<thead>
<tr>
<th>Item #</th>
<th>AREA / REQUIREMENTS</th>
<th>CRITERIA AND REQUIREMENTS</th>
<th>OFFER CONFORMS TO REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Location</td>
<td>Located in Municipality area of Mkhondo. [Exact address must be provided in the written submission]</td>
<td>YES NO</td>
</tr>
<tr>
<td>2</td>
<td>Condition of building</td>
<td>Existing building which are in good condition and ready for occupation. [Dilapidated buildings will not be accepted]</td>
<td>YES NO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A new building is proposed that will meet the operational requirements of the Electoral Commission.</td>
<td>YES NO</td>
</tr>
<tr>
<td>3</td>
<td>Size</td>
<td>The under roof floor space in the order of 133m². Larger and/or smaller spaces may not be suitable for the purposes of this bid. [Exact size to be provided in written submission]</td>
<td>YES NO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If not, state the size of the office space on offer.</td>
<td>_____ m²</td>
</tr>
<tr>
<td>4</td>
<td>Accessibility</td>
<td>The proposed office facility is easily accessible from public transport and main roads. [Main access roads must be stated in the written submission]</td>
<td>YES NO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The proposed office accommodation is accessible for persons with disabilities.</td>
<td>YES NO</td>
</tr>
<tr>
<td>5</td>
<td>Office Space (Size of space on offer should be</td>
<td>The proposed office has two (2) separate lockable offices of approximately 10m² to 12m².</td>
<td>YES NO</td>
</tr>
<tr>
<td></td>
<td>stated in the WRITTEN PROPOSAL</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>One (1) lockable office of approximately 19m² to 24m²</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One (1) boardroom of approximately 24m² to 30m²</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A lockable equipment room of approximately 10m² to 12m² (for servers, fax machines, photocopiers, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A lockable Storage Area of approximately 12m² to 15m²</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Separate male and female ablution facilities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6</strong> Internal Finishes Is the office space tiled, wooden laminated or carpeted?</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td><strong>7</strong> Kitchen The office accommodation is equipped with a separate kitchen and has built-in cupboards for the storage of kitchen utensils.</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>The office accommodation is equipped with a separate kitchen and has adequate space for a fridge and microwave.</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>The office accommodation is equipped with a separate kitchen and has a sink with cold and hot water taps.</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td><strong>8</strong> Air Conditioning There is/will be adequate air conditioning for work station areas.</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td><strong>9</strong> Telecommunications, Fax and Data Lines Telecommunication infrastructure is /will be available to make possible the installation of telephone, fax and data lines.</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td><strong>10</strong> Lighting Lighting is /will be adequate and conducive to a good working environment</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td><strong>11</strong> Safety and Security The proposed office is/will be fitted with sufficient fire protection systems that complies with the Occupational Health and Safety Act</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>There is/ will be burglar bars on the windows and entrance and/or exit doors</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>There is / will be a burglar alarm system linked to armed response</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td><strong>12</strong> Parking There is no less than three (3) safe parking spaces dedicated for use by office personnel and visitors</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>

**CONTENTS OF THIS PAGE NOTED:**

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**SERVICE PROVIDERS INITIALS / SIGNATURE**

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender! Failure to sign/initial any alterations or corrections made may also invalidate your tender!
The use of any correction fluid, tape or similar products may invalidate your tender submission!
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Will these premises be available for occupation within three (3) months from closure of this bid?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Availability</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Tenant Allowance</td>
<td>Is there a tenant’s allowance associated with the lease of the building (if yes, please confirm the value and terms and conditions for usage thereof) in section 5.5)?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>15</td>
<td>Building Type</td>
<td>Commercial</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Residential</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If in a residential zone, does the property have business rights? Submit proof of business rights in residential zone.</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>
5. RENTAL AND COSTS

Bidders are required to submit details of the rental to be charged for the first twelve (12) months of the contract period, indicate the annual escalation factor over a period of seven (7) years, as well as any other incidental costs and / or external factors that may impact on the rental and / or incidental costs. All prices must be VAT inclusive.

5.1 Rental Schedule - NB: All prices must be inclusive of VAT.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>OFFERED</th>
<th>RATE PER UNIT (Including VAT)</th>
<th>TOTAL MONTHLY COST (Including VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Space</td>
<td>......................m²</td>
<td>R............................</td>
<td>R........................................</td>
</tr>
<tr>
<td>Parking under cover</td>
<td>....................Bay(s)</td>
<td>R............................</td>
<td>R........................................</td>
</tr>
<tr>
<td>Parking for visitors</td>
<td>....................Bay(s)</td>
<td>R............................</td>
<td>R........................................</td>
</tr>
</tbody>
</table>

Incidental monthly costs:

- Cleaning Services [twice a week – not exceeding eight (8) times a month]
  
<table>
<thead>
<tr>
<th>RATE PER UNIT (Including VAT)</th>
<th>TOTAL MONTHLY COST (Including VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R............................</td>
<td>R........................................</td>
</tr>
</tbody>
</table>

- Alarm Monitoring / Armed Response [Section 4.1 - Item 11 of Detailed Specification Table]
  
<table>
<thead>
<tr>
<th>RATE PER UNIT (Including VAT)</th>
<th>TOTAL MONTHLY COST (Including VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R............................</td>
<td>R........................................</td>
</tr>
</tbody>
</table>

- Security Services on a proportionate basis (*See note below)
  
<table>
<thead>
<tr>
<th>RATE PER UNIT (Including VAT)</th>
<th>TOTAL MONTHLY COST (Including VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R............................</td>
<td>R........................................</td>
</tr>
</tbody>
</table>

- Garden Services [if applicable to offered property]
  
<table>
<thead>
<tr>
<th>RATE PER UNIT (Including VAT)</th>
<th>TOTAL MONTHLY COST (Including VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R............................</td>
<td>R........................................</td>
</tr>
</tbody>
</table>

Other costs: (Excluding municipal rates and taxes in 5.2)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>RATE PER UNIT (Including VAT)</th>
<th>TOTAL MONTHLY COST (Including VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>R............................</td>
<td>R........................................</td>
</tr>
<tr>
<td>ITEM</td>
<td>OFFERED</td>
<td>RATE PER UNIT (Including VAT)</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>b.</td>
<td></td>
<td>R……………………</td>
</tr>
<tr>
<td>c.</td>
<td></td>
<td>R……………………</td>
</tr>
</tbody>
</table>

**TOTAL MONTHLY RENTAL Inclusive of VAT**  
R …………………………………

*The cost for Security Services for shared security when the offered offices form part of a business park.

**PRICING SCHEDULE**

**Note:** Failure to comprehensively complete the pricing schedules will invalidate your bid.

5.2 Expected Municipal Rates and Taxes and Other Costs Such as Refuse Removal

<table>
<thead>
<tr>
<th>SERVICES DESCRIPTION</th>
<th>EXPECTED MONTHLY COSTS Including VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>R ……………………………………</td>
</tr>
<tr>
<td>b.</td>
<td>R ……………………………………</td>
</tr>
<tr>
<td>c.</td>
<td>R ……………………………………</td>
</tr>
<tr>
<td>d.</td>
<td>R ……………………………………</td>
</tr>
</tbody>
</table>

**TOTAL (Do not include “Incidental Monthly Costs” amount provided in schedule 5.1 – “Rental Schedule” above.)**  
R ………………………………… Including VAT

5.3 Availability of facility offered

Facility offered will be available for a period of seven (7) years with an option to renew for a further period to be negotiated:

(Please mark “Yes” or “No” as applicable)  
YES  NO

5.4 Escalation Factor

*Escalation factor over a seven (7) year period:  ………………………… % per year*

5.5 Tenant Allowance
Tenant allowance over the seven (7) year period: R .................................

Notes:
5.5.1 The tenant allowance must at least amount to 10% of the first year’s rental amount.
5.5.2 This amount should be sufficient to cover possible changes to offices and other additional Electoral Commission requirements such as signage. (Terms and conditions of the tenant allowance must be clearly addressed in the written proposal (Refer to section 2.2 above).

5.6 Maintenance costs

Percentage of actual cost charged for maintenance costs incurred on request from and approved by the Electoral Commission:

....................% of actual quoted cost.

6. CHECKLIST

The following checklist is provided for the convenience of the bidder. It remains the responsibility of the bidder to read the bid document thoroughly and to respond correctly to all instructions and requests therein.

BID RESPONSES MUST INCLUDE THE FOLLOWING (REFER ALSO TO SECTION 2 AND SECTION 3.9 OF THE SPECIFICATIONS):

- COMPREHENSIVE COMPANY PROFILE AS REQUIRED IN SECTION 2.1
- DETAILS OF CONSORTIUMS / PARTNERS AS REQUIRED IN SECTION 2.6
- A PROPOSED LEASE AGREEMENT AS REQUIRED IN SECTION 3.9 – IF AVAILABLE
- COMPLETE AND RETURN DETAILED SPECIFICATION TABLE (Item 4.1)
- WRITTEN SUBMISSION IN WHICH THE FOLLOWING ASPECTS ARE TO BE ADDRESSED:
  - Describe office space location and exact address (in the area of Mkhondo municipality); Geographic co-ordinates are requested, but not compulsory
  - Details of when office accommodation will be available (within three months preference of the closing date of this bid?)
  - List of facilities in office accommodation – which should include number of offices, boardroom, storage space, office facilities (how many of each type, what size & how many plug points available)
  - Details of kitchen and comfort areas (Is there a sink with hot & cold water; space for a fridge and/or microwave oven)
  - Details of toilets and ablution facilities (Are separate facilities available for males & females)
  - Details of security arrangements for inside and surrounding areas (burglar proofing on windows and entrance/exit doors, alarm system, guarded office complex, etc.)
  - Provide floor plan;
  - Provide photographs, if available (not compulsory);
  - Details of staff and visitor parking facilities (how many and are they under cover?); and
  - Details of building access and facilities for persons with disabilities.
- COMPLETED RENTAL SCHEDULE (Item 5.1)
- MUNICIPAL RATES AND TAXES AND OTHER COSTS. (Item 5.2)
• AVAILABILITY OF FACILITY OFFERED – Marked (Item 5.3)
• COMPLETED DETAILS OF ESCALATION FACTOR (Item 5.4)
• COMPLETED DETAILS OF TENANT ALLOWANCE (Item 5.5)
• COMPLETED DETAILS OF MAINTENANCE COST PERCENTAGE (Item 5.6)
7. **BID EVALUATION**

Submissions will be evaluated against the specified technical criteria. Only submissions that meet the functional and operational needs of the Electoral Commission will be further considered for recommendation.

**LONG-TERM PROVISION OF OFFICE ACCOMMODATION – Mkhondo Local Office:**

**IEC/MP-04/2017**

<table>
<thead>
<tr>
<th>BIDDER NAME AND NUMBER:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Criteria</th>
<th>YES</th>
<th>NO</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative Disqualification Criteria <em>(Shall lead to disqualification if not met)</em></td>
<td>YES</td>
<td>NO</td>
<td>Comments</td>
</tr>
<tr>
<td>1.1</td>
<td>Comprehensive written proposal <em>[Section 2.2]</em></td>
<td></td>
<td></td>
<td><em>(Requirement to qualify for further consideration)</em></td>
</tr>
<tr>
<td>1.2</td>
<td>Pricing Schedule - Rental and Costs tables completed <em>[Sections 5.1, 5.2, 5.3, 5.4, 5.5 &amp; 5.6]</em></td>
<td></td>
<td></td>
<td><em>(Requirement to qualify for further consideration)</em></td>
</tr>
<tr>
<td>1.3</td>
<td>Lease - Period of seven <em>(7)</em> years available <em>[Section 3.2 and 5.4]</em></td>
<td></td>
<td></td>
<td><em>(Requirement to qualify for further consideration)</em></td>
</tr>
<tr>
<td>2</td>
<td>Technical Disqualification Criteria <em>(May lead to disqualification if not met)</em></td>
<td>YES</td>
<td>NO</td>
<td>Comments</td>
</tr>
<tr>
<td>2.1</td>
<td>Location – Municipal Area of Mkhondo <em>[Section 1 &amp; 4.1]</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Two <em>(2)</em> lockable offices or the ability to be configured as such <em>[Section 4.1 item 5]</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>One <em>(1)</em> open plan office of approximately <em>[19m²]</em> to <em>[24m²]</em> or sufficient space to accommodate open plan office <em>[Section 4.1 item 5]</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Technical Requirements for Evaluation</td>
<td>Max score</td>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------</td>
<td>-----------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>One (1) boardroom of approximately <strong>24m²</strong> to <strong>30m²</strong> - Enough space to accommodate boardroom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>Kitchen facility [Section 4.1 item 7]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>Ablution Facilities [Section 4.1 item 5]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Bidder Profile</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1.1</td>
<td>Company profile - main Bidder: Suitability [Section 2.1]</td>
<td>15</td>
<td><em>(Property market 5 yrs+ = 15; 4 yrs=12; 3yrs =10; 2yrs=8; less than 2yrs =6; none=0)</em></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Size &amp; Location</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2.1</td>
<td>Size – In the order of <strong>133m²</strong> [Section 4.1 item 3]</td>
<td>15</td>
<td><em>(Yes = 15; Variance of 1% to 5% <strong>smaller</strong> than preferred size =12; Variance of 6% to 10% <strong>smaller</strong> than preferred size =10; Variance within 11% to 20% <strong>smaller</strong> than preferred size = 8; Variance greater than 20% <strong>smaller</strong> variance = 0) Variance of 1% to 10% larger than preferred size =15; Variance of 11% to 20% larger than preferred size =10 <strong>Greater</strong> than 20% variance = 0)</em></td>
<td></td>
</tr>
<tr>
<td>3.2.2</td>
<td>Accessibility - Accessible from public transport and other main roads [Section 4.1 item 4]</td>
<td>10</td>
<td><em>(Accessible from one or more= 10, one =7 and none =0)</em></td>
<td></td>
</tr>
<tr>
<td>3.2.3</td>
<td>Accessibility - Building accessible to persons with disabilities [Section 4.1 item 4]</td>
<td>5</td>
<td><em>(Universal access = 5; access to the building 2 and No=0)</em></td>
<td></td>
</tr>
<tr>
<td>3.2.4</td>
<td>Business Rights [Section 4.1 item 14]</td>
<td>7</td>
<td><em>(Yes =7, application in process = 4 and No =0)</em></td>
<td></td>
</tr>
</tbody>
</table>

**CONTENTS OF THIS PAGE NOTED:**

**SERVICE PROVIDERS INITIALS / SIGNATURE**

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!
## 3.3 Facilities Requirement - points will be deducted for non-compliance to each of the elements below

<table>
<thead>
<tr>
<th>Element</th>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3.1 Lockable Equipment Room of approximately 10m² to 12m²</td>
<td>6</td>
<td>(Yes =6; or 4 points for 10% variance, 0 points for non-compliance)</td>
</tr>
<tr>
<td>3.3.2 Lockable Storage Area of approximately 12m² to 15m²</td>
<td>5</td>
<td>(Yes =5; or 3 points for 10% variance, 0 points for non-compliance)</td>
</tr>
<tr>
<td>3.3.3 Air conditioning [Section 4.1 item 8]</td>
<td>6</td>
<td>(Air-conditioning in all <strong>work station areas</strong> = 6, subtract 1 point for each office without an air conditioner)</td>
</tr>
<tr>
<td>3.3.4 Telecommunication [Section 4.1 item 9]</td>
<td>6</td>
<td>(Existing data, telephone and fax lines =6; subtract 1 point for each missing line)</td>
</tr>
<tr>
<td>3.3.5 Lighting and stable power supply [Section 4.1 item 10]</td>
<td>5</td>
<td>(Yes = 5; will comply = 2 and No = 0)</td>
</tr>
<tr>
<td>3.3.6 Safety and Security [Section 4.1 item 11]</td>
<td>10</td>
<td>10 points for all elements (burglar bars and security gate + alarm system linked to armed response + fire protection systems [extinguishers, hose reels, fire doors, fire escapes, etc.], subtract 1 point for each missing element</td>
</tr>
<tr>
<td>3.3.7 Parking [Section 4.1 item 12]</td>
<td>5</td>
<td>(5= for required parking bays and subtract 1 point for each missing bay)</td>
</tr>
<tr>
<td>3.3.8 Tenant Allowance [Section 4.1 item 14]</td>
<td>5</td>
<td>(Yes = 5, willing to consider/negotiate allowance = 3 and No = 0)</td>
</tr>
</tbody>
</table>

**Final score**

100

**Percentage Achieved** *(minimum required is 75%)*

**Technical Evaluation Committee Recommendation:**

*Note: All submissions achieving 75% and higher will qualify for the final evaluation - Secondary evaluation Part 2 - which will consist of an on-site evaluation during which the facility will be weighed against the criteria indicated above*