

# INVITATION TO BID



**cogta**

Department:  
Co-operative Governance and Traditional Affairs  
**PROVINCE OF KWAZULU-NATAL**

**DESCRIPTION: . APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER THREE HUNDRED AND THREE (303) VOTER REGISTRATION DEVICES**

Bid No. : ZNT 1949/2018 LG

COMPANY NAME : \_\_\_\_\_

**Type of Bidder (Tick One Box)**

One-person Business/Sole Trader	
Close corporation	
PTY (Ltd)	
Private Company	
Partnership	
Consortium/Joint Venture	
Co-operative	

**Participation Capacity (Tick One Box)**

Prime Contractor	
Supplier/Sub-Contractor	

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## RETURN OF PROPOSAL

Proposal must be deposited in the **Bid box situated at Department of Co-operative Governance and Traditional Affairs, Lift Area, 13th floor, North Tower, Natalia Building. 330 Langalibalele Street, Pietermaritzburg, 3201** or received by post to The Senior Manager: Supply Chain Management, Private Bag X 9078, Pietermaritzburg, 3200 Tel: (033) 395 3134 before **11h00 on 04 MARCH 2019**

*A compulsory Site Inspection will take place on 13 FEBRUARY 2019 at 11:00 am at 330 LANGALIBALELE STREET, NATALIA BUILDING, 13<sup>TH</sup> FLOOR, ROOM 16, SCM BOARDROOM, PIETERMARITZBURG.*

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## PART A INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

BID NUMBER:	<b>ZNT 1949/2018 LG</b>	CLOSING DATE:	<b>04 MARCH 2019</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER THREE HUNDRED AND THREE (303) VOTER REGISTRATION DEVICES</b>				

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT

(STREET ADDRESS)

**330 LANGALIBALELE STREET**

**13TH FLOOR LIFT AREA NORTH TOWER**

**NATALIA BUILDING**

**PIETERMARITZBURG**

### SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
		NAME:	

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ANSWER PART B:3 BELOW ]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY	Department of COGTA	CONTACT PERSON	Mr Nathi Mpungose
CONTACT PERSON	Ms Lindiwe Madlala	TELEPHONE NUMBER	033 897 5654/078 800 9120
TELEPHONE NUMBER	033 395 2174	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	<a href="mailto:nathi.mpungose@kzncogta.gov.za">nathi.mpungose@kzncogta.gov.za</a>
E-MAIL ADDRESS	<a href="mailto:Lindiwe.madlala@kazncogta.gov.za">Lindiwe.madlala@kazncogta.gov.za</a>		

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>								
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>								
<b>2. TAX COMPLIANCE REQUIREMENTS</b>								
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>								
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="width: 30%; text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**SBD 1**  
**STANDARD BID DOCUMENTATION**

**SECTION A**  
**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF  
THE DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

BID NUMBER: **ZNT 1949/2018 LG**      CLOSING DATE: **04/01/2019**      CLOSING TIME: **11:00**

DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER THREE HUNDRED AND THREE (303) VOTER REGISTRATION DEVICES**

CONTRACT PERIOD: **ONCE-OFF**

VALIDITY PERIOD: **120 DAYS**

**The successful bidder will be required to fill in and sign a written Contract Form (SBD 13.2)**

**BID DOCUMENTS MAY BE POSTED TO:**

The Head SCM Unit,  
Department Co-operative Governance and Traditional Affairs,  
Private Bag X9078,  
Pietermaritzburg, 3200

**NOTE: THE POST IS CLEARED FROM THE  
PIETERMARITZBURG POST OFFICE BEFORE  
10:00 ON DUE DATE**

OR

**BID DOCUMENTS DELIVERED BY HAND MUST BE  
DEPOSITED IN THE BID BOX SITUATED AT:**

Department of Co-operative Governance and Traditional Affairs,  
Lift Area, 13<sup>th</sup> floor, North Tower,  
Natalia Building,  
330 Langalibalele Street,  
Pietermaritzburg

**THE BID BOX IS AVAILABLE ON THE  
FOLLOWING DAYS AND TIME:**

**MONDAY TO FRIDAY (EXCLUDING PUBLIC  
HOLIDAYS)  
08:00 TO 16:00**

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER.....

PROVINCIAL SUPPLIER DATABASE REGISTRATION NO: .....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER.....

FACSIMILE NUMBER CODE.....NUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (Section B) YES ☐ NO ☐

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (Section F) YES ☐ NO ☐  
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

**[TICK APPLICABLE BOX]**

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....  
 A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); OR.....

A REGISTERED AUDITOR .....

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE  
 IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?

YES ☐ NO ☐  
**[IF YES ENCLOSE PROOF]**

SIGNATURE OF BIDDER .....

DATE.....CAPACITY UNDER WHICH THIS BID IS SIGNED .....

TOTAL BID PRICE: R.....

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** Co-operative Governance and Traditional Affairs

**Contact Person:** Ms Lindiwe Madlala

**Tel:** 033 395 2174

**Fax:** 086 642 8873/ 033 342 8830

**Email:** [lindiwe.madlala@kzncogta.gov.za](mailto:lindiwe.madlala@kzncogta.gov.za)

**ANY ENQUIRIES REGARDING SPECIFICATION INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** Mr Nathi Mpungose

**Unit:** Traditional Governance

**Tel:** 033 897 5654

**Cel:** 078 800 9120

**Email:** [nathi.mpungose@kzncogta.gov.za](mailto:nathi.mpungose@kzncogta.gov.za)

**SECTION B (SBD 2****TAX CLEARANCE CERTIFICATE REQUIREMENTS**

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).

6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

Jeyrel:\Mdk416-SBD2 tax clearance

**I HAVE READ, UNDERSTOOD AND COMPLY WITH THE SPECIAL INSTRUCTIONS ABOVE:**

.....  
**SURNAME AND INITIALS OF COMPANY REPRESENTATIVE**

.....  
**DATE**

.....  
**SIGNATURE**

COMPANY OFFICIAL STAMP



**SECTION C (SBD 3)****SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1991, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

## SECTION D

### REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the KwaZulu-Natal Supply Chain Management Policy Framework, all suppliers of goods and services to the Province of KwaZulu-Natal are required to register on the Central Suppliers Database.
2. If you wish to apply for registration, forms may be downloaded from the website, <http://www.kzntreasury.gov.za>, (click on "Document Library" and then choose "Forms") or obtained by phoning the toll free number **0800 201 049**. This number is also available for general enquiries relating to Provincial supply chain management issues.
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
  - 3.1 de-register the supplier from the Database,
  - 3.2 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Suppliers Database, relating to changed particulars or circumstances.**

### DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative)

.....

WHO REPRESENTS (state name of bidder).....

AM AWARE OF THE CONTENTS OF THE KWAZULU-NATAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

CENTRAL SUPPLIER DATABASE NO.....

.....

**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE :** .....

## SECTION E (SBD 4) DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). 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-
  - the bidder is employed by the state; and/or
  - 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.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
  - 2.1 Full Name of bidder or his or her representative: .....
  - 2.2 Identity Number:.....
  - 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member): .....
  - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: .....
  - 2.5 Tax Reference Number: .....
  - 2.6 VAT Registration Number: .....
  - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1991 (Act No. 1 of 1991);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.7 Are you or any person connected with the bidder YES ☐ NO ☐  
presently employed by the state?

- 2.7.1 If so, furnish the following particulars:

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

Name of state institution at which you or the person .....  
connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars: .....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES ☐ NO ☐

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES ☐ NO ☐  
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

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

2.8 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 ☐

2.8.1 If so, furnish particulars:  
 .....  
 .....  
 .....

2.9 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 ☐

2.9.1 If so, furnish particulars.  
 .....  
 .....  
 .....

2.10 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 ☐

2.10.1 If so, furnish particulars.  
 .....  
 .....  
 .....

2.11 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 ☐

2.11.1 If so, furnish particulars:  
 .....  
 .....  
 .....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## SECTION F

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

## 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included); and

1.2

a) The value of this bid is estimated to **not exceed** R50 000 000.00 (all applicable taxes included) and therefore the **(80/20)** preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser 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 preferences, in any manner required by the purchaser.

1.7

## 2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"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 goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

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

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company



(Pty) Limited  
[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

Manufacturer  
Supplier  
Professional service provider  
Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser 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) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

OWNERS/SHAREHOLDERS/PARTNERS/SOLE PROPRIETORS/TRUSTEES / BENEFICIARIES.

*(This information is required for statistical purposes only)*

FULL NAME	ID NUMBER	CAPACITY : MEMBER/PART NER/ PROPRIETOR/ SHARE- HOLDER/TRUS TEE/ BENEFICIARY	% OWNERSHIP/ PARTNERSHIP/ TRUST/ CO- OPERATIVE	MALE/ FEMALE	HANDI- CAPPED YES/NO	AFRICAN (A) / COLOURED (C) / INDIAN (I) WHITE (W)	YOUTH YES/NO	% OF TIME DEVOTED TO THE FIRM

## SECTION G

### CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the KwaZulu-Natal Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
  - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the bid;
  - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1991, the KwaZulu-Natal Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the KwaZulu-Natal General Conditions of Contract, with which I/we am fully acquainted;
  - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
  - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address)

.....

.....
3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference bid cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
5. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

**SECTION H**  
**PRICING PAGE – FIRM PRICES**  
**(GOODS)**

N.B.: This form must be completed in detail, signed by the Bidder and bear the signature of a witness. Failure to comply with these requirements may result in the bid being disregarded.

**CLOSING DATE AND TIME: 04/03/2019 @ 11:00 VALIDITY PERIOD: 120 DAYS**

<b>BID NO: ZNT 1949/2018 LG</b>	<b>PERIOD : ONCE-OFF</b>
Item description:  <b>APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER THREE HUNDRED AND THREE (303) VOTER REGISTRATION DEVICES</b>	NAME AND ADDRESS OF BIDDER(FIRM)  ..... ..... ..... TEL:..... FAX:.....
DOES OFFER COMPLY WITH THE SPECIFICATION? <i>If not, furnish details of deviation in space provided for "Remarks"</i>	YES / NO <i>(Delete which is not applicable)</i>
TOTAL BID PRICE ** (ALL APPLICABLE TAXES INCLUDED)	<b>R</b>
BID PRICE IN WORDS ** (ALL APPLICABLE TAXES INCLUDED)	 
REMARKS (If any):	..... <div style="text-align: center;">(Signature of Bidder)</div> DATE: .....  ..... <div style="text-align: center;">(Signature of Witness)</div> DATE:.....

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**\*\*all applicable taxes\*\* includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

**SECTION I (SBD 7)**  
**AUTHORITY TO SIGN A BID**

**A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on ..... 20....., Mr/Mrs  
..... whose signature  
appears below) has been duly authorized to sign all documents in connection with this bid on behalf of  
(Name of Company).....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....  
(PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES:** 1 .....

2 .....

**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned..... hereby confirm that I am the sole  
owner of the business trading as .....

**SIGNATURE**.....

**DATE**.....

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner	Residential address	Signature
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

We, the undersigned partners in the business trading as.....  
 hereby authorize ..... to sign this bid as well as any contract  
 resulting from the bid and any other documents and correspondence in connection with this bid and /or  
 contract on behalf of (company name) .....

..... <b>SIGNATURE</b>	..... <b>SIGNATURE</b>	..... <b>SIGNATURE</b>
..... <b>DATE</b>	..... <b>DATE</b>	..... <b>DATE</b>

#### D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20..... at.....

..... Mr/Ms....., whose signature appears below, has been authorized  
 to sign all documents in connection with this bid on behalf of (Name of Close Corporation)  
 .....

**SIGNED ON BEHALF OF CLOSE CORPORATION:** .....  
 (PRINT NAME)

**IN HIS/HER CAPACITY AS**..... **DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:** 1..... **WITNESS:** 2.....

### **E. CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

Mr/Ms....., whose signature appears below, has been authorized to sign all documents in connection with this bid on behalf of (Name of cooperative)

**SIGNED ON BEHALF OF CO-OPERATIVE:**.....  
(PRINT NAME)

**IN HIS/HER CAPACITY AS:** ..... **DATE:**.....

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:** .....

**WITNESSES:** 1..... **WITNESS:-** 2.....

### **F. CONSORTIUM**

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

### **AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium on ..... 20 .....

Mr/Mrs.....(whose signature appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium).....

**SIGNED ON BEHALF OF CLOSE CORPORATION:** .....  
(PRINT NAME)

**IN HIS/HER CAPACITY AS** ..... **DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES: 1** ..... **WITNESS: - 2** .....

## G. JOINT VENTURE

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of the enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

## AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners  
on.....20.....

Mr/Mrs....., Mr/Mrs.....

Mr/Mrs..... and Mr/Mrs.....

(whose signatures appear below) have been duly authorized to sign all documents in connection with this bid on behalf of: (Name of Joint Venture).....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (COMPANY NAME):** .....  
(PRINT NAME)

**SIGNATURE:**..... **DATE:** .....

**IN HIS/HER CAPACITY**  
**AS:**.....

**SIGNED ON BEHALF OF (COMPANY NAME):**

.....



(PRINT NAME)

**SIGNATURE :** ..... **DATE:** .....

**IN** ..... **HIS/HER** ..... **CAPACITY**  
**AS:** .....

**SIGNED** ..... **ON** ..... **BEHALF** ..... **OF** ..... **(COMPANY** ..... **NAME):**  
.....

(PRINT NAME)

**SIGNATURE :** ..... **DATE:** .....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (COMPANY NAME):** .....

(PRINT NAME)

**SIGNATURE :** ..... **DATE:** .....

**IN HIS/HER CAPACITY AS:** .....

## SECTION J (SBD 8)

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- 4 Abused the institution'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.
- 5 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	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?  (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 <i>audi alteram partem</i> rule was applied).  <b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home pg</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:.....		
4.2	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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:.....		
4.3	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 <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:.....		
4.4	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 <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:.....		

**CERTIFICATION**

I, **THE** **UNDERSIGNED** **(FULL**  
**NAME)**.....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**SECTION K (SBD 9)**  
**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1991, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
 (Name of Bidder)

4. I have read and I understand the contents of this Certificate;
5. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

6. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
7. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
8. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, 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
9. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
10. In particular, without limiting the generality of paragraphs 6 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.
11. 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.
12. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
9. 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 1991 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and

Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of Bidder**

.....

<sup>3</sup> 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.

## SECTION L SPECIAL CONDITIONS OF CONTRACT

### SECTION 1: DEFINITION OF TERMS

#### 1.1 SERVICE

The consultancy services to be rendered by professional service providers must be rendered in terms of this contract.

#### 1.2 CONTRACTOR

The person or persons, partnership, close corporation, firm or company, whose bid for this service was accepted.

#### 1.3 AGREEMENT

This comprises the agreement signed by parties, the conditions of bid, the bid and the specifications.

#### 1.4 AGREEMENT PERIOD

The period during which the service is to be rendered and originally determined in the agreement, or as amended, extended or renewed in accordance with stipulations of the agreement.

#### 1.5 PARTIES

The parties to this contract are The Head of Co-operative Governance and Traditional Affairs in the KwaZulu-Natal Provincial Administration and Contractor.

#### 1.8 DEPARTMENT

KwaZulu-Natal department of Co-operative Governance and Traditional Affairs.

#### 1.9 CURTAILMENT OF SERVICE

The Department reserves the right to withdraw from the service any part/s of the contract as a whole, with one month's written notification to the contractor. In a case such as this, the contract sum will be adjusted *pro rata* from the date of withdrawal.

### SECTION 2: IMPORTANT INFORMATION TO NOTE

2.1 This bid is invited and will be awarded and administered in terms of the following:-

- 2.1 KwaZulu-Natal Supply Chain Management Policy Framework,
- 2.2 Section 217 of the Constitution,
- 2.3 The PFMA and its Regulations in general,
- 2.4 The Preferential Procurement Policy Framework Act,
- 2.5 National Treasury guidelines, and
- 2.6 Provincial Treasury's Supply Chain Management Practice Notes and guidelines

2.2

<b>REQUIRED COMPULSORY INFORMATION</b>
--

**2.2.1 The bidder shall ensure that all the required information is furnished; viz:-**

- 2.2.1 Declaration that information on Provincial Supplier Database is correct and up to date (SECTION D)
- 2.2.2 Declaration of interest (SECTION E)
- 2.2.3 Tax Clearance Certificate Requirements (SECTION B),
- 2.2.4 Compulsory Briefing Session (SECTION M )
- 2.2.5 Authority to sign a bid (SECTION I),
- 2.2.6 Conditions of Bid (SECTION G)
- 2.2.7 The original Tax Clearance Certificate(s) (and not a copy thereof) must be submitted together with the bid document.
- 2.2.8 Each party to a Consortium/Group of sub-contractors must obtain separate Tax Clearance Certificate(s) and also be registered on the Suppliers Database.
- 2.2.9 Should a supplier have submitted an original Tax Clearance Certificate within the last twelve (12) months to the Department, it will not be necessary to resubmit it, however, same must be indicated in the bid document.
- 2.2.10 A valid certified copy of B-BBEE Status Level Verification Certificate/ Letter from an auditor confirming EME status must be submitted with the proposal.

**NOTE: Failure to submit the required information may invalidate the entire proposal.**

**SECTION 3: SPECIAL CONDITIONS OF CONTRACT****3.1 ACCEPTANCE OF BID**

- 3.1.1 This bid has been invited, and will be adjudicated in terms of the KwaZulu-Natal Supply Chain Management Policy Framework and the KwaZulu-Natal Provincial Treasury's Practice Notes. Co-operative Governance and Traditional Affairs' Bid Adjudication Committee is under no obligation to accept the lowest or any bid.
- 3.1.2 The financial standing of bidders and their ability to manufacture or to supply goods or render services may be examined before their bids are considered for acceptance.

**3.2 APPEALS**

- 3.2.1 Entities aggrieved by a decision of a departmental Bid Adjudication Committee or a delegate of an accounting officer, may appeal to the Bid Appeals Tribunal in the prescribed manner by the Supply Chain Management Policy Framework

**3.3 AMENDMENT OF CONTRACT**

- 3.3.1 Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties subject to the Legal Services screening the amendment before it is signed.

**3.4 CHANGE OF ADDRESS**

- 3.4.1 Bidders must advise the Department should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

**3.5 COMMUNICATION**

- 3.5.1 All correspondence with regard to this bid must be addressed or hand delivered to the:

The Head SCM Unit,  
Department Co-operative Governance and Traditional Affairs,  
Private Bag X9078,  
Pietermaritzburg  
3200

ENQUIRIES: **Ms Lindiwe Madlala TEL.: 033-395 2174**

**3.6 COMPLETENESS OF BID**

- 3.6.1 Bids will only be considered if correctly completed and accompanied by all relevant certificates and other necessary applicable information.

**3.7 COMPLETION OF SPECIFICATION**

- 3.7.1 Where specifications are designed in such a way that responses would be required from bidders, these forms must be completed and submitted as part of the bid document.

**3.8 CONDITIONS OF BID**

- 3.8.1 The successful Contractor must be in a position to assume duty on the date stipulated in the letter of acceptance.
- 3.8.2 No bid received by telegram, telex, or facsimile will be considered.
- 3.8.3 It shall be noted that the Department is under no obligation to accept the lowest or any bid.
- 3.8.4 The offer shall be made strictly according to the specification. No alternative offers will be considered.
- 3.8.5 Bidders must provide the following particulars about themselves as part of the bid:
- 3.8.5.1 Where they have their Headquarters
  - 3.8.5.2 Where they have their Regional Office.
  - 3.8.5.3 Name, address and telephone number of bankers together with their bank account number.
  - 3.8.5.4 The names, identity numbers and street addresses of all partners in cases where persons, a partnership, or a firm consists of a partnership.

- 3.9** In cases where a person or persons, a partnership, close corporation, firm or company enters business for the very first time, the following particulars shall be provided:

- 3.9.1 By whom, or with whose assistance, was the business plan drafted?
- 3.9.2 By whom, or with whose assistance, were the bid prices calculated?
- 3.9.3 Whose advice is relied on?
- 3.9.4 Who will provide financial support?

- 3.10** A list of references must accompany this bid. Particulars shall be submitted regarding similar agreements completed successfully or of projects which the bidder is engaged in.



**3.11 CONFIDENTIALITY**

The contractor's staff that comes into contact with the Department's confidential information and documents may be required to sign confidentiality agreements so as to protect the Department's information.

**3.12 CONTRACT PERIOD**

3.12.1 The contract period shall remain in force for a period of once-off from date of signing of official contracts.

3.12.2 The Department of Co-operative Governance and Traditional Affairs reserves the right to terminate the contract with any contractor should the contractor fail to fulfil his/her contractual obligations in terms of the contract.

**3.13 DETAILS OF CURRENT CONTRACTS HELD BY THE BIDDER**

3.13.1 The bidder must furnish the following details of all current contracts:

- (i) Date of commencement of contract/s;
- (ii) Expiry date/s;
- (iii) Value per contract; and
- (iv) Contract details. That is, with whom held, phone number and address/s of the company.

**3.14 EQUAL BIDS**

3.14.1 In the event that two or more bids have equal total points, the successful bid will be the one scoring the highest number of preference points for specified goals. Should two or more bids be equal in all respects, the Adjudication shall be decided by the drawing of lots.

**3.15 EXECUTION CAPACITY**

3.15.1 The bidder will be required to provide an efficient and effective service. Therefore, the bidder is required to submit proof that he/she has the required capacity to execute the contract tendered for successfully. The bidder must supply references or state his/her experience as a company to undertake the contract. References of past experience of owners/employees of new entities must accompany the bid document.

**3.16 EXTENSION OF CONTRACT**

3.16.1 An extension of contract may be considered. It is the normal policy that contracts are not extended. However, circumstances may arise whereby a contract cannot be renewed in time. If this is found to be the case, the right is reserved to approach existing contractor(s) to extend the contract for such period agreed to.

**3.17 GENERAL EVALUATION CRITERIA**

The Bid Evaluation Committee will assess offers and adhere to the following basic guidelines when evaluating.

- a. Whether all the required information called for in the bid document has been submitted by the bidder.

- b. Has the bidder supplied references or stated his/her experience as a Company to undertake the contract. References of past experience must accompany the bid document.
- c. The financial standing of the bidder and ability to render a service may be examined before an award of bid take place.
- d. Preferences will be taken into consideration by the Department in terms of the B-BBEE Scorecard.
- e. Documented reports received from an institution/s pertaining to past bad performance by a company who is tendering, may be taken into consideration.
- f. Did the bidder attend the site inspection?
- g. Will the bidder be in a position to successfully execute the contract?
- h. The 80/20 Point System will apply in the evaluation of this bid.

### 3.18 IRREGULARITIES

- 2.18.1 Companies are encouraged to advise the Department timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

### 3.19 JOINT VENTURES

- 3.19.1 In terms of the Supply Chain Management Policy Framework, a consortium or joint venture may, based on the percentage of the contract value managed or executed by respective members.
- 3.19.2 Should this bid be submitted by a joint venture, a certified copy of the joint venture agreement **must** accompany the bid document before the closing date and time of bid. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- 3.19.3 A trust, consortium or joint-venture must obtain and submit a **consolidated B-BBEE Status Level Verification Certificate**. The non-submission of a consolidated B-BBEE Certificate by a company will result in preference points not being allocated to such company. Failure to submit the joint venture Agreement will result in preference points not being allocated to all companies participating in the joint venture.

### 3.20 LATE BIDS

- 3.20.1 Bids are late if they are received at the address indicated in the bid documents after the closing date and time.
- 3.20.2 A late bid shall not be considered and, where practicable, shall be returned unopened to the Bidder, accompanied by an explanation.

### 3.21 NOTIFICATION OF ADJUDICATION OF BIDDER & ADVERTISING OF RESULTS

- 3.21.1 Notification of the Adjudication of bid shall be in writing by a duly authorized official of Co-operative Governance and Tradition Affairs' Supply Chain Management unit.

### 3.22 PRO RATA DECREASE OF COMPENSATION

- 3.22.1 Should the services not be rendered to the satisfaction of the Department and unsatisfactory items/ aspects/ events have already, in writing, been brought to the attention of the Contractor, the Department reserves the right in terms of paragraph 3.27 hereunder, to retain payment to the Contractor for as long as the unsatisfactory service continues.

### 3.23 CENTRAL SUPPLIERS DATABASE

2.23.1 A bidder submitting an offer must be registered on the Central Suppliers Database. A bidder who has submitted an offer and is not registered on the Central Suppliers Database will not be considered.

3.23.2 Each party to a Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

### **3.24 SUBMISSIONS AND COMPLETION OF SBD 6.1**

3.24.1 Bidders are to complete SBD 6.1 document where applicable. Failure by the bidder to submit a valid B-BBEE status level verification certificate will result in the bidder not being considered for preference points allocation. If the information required is not applicable to the business, clearly insert the symbols "N/A" in the appropriate space. If the space provided is left blank, it will be regarded as information that is still outstanding and the SBD 6.1 will not be processed further.

### **3.25 TERMINATION OF SERVICES**

3.25.1 Should the Contractor fail to meet the conditions of this contract, or continue rendering unsatisfactory service, the Employer reserves the right to terminate the contract, after written notification has been served on the Contractor, with retention of the right to recover from the Contractor any losses which the Employer may suffer/incur as a result of the failure, without prejudicing any other rights it may have.

### **3.26 TAX CLEARANCE CERTIFICATE**

3.26.1 The original Tax Clearance Certificate must be submitted with the bid before the closing date and time of the bid. Failure to submit a valid Tax Clearance Certificate will invalidate your bid unless a valid, as at the closing date of this bid, original Tax Clearance Certificate is already in the possession of the Departments Supply Chain Management Unit. In this regard, a clear reference must be provided e.g. bid number.

3.26.2 Each party to a Joint Venture/Consortium must submit an original valid Tax Clearance Certificate together with the bid before the closing date and time of bid.

### **3.27 UNSATISFACTORY PERFORMANCE**

3.27.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

(i) Before any action is taken, the Department shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning the Department will:

- (a) take action in terms of its delegated powers
- (b) make a recommendation for cancellation of the contract concerned.

### **3.28 VALIDITY PERIOD AND EXTENSION THEREOF**

3.28.1 The validity (binding) period for the bid must be **120** days from close of bid. However, circumstances may arise whereby this Department may request the bidders to extend the validity (binding) period. Should this occur, the Department will request bidders to extend the validity (binding) period under the same terms and conditions as originally tendered for by bidders. This request will be done before the expiry of the original validity (binding) period.

**3.29 VAT**

2.29.1 Bid prices must be inclusive of VAT.

2.29.2 A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (a) The name, address and registration number of the supplier;
- (b) the name and address of the recipient;
- (c) an individual serialized number and the date upon which the tax invoice is issued;
- (d) a description of the goods or services supplied;
- (e) the quantity or volume of the goods or services supplied;
- (f) either :—
  - (i) the value of the supply, the amount of tax charged and the consideration for the supply; **or**
  - (ii) where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

**3.30 REGISTERED ADDRESS**

The Department provides the following:

Street address as it's *domicillium citandi et executandi* in respect of any lawsuit which might result from or bears relevance to this contract, as well as for purposes of notice to :  
The Head SCM Unit, KwaZulu-Natal Co-operative Governance and Traditional Affairs

14 <sup>th</sup> floor, South Tower, Natalia Building. 330 Langalibalele Street PIETERMARITZBURG 3200	Private Bag X9078, PIETERMARITZBURG 3200
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SECTION M

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

Site/building/institution involved: **330 LANGALIBALELE STREET, NATALIA BUILDING, 13<sup>TH</sup> FLOOR, SCM BOARDROOM, ROOM 16, PIETERMARITZBURG.**

Bid No: **ZNT 1949/2018 LG**

Service: **APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER THREE HUNDRED AND THREE (303) VOTER REGISTRATION DEVICES**

\*\*\*\*\*

THIS IS TO CERTIFY THAT (NAME): .....

ON BEHALF OF: .....

ATTENDED THE BRIEFING SESSION ON: **13 FEBRUARY 2019 at 11:00 am at 330 LANGALIBALELE STREET, NATALIA BUILDING, 13<sup>TH</sup> FLOOR, SCM BOARDROOM, ROOM 16, PIETERMARITZBURG.**

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**  
(PRINT NAME)

**DATE:** .....

.....  
**SIGNATURE OF DEPARTMENTAL REPRESENTATIVE**  
(PRINT NAME)

.....  
**DEPARTMENTAL STAMP:**  
(COMPULSORY)

**DATE:** .....



**cogta**

**Department:  
Co-operative Governance and Traditional Affairs  
PROVINCE OF KWAZULU-NATAL**

**ZNT1949/2018LG**

**APPOINTMENT OF A SERVICE PROVIDER TO  
SUPPLY AND DELIVER THREE HUNDRED  
AND THREE (303) VOTER REGISTRATION  
DEVICES**

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**SPECIFICATION****CONDITIONS OF CONTRACT****SECTION 1: DEFINITION OF TERMS & SERVICES REQUIRED**

The following definitions of terms will apply in respect of this contract.

1. **AGREEMENT**

This comprises the agreement signed by the parties, the conditions of the bid, the bid and the accepted document, the agreement conditions and the specifications.

2. **CONTRACT PERIOD**

The period during which the service is to be rendered and originally determined in the agreement, or as amended, extended or renewed in accordance with the stipulations of the agreement.

3. **CONTRACTOR**

The person/s, partnership, closed corporation, firm or company, whose bid was accepted for this service.

4. **CONTACT PERSON**

The Department of Co-operative and Traditional Affairs shall appoint an Official who shall be the contact person on all matters pertaining to this contract.

5. **DEPARTMENT**

The Department is the Department of Co-operative Governance and Traditional Affairs. (CoGTA)

6. **PARTIES**

The Department of Co-operative Governance and Traditional Affairs on the one part and the Contractor on the other part.

7. **SERVICES REQUIRED AND KEY COMPETENCIES**

7.1 Service provider(s) must Supply and Deliver **Three Hundred and Three Portable Voter Registration Devices.**

7.2 The Department of CoGTA invites reputable service provider(s) to Supply and Deliver Three Hundred and Three (303) Portable Voter Registration Devices. Refer to details under **"Scope of Work"** below.

7.2 The service provider(s) appointed to undertake this project should demonstrate the following key competencies:

7.2.1 XX

7.2.2 XX

**SECTION 2: NOTES AND CONDITIONS TO THE BIDDER****1. BACKGROUND:**

- 1.1. Portable devices are used at voting stations to support the process of voter registration. Up to the present time this has taken the form of a Programmable Barcode Scanning Unit (PBSU) which scans and saves to internal memory the details contained in the barcode of the South African national identity document. The specific PBSU presently in use is the eZiskan unit, which were purpose-built for the Electoral Commission in 2007.
- 1.2. When in use at a voting station, the current PBSU records the barcode of a unique voting district map (thereby linking it to the specific voting station) and also scans and records identity documents of voters. A receipt in the form of an adhesive label is printed by the PBSU at the time of identity document scanning to provide evidence of the action.
- 1.3. The PBSU is subsequently transported to an office of the Electoral Commission, there connected to a computer, and the stored data is uploaded from the PBSU internal memory to the Electoral Commission's voters roll data systems.
- 1.4. The current PBSU units are also used for voters roll management during voting, when all segments of the national voters roll are loaded onto the unit memory. When the unique voting station map and the identity barcode of a prospective voter are scanned, a report is printed to confirm the presence, or otherwise, of that person on the relevant voters roll segment, and the data is stored.
- 1.5. These current PBSU units have now reached the end of their useful technological lifespan.
- 1.6. Elementary approaches used to date - that of scanning an ID document and recording the data are now outdated and inadequate for future purpose.

**2. GENERAL SCOPE OF WORK AND QUANTITIES:**

- 2.1. The Department requires a supply of Voter Registration Devices (hereafter referred to as "DEVICES") to support electronic voter registration, and voters roll management at voting stations on Election Day.
  - The barcode to be scanned will predominantly be that contained in the green South African identity book.
  - The smartcard barcode to be read will be predominantly that utilized in the South African smartcard identity system.
- 2.2. In addition to the scanning capability, the DEVICE must be able to pinpoint, identify and record address locations of registering voters.
- 2.3. The DEVICE must provide sufficient onboard memory and storage for the necessary data logging and processing. The DEVICE must be equipped with substantial memory (data storage) capacity, to permit storage of the complete national voter's roll details, storage of substantial mapping data, capturing of data during voter registration and voting activities, and transmission of that data in real-time mode to a central point.
- 2.4. The quantity of units required is Three Hundred and Three (303).



- 2.5. The DEVICE will be used at voting stations across the Province, sometimes in remote and underdeveloped areas. The units must therefore be robust ('ruggedized'), reliable and capable of withstanding harsh operating conditions.
- 2.6. The proposed new DEVICE must be compatible with the key operational functionalities of the Department's existing business systems, as broadly described in **Section 3: Voter Registration Process**, and as further set out in **Section 4: Technical Requirement**, to permit seamless integration with existing procedures and systems at operational level and in the field.
- 2.7. The unit must function by means of a rechargeable battery, and as back-up alternative direct from 220V mains power. Batteries and chargers should be supplied together with each scanner to form a self-contained unit, in the style of cell-phones or similar modern appliances.
- 2.8. The unit must be user friendly, and of a size and physical format that enables sustained use by the operator without strain or discomfort, within the described technical requirements. Both desktop and hand-held operation must be possible.
- 2.9. The scope of this tender includes costing options for an outright purchase (mandatory) or finance lease (optional) with respect to:
  - A. A base DEVICE
  - B. Minimum two (2) year warranty
  - C. Preventative maintenance plan post the two (2) warranty period
- 2.10. Bidders must note that this tender reflects a significant departure from current voter registration practice, by the Department. The elementary approach used to date - that of scanning an ID document and recording the data - is now outdated and inadequate for future purpose. Advances in appropriate and relevant technology will ideally be harnessed and applied in the resultant solution.
- 2.11. The required quantity of DEVICES in terms of this tender is set at Three Hundred and Three (303) with potential tolerances outlined in **section 9**.

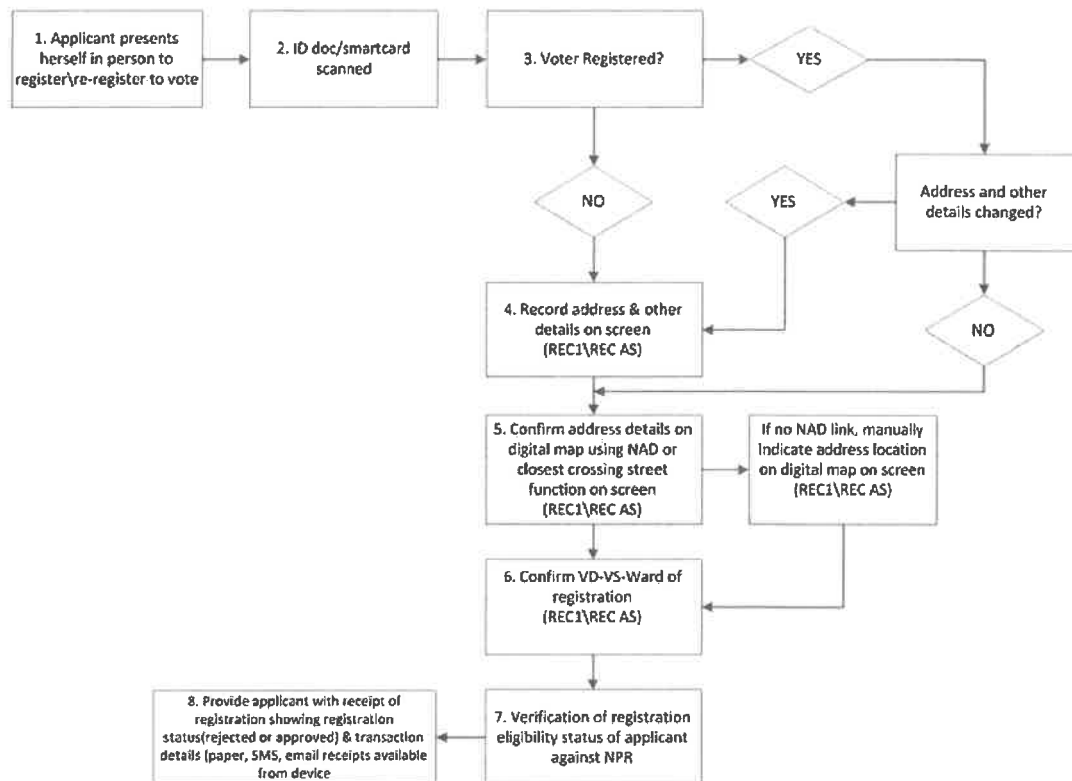
### 3. DETAILED SCOPE OF WORK

#### 3.1. Voter Registration Process

##### Flow Diagram

This flow diagram, illustrating the flow of activities when a voter presents her/himself at a voting station to register, is provided for the information of the bidder to understand the primary purpose of the DEVICE, and to assist with conceptualization of the tender scope.

## VOTER REGISTRATION IN-PERSON



### 3.2. Business Imperatives

- a. DEVICE is able to operate both on-line & off-line.
- b. DEVICE will require a printer.
- b) No requirement for biometric identification verification of registration applications.
- c) Geographic information systems capability will be required to, for example, locate voters on a map and return co-ordinates.
- d) Barcode reader able to read 1D & 2D barcodes.
- e) The business application will be developed & maintained by the IEC.
- f) 256GB data storage capacity.

### 4. TECHNICAL REQUIREMENT:

The following technical requirements should be met by any candidate DEVICE. The tender submission must address these requirements; a written statement or explanation of each point **must** be given.

Where the bidder is unable to meet a specific requirement, equivalent technical alternatives may be offered in the tender submission. This may include an entire alternative unit, provided it meets the overall technical requirements.

The bid document presents a detailed set of technical requirements specification for a Voter Registration DEVICE. The document specifies the following: physical characteristics, the hardware components that make up the DEVICE, software that supports the running of the DEVICE, support and maintenance of the DEVICE.

Bidders must ensure a comprehensive understanding of the technical requirement specifications.

#### **4.1 Product Perspective**

The current Portable Barcode Scanning Unit (PBSU) has reached the end of its technological useful life and cannot meet the Department's current and future business requirements. The aim of the bid specification is to ensure the procurement of a technically suitable DEVICE that will be used to replace the current PBSU.

In addition to the technical requirements specification detailed in **section 4.2** the following are key priorities that are indispensable in the design of the DEVICE:

##### **a. Ease of Use**

The DEVICE should be designed in such a way that it is easy to use - given that the exposure to technology of the end-user of the DEVICE may be limited to a basic mobile phone.

##### **b. Ergonomic design and portability**

The main use of the DEVICE will be with the Official in a seated position on a desk. An Official may carry the DEVICE by hand during the day. Therefore, the DEVICE should have a good ergonomic design, and be light enough and small enough to be carried with comfort.

##### **c. Cost-Effectiveness**

The DEVICE should be cost-effective (including a licensing structure that encompasses all of its components, software and hardware) - given the large quantities of DEVICES that will be procured.

##### **d. Unappealing Aesthetic Design**

The DEVICE shall be designed such that it discourages theft and abuse of use - the design should be aesthetically undesirable.

##### **e. Ruggedness**

Storage, transportation and operation in varying environments around South Africa, some of which may be harsh, will subject the DEVICE to abnormal wear and tear - the DEVICE must be rugged or ruggedized to withstand these conditions.

##### **f. Lifespan**

The DEVICE is intended to be used intermittently on multiple occasions, separated by long periods of inactivity, over a period spanning a maximum of 10 (ten) years.

#### **4.1.1 Operating Environment**

The following list describes the environmental situations which the DEVICE will encounter during storage and operation:

**a. General Environments**

The DEVICE will be operated in voting stations and residences situated in urban and rural areas. Voting stations could be indoors in locations such as community halls and schools, or outdoors under tents. This also implies that the DEVICE will be operating under various lighting conditions.

**b. Weather Conditions**

The DEVICE will be used during various seasons of the year; in various conditions such as rainy, windy, dusty, cold and hot temperatures; and areas of low and high humidity.

**c. Transportation**

The DEVICE will be transported on roads of varying quality and in various types of landscapes such as mountainous, coastal, desert and forest. The road quality can range from gravel roads to tar roads. The DEVICE should comply with air freight regulations.

**d. Storage**

The DEVICE will be stored at warehouse(s) for about six (6) months at a time between various Election Periods.

## 4.2 Technical Requirement Specifications

### 1) Definitions

Shall	Expresses a characteristic which is to be present in the item which is the subject of the specification, i.e. "shall" expresses a <b>binding requirement</b> . The DEVICE will only be acceptable if this requirement is met. This item is <b>mandatory</b> .
Should	Expresses a target or goal to be pursued, but may not necessarily be achieved. It is <b>preferable</b> that this requirement be met. This item is <b>preferred</b> .
May	Expresses <b>permissive</b> guidance with regards to possible <b>options</b> . This item is <b>optional</b>
DEVICE transaction	A single transaction entails performing the following functions with the DEVICE: <ul style="list-style-type: none"> <li>• Scanning barcode</li> <li>• Entering text using keyboard</li> <li>• Navigating map using touch screen</li> <li>• Reading and writing to permanent storage</li> <li>• Computing results</li> <li>• Display information on the screen</li> <li>• Printing outcome</li> <li>• Geolocation of DEVICE</li> </ul>
DEVICE casing	The cover or shell of the Device (DEVICE). This is the physical enclosure of the internal components of the DEVICE.
DEVICE storage case	A protective container used to store the DEVICE during storage and transportation.
Lifespan	The time from which the DEVICE is delivered to the Electoral Commission, to the time when the DEVICE is retired.
Literate	Someone who can read and understand basic English instructions.
Basic technology user	Someone who can use technologies such as a basic smart phones, remote controls and ATMs.
Technology savvy	Someone who is proficient in the use of modern technology. They can install software applications, connect DEVICES to a network, and perform basic troubleshooting.

Application Programming Interface (API)	An API is a software package made up of a set of functions and procedures used to enable the development of software applications which access the features and data of the operating system, other applications and hardware modules.
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## 2) Acronyms and Abbreviations

1D	One dimensional
2D	Two dimensional
3G	Third generation
4G	Fourth generation
AC	Alternating Current
API	Application Programming Interface
CMOS	Complementary Metal-Oxide Semiconductor
COTS	Commercial Off The Shelf
CPU	Central Processing Unit
DDR	Double Data Rate
GLONASS	Global Navigation Satellite System (Russian)
GNSS	Global Navigation Satellite System
GPRS	General Packet Radio Service
GPS	Global Positioning System
GSM	Global System for Mobile Communications
IEC	Electoral Commission
IEEE	Institute of Electrical and Electronics Engineers
LAN	Local Area Network
LTE	Long-Term Evolution; standard for high-speed wireless communication for mobile phones and data terminals.
MFF	Machine Form Factor
NMEA	National Marine Electronics Association
OEM	Original Equipment Manufacturer
PBSU	Portable Barcode Scanning Unit
PSK	Pre-Shared Key
QR Code	Quick Response Code
RAM	Random Access Memory
RGB	Red, Green, Blue
RoHS	Restriction of Hazardous Substances
SABS	South African Bureau of Standards
SANS	South African National Standards
SDK	Software Development Kit
SED	Self-Encrypting Drive
SIM	Subscriber Identification Module
DEVICE	DEVICE
VS	Voting Station
WPA	Wi-Fi Protected Access

### 3) International System of Units (SI Units)

SI Unit	Description
A	Amps
°C	Degrees Celsius
cd/m <sup>2</sup>	Candela per metre squared
dB	Decibels of the measured power referenced to one watt
dBm	Decibels of the measured power referenced to one milliwatt
GB	Gigabyte
Gbps	Gigabits per second
GHz	Gigahertz
Hz	Hertz
kg	Kilogram
m	Metres
MB/s	Megabytes per second
mm	Millimetres
MP	Megapixels
ms	Milliseconds
mW	Milliwatt
V	Volts
W	Watt
s	Seconds

### 4) Applicable and Referenced Documents

- a) Electoral Commission Voter Registration and Enrolment System - Business and Stakeholder Requirements
- b) Institute of Electrical and Electronics Engineers Standard for Information Technology— Telecommunications and information exchange between systems— Local and metropolitan area networks— Specific requirements Part 11: Wireless LAN Medium Access Control (MAC) and Physical Layer (PHY) Specifications (IEEE 802.11 b/g/n/ac).
- c) National marine Electronics Association Interface Standard (NMEA 0183).
- d) Institute of Electrical and Electronics Engineers Standard for Ethernet (IEEE Std. 802.3).
- e) ISO/IEC 9995-3 Information technology – Keyboard layouts for text and office systems – Part 3: Complementary layouts of the alphanumeric zone of the alphanumeric section.
- f) British Standard Specification – Two-pole and earthing-pin plugs, socket-outlets and socket-outlet adaptors (BS546).
- g) BS 546A standard
- h) South African National Standards for Plug and socket-outlet systems for household and similar purposes for use in South Africa – Part 1: Conventional systems, 16 A 250 V a.c. (SANS 164-1).
- i) IA16A3 standard

- j) South African National Standards Household and similar electrical appliances – Safety – Part 2-29: Particular requirements for battery chargers (SANS 60335-2-29).
- k) South African national Standards – Electromagnetic compatibility (EMC) – Part 4-6: Testing and measurement techniques – Immunity to conducted disturbances, induced by radio-frequency fields (SANS 61000-4-6).
- l) Department of Defence Test Method Standard for Environmental Engineering considerations and Laboratory Tests (MIL-STD 810G: Method 501.5, 502.5, 516.6, 507.5 and 514.6)
- m) Institute of Electrical and Electronics Engineers Standard for Safety Levels with Respect to Human Exposure to radio Frequency Electromagnetic fields, 3 kHz to 300 GHz (IEEE C95.1-2005).
- n) Restriction of Hazardous Substances (RoHS) directive.

#### 4.2.1 Requirements Naming Convention

The table below provides the naming conventions used to number the specifications in this document.

**Table 1: Descriptions of the abbreviations used in the requirements numbering convention**

<b>Notation</b>	<b>Description</b>
GRS	General requirement specifications
URS	Unique device identification requirement specifications
HRS	Hardware requirement specifications
PSRS	Physical security requirements specifications
SRS	Software requirements specifications
RRS	Reliability requirement specifications
STRS	Storage and transportation requirement specifications
DRS	Documentation requirement specifications
SMRS	Support and maintenance requirement specifications
SFRS	Safety requirements specifications
SAMRS	States and modes requirements

**Please Note:**

In the technical requirement specifications section 4.2, the description next to each requirement is a unique identifier, not a number. These unique identifiers are used to keep track of each requirement throughout the project which means each requirement must have the same unique identifier permanently. For instance, GRS-2.1 has multiple sub-requirements, but some of them were removed and those remaining are maintaining their original unique identifiers. This is not an error!

4.2.2 General

GRS-1.	Device composition	
	Description	The Voter Registration Device (DEVICE) shall be a DEVICE composed of commercial-off-the-shelf (COTS) components (hardware and software) or the full technical design document is provided
	Sub-requirement(s)	<p><b>GRS-1.1. Option A:</b> The DEVICE as a whole shall be widely commercially available.</p> <p><b>GRS-1.2. Option B:</b> The components of an assembled DEVICE, both software and hardware, as detailed in this document, shall be widely commercially available.</p> <p><b>GRS-1.3. Option C:</b> An assembled DEVICE shall be accompanied by blueprints of the DEVICE and its components in a case where the DEVICE components are not widely commercially available.</p>

GRS-2.	Portability	
	Description	The DEVICE shall be portable.
	Sub-requirement(s)	<p><b>GRS-2.1.</b> The DEVICE should have a wearing strap to facilitate portability during use.</p> <p><b>GRS-2.1.3.</b> The wearing strap shall be padded.</p> <p><b>GRS-2.1.5.</b> The wearing strap should be detachable.</p> <p><b>GRS-2.2.</b> The DEVICE shall have maximum dimensions of 270mm x 240mm and a thickness of 100mm when lying on a flat surface, with a tolerance of 5%.</p> <p><b>GRS-2.3.</b> The DEVICE shall have a maximum mass of 2.5 kg, with a tolerance of 5%.</p>

GRS-4.	Branding	
	Description	The DEVICE casing shall be branded with the logo of the Electoral Commission and its associated branding message.
	Sub-requirement(s)	<p><b>GRS-4.1.</b> The branding should prominently cover the entire DEVICE casing surface.</p> <p><b>GRS-4.2.</b> The branding shall not be removable without damaging the DEVICE casing, for the lifespan of the DEVICE.</p> <p><b>GRS-4.3.</b> The brand colours and fonts shall be provided by the Electoral Commission.</p>



#### 4.2.3 Unique Device Identification

URS-1.	Device serial number	
	Description	The DEVICE shall have a serial number such that no two (2) DEVICES shall share a serial number.
	Sub-requirement(s)	<p><b>URS-1.1.</b> The serial number shall be displayed on the outside of the DEVICE casing.</p> <p><b>URS-1.2.</b> The serial number on the DEVICE casing shall be accompanied by a one dimensional (1D) barcode encoding the serial number.</p> <p><b>URS-1.3.</b> The serial number should be placed on the DEVICE such that it can be scanned by simply opening its storage case, without having to remove the DEVICE from the storage case.</p> <p><b>URS-1.4.</b> The font size of the serial number on the DEVICE casing should be of font size 10 point, with a tolerance of 5%.</p> <p><b>URS-1.5.</b> The serial number on the DEVICE casing should be in a monospaced type font.</p> <p><b>URS-1.6.</b> The serial number on the DEVICE casing shall not be removable without damaging the DEVICE casing, throughout the lifespan of the DEVICE.</p> <p><b>URS-1.7.</b> The serial number shall be embedded in the firmware of the DEVICE.</p> <p><b>URS-1.8.</b> The serial number in the firmware shall be the same as the one on the outside of the DEVICE casing.</p> <p><b>URS-1.9.</b> The serial number in the firmware shall remain the same throughout the lifespan of the DEVICE.</p> <p><b>URS-1.10.</b> The serial number in the firmware shall be retrievable through operating system (OS) Application Programming Interfaces (API).</p> <p><b>URS-1.11.</b> The serial number should be in the format provided by the Electoral Commission.</p>

#### 4.2.4 Hardware Components

##### 4.2.4.1 Data Communication Interfaces

<b>HRS-1.</b>	Wi-Fi module	
	Description	The DEVICE shall have a Wi-Fi module.
	Sub-requirement(s)	<p><b>HRS-1.1.</b> The Wi-Fi module shall comply with the IEEE 802.11 b/g/n standards at a minimum.</p> <p><b>HRS-1.2.</b> The Wi-Fi module shall have an on-chip omni-directional antenna.</p> <p><b>HRS-1.3.</b> The Wi-Fi module should be capable of Wi-Fi Direct peer-to-peer communication.</p> <p><b>HRS-1.4.</b> The Wi-Fi module shall support Wi-Fi Protected Access 2 - Pre-Shared Key (WPA2-PSK) and WPA2-Enterprise security protocols.</p>
<b>HRS-2.</b>	Mobile cellular module	
	Description	The DEVICE shall have a mobile cellular module.
	Sub-requirement(s)	<p><b>HRS-2.1.</b> The mobile cellular module shall comply to the third generation (3G) communication standard, with backward compatibility to standards prior to 3G.</p> <p><b>HRS-2.2.</b> The mobile cellular module may be fourth generation (4G) communication standard compliant.</p> <p><b>HRS-2.3.</b> The mobile cellular module shall be capable of operating in any of the cellular communication networks in South Africa.</p> <p><b>HRS-2.4.</b> The mobile cellular module shall have a Subscriber Identification Module (SIM) card slot.</p> <p><b>HRS-2.4.1.</b> The SIM card slot shall be compatible with any of the SIM cards provided by South African network service providers.</p> <p><b>HRS-2.4.3.</b> The SIM card slot should be placed inside the DEVICE casing such that it can only be accessed by authorised personnel.</p> <p><b>HRS-2.5.</b> The mobile cellular module shall provide an API.</p> <p><b>HRS-2.6.</b> The mobile cellular module shall have an on-chip antenna.</p>

HRS-3.	GNSS module	
	Description	The DEVICE shall have a Global Navigation Satellite System (GNSS) module.
	Sub-requirement(s)	<p><b>HRS-3.1.</b> The GNSS module shall have the capability to communicate with at least the Global Navigation Satellite System (GLONASS) and the Global Positioning System (GPS).</p> <p><b>HRS-3.2.</b> The GNSS module shall have an on-chip antenna.</p> <p><b>HRS-3.3.</b> The GNSS module shall have a maximum cold-start time of 35s, with a tolerance of 5%.</p> <p><b>HRS-3.4.</b> The GNSS module shall have a rated accuracy of better than 5m, with a tolerance of 5%.</p> <p><b>HRS-3.5.</b> The GNSS module shall have a rated sensitivity of better than -145 dBm, with a tolerance of 5%.</p> <p><b>HRS-3.6.</b> The GNSS module shall implement some mechanism of maintaining accuracy under conditions of dense foliage and urban canyons.</p> <p><b>HRS-3.7.</b> The GNSS module shall comply with at least the National Marine Electronics Association (NMEA) output standard.</p> <p><b>HRS-3.8.</b> The GNSS module shall provide an API.</p>

HRS-4.	Ethernet connectivity	
	Description	The DEVICE shall be capable of connecting to a wired Local Area Network (LAN).
	Sub-requirement(s)	<p><b>HRS-4.1.</b> The DEVICE should have an Ethernet port.</p> <p><b>HRS-4.2.</b> The Ethernet connection shall have a minimum data transfer capacity of 1Gbit/sec.</p> <p><b>HRS-4.3.</b> The Ethernet connection capability may be provided by means of an Ethernet-to-USB adapter.</p> <p><b>HRS-4.4.</b> The Ethernet connection capability may be provided by means of a cradle.</p> <p><b>HRS-4.5.</b> The Ethernet connection shall comply with the IEEE Std. 802.3 for Ethernet.</p>

<b>HRS-5.</b>	USB interface	
	Description	The DEVICE shall have a USB interface.
	Sub-requirement(s)	<p><b>HRS-5.1.</b> The DEVICE shall have a USB port.</p> <p><b>HRS-5.1.1.</b> The USB port should be a Type A port.</p> <p><b>HRS-5.1.2.</b> The USB port shall support at least Universal Serial Bus (USB) version 2.0.</p> <p><b>HRS-5.1.3.</b> The USB port should support USB version 3.1.</p> <p><b>HRS-5.4.</b> The DEVICE shall be accompanied by a USB cable.</p> <p><b>HRS-5.2.1.</b> The USB cable shall adapt USB Type A male to a USB Type compatible with the DEVICE USB port.</p> <p><b>HRS-5.2.2.</b> The USB cable shall be compatible with the USB version of the DEVICE USB port.</p> <p><b>HRS-5.2.3.</b> The USB cable shall have a minimum length of 1.2m, with a tolerance of 5%.</p>

#### 4.2.4.2 Input and Output Interfaces

HRS-6.	Visual display	
	Description	The DEVICE shall have a touch screen.
	Sub-requirement(s)	<p><b>HRS-6.1.</b> The touch screen shall be embedded in the DEVICE.</p> <p><b>HRS-6.2.</b> The touch screen shall be a flat-panel display type.</p> <p><b>HRS-6.3.</b> The touch screen shall support a minimum of three point multi-touch input.</p> <p><b>HRS-6.4.</b> The touch screen shall have a minimum resolution of 1024 x 768 pixels.</p> <p><b>HRS-6.5.</b> When switched on, the touch screen display shall be clearly visible under all light conditions.</p> <p><b>HRS-6.5.1.</b> The touch screen display should maintain a minimum contrast ratio of 800:1 in direct sunlight.</p> <p><b>HRS-6.5.2.</b> The touch screen display should have backlighting which provides a minimum of 500 cd/m<sup>2</sup>, with a tolerance of 5%.</p> <p><b>HRS-6.6.</b> The touch screen shall support a minimum of 24 bit RGB.</p> <p><b>HRS-6.7.</b> The touch screen shall withstand repetitive typing throughout the life span of the DEVICE.</p> <p><b>HRS-6.8.</b> The touch screen shall be scratch resistant throughout the lifespan of the DEVICE.</p> <p><b>HRS-6.11.</b> The touch screen shall have a landscape orientation with reference to the keyboard specified in HRS 9.</p> <p><b>HRS-6.12.</b> The touch screen shall have at minimum usable diagonal length of 200.66 mm, with a tolerance of 5%.</p> <p><b>HRS-6.13.</b> The touch screen should be capable of reclining relative to the surface on which the DEVICE is placed.</p>

<b>HRS-8.</b>	Digital camera	
	Description	The DEVICE shall have a digital camera.
	Sub-requirement(s)	<p><b>HRS-8.1.</b> The digital camera shall have a minimum resolution of 5MP.</p> <p><b>HRS-8.2.</b> The digital camera shall have auto-focus capability.</p> <p><b>HRS-8.4.</b> The digital camera shall have the capability to capture barcode images in low light (less than 10.8lux, with a tolerance of 5%), at a quality that is sufficient to decode the barcode data using the SDK specified in SRS-1.</p> <p><b>HRS-8.5.</b> The digital camera shall provide an API.</p> <p><b>HRS-8.6.</b> The digital camera should be positioned on the DEVICE in such a way that the user is able to obtain visual feedback from the touchscreen as to the position or alignment of the barcode for scanning.</p>

<b>HRS-9.</b>	Physical keyboard	
	Description	The DEVICE shall have a physical keyboard.
	Sub-requirement(s)	<p><b>HRS-9.1.</b> The physical keyboard shall not be detachable from the DEVICE.</p> <p><b>HRS-9.2.</b> The physical keyboard shall be an ISO QWERTY keyboard as specified in the ISO/IEC 9995-3.</p> <p><b>HRS-9.2.1.</b> The physical keyboard shall include the following key groupings:</p> <ul style="list-style-type: none"> <li>i. Character keys. This should be comprised of three rows of keys for typing letters and punctuation, an upper row for digits and specials symbols, and a space bar on the bottom row.</li> <li>ii. Enter and editing keys</li> <li>iii. Modifier keys</li> <li>iv. Caps lock key</li> </ul> <p><b>HRS-9.3.</b> The physical keyboard's keys shall have a minimum size of 10mm x 10mm.</p> <p><b>HRS-9.4.</b> The physical keyboard keys shall have back lighting.</p> <p><b>HRS-9.5.</b> The physical keyboard shall have a minimum rating of IP65.</p> <p><b>HRS-9.6.</b> The keyboard should be capable of being used while resting on a flat surface, independent of the inclination of the touch screen.</p>

<b>HRS-10.</b>	<b>Printer</b>	
	<b>Description</b>	<b>The DEVICE shall have a printer.</b>
	Sub- requ irem ent( s)	<b>HRS-10.1.</b> The VRD shall have a printer.
		<b>HRS-10.1.1.</b> Option A: The printer shall be embedded into the VRD as part of the device.
		<b>HRS-10.1.2.</b> Option B: The printer shall be provided separately as a USB plug n play printer compatible with HRS 5.1.
		<b>HRS-10.2.</b> The printer shall be a thermal printer.
		<b>HRS-10.3.</b> The printer paper shall have a width of 58mm, with a tolerance of 5%.
		<b>HRS-10.4.</b> The printer paper shall be thermal paper.
		<b>HRS-10.5.</b> The printer should have front paper loading.
		<b>HRS-10.6.</b> The printer shall be able to print 1D and two dimensional (2D) barcodes.
		<b>HRS-10.7.</b> The printer shall provide an API.
		<b>HRS-10.8.</b> The printer shall have a paper-cutter.

<b>HRS-11.</b>	<b>Audio output</b>	
	<b>Description</b>	The DEVICE shall have the capability to generate a stereo audio output.
	<b>Sub-requirement(s)</b>	<p><b>HRS-11.1.</b> The DEVICE shall have an audio jack socket.</p> <p><b>HRS-11.1.1.</b> The audio jack socket shall be able to connect stereo headphones.</p> <p><b>HRS-11.1.2.</b> The audio jack socket shall have a 3.5mm diameter.</p> <p><b>HRS-11.2.</b> The DEVICE shall have two speakers.</p> <p><b>HRS-11.2.1.</b> Each speaker shall have a minimum sensitivity of 80 dB, with a tolerance of 5%.</p> <p><b>HRS-11.2.2.</b> The speakers shall be built into the DEVICE.</p> <p><b>HRS-11.2.3.</b> The speakers shall be capable of supporting stereo audio output.</p>

#### 4.2.4.3 Data Processing and Storage

<b>HRS-12.</b>	<b>Persistent data storage drive</b>	
	<b>Description</b>	The DEVICE shall have persistent data storage drive.
	<b>Sub-requirement(s)</b>	<p><b>HRS-12.1.</b> The data storage drive shall be embedded in the DEVICE.</p> <p><b>HRS-12.2.</b> The data storage drive should be a self-encrypting drive (SED).</p> <p><b>HRS-12.3.</b> The data storage drive shall have a minimum storage capacity of 256GB.</p> <p><b>HRS-12.4.</b> The data storage drive shall have a minimum read/write speed of 100MB/s.</p> <p><b>HRS-12.5.</b> The data storage drive shall be fully functional for a minimum of 5 years.</p>

<b>HRS-13.</b>	<b>Random-access memory (RAM)</b>	
	<b>Description</b>	The DEVICE shall have RAM to allow for task handling and multiple processing.
	<b>Sub-requirement(s)</b>	<p><b>HRS-13.1.</b> The RAM shall have a minimum memory capacity of 8GB.</p> <p><b>HRS-13.2.</b> The RAM type shall be at minimum a Double Data Rate 2 (DDR2) type.</p>



<b>HRS-14.</b>	Central processing unit (CPU)	
	Description	The DEVICE shall have a CPU.
	Sub-requirement(s)	<p><b>HRS-14.1.</b> The CPU should have a minimum of four (4) cores</p> <p><b>HRS-14.1.1.</b> Each CPU core should run at a minimum frequency of 1GHz.</p> <p><b>HRS-14.2.</b> The CPU shall have a 64bit architecture.</p>

#### 4.2.4.4 Power Requirements

<b>HRS-15.</b>	Mains power supply	
	Description	The DEVICE shall have a detachable mains power supply adapter.
	Sub-requirement(s)	<b>HRS-15.1.</b> The power supply adapter shall have a rated voltage range that includes 220V-240V AC.
		<b>HRS-15.2.</b> The power supply adapter shall have a rated frequency range that includes 50Hz - 60Hz.
		<b>HRS-15.3.</b> The power supply adapter shall have an electrical power cord that has a minimum length of 2 meters, with a tolerance of 5%.
		<b>HRS-15.4.</b> The power supply adapter shall have a 15A - 16A 250V plug.
		<b>HRS-15.5.</b> The power supply adapter shall have a BS 546 A Type M plug.
		<b>HRS-15.6.</b> The power supply adapter should have a 2 Pole-3 Wire Grounding (2P+E) Plug.
		<b>HRS-15.7.</b> The power supply adapter shall comply with BS546, BS 546A, SANS 164-1, SABS 164-1 and IA16A3 standards.

<b>HRS-16.</b>	Battery	
	Description	The DEVICE shall have a battery as an alternate source of power.
	Sub-requirement(s)	<b>HRS-16.1.</b> The battery shall clip securely into the DEVICE.
		<b>HRS-16.2.</b> The battery shall be removable without requiring the use of any auxiliary tools.
		<b>HRS-16.3.</b> The battery shall have the capacity to power the DEVICE for a minimum of 14 hours of continuous operation without recharge. The operation of the DEVICE consists of consecutive DEVICE transactions, as defined in the definitions table above.
		<b>HRS-16.4.</b> The battery shall be rechargeable.
		<b>HRS-16.4.1.</b> The battery shall be capable of being recharged whilst plugged into the DEVICE.
		<b>HRS-16.4.2.</b> The battery shall be capable of being recharged whilst plugged into a battery charger as defined in HRS-17.
		<b>HRS-16.5.</b> The battery shall retain a charge sufficient to provide the capacity defined in HRS-16.3 for at least two (2) weeks unused after the battery was fully charged.
		<b>HRS-16.6.</b> The battery shall have a minimum life span of four (4) years.
		<b>HRS-16.7.</b> The battery shall have a minimum shelf life of three (3) years.

<b>HRS-17.</b>	Standalone battery charger	
	Description	The battery as defined in HRS-16 shall have a standalone battery charger.
	Sub-requirement(s)	<p><b>HRS-17.1.</b> The battery charger should provide the capability to charge a minimum of five (5) batteries simultaneously.</p> <p><b>HRS-17.2.</b> The battery charger shall be portable.</p> <p><b>HRS-17.3.</b> The battery charger shall give a visual indication when a battery is fully charged.</p> <p><b>HRS-17.4.</b> The battery charger shall be powered through mains power.</p> <p><b>HRS-17.5.</b> The battery charger shall have a minimum life span of 10 years.</p> <p><b>HRS-17.6.</b> The battery charger shall comply with SANS 60335-2-29 or equivalents.</p>

<b>HRS-18.</b>	Date and time	
	Description	The DEVICE shall retain its date and time
	Sub-requirement(s)	<p><b>HRS-18.3.</b> DEVICE shall retain its date and time even if the battery is removed from the DEVICE and the DEVICE is not powered through the mains.</p> <p><b>HRS-18.4.</b> The DEVICE shall retain its date and time for the entire lifespan of the DEVICE.</p>

#### 4.2.4.5 Power Button

<b>HRS-19.</b>	Power button	
	Description	The DEVICE shall have a power button
	Sub-requirement(s)	<p><b>HRS-19.1.</b> The power button should be designed such that it is pressed in order to switch the DEVICE on or off.</p> <p><b>HRS-19.2.</b> The power button should have a minimum length or diameter of 10mm, with a tolerance of 5%.</p>

<b>HRS-20.</b>	Status indicator(s)	
	Description	The DEVICE should have status indicator(s)
	Sub-requirement(s)	<p><b>HRS-20.1.</b> The DEVICE should have LED status indicator(s) that shows when the battery is charging.</p> <p><b>HRS-20.3.</b> The DEVICE should have LED status indicator(s) that shows when the battery is fully charged.</p> <p><b>HRS-20.4.</b> The DEVICE should have LED status indicator(s) that shows when the battery needs to be charged.</p>

#### 4.2.5 Physical Security Requirements

<b>PSRS-1.</b>	Physical tamper-protection	
	Description	The DEVICE shall have physical tamper-proofing.
	Sub-requirement(s)	<p><b>PSRS-1.1.</b> The tamper-proofing shall protect the DEVICE against unauthorised physical penetration.</p> <p><b>PSRS-1.3.</b> The DEVICE should have a tamper-evident casing or seal.</p> <p><b>PSRS-1.4.</b> The tamper-proofing shall allow only authorised personnel to perform maintenance on the internal components of the DEVICE.</p>

#### 4.2.6 Software Requirements

<b>SRS-1.</b>	<b>Barcode image recognition</b>	
	<b>Description</b>	The DEVICE shall be supplied with a barcode image recognition Software Development Kit (SDK).
	<b>Sub-requirement(s)</b>	<p><b>SRS-1.1.</b> The SDK shall be capable of decoding 1D and 2D type barcodes. These includes the following:</p> <ul style="list-style-type: none"> <li>i. The barcodes found on the South African green ID book and the Smart ID card.</li> <li>ii. QR Code barcodes.</li> </ul> <p><b>SRS-1.2.</b> The SDK shall decode barcode images within 5ms.</p> <p><b>SRS-1.3.</b> The SDK shall be able to successfully extract barcodes from barcode images captured under low light (less than 10.8lux).</p> <p><b>SRS-1.5.</b> The SDK shall be capable of automated barcode recognition.</p> <p><b>SRS-1.6.</b> The SDK shall have real-time barcode image streaming capability.</p> <p><b>SRS-1.7.</b> The SDK shall be pre-installed on the DEVICE and configured to work with the digital camera defined in HRS-8.</p> <p><b>SRS-1.8.</b> The SDK shall provide a demo application to verify the functionality specified in SRS-1.1 to SRS-1.7.</p>
<b>SRS-2.</b>	<b>Software compatibility</b>	
	<b>Description</b>	The software supporting the hardware components detailed in the hardware component of the document shall be compatible with the selected Operating System. Supporting software includes Drivers, SDKs and APIs.
	<b>Sub-requirement(s)</b>	<p><b>SRS-2.1.</b> The software supporting the hardware components shall be installed and fully activated (if applicable) on the DEVICE.</p> <p><b>SRS-2.2.</b> The software supporting the hardware components shall be compatible with the chosen operating system as specified in SRS-3.</p> <p><b>SRS-2.3.</b> The software supporting the hardware components shall support a 64bit operating system architecture.</p>

<b>SRS-3.</b>	Operating System	
	Description	The DEVICE shall have an Operating System (OS).
	Sub-requirement(s)	<p><b>SRS-3.1.</b> The provided OS shall be installed and fully activated (if applicable) on the DEVICE.</p> <p><b>SRS-3.2.</b> The OS shall be of a widely commercially available family such as:</p> <ul style="list-style-type: none"> <li>i. Android</li> <li>ii. Linux</li> <li>iii. Windows</li> <li>iv. iOS</li> </ul> <p><b>SRS-3.3.</b> The OS shall be compatible with the CPU architecture as specified in HRS-14.</p> <p><b>SRS-3.4.</b> The OS shall support various Integrated Development Environments (IDE) and frameworks for development.</p> <p><b>SRS-3.5.</b> The OS shall be capable of multitasking.</p> <p><b>SRS-3.6.</b> The OS shall be updatable.</p> <p><b>SRS-3.7.</b> The OS should be upgradable.</p> <p><b>SRS-3.8.</b> The OS shall be capable of interfacing to the hardware components detailed in <b>section 4.2.4</b> through the supporting software described in SRS-2.</p> <p><b>SRS-3.9.</b> The OS shall be OEM supported for the lifespan as specified in RRS-7.</p>

#### 4.2.7 Reliability Requirements

<b>RRS-1.</b>	Interference mitigation	
	Description	The DEVICE should have electromagnetic interference mitigation for all applicable hardware modules.
	Sub-requirement(s)	<b>RRS-1.1.</b> The DEVICE shall comply with SANS 61000-4-6 or equivalents.

<b>RRS-2.</b>	Temperature	
	Description	The DEVICE shall be fully functional within a temperature range of - 20°C to 60°C.
	Sub-requirement(s)	<p><b>RRS-2.1.</b> The high temperature resistance of DEVICE shall pass the MIL-STD 810G Method 501.5 Procedures I and II or equivalents.</p> <p><b>RRS-2.2.</b> The low temperature resistance of DEVICE shall pass the MIL-STD 810G Method 502.5 Procedures I, II and III or equivalents.</p>
<b>RRS-3.</b>	Shock and impact	
	Description	The DEVICE shall survive a minimum of 26 dead drops from a minimum height of 1.2 meters onto a hard surface such as concrete.
	Sub-requirement(s)	<p><b>RRS-3.1.</b> The DEVICE shall be crack-resistant throughout the life span of the DEVICE</p> <p><b>RRS-3.2.</b> DEVICE shall survive a dead drop landing on each face, edge and corner of the DEVICE.</p> <p><b>RRS-3.3.</b> The DEVICE shall pass the MIL-STD 810G Method 516.6 Procedures I, III, IV or equivalents.</p>
<b>RRS-4.</b>	Dust and water	
	Description	The DEVICE shall have a minimum rating of IP55.
<b>RRS-5.</b>	Humidity	
	Description	The DEVICE shall be fully functional in humidity of up 5% - 95%.
	Sub-requirement(s)	<b>RRS-5.1.</b> The DEVICE shall pass the MIL-STD 810G Method 507.5 Procedures I and II or equivalents.
<b>RRS-6.</b>	Vibrations	
	Description	The DEVICE shall pass the MIL-STD-810G Method 514.6 Procedures I, II and III for road vehicle transportation.
<b>RRS-7.</b>	Life span	
	Description	The DEVICE shall remain functional for a minimum period of 10 years.
	Sub-requirement(s)	<p><b>RRS-7.1.</b> The DEVICE shall have a minimum service life of 10 years.</p> <p><b>RRS-7.2.</b> The DEVICE shall have a minimum shelf life of 8 years.</p>

## 4.2.8 Storage and Transportation

STR-1.	Storage case	
	Description	The DEVICE shall have a case for storage and transportation.
		<p><b>STR-1.1.</b> The case shall have a minimum of IP55 rating when sealed and closed.</p> <p><b>STR-1.2.</b> The case shall be stackable.</p> <p><b>STR-1.3.</b> The case shall have a handle.</p> <p><b>STR-1.3.1.</b> The handle should be a flush lifting handle.</p> <p><b>STR-1.4.</b> The case shall have sufficient space to store the following:</p> <p><b>STR-1.4.1.</b> A DEVICE with the dimensions specified in GRS-2.2.</p> <p><b>STR-1.4.2.</b> The DEVICE's mains power supply with the electrical power cord specified in HRS-15.</p> <p><b>STR-1.4.3.</b> A DEVICE spare battery.</p> <p><b>STR-1.4.4.</b> A USB-Ethernet adapter (if applicable).</p> <p><b>STR-1.4.5.</b> A cradle (if applicable).</p> <p><b>STR-1.4.6.</b> A body wearing strap as specified in GRS-2.1.</p> <p><b>STR-1.4.7.</b> A printer as specified in HRS-10</p> <p><b>STR-1.5.</b> The case shall be capable of withstanding temperatures between -20°C and 60°C.</p> <p><b>STR-1.6.</b> The case shall survive a minimum of 26 dead drops from a minimum height of 1.2m onto a hard surface such as concrete.</p> <p><b>STR-1.6.1.</b> The case shall survive dead drops (as specified in STR-1.6) on each face, edge and corner.</p> <p><b>STR-1.7.</b> The case shall have cushioning material to protect the contents defined in STR-1.4.</p> <p><b>STR-1.7.1.</b> The material used for cushioning shall be specially moulded to the shape of the contents.</p> <p><b>STR-1.7.2.</b> The material used for cushioning shall be mould (fungus) resistant.</p>
	Sub-requirement(s)	



		<p><b>STR-1.7.3.</b> The cushioning shall be permanently attached to the case.</p> <p><b>STR-1.9.</b> The case should provide electrostatic discharge protection.</p> <p><b>STR-1.10.</b> The case shall have a minimum lifespan of 10 years.</p>
<b>STR-2.</b>	Air freight transportation	
	Description	The DEVICE should comply with air freight regulations.

#### 4.2.9 Documentation

<b>DRS-1.</b>	<b>DEVICE documentation</b>	
	<b>Description</b>	<b>The DEVICE shall be supplied with documentation.</b>
	<b>Sub-requirement(s)</b>	<p><b>DRS-1.1.</b> The documentation shall contain user manuals.</p> <p><b>DRS-1.2.</b> The documentation shall contain a developer manual.</p> <p><b>DRS-1.3.</b> The documentation shall contain manuals for all SDKs and APIs.</p> <p><b>DRS-1.4.</b> If the DEVICE is assembled, the documentation shall contain all design and implementation documentation.</p> <p><b>DRS-1.5.</b> The documentation shall contain test documentation.</p> <p><b>DRS-1.6.</b> The documentation shall contain a DEVICE cleaning procedure.</p> <p><b>HRS-5.1.1.</b> The cleaning material prescribed in the procedure shall be COTS.</p> <p><b>DRS-1.7.</b> The documentation shall contain blueprints of the DEVICE where applicable in terms of GRS-1.3</p> <p><b>DRS-1.8.</b> All documentation shall be in English.</p>

#### 4.2.10 Support and Maintenance

<b>SMRS-1.</b>	<b>Support and maintenance</b>	
	<b>Description</b>	<b>The DEVICE components shall be supported and maintained for a minimum of 10 years.</b>
	<b>Sub-requirement(s)</b>	<p><b>SMRS-1.1.</b> The DEVICE shall be covered by a minimum warranty of two (2) years.</p> <p><b>SMRS-1.2.</b> The OS and SDK updates shall be made available to the Electoral Commission as soon as they are available from the Original Equipment Manufacturer (OEM).</p> <p><b>SMRS-1.3.</b> The DEVICE shall be serviced in accordance to an agreement with the Electoral Commission.</p>

#### 4.2.11 Safety requirements

SFRS-1.	Safety	
	Description	The DEVICE shall comply with safety standards.
	Sub-requirement(s)	<p><b>SFRS-1.1.</b> The DEVICE shall comply with IEEE C95.1-2005.</p> <p><b>SFRS-1.2.</b> The DEVICE shall comply with Restriction of Hazardous Substances (RoHS) directive.</p>

## 4.2.12 States and modes

### 4.2.12.1 *On state and mode*

SAMRS-1.	On state	
	Description	The power button when pressed shall power-on the DEVICE, if it is powered-off.
	Sub-requirement(s)	<p><b>SAMRS-1.1.</b> The power button, when pressed to switch on the DEVICE, should initiate a DEVICE power-on self-test to check that all hardware components are operational and to indicate any errors.</p> <p><b>SAMRS-1.2.</b> The power button, when pressed to switch on the DEVICE, shall initiate operating system boot-up.</p>

### 4.2.12.2 *Off state and mode*

SAMRS-2.	Off state	
	Description	The power button when pressed shall power-off the DEVICE, if it is powered-on.
	Sub-requirement(s)	<b>SAMRS-2.1.</b> The power button, when pressed to switch off the DEVICE, shall initiate operating system shutdown.

## 5. Auxiliary Requirements

Auxiliary requirements describe components that are not part of the DEVICE but are required to support the **full** functionality of the DEVICE as applicable. These are:

- a. Ethernet-to-USB adapter - HRS-4.3 (off-the-shelf - not to be supplied with the DEVICE)
- b. Ethernet cradle - HRS-4.4 (off-the-shelf - not to be supplied with the DEVICE)
- c. Battery charger – HRS-17 (must be supplied with DEVICES – the quantity is to be specified later by the Electoral Commission).
- d. Storage case –STR-1 (must be supplied with each DEVICE)
- e. USB cable – HRS-5.4 (off-the-shelf - not to be supplied with the DEVICE)
- f. The printer – HRS-10 (must be supplied with each DEVICE)

The quantity for each of the auxiliary components will vary depending on the IEC's needs and therefore must be confirmed with the IEC.

## 6. Supplementary Pricing Schedule

In addition to the costing, warranty and preventative maintenance outlined in **section 8**, the Department requires costing for replacement or additional units over the project period as well as a number of individual component prices. These prices will be used for budgetary planning purposes.

When required, a quotation will be requested and should be aligned to the information provided with due consideration of market and escalation factors (e.g. CPIX, exchange rate etc.).

### 6.1.1 Warranty

The DEVICES and accessories must be covered by a comprehensive written warranty of **minimum two (2) years** (24 months) from the date of delivery to the Department, covering defects in materials and workmanship in the product under normal use and service.

- a) The warranty must be officially supported by the **OEM** of the units directly in terms of a formal agreement.
- b) The warranty must provide for a direct exchange of units (faulty for new) which may fail on receipt (dead on arrival) within twelve months of initial delivery.
- c) A guarantee of spare parts availability for at least **seven (7)** is required which includes the 2 year warranty period
- d) The supplier must be capable of providing South African-based technical response for maintenance and trouble-shooting within times that support the election timelines facing the Commission.

These aspects **must** be clearly explained in the tender submission.

### 6.1.2 Preventative Maintenance

The Department requires the service provider to maintain and service the DEVICES, in accordance with a structured plan for preventative maintenance, for a period of **three (3) years** after the expiry of the minimum warranty period. The bidder must provide in the submission an indication of the preventative maintenance program that ensures functional operation of the devices.

The supplier must be capable of providing South African-based technical response for maintenance and trouble-shooting within periods that support the election timelines facing the Department / Province.

These costing aspects must be clearly explained in the tender submission.

### 6.1.3 Extended Lifespan

It is possible that the Department may have to extend the operational lifespan of the DEVICES, up to a total of ten (10) years.

The Department reserves the right to negotiate an extension of maintenance services with the appointed service provider, should this need arise.

## 7. PERIOD MANAGEMENT AND TIME FRAME

- 7.1 The service provider(s) will work closely with the Department of CoGTA.
- 7.2 The service provider(s) shall deliver the Voter Registration Devices not later than six (06) months from the date of the issue of an order; however the contract can be terminated when there is proof of under-performance or work sub-standard by the service provider(s).

## 8. Quantities

The Department requires the following quantity of units in terms of this tender:

- **DEVICE: 303 (Three Hundred and Three)**

The Department reserves the right to adjust the final quantity within a range of –

- -10% (minus ten per cent) to
- +15% (plus fifteen per cent)

in the final contract emanating from this tender, to suit operational requirements. In such an event, prices will be adjusted pro-rata the actual final quantity.

The bidder is required to submit a written confirmation that the required quantities **(303)** will be delivered as required in **section 7**.

## 9. Response Requirements

The bid submission must consist of –

- a) One (1) original paper submission, marked as "Original".
- b) One (1) identical soft/electronic copy in secure PDF format clearly marked as such.
- c) In the undesirable event of there being discrepancies between the documents, the original will be deemed to be correct.

The response must include a comprehensive proposal to the information provided in the detailed specifications which will be used for the evaluation and adjudication of the tender.

The Department will not request additional information for evaluation purposes in the event of the bidder's failure to include essential material demanded in this tender (Tenders will be evaluated as submitted).

However, the Department does reserve the right to **verify** the information provided by bidders. If information is found to be factually incorrect, misrepresented or is not provided, the tender will be disqualified.

## 9.1 Company Management Summary

Every tender submission must include –

### 9.1.1 Company Profile

An overview of the company including a short company history, a statement of company ownership, management structure and staffing complement, a statement of company competencies and status within the South African market.

### 9.1.2 Services Provided

Details of the services that the company normally does and is able to provide – e.g. equipment sales and support, consulting and implementation services etc.

### 9.1.3 Relationships with Suppliers/Vendors

Details of partnerships, accreditation etc. with the source suppliers or vendors of proposed equipment and/or components.

### 9.1.4 Customers

A list of the company's major South African customers plus details of sites where similar or comparable large scale equipment solutions have been implemented.

#### **NOTE:**

The requirements of this section are in addition to the standard information requested in the “commercial” section of the overall tender document, and are required for essential technical evaluation.

## 9.2 Technical Response

Every bid submission must include a technical response in the form of a comprehensive and fully documented written submission. Each submission must be accompanied by **two (2)** prototype DEVICES.

The following should be included as separate written components in the tender submission:

### 9.2.1 The Basic Device

A description of the hardware component (the DEVICE) accompanied by detail technical and engineering design/specifications (e.g. component manufacturer's data sheets) indicating compliance with all the detail requirements of the Department's technical requirements as set out in **Section 4** of this document.

### 9.2.2 Supplementary Pricing Schedule

The costing breakdown as required in **Section 6** should be provided in **Section 23.5**.

### 9.3 **Prototype for Evaluation**

The bidder is required to submit **two (2)** working models or prototypes of the proposed DEVICE for evaluation by the Department. Evaluation will include physical and practical testing of all technical functionalities and in particular –

- a) Operation of the DEVICE and all components
- b) Duration of the charged battery life (mAH rating)
- c) Durability and ruggedization of the DEVICE (including, inter alia, a drop test on to a hard surface)
- d) Durability of the battery (including lifespan)

The prototypes must accompany the written submission. Failure to provide the prototype shall disqualify and exclude the submission from further evaluation.

As prototypes or working models are specifically called for along with the tender, the same should be submitted by the bidder simultaneously with the tender with indication given in the tender itself to the effect. A tender submission received without the required prototype will be rejected without further reference to the bidder. Prototypes or working models should be properly labelled and sealed.

Prototypes or working models shall be supplied “free of cost” freight paid without any obligation on the part of the Electoral Commission as regards their safe transit and custody.

**NOTE:**     **The prototypes will be tested rigorously to establish operating parameters and limits. The units will be returned to the bidder ONLY upon written request, at the conclusion of the tender evaluation and award process. The Department cannot however guarantee the condition of the prototypes after testing.**

### 9.4 **User/reference Guide and/or Training Material**

It will be necessary for multiple users of the new DEVICE to be trained on its proper care and use. The bidder must provide a description of documentation which will be available to support the training of the Department's users on the proposed solution, plus the availability – if any - of training courses provided by the bidder.

Documentation should include, for example –

- a) Manufacturer's technical documentation
- b) User/Reference guides

## 10. **Presentations and Preparation Costs**

The Department may require bidders to make a presentation in support of their tender submissions.



All costs incurred in the preparation and presentation of the tender submission shall be for the account of the bidder. All supporting documentation and manuals submitted with the tender submission will become the property of the Department.

## **11. Delivery Requirements**

Prices stated in the bid submission must **include packaging and delivery**.

This delivery information is provided to enable bidders to assess, plan and cost the project scenario.

The DEVICES must be prepared and delivered to the Department in accordance with the following requirements.

### **11.1 Pre-charging of Batteries**

The batteries of the DEVICES must be pre-charged by the service provider before delivery, to a level permitted within international transportation regulations, etc. The technically correct charging procedure required by the OEM must be followed.

### **11.2 Packaging for Delivery**

The DEVICES must be packed for delivery as follows, to facilitate ease of handling and storage:

#### **11.2.1 Storage Cases**

- a) Each DEVICE and its auxiliary equipment, forming an operating unit, must be supplied in a durable, individual ruggedized storage case.
- b) The storage case may be the permanent housing of the DEVICE, provided all operating requirements are complied with.
- c) The storage case must comply with the requirements of **section 4.2.8** of the tender document.
- d) Storage cases must be clearly marked on at least two (2) faces with a description of the contents.

#### **11.2.2 Cartons/Pallets for Delivery**

- a) The DEVICES – in their individual cases - must be packed for delivery into cartons, which are to be marked with the contents, quantities, weight, and supplier's details.
- b) Cartons may be supplied in stacks, on wooden pallets (four way entry single-sided), wrapped in plastic and securely strapped to the pallet. Maximum height of stacks is 1,2m. **Maximum weight permitted per pallet is 500kg.**
- c) Pallets must be securely plastic-wrapped and strapped to prevent contents shifting or falling during transportation.
- d) Suppliers must note that pallets and all other packaging material will remain the property of the Electoral Commission after delivery.

### 11.3 Point of Delivery

The DEVICES **must** be delivered to the Department situated at:

**Wadley House, Room 08, 3<sup>rd</sup> Floor Wing  
115 Jabu Ndlovu Street  
Pietermaritzburg  
3201**

### 12. Cost Calculation and Pricing

Please note the following important conditions for all costing models submitted:

1. All prices quoted must be inclusive of VAT and all applicable taxes.
2. All prices must remain firm for a period of a year from the closing date of the tender.
3. Bidders must state all exchange rate dependencies in the pricing schedule, this is contingencies for major future currency volatility.
4. In any finance arrangement the substantial risk and reward of ownership will pass to the Department at end of the repayment period.
5. Care must be taken to ensure all relevant elements are included in the costing model(s), being, and the initial purchase price of the unit (including packaging and delivery), the warranty and the maintenance over the three (3) year period after the two (2) year warranty period of the project (**section 8**).
6. The supplementary pricing schedule must also be completed in **section 23.5** (as referred to in **section 6**).

### 13. Service Level Agreement

The successful bidder at the conclusion of this tender will be required to enter into a Service Level Agreement (SLA) with the Department of CoGTA in order to formalise service level requirements and contractual obligations.

The SLA shall conform to the terms, conditions and specifications of this tender.

The purpose of the SLA is to fix performance criteria within the key requirements of this tender, inter alia **SCOPE, QUANTITY, QUALITY, DELIVERY AND SERVICE SPECIFICATIONS, RESPONSE TIMES, WARRANTIES and PRICING**.

The SLA will contain elements such as progress milestones, delivery schedules, quality checkpoints, communication protocol and invoicing procedures.

### 14. Exclusivity of Contract

The successful bidder(s) at the conclusion of this tender will be considered as "Preferred Supplier(s)" and will not have exclusive rights to the supply of DEVICE used by the Electoral Commission. It remains the right of the Department to identify and select alternative suppliers for alternative DEVICES as and when deemed to be necessary in order to ensure unhindered delivery of elections.

#### 15. Security and Integrity Requirements

Bidder(s) may be subjected to security vetting requirements at the discretion of the Department, prior to award of this tender.

#### 16. Special Services

The Department requires the flexible option of **ad-hoc special services** in the context of this tender.

These services cannot be predicted in advance but will be limited to urgent activities which may be required to deal with unforeseen situations that may arise in the execution of the services described in this tender. Such services will be restricted to being within the general scope of the tender, and being necessary for the successful achievement of the objectives thereof.

**This facility will be specified and recorded in the Service Level Agreement and will apply only to special services related to the supply of the DEVICES, and other activities within the scope of the tender.**

**These services shall not be used to initiate or tolerate any deviation from the contract specifications on the part of the service provider.**

These services – if and when required - shall be undertaken on a “written quotation in advance” basis and each proposed service shall be requested specifically in writing by the Department. Approval of the written quotation must be obtained from the Department prior to delivery or start of work.

The service provider shall have the right to decline such a request.

#### 17. 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 Department:

- a) In the event of the service provider failing to perform according to specification and/or the terms of the Service Level Agreement, in a manner and at time that may jeopardize election-related processes, the Department shall have the right to appoint an alternative service provider in order to complete or rectify the work.
- b) Costs arising from such actions will be recovered from the defaulting service provider.

#### 18. Department of Trade and Industry National Industrial Participation Programme

The NIP program is mandatory on all government and parastatal purchases or lease contracts (goods and services) with an imported content equal to or exceeding US\$10 million. The nature and scope of this tender makes it possible that the requirements of the NIP may apply.

The successful bidder will be required to make own arrangements with the Department of Trade and Industry (DTI) with regard to the requirements of the National Industrial Participation Program (NIP).

The Department will facilitate introductions between the parties. Bidders are required to complete, sign and submit the SBD 5 form together with the bid documents. The SBD 5 is available on the Electoral Commission's eProcurement website (tender portal).

## **19. Indemnity Provision**

The bidder is required to agree to a provision of indemnity, which indemnity shall form part of the contract and Service Level Agreement to be concluded upon award of the tender.

The contents of the indemnity shall be as set out in **Section 24 - Appendix B**.

## **20. Essential Information to be Included with the Tender Submission (Checklist)**

The bidder is required to submit a comprehensive proposal in response to the requirements set out in the detailed specifications.

The contents of that submission will be used for the evaluation and adjudication of the tender and the Department will not request additional information for evaluation purposes in the event of the bidder's failure to include essential material. Tender submissions will be evaluated as submitted.

The Department does, however, reserve the right to verify the information provided by bidders. If information pertaining to the bid is found to be factually incorrect, misrepresented or is not provided, the tender **shall** be disqualified.

The following checklist is provided for the convenience of the bidder, but it **does not relieve the bidder of the responsibility to thoroughly read, examine and analyse the tender documentation**.

- a) **TENDER SUBMISSIONS MUST INCLUDE THE FOLLOWING ELEMENTS. NOTE THAT ELABORATION OF THE REQUIREMENTS MAY APPEAR ELSEWHERE IN THE TENDER DOCUMENT, WHICH MUST BE EXAMINED THOROUGHLY BEFORE RESPONDING:**
- b) The response must include a full description of the proposed device in terms of the required detail capabilities of the equipment as set out in **section 4 and 10.2**.
- c) Bidders must provide written confirmation that the required quantities (303) will be delivered in terms of the **section 7** timelines
- d) Costing, warranty and preventative maintenance as called for in **section 8**.
- e) Company management summary as called for in **section 10.1**.
- f) Prototype(s) or working sample(s) of the equipment offered in the solution, as called for in **section 10.3**.
- g) Details of relevant training materials as called for in **section 10.4**.
- h) Pricing schedules as required in **sections 6, 13 and 23**.
- i) Completion and submission of the **SDB 5** in relation to National Industrial Participation Programme (NIPP).
- j) Bidders are required to submit one original hardcopy paper response and one identical soft/electronic copy in secure PDF format.
- k) Bidders must provide written confirmation of agreement to the indemnity provision - **section 20 and Appendix B**.

## 21. Technical Evaluation

The bid submissions will be evaluated against the following.

- a) Administrative Evaluation Criteria
- b) Technical Evaluation – Stage 1 (This is a checklist which is applied to the proposal document submitted by the Bidder. This checklist includes a list of mandatory requirements that ALL have to be met in order for the bid to be considered further. Failure to meet any one of the requirements in this list will result in the submissions being regarded as non-compliant.)
- c) Technical Evaluation – Stage 2 (This stage entails scoring and ranking the paper-based submissions along with their accompanying prototypes. Here the qualifying submissions from stage 1 will be evaluated and allocated points according to how well they meet the specified requirements. It should be noted that if a mandatory requirement was marked as 'Met' in Stage 1 but is marked as 'Not Met' based on the evaluation of the prototype, that requirement will effectively be marked as 'Not Met' and the bid will be disqualified. Qualifying bids will proceed to stage 3 for usability evaluation)
- d) Usability Evaluation – Stage 3 (This stage entails checking of the devices for usability the final score and will be added to the score obtained in stage 2 to get a cumulative score. Only qualifying bids from the combined scoring of stages 2 and 3 will proceed to the PPPFA Scoring.)
- e) PPPFA Scoring
- f) Due Diligence Audit

For the detailed technical evaluation criteria refer to Appendix E.

Bidders are reminded of the provision stated in **section 4**, namely:

"Where the bidder is unable to meet a specific requirement, equivalent technical alternatives may be offered in the tender submission. This may include an entire alternative unit, provided it meets the overall technical requirements."

Special reference is drawn to clause 11 (1) and (2) of the Preferential Procurement Regulations 2017 read in accordance with section 2 (1) (f) of the Preferential Procurement Policy Framework Act 5 of 2000 whereby the Department reserves its rights to award the tender not to the highest scoring bidder but utilise the objective criteria for this purpose.

## 22. Appendix A – Pricing

Any reference to price in this BID SUBMISSION must be stated as **inclusive of VAT, in South African Rands (ZAR)**. The bidder must stipulate which portion of the pricing is exchange rate dependent. Prices must be calculated using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date that the bid has been advertised in the Government Tender Bulletin on XXXX. This would form the baseline for any future exchange rate variation, should the need arise.

Pricing should be indicated in the context of quantities as stated in **Section 9**.

Additional information may be provided by the bidder on separate sheets. However the basic information required on this page **MUST** be provided below.

Refer to **Section 13** for important additional information.

## 22.1 Pricing Schedule

**NB! COMPLETION OF THE OUTRIGHT PURCHASE IS COMPULSORY AND THE FINANCE LEASE COSTING MODEL IS OPTIONAL.**

Tick the Costing Model applied:

<input type="checkbox"/>	Outright Purchase with warranty and preventative maintenance
<input type="checkbox"/>	Finance Lease with warranty and preventative maintenance
<input type="checkbox"/>	Other (Specify, e.g. rental, operations lease, etc.)

Please state details relating to Other Costing Model(s)

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## 22.2 Outright Purchase Price 303 units, including two (2) year warranty

Purchase prices must be firm for a period of at least one year from closing date of tender. All prices must be inclusive of VAT.

Product Name (if applicable)			
Unit Cost (Per Unit)	R		
Total Purchase Price for 303 Units	R		
Purchase Prices Exchange Rate Dependant (Please mark "Yes" or "No" as applicable)	YES	NO	
If exchange rate dependant, provide the applicable portion (percentage) of the total purchase price that is exchange rate dependant	%		
The baseline Rand/US Dollar exchange rate used in determining this price.	R		

### 22.3 Finance Lease Option 303 units, including two (2) year warranty

#### Amortisation Schedule

Finance Amount	R		
Interest Rate	%		
Interest Rate Linked to Prime Rate [Mark applicable selection with "X"]	Yes	No	
Term/Repayment Period (months)	60		
Monthly Lease Payment	R		
Total Payable Over 60 Month Period	R		
Current Prime Rate	R		

### 22.4 Preventative Maintenance Cost Schedule

[From Year three (3) to Year five (5) - after the two (2) year Warranty Period]

Annual Preventative Maintenance Cost for 303 units	
Year Three (3)	R
Year Four (4)	R
Year Five (5)	R

Or alternatively

Annual Preventative Maintenance Cost for 303 units	
Year Three (3)	R
Annual Escalation Rate	%

**The preventative maintenance may be payable in equal monthly payments.**



## 22.5 Supplementary Pricing Schedule

### 22.5.1 Individual Components

Component	Price per unit component	Estimated annual escalation %	Escalation factors (e.g. CPIX, exchange rate)
Battery			
Data storage device			
Printer			
Touch screen			
Keyboard			
Digital camera (barcode reader)			
Storage case			
PC boards			
Entire unit			

#### **Notes:**

1. All prices must be quoted in **South African Rands** and be **inclusive of VAT** and **all applicable taxes**.
2. The list above is **not** an exhaustive list of all device components which may require replacement. Bidders may provide additional component prices in a supplementary schedule.
3. When required, a quotation will be requested for the component(s) and should be aligned to the information provided above, with due consideration of market and escalation factors (e.g. CPIX, exchange rate etc.). Prices for components not listed above, should be market related.
4. Quotations should also include labour cost as a separate costing item, if applicable.
5. The Electoral Commission reserves the right to request quotations from other service providers if prices are deemed to be excessive.

### 23. Appendix B – Indemnity Provision

"The company warrants that it is entitled to supply the goods/services to the Department without interference by any third party. It expressly warrants that the manufacture and supply of the goods/provision of the services will not infringe the intellectual property rights (including registered and unregistered rights) of any third party and may not be restrained by any third party. In the event of an alleged infringement of any intellectual property rights and/or any attempt by a third party to restrain the supply of the goods/services to the Department or the use thereof by the Department, the Department shall permit the company to defend any infringement or other proceedings, through its own attorneys, at the expense of the company. In the event of an interdict being granted to restrain the supply and/or the use of the goods/services, the Department may, in its discretion, assume that the interdict will continue to bind the Department indefinitely and may, in its discretion, obtain equivalent goods/services from suppliers other than the company in order to enable the Department to conduct its business and meet its obligations.

The company indemnifies the Department against all and any loss, liability, damage, injury, cost, expense, penalty or interest and against any award of costs, on an attorney and own client basis, of whatsoever nature and howsoever arising if at any time the company is restrained from supplying the goods/services to the Department and/or the Department is restrained from using the goods/services.

The company expressly undertakes, if it is at any time precluded from supplying the goods/services to the Department and/or the Department is at any time precluded from using the goods/services in the normal conduct of its activities:

1. to bear all costs and expenses of the Department in obtaining equivalent goods/services in order for the Department to conduct its business in a normal manner and to meet its obligations, whether the obligations are imposed on it by statute or agreement or in any other manner; and
2. In particular, to pay to the Department all amounts expended by the Department to enable the Department to obtain the alternative goods/services in order for it to meet its obligations.

The company acknowledges that the amounts expended by the Department in order to enable it to meet its obligations may be greater than the amount payable to the company as a result of the award of the contract and/or this agreement, taking into account the possible need for the Department to obtain the goods/services on an urgent basis and that goods/services that it requires in order to meet its obligations may be more expensive than those supplied or to be supplied by the company.

The company shall effect payment of any amount payable to the Department within 10 (ten) business days of receipt by the company of a VAT invoice from the Department, accompanied by proof of the amount that the Department paid in connection with the alternative goods/services. If the company disputes its liability for the payment, it shall make payment to the Department in respect of the aforesaid invoice under protest and may, thereafter, take whatever steps it considers to be appropriate to recover any amount that it may claim is not payable by it to the Department."

24. Appendix C - Illustrations



The current Eziskan device in protective hard storage case for background and information purposes.

25. Appendix D

**BID EVALUATION CRITERIA**

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

25.1 Administrative Compliance

## Supply and Delivery of Voter Registration Devices

Bidder Name and Number:

No.	Criteria			
1.	Administrative Evaluation Criteria [Shall lead to Disqualification if not met]	Yes	No	Comments
1.1	Submitted Comprehensive Written Response and detailed device capabilities [Sections 4 and 10.2]			(Requirement to qualify for further consideration)
1.2	Completion of the Cost Calculation and Pricing Schedules [Appendix A and Sections 6, 13 and 23]			(Requirement to qualify for further consideration)
1.3	Written confirmation provided in terms of adherence to various project delivery dates [Section 7]			(Requirement to qualify for further consideration)
1.4	Comprehensive Written Warranty Provided [Section 8]			(Requirement to qualify for further consideration)
1.5	Written confirmation provided that 38,000 devices will be available [Section 9]			(Requirement to qualify for further consideration)
1.6	The bidder submitted the required responses (an original and identical soft-copy) [Section 10]			(Requirement to qualify for further consideration)
1.7	The bidder submitted the Company Management Summary [Section 10.1]			(Requirement to qualify for further consideration)
1.8	The bidder submitted two (2) Prototype Devices [Section 10.3]			(Requirement to qualify for further consideration)
1.9	The bidder agreed to the Indemnity Provision [Section 20 and <b>Appendix B</b> ]			(Requirement to qualify for further consideration)

## 25.2 Technical Evaluation - Stage 1

**[Shall lead to Disqualification if not met]**

This is a checklist which is applied to the proposal document submitted by the Bidder. This checklist includes a list of mandatory requirements that ALL have to be met in order for the bid to be considered further. Failure to meet any one of the requirements in this list will result in the submissions being regarded as non-compliant.

<b>Class: Mandatory</b>	<b>Related Requirement(s) Identifiers</b>	<b>The device shall be a device composed of commercial-off-the-shelf (COTS) components (hardware and software) or the full technical design document is provided</b>		
			Met or Not Met	Comments
<b>Mandatory</b>	<b>GRS-1</b>	The device is composed of commercial-off-the-shelf (COTS) components (hardware and software) or the full technical design document is provided		
<b>Class: Mandatory</b>	<b>Related Requirement(s) Identifiers</b>	<b>The device shall be portable.</b>		
			Met or Not Met	Comments
<b>Mandatory</b>	<b>GRS-2.2</b>	The device has maximum dimensions of 270mm x 240mm and a thickness of 100mm when lying on a flat surface, with a tolerance of 5%.		
	<b>GRS-2.3</b>	The mass of the device is no more than 2.5kg, with a tolerance of 5%.		
<b>Class: Mandatory</b>	<b>Related Requirement(s) Identifiers</b>	<b>The device casing shall be branded with the logo of the Electoral Commission and its associated branding message.</b>		
			Met or Not Met	Comments
<b>Mandatory</b>	<b>GRS-4</b>	The device is branded with the logo of the Electoral Commission and its associated branding message.		
	<b>GRS-4.3</b>	Provision to use brand colours and fonts provided by the Electoral Commission has been made.		
	<b>GRS-4.2</b>	The branding cannot be removed without damaging the device casing.		
<b>Class: Mandatory</b>	<b>Related Requirement(s) Identifiers</b>	<b>The device shall have a serial number such that no two devices shall share serial number.</b>		
			Met or Not Met	Comments
<b>Mandatory</b>	<b>URS-1</b>	Each device will have a unique serial number.		
	<b>URS-1.1</b>	The serial number is displayed on the outside of the device casing.		
	<b>URS-1.2</b>	There is a 1D barcode that encodes the serial number.		
	<b>URS-1.6</b>	The serial number cannot be removed from the device without damaging the device casing.		
	<b>URS-1.7</b>	The serial number is embedded in the firmware of the device.		
	<b>URS-1.8</b>	The serial number retrieved through the OS is the same as the serial number on the outside of the device casing.		85
	<b>URS-1.9</b>	The serial number in the firmware will remain the same throughout the lifespan of the device.		

		Technical Test Criteria	Met or Not Met	Comments
	HRS-10.1.	The device has a printer	ZNT 1949/2018	LG
	HRS-10.2.	The printer is a thermal printer.		
	HRS-10.3.	The printer paper has a width of 58mm, with a tolerance of 5%.		
	HRS-10.4.	The printer paper is thermal paper.		
	HRS-10.6.	The printer is able to print 1D and two dimensional (2D) barcodes.		
	HRS-10.7.	The printer provides an API.		
	HRS-10.8.	The printer has a paper-cutter.		
<b>Class: Mandatory</b>	<b>Related Requirement(s) Identifiers</b>	<b>The device shall have audio output.</b>		
		Technical Test Criteria	Met or Not Met	Comments
<b>Mandatory</b>	HRS-11	The device can generate stereo audio output.		
	HRS-11.1	The device has an audio jack socket.		
	HRS-11.1.1	The audio jack socket can connect to stereo headphones.		
	HRS-11.1.2	The audio jack socket has a diameter of 3.5mm.		
	HRS-11.2	The device has two speakers.		
	HRS-11.2.1	Each speaker has a minimum sensitivity of 80 dB, with a tolerance of 5%.		
	HRS-11.2.2	The speakers are built into the device.		
	HRS-11.2.3	The speakers support stereo audio output.		
<b>Class: Mandatory</b>	<b>Related Requirement(s) Identifiers</b>	<b>The device shall have persistent data storage drive.</b>		
		Technical Test Criteria	Met or Not Met	Comments
<b>Mandatory</b>	HRS-12	The device has a persistent data storage drive.		
	HRS-12.1	The data storage drive is embedded into the device.		
	HRS-12.3	The data storage drive has a storage capacity of no less than 256GB.		
	HRS-12.4	HRS-12.4 The data storage drive has a read/write speed of no less than 100MB/s.		
<b>Class: Mandatory</b>	<b>Related Requirement(s) Identifiers</b>	<b>The device shall have RAM to allow for task handling and multiple processing.</b>		
		Technical Test Criteria	Met or Not Met	Comments
<b>Mandatory</b>	HRS-13	The device has RAM.		
	HRS-13.1	The device has no less than 8GB of RAM.		
	HRS-13.2	The device RAM type is Double Data Rate 2 (DDR2) or better.		
<b>Class: Mandatory</b>	<b>Related Requirement(s) Identifiers</b>	<b>The device shall have a CPU.</b>		
		Technical Test Criteria	Met or Not Met	86 Comments
<b>Mandatory</b>	HRS-14	The device has a CPU.		

	Identifiers			
		Technical Test Criteria	Met or Not Met	Comments
			ZNT 1949/2018 LG	
Mandatory	RRS-2	The device will be tested for functionality in temperatures ranging from -20°C to 60°C.		
	RRS-2.1	The device will be tested for functionality in high temperatures using the MIL-STD 810G Method 501.5 Procedures I and II or equivalents.		
	RRS-2.2	The device will be tested for full functionality in low temperatures using the MIL-STD 810G Method 502.5 Procedures I, II and III or equivalents.		
Class: Mandatory	Related Requirement(s) Identifiers	The device shall survive a minimum of 26 dead drops from a minimum height of 1.2 meters onto a hard surface such as concrete.		
		Technical Test Criteria	Met or Not Met	Comments
Mandatory	RRS-3	The DEVICE shall survive a minimum of 26 dead drops from a minimum height of 1.2 meters onto a hard surface such as concrete.		
	RRS-3.1	The DEVICE shall be crack-resistant throughout the life span of the DEVICE.		
	RRS-3.2	The DEVICE shall pass the MIL-STD 810G Method 516.6 Procedures I, III, IV or equivalents.		
Class: Mandatory	Related Requirement(s) Identifiers	Dust and water		
		Technical Test Criteria	Met or Not Met	Comments
Mandatory	RRS-4.	The device has a an IP55 rating		
Class: Mandatory	Related Requirement(s) Identifiers	Humidity - The device shall be fully functional in humidity of up 5% - 95%.		
		Technical Test Criteria	Met or Not Met	Comments
Mandatory	RRS-5	The device passes the MIL-STD 810G Method 507.5 Procedures I and II or equivalents.		
Class: Mandatory	Related Requirement(s) Identifiers	Vibrations.		
		Technical Test Criteria	Met or Not Met	Comments
Mandatory	RRS-6	The device passes the MIL-STD-810G Method 514.6 Procedures I, II and III for road vehicle transportation.		
Class: Mandatory	Related Requirement(s) Identifiers	Life Span		
		Technical Test Criteria	Met or Not Met	Comments
Mandatory	RRS-7	The device has a life span of 10 years		87
	RRS-7.1	The device has a service life of 10 years.		
	RRS-7.2	The device has a shelf life of 8 years.		

### 25.3 Technical Evaluation - Stage 2

[Shall lead to Disqualification if not met]

This stage entails scoring and ranking the paper-based submissions along with their accompanying prototypes. Here the qualifying submissions from stage 1 will be evaluated and allocated points according to how well they meet the specified requirements. It should be noted that if a mandatory requirement was marked as 'Met' in Stage 1 but is marked as 'Not Met' based on the evaluation of the prototype, that requirement will effectively be marked as 'Not Met' and the bid will be disqualified.

Notes and definitions	
<b>Tolerance</b>	Some measurements will be allowed a tolerance of +/- 5%.
<b>Confirm commitment by bidder</b>	The bidder has sufficiently described and addressed a particular requirement and provided evidence as to how they will meet it.
<b>Confirm presence</b>	Confirm that the particular item or capability requirement is physically present in or on the device.

Weight			
	Allocated to requirements that are optional as indicated by the word "May"	Allocated to requirements that are preferred as indicated by the word "Should"	Allocated to requirements that are mandatory as indicated by the word "Shall"
<b>Normal requirements weighting</b>	0.25	0.5	1
<b>Prioritised requirements weighting</b>	0.5	1	2

Score		
The requirement was NOT MET	The requirement was MET with a tolerance of +/- 5%	The requirement was exceeded by a margin greater than 5%.
0	1	2



Score Classes	
<b>Threshold - minimum score the bidder must attain to be evaluated against the usability criteria (stage 3)</b>	<b>Total - maximum score the bidder can attain.</b>
203	280.5

Related Requirements Identifiers	The Voter Registration Device shall be a device composed of commercial-off-the-shelf (COTS) components or the full technical design document is provided					
		Verification test	Score	Weight	Total	Comments
GRS-1.1	Option A: Can the device be easily located in stores for purchasing?	Query a search engine using the device model or name.(if applicable)	1	2	2	The total is the maximum that can be attained depending on the option presented .
GRS-1.2	Option B: Can the model of the components that constitute the device be located in stores for purchasing?	Query a search engine using the component model or name.(if applicable)		2		
GRS-1.3	Option C: Are the full technical design documents, technical drawings and datasheets provided?	Confirm presence.(if applicable)		0.5		
Related Requirement(s) Identifiers	The device shall be portable.					
		Verification test	Score	Weight	Total	Comments
GRS-2.2	The device has maximum dimensions of 270mm x 240mm and a thickness of 100mm when lying on a flat surface, with a tolerance of 5%.	Measure dimensions using a measuring tape and a vanier caliber.	1	1	1	
GRS-2.3	The mass of the device is no more than 2.5kg.	Measure the mass of the device using a weighing scale.	1	2	2	
GRS-2.1	The device is accompanied by a wearing strap that can be used to operate the	Confirm presence.	1	1	1	

	device while moving.					
<b>GRS-2.1.3</b>	The wearing strap has padding.	Confirm presence.	1	1	1	
<b>GRS-2.1.5</b>	The wearing strap is detachable from the device.	Detach and re-attach the wearing strap from the device.	1	0.5	0.5	
<b>Related Requirement(s) Identifiers</b>	<b>The device casing shall be branded with the logo of the Electoral Commission and its associated branding message.</b>					
		Verification test	Score	Weight	Total	Comments
<b>GRS-4</b>	The device is branded with the logo of the Electoral Commission and its associated branding message.	Confirm presence or commitment by the Bidder.	1	1	1	
<b>GRS-4.3</b>	Provision to use brand colours and fonts provided by the Electoral Commission has been made.	Confirm presence or commitment by the Bidder.	1	1	1	
<b>GRS-4.2</b>	The branding cannot be removed without damaging the device casing.	Attempt to remove the branding by peeling and/or wiping it off with common house hold solvents.	1	1	1	
<b>GRS-4.1.</b>	The branding prominently covers the entire device casing surface.	Confirm presence or commitment by the Bidder.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have a serial number such that no two devices shall share serial number.</b>					
		Verification test	Score	Weight	Total	Comments
<b>URS-1</b>	Each device will have a unique serial number.	Confirm presence.	1	1	1	
<b>URS-1.1</b>	The serial number is displayed on the outside of the device casing.	Confirm presence.	1	1	1	
<b>URS-1.2</b>	There is a 1D barcode that encodes the serial number.	Scan barcode with a 1D barcode scanner.	1	1	1	
<b>URS-1.6</b>	The serial number cannot be removed from the device without damaging	Attempt to remove the branding by peeling and/or wiping it off with common	1	1	1	

	the device casing.	house hold solvents.				
<b>URS-1.7</b>	The serial number is embedded in the firmware of the device.	Use process(s) provided by the Bidder to access the serial number.	1	1	1	
<b>URS-1.8</b>	The serial number retrieved through the OS is the same as the serial number on the outside of the device casing.	Compare the serial number retrieved with the serial number displayed on the casing.	1	1	1	
<b>URS-1.9</b>	The serial number in the firmware will remain the same throughout the lifespan of the device.	Confirm commitment by the Bidder.	1	1	1	
<b>URS-1.10</b>	The serial number is accessible through the operating system.	Use the OS utility program to access the device's serial number.	1	1	1	
<b>URS-1.3</b>	The serial number is placed on the device such that it can be scanned by simply opening its storage case, without having to remove the device from the storage case.	Confirm presence.	1	0.5	0.5	
<b>URS-1.4</b>	The serial number's font size is no less than 10 point.	Use vanier caliber to measure the size of the font.	1	0.5	0.5	
<b>URS-1.5</b>	The serial number displayed on the outside of the device casing is of a monospace type.	Use vanier caliber to measure font monospacing.	1	0.5	0.5	
<b>URS-1.11</b>	Provision for producing the serial numbers for the device in a format provided by the Electoral Commission is made.	Confirm commitment by the Bidder.	1	0.5	0.5	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have a Wi-Fi module.</b>					
		Verification test	Score	Weight	Total	Comments
<b>HRS-1</b>	The device has a Wi-Fi module.	Connect the device to the available Wi-Fi network. Establish an internet session using an application provided by the Bidder.	1	1	1	

<b>HRS-1.1</b>	The device's Wi-Fi module supports IEEE 802.11 b/g/n standards.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-1.2</b>	The Wi-Fi module has an antenna that is integrated on-chip.	Confirm that antenna is not visible from the outside of the device. Confirm against provided datasheet.	1	1	1	
<b>HRS-1.2</b>	The antenna is omnidirectional.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-1.4</b>	The device's Wi-Fi module supports the Wi-Fi Protected Access 2 - Pre-Shared Key (WPA2-PSK) and WPA2-Enterprise security protocols.	Confirm against the provided datasheet as well as during connection to the Wi-Fi network.	1	1	1	
<b>HRS-1.3</b>	The Wi-Fi module is capable of Wi-Fi Direct peer-to-peer communication.	Connect the devices provided by the Bidder to each other via Wi-Fi Direct. Successfully perform a file transfer between the devices.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have a mobile cellular module.</b>					
		Verification test	Score	Weight	Total	Comments
<b>HRS-2</b>	The device has a mobile cellular module.	Check that the device is connected to a cellular network as indicated on the device. Establish an internet session using an application provided by the Bidder.	1	1	1	
<b>HRS-2.1</b>	The mobile cellular module complies with the 3G communication standard.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-2.1</b>	The mobile cellular module complies with communication standards prior to 3G.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-2.3</b>	The mobile cellular module is capable of operating in any of the cellular communication networks in South Africa.	Using SIMs from two different South African network service providers, check that the device is able to connect to the different cellular network(s).	1	1	1	

<b>HRS-2.4</b>	The mobile cellular module has a Subscriber Identification Module (SIM) card slot.	This is true if test to <b>HRS-2.3</b> is true.	1	1	1	
<b>HRS-2.4.1</b>	The SIM card slot is compatible with a type of SIM card that is provided by South African network service providers.	This is true if test to <b>HRS-2.3</b> is true.	1	1	1	
<b>HRS-2.5</b>	An API for the mobile cellular module is provided.	Confirm presence or commitment by the Bidder.	1	1	1	
<b>HRS-2.6</b>	The mobile cellular module has an antenna that is integrated on-chip.	Confirm that antenna is not visible from the outside of the device. Confirm against provided datasheet.	1	1	1	
<b>HRS-2.4.2</b>	The SIM card slot is only accessible to authorised personnel.	Confirm that the SIM slot can only be accessible through the use of a specialised tool.	1	1	1	
<b>HRS-2.2</b>	The mobile cellular module complies with the 4G communication standard.	Confirm against the provided datasheet.	1	0.5	0.5	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have a Global Navigation Satellite System (GNSS) module.</b>					
		Verification test	Score	Weight	Total	Comments
<b>HRS-3</b>	The device has a Global Navigation Satellite System (GNSS) module.	Using a native location reporting application (provided by the Bidder), check the location of the device.	1	1	1	
<b>HRS-3.1</b>	The GNSS module is capable of communicating with Russian Global Navigation Satellite System (GLONASS) and the Global Positioning System (GPS).	Confirm against the provided datasheet.	1	1	1	
<b>HRS-3.2</b>	The GNSS module's has an antenna that is integrated on-chip.	Confirm that antenna is not visible from the outside of the device. Confirm against provided datasheet.	1	1	1	
<b>HRS-3.3</b>	The GNSS module's cold-start time is no more than 35s, with a tolerance of 5%.	Confirm against the provided datasheet.	2	1	2	

<b>HRS-3.4</b>	The GNSS module has a rated accuracy of better than 5m, with a tolerance of 5%.	Confirm against the provided datasheet.	2	1	2	
<b>HRS-3.5</b>	The GNSS module has a rated sensitivity of better than -145 dBm, with a tolerance of 5%.	Confirm against the provided datasheet.	2	1	2	
<b>HRS-3.6</b>	The GNSS module implements a mechanism of maintaining accuracy under conditions of dense foliage and urban canyons.	Confirm against the provided datasheet.	1	2	2	
<b>HRS-3.7</b>	The GNSS module complies with the National Marine Electronics Association (NMEA) output standard.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-3.8</b>	An API for the GNSS module is provided.	Confirm presence or commitment by the Bidder.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall be capable of connecting to a wired Local Area Network (LAN).</b>					
		Verification test	Score	Weight	Total	Comments
<b>HRS-4</b>	The device has the capability to connect to a wired Local Area Network (LAN).	Connect to a LAN using the Ethernet interface provided by the Bidder. Establish an internet session using an application provided by the Bidder.	1	1	1	
<b>HRS-4.2</b>	The device's Ethernet connection has a data transfer capacity of no less than 1Gbit/sec.	Confirm against the provided datasheet.	2	2	4	
<b>HRS-4.5</b>	The device's Ethernet connection complies with IEEE Std. 802.3 for Ethernet.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-4.1</b>	The device has an Ethernet port.	Confirm presence.	1	1	1	
<b>HRS-4.3</b>	The Ethernet connection capability is provided by means of an Ethernet-to-USB adapter.	Confirm presence.	1	0.25	0.25	

<b>HRS-4.4</b>	The Ethernet connection capability is provided by means of a cradle.	Confirm presence.	1	0.25	0.25	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have a USB interface.</b>					
		Verification test	Score	Weight	Total	Comments
<b>HRS-5.1</b>	The device has a USB port.	Connect device to a laptop computer using the USB interface provided. Successfully perform file transfer between the devices.	1	1	1	
<b>HRS-5.1.2</b>	The USB port supports Universal Serial Bus (USB) version 2.0.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-5.4</b>	A USB cable is provided.	Confirm presence.	1	1	1	
<b>HRS-5.4.1 and HRS-5.4.2</b>	The USB cable provided can adapt USB Type A male to the USB port on the device.	Confirm presence.	1	1	1	
			1	1	1	
<b>HRS-5.4.3</b>	The length of the USB cable provided is no less than 1.2m.	Measure the length of the USB cable using a measuring tape.	2	1	2	
<b>HRS-5.1.1</b>	The device's USB port is a Type A port.	Confirm presence.	1	0.5	0.5	
<b>HRS-5.1.3</b>	The device's USB port supports USB version 3.1.	Confirm against the provided datasheet.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have a touch screen.</b>					
		Verification test	Score	Weight	Total	Comments
<b>HRS-6.1</b>	The touch screen is embedded into the device.	Confirm presence.	1	1	1	
<b>HRS-6.2</b>	The touch screen is a flat-panel display type.	Confirm presence.	1	1	1	
<b>HRS-6.3</b>	The touch screen supports three point multi-touch input.	Perform a zoom operation on the camera with three fingers.	1	1	1	
<b>HRS-6.4</b>	The touchscreen has a resolution of no less than 1024 x 768 pixels.	Confirm against the provided datasheet.	2	2	4	

<b>HRS-6.5</b>	When switched on, the touch screen display is clearly visible under all light conditions.	Using the device in direct sunlight, check that the display is sufficiently visible.	1	1	1	
<b>HRS-6.6</b>	The touch screen has a colour depth of no less than 24 bit RGB.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-6.7</b>	The touch screen can withstand repetitive typing throughout the life span of the device.	Confirm commitment by the Bidder and/or check against the provided datasheet.	1	1	1	
<b>HRS-6.8</b>	The touch screen is scratch resistant throughout the life-span of the device.	Confirm commitment by the Bidder and/or check against the provided datasheet.	1	1	1	
<b>HRS-6.11</b>	The physical touch screen has a landscape orientation with reference to the keyboard.	Confirm orientation.	1	1	1	
<b>HRS-6.12</b>	The touch screen has a diagonal length no less than 200.66 mm, with a tolerance of 5%.	Measure the diagonal length of the screen display using a measuring tape.	2	2	4	
<b>HRS-6.5.1</b>	The touchscreen has a contrast ratio of no less than 800:1 in direct sunlight.	Confirm against the provided datasheet.	2	1	2	
<b>HRS-6.5.2</b>	The touchscreen has a backlighting of no less than, with a tolerance of 5%, 500 cd/m <sup>2</sup> .	Confirm against the provided datasheet.	2	0.5	1	
<b>HRS-6.13</b>	The touch screen has the capability to recline relative to the surface on which the device is placed.	Confirm that the touch screen can be reclined.	1	1	0	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have a digital camera.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>HRS-8</b>	The device has a digital camera.	Confirm presence.	1	1	1	
<b>HRS-8.1</b>	The digital camera has a minimum resolution of 8MP, with a tolerance of 5%.	Confirm against the provided datasheet.	2	1	2	



<b>HRS-8.2</b>	The digital camera has auto-focus.	Capture an image of a barcode and note auto-focus functionality be the image is captured.	1	1	1	
<b>HRS-8.4</b>	The digital camera is able to capture barcode images in low light (less than 10.8lux, with a tolerance of 5%), at a quality that is sufficient to decode the barcode data using the SDK specified in SRS-1.	Move the device to an area where the ambient light is measured (using a light meter) to be less than 10.8lux. Capture a barcode image under said light conditions and decode the barcode using the demo barcode recognition application provided by the Bidder.	2	2	4	
<b>HRS-8.5</b>	The digital camera is accompanied by an API.	Confirm presence or commitment by the Bidder.	1	1	1	
<b>HRS-8.6</b>	The digital camera is positioned on the DEVICE in such a way that the user is able to obtain visual feedback from the touchscreen as to the position or alignment of the barcode for scanning	Confirm presence	1	0.5	0.5	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have a physical keyboard.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>HRS-9</b>	The device has a physical keyboard.	Confirm presence.	1	1	1	
<b>HRS-9.1</b>	The physical keyboard is not detachable from the device.	Confirm visually.	1	1	1	
<b>HRS-9.2</b>	The physical keyboard has an ISO QWERTY keyboard layout as per ISO / EC 9995-3.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-9.2.1</b>	The physical keyboard includes the following key groupings: i. Character keys; comprised of three rows of keys for typing letters and punctuation, an upper row	Confirm presence.	1	1	1	

	for digits and specials symbols, and a space bar on the bottom row. ii. Enter and editing keys iii. Modifier keys iv. Caps lock key					
<b>HRS-9.3</b>	The physical keyboard's keys are no smaller than 10mm x 10mm, with a tolerance of 5%.	Measure the length and width of the physical keyboard's keys using a measuring tape.	1	2	2	
<b>HRS-9.4</b>	The physical keyboard keys have back lighting.	Confirm presence.	1	1	1	
<b>HRS-9.5</b>	The physical keyboard is IP65 rated or better.	Confirm against the provided datasheet. Splash the keyboard with a glass water and glass of sand.	2	1	2	
<b>HRS-9.6</b>	The physical keyboard is capable of being used while resting on a surface, independent of the inclination of the touch the screen.	Rest the keyboard on a flat surface and perform some operation (e.g. type on the device)	1	0.5	0.5	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have a printer.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>HRS-10</b>	The device has a printer.	Confirm presence.	1	1	2	
<b>HRS-10.1</b>	The printer is embedded into the DEVICE or is provided separately as a USB plug n play printer compatible with HRS-5.1	Confirm visually.	1	1	1	
<b>HRS-10.2</b>	The printer is a thermal printer.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-10.3</b>	The printer paper width is equal-to 58mm, with a tolerance of 5%.	Measure printer paper width using a measuring tape.	1	1	1	
<b>HRS-10.4</b>	The printer paper is thermal paper.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-10.6</b>	The printer can print one-dimensional (1D) and two dimensional (2D) barcodes.	Using the printer demo application provided by the Bidder, print both 1D and 2D barcodes.	1	1	1	
<b>HRS-10.7</b>	The printer is accompanied by an API.	Confirm presence or commitment by the Bidder.	1	1	1	

HRS-10.8	The printer has a paper-cutter.	Confirm against the provided datasheet.	1	1	1	
HRS-10.5	The printer is front paper loaded.	Confirm visually.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have the capability to generate a stereo audio output.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
HRS-11	The device can generate stereo audio output.	Using a pre-installed audio player application, play a stereo audio file. Listen to the generated audio through stereo headphones and confirm that the sound can be heard from the left and right channels.	1	1	1	
HRS-11.1	The device has an audio jack socket.	Confirm presence.	1	1	1	
HRS-11.1.1	The audio jack socket can connect to stereo headphones.	This is true if test to HRS-11 is true.	1	1	1	
HRS-11.1.2	The audio jack socket has a diameter of 3.5mm.	Confirm against the provided datasheet.	1	1	1	
HRS-11.2	The device has two speakers.	Confirm presence.	1	1	1	
HRS-11.2.1	Each speaker has a minimum sensitivity of 80 dB, with a tolerance of 5%.	Confirm against the provided datasheet.	2	1	2	
HRS-11.2.2	The speakers are built into the device.	Confirm visually.	1	1	1	
HRS-11.2.3	The speakers support stereo audio output.	Confirm against the provided datasheet.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have persistent data storage drive.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
HRS-12	The device has a persistent data storage drive.	Confirm presence using the provided OS utility application.	1	1	1	
HRS-12.1	The data storage drive is embedded into the device.	Confirm visually.	1	1	1	

<b>HRS-12.3</b>	The data storage drive has a storage capacity of no less than 256GB.	Check the maximum storage of the data storage using the provided OS utility application.	2	4	8	
<b>HRS-12.4</b>	The data storage drive has a read/write speed of no less than 100MB/s.	Confirm against the provided datasheet.	2	2	4	
<b>HRS-12.2</b>	The data storage drive is a self-encrypting drive (SED).	Confirm against the provided datasheet.	1	2	2	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have RAM to allow for task handling and multiple processing.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>HRS-13</b>	The device has RAM.	Confirm presence using the provided OS utility application.	1	1	1	
<b>HRS-13.1</b>	The device has no less than 8GB of RAM.	Check the maximum storage of the RAM using the provided OS utility application.	2	2	4	
<b>HRS-13.2</b>	The device RAM type is Double Data Rate 2 (DDR2) or better.	Confirm against the provided datasheet.	2	2	4	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have a CPU.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>HRS-14</b>	The device has a CPU.	Confirm presence using the provided OS utility application.	1	1	1	
<b>HRS-14.2</b>	The CPU has a 64bit architecture.	Confirm architecture using the provided OS utility application.	1	1	1	
<b>HRS-14.1</b>	The CPU has no less than four (4) cores.	Confirm number of cores using the provided OS utility application.	2	2	4	
<b>HRS-14.1.1</b>	Each CPU core runs at no less than 1GHz.	Confirm CPU clock speed using the provided OS utility application.	2	2	4	
<b>Related Requirement</b>	<b>The device shall have a detachable mains power supply adapter.</b>					

ent(s) Identifiers						
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>HRS-15</b>	The device has a detachable mains power supply adapter.	Confirm presence. Attach and detach the mains power supply adapter.	1	1	1	
<b>HRS-15.1</b>	The power supply adapter has a rated voltage range of 220V-240V AC.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-15.2</b>	The power supply adapter has a rated frequency range of 50Hz - 60Hz.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-15.3</b>	The power supply adapter has an electrical power cord of length of no less than 2m, with a tolerance of 5%.	Measure the length electrical power cord using a measuring tape.	1	1	1	
<b>HRS-15.4</b>	The power supply adapter has a 15A - 16A 250V plug.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-15.5</b>	The power supply adapter has a BS 546 A Type M plug.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-15.7</b>	The power supply adapter complies with the BS546, BS 546A, SANS 164-1, SABS 164-1 and IA16A3 standards.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-15.6</b>	The power supply adapter has a 2 Pole-3 Wire Grounding (2P+E) Plug.	Confirm presence.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have a battery as an alternate source of power.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>HRS-16</b>	The device has a battery.	Confirm presence.	1	1	1	
<b>HRS-16.1</b>	The battery clips securely into the device.	Clip and re-clip the battery to the device.	1	1	1	
<b>HRS-16.2</b>	The battery is removable without requiring the use of an auxiliary tool.	Confirm that no tool is required to remove the battery from the device.	1	1	1	
<b>HRS-16.3</b>	The battery can power the device for no less than 14 hours of continuous operation without recharge.	Using a multimeter, measure the battery voltage before and after one hour of usage (emulating voter registration	2	4	8	

		conditions). Based on this, estimate the remaining time for which the device can be used on battery power.				
<b>HRS-16.4</b>	The battery is rechargeable.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-16.4.1</b>	The battery can be recharged whilst plugged into the device.	Connect the device to the mains power via the mains power supply adapter and confirm that, through the battery charging status indicator of the device, that the battery is being charged.	1	1	1	
<b>HRS-16.4.2</b>	The battery can be recharged via a separate battery charger.	Remove the battery from the device and connect it to the battery charger provided to check if the battery charges.	1	1	1	
<b>HRS-16.5</b>	The battery retains sufficient charge, after being charged and left unused for two weeks, to power the device for 14 hours of continuous operation.	Using a multimeter, measure the battery voltage before and after one hour of switching the device off. Based on this, extrapolate the power retention of the device for long term storage.	1	1	1	
<b>HRS-16.6</b>	The battery has a life span of no less than four (4) years.	Confirm against the provided datasheet and commitment by the supplier.	2	2	4	
<b>HRS-16.7</b>	The battery has a shelf life of no less than three (3) years.	Confirm against the provided datasheet.	2	2	4	
					0	
<b>Related Requirement(s) Identifiers</b>	<b>The battery as defined in HRS-16 shall have a standalone battery charger.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>HRS-17</b>	The device is accompanied by a standalone battery charger.	Confirm presence.	1	1	1	
<b>HRS-17.2</b>	The battery charger is portable.	Confirm that the battery charger can be moved from one physical location to another.	1	1	1	

<b>HRS-17.3</b>	The battery charger gives a visual indication when a battery is fully charged.	Plug the battery into the battery charger and leave the battery to charge until full. Confirm that there is a visual indication that the battery is full. Then use the multimeter to measure the voltage of the battery to check if it is at the rated voltage for full charge.	1	1	1	
<b>HRS-17.4</b>	The battery charger is powered through mains power.	Plug the battery charger into mains power and confirm, using a multimeter, that the output pins of the battery charger are powered.	1	1	1	
<b>HRS-17.6</b>	The battery charger complies with SANS 60335-2-29 or equivalents.	Confirm against the provided datasheet.	1	1	1	
<b>HRS-17.1</b>	The battery charger can charge no less than five (5) batteries simultaneously.	Confirm visually.	2	1	2	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall retain its date and time.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>HRS-18.3</b>	The device retains date and time even if the battery is removed from the device and the device is not powered through mains.	Set the time displayed on the device using the provided OS utility software. Unplug the device from the mains power supply and remove the device battery. After 10 minutes, plug the battery back into the device, switch on the device and confirm that the time indicated on the device is the correct.	1	1	1	
<b>HRS-18.4</b>	The device retains its date and time for the entire lifespan of the device.	Confirm commitment by the Bidder.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have a power button</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comment

			e			s
<b>HRS-19</b>	The device has a power button.	Confirm presence.	1	1	1	
<b>HRS-19.1</b>	The device is switched on or off by pressing the power button.	When the device is off, press the power button to confirm that the device switches on. When the device is on, press and hold the power button to confirm that the device switches off.	1	1	1	
<b>HRS-19.2</b>	The power button's length/diameter is measured to be a minimum of 10mm, with a tolerance of 5%.	Use vanier caliber to measure the length/diameter of the power button.	1	0.5	0.5	
<b>Related Requirement(s) Identifiers</b>	<b>The device should have LED status indicator(s).</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>HRS-20.1</b>	The device has an LED status indicator that shows when the battery is charging.	Connect the device to the mains power via the mains power supply adapter and confirm that there is a visual indication on the device that the battery is charging.	1	1	1	
<b>HRS-20.3</b>	The device has an LED status indicator that shows when the battery is full.	Having performed test for 'HRS-17.3', plug the fully charged battery into the device and confirm that there is a visual indication on the device that the battery is full.	1	1	1	
<b>HRS-20.4</b>	The device has an LED status indicator that shows when the battery needs to be charged.	Discharge the battery by using the device until the battery is depleted. Confirm that there is a visual indication that the battery is depleted or needs charging.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have physical tamper-proofing.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments



<b>PSRS-1.1.</b>	The device has tamper-proofing that protects it against unauthorised physical penetration.	Attempt to penetrate the device casing, without damaging it, using a variety of standard screwdrivers.	1	1	1	
<b>PSRS-1.4.</b>	The device enables only authorised personnel to open the device's casing or enclosure.	Use the provided mechanism to gain access to the internal components of the device.	1	1	1	
<b>PSRS-1.3.</b>	The device has a tamper-evident casing or seal.	Having performed test for 'PSRS-1.1', confirm that there is visual evidence of the attempt to tamper with the device.	1	0.5	0.5	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall be supplied with a barcode image recognition Software Development Kit (SDK).</b>					
	<b>Technical Test Criteria</b>	<b>Verification test</b>	<b>Score</b>	<b>Weight</b>	<b>Total</b>	<b>Comments</b>
<b>SRS-1.1</b>	The SDK shall be capable of decoding 1D and 2D type barcodes. These includes the following: i. The barcodes found on the South African green ID book and the Smart ID card. ii. QR Code barcodes.	Use the barcode scanner demo application provided by the Bidder to scan a 1D barcode from a SA ID and a QR code.	1	1	1	
<b>SRS-1.2</b>	The SDK can decode barcode images within 5ms, with a tolerance of 5%.	Confirm against the provided software technical documentation.	2	1	2	
<b>SRS-1.3</b>	The SDK can successfully extract barcodes from barcode images captured under low light (less than 10.8lux, with a tolerance of 5%).	This is true if test to HRS-8.4 is true.	2	1	2	
<b>SRS-1.5</b>	The SDK is capable of automated barcode recognition.	Use the barcode scanner demo application provided by the Bidder to scan a 1D barcode and confirm automatic recognition of the barcode.	1	1	1	

<b>SRS-1.6</b>	The SDK has real-time barcode image streaming capability.	Use the barcode scanner demo application provided by the Bidder to scan a 1D barcode and confirm real-time barcode image streaming capability.	1	1	1	
<b>SRS-1.7</b>	The SDK is pre-installed on the device and configured to work with the digital camera defined in HRS-8.	This is true if tests to SRS-1.1, SRS-1.2 and SRS-1.3 are true.	1	1	1	
<b>SRS-1.8</b>	The SDK provides a demo application to verify the functionality specified in SRS-1.1 to SRS-1.7.	Confirm presence.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>The software supporting the hardware components detailed in 5.4 shall be compatible with the selected Operating System. Supporting software includes Drivers, SDKs and APIs.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>SRS-2.1</b>	The software supporting the hardware components is installed and fully activated (if applicable) on the device.	Confirm based on all hardware components tests.	1	1	1	
<b>SRS-2.2</b>	The software supporting the hardware components is compatible with the chosen operating system as specified in <b>SRS-3</b> .	Confirm based on all hardware components tests.	1	1	1	
<b>SRS-2.3</b>	The software supporting the hardware components supports a 64bit operating system architecture.	Confirm based on all hardware components tests.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall have an Operating System (OS).</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>SRS-3.1</b>	The provided OS is installed and fully activated (if applicable) on the device.	Confirm using OS utility application	1	1	1	

<b>SRS-3.2</b>	The OS is of widely available family such as: i. Android ii. Linux iii. Windows iv. iOS	Query a search engine using the OS name to ensure it is widely used and there is community support for it.	1	1	1	
<b>SRS-3.3</b>	The OS is compatible with a CPU that is based on a 64bit architecture.	Confirm using OS utility application	1	1	1	
<b>SRS-3.4</b>	The OS supports various Integrated Development Environments (IDE) and frameworks for development.	Query a search engine to confirm IDEs and development frameworks supported by the provided OS.	1	1	1	
<b>SRS-3.5</b>	The OS is capable of multitasking.	Open multiple applications (i.e. two or more of the provided demo applications) and confirm the correct functioning of the applications.	1	1	1	
<b>SRS-3.6</b>	The OS is updatable.	Query a search engine to confirm that the OS has a history of updates.	1	1	1	
<b>SRS-3.8</b>	The OS is capable of interfacing to the hardware components detailed in section 5.4. Through the supporting software described in SRS-2.	Confirm based on all hardware components tests.	1	1	1	
<b>SRS-3.9</b>	The OS will be OEM supported for the lifespan of the device as specified in RRS-7.	Query a search engine to confirm that the OEM for the provided OS has a scheduled support plan for the duration of the lifespan of the device.	1	1	1	
<b>SRS-3.7</b>	The OS is upgradable.	Query a search engine to confirm that the OS has a history of being upgraded.	1	0.5	0.5	
<b>Related Requirement(s) Identifiers</b>	<b>The device should have electromagnetic interference mitigation for all applicable hardware modules.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>RRS-1</b>	The device shall comply with SANS 61000-4-6 or equivalents.	Confirm against the provided datasheet.	1	1	1	

<b>Related Requirement(s) Identifiers</b>	<b>The device shall be fully functional within a temperature range of -20°C to 60°C.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>RRS-2</b>	The device will be tested for functionality in temperatures ranging from -20°C to 60°C.	Confirm commitment by the Bidder to take the device for ruggedness certification or check the ruggedness standards certification of the device.	2	1	2	
<b>RRS-2.1</b>	The device will be tested for functionality in high temperatures using the MIL-STD 810G Method 501.5 Procedures I and II or equivalents.	Confirm commitment by the Bidder to take the device for ruggedness certification or check the ruggedness standards certification of the device.	1	1	1	
<b>RRS-2.2</b>	The device will be tested for full functionality in low temperatures using the MIL-STD 810G Method 502.5 Procedures I, II and III or equivalents.	Confirm commitment by the Bidder to take the device for ruggedness certification or check the ruggedness standards certification of the device.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>The device shall survive a minimum of 26 dead drops from a minimum height of 1.2 meters onto a hard surface such as concrete.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>RRS-3</b>	The DEVICE shall survive a minimum of 26 dead drops from a minimum height of 1.2 meters onto a hard surface such as concrete.	Perform 26 dead drops of the device from a height of 1.2 meters onto concrete surface. Perform full functional test.	1	1	1	
<b>RRS-3.1</b>	The DEVICE shall be crack-resistant throughout the life span of the DEVICE.	Confirm that there is no cracks visible on the device after once test of RRS-3 as well as commitment by the Bidder.	1	1	1	
<b>RRS-3.2</b>	The DEVICE shall pass the MIL-STD 810G Method 516.6 Procedures I, III, IV or equivalents.	Confirm commitment by the Bidder to take the device for ruggedness certification or check the ruggedness standards certification of the	1	1	1	

		device.				
<b>Related Requirement(s) Identifiers</b>	<b>Dust and water</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>RRS-4</b>	The device has a an IP55 rating	Confirm commitment by the Bidder to take the device for ruggedness certification or check the ruggedness standards certification of the device.	2	2	4	
<b>Humidity - The device shall be fully functional in humidity of up 5% - 95%.</b>						
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>RRS-5</b>	The device passes the MIL-STD 810G Method 507.5 Procedures I and II or equivalents.	Confirm commitment by the Bidder to take the device for ruggedness certification or check the ruggedness standards certification of the device.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>Vibrations.</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>RRS-6</b>	The device passes the MIL-STD-810G Method 514.6 Procedures I, II and III for road vehicle transportation.	Confirm commitment by the Bidder to take the device for ruggedness certification or check the ruggedness standards certification of the device.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>Life Span</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>RRS-7</b>	The device has a life span of 10 years	Confirm commitment by the Bidder.	1	1	1	

<b>RRS-7.1</b>	The device has a service life of 10 years.	Confirm commitment by the Bidder.	1	1	1	
<b>RRS-7.2</b>	The device has a shelf life of 8 years.	Confirm commitment by the Bidder.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>Storage case</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>STR-1</b>	The device has a case.	Confirm presence.	1	1	1	
<b>STR-1.1</b>	The case has an IP55 rating when sealed and closed.	Confirm against the provided datasheet.	2	1	2	
<b>STR-1.2</b>	The case is stackable.	Stack one case on top of another to confirm that the cases are stackable	1	1	1	
<b>STR-1.3</b>	The case has a handle.	Confirm presence.	1	1	1	
<b>STR-1.4</b>	The case has space to store the device, the device's mains power supply with the electrical power cord, a device spare battery, a USB-Ethernet adapter (if applicable), a cradle (if applicable), a body wearing strap, and a printer (if applicable).	Pack the device and provided accessories into the storage case to confirm that they all fit.	1	1	1	
<b>STR-1.5</b>	The case can withstand temperatures between -20°C and 60°C.	Confirm against the provided datasheet.	2	1	2	
<b>STR-1.6</b>	The case survives 26 dead drops from a height of 1.2m onto a concrete surface.	Perform 26 dead drops on the storage case from a height of 1.2 meters onto concrete surface.	1	1	1	
<b>STR-1.6.1</b>	The case survives dead drops on each face, edge and corner.	Perform 26 dead drops on the storage case from a height of 1.2 meters onto concrete surface. (Each face, edge and corner).	1	1	1	
<b>STR-1.7</b>	The case has cushioning material to protect the contents defined in STR-1.4.	Confirm presence.	1	1	1	
<b>STR-1.7.1</b>	The material used for cushioning is moulded to the shape of the intended	Pack the device and provided accessories into the storage case to confirm that	1	1	1	

	contents.	they fit into the corresponding moulded shapes.				
<b>STR-1.7.2</b>	The material used for cushioning is mould (fungus) resistant.	Confirm against the provided datasheet.	1	1	1	
<b>STR-1.7.3</b>	The cushioning is permanently attached to the Case.	Confirm presence.	1	1	1	
<b>STR-1.10</b>	The case shall has a minimum lifespan of 10 years.	Confirm commitment by the Bidder.	1	1	1	
<b>STR-1.3.1</b>	The handle has a flush lifting handle.	Confirm presence.	1	0.5	0.5	
<b>STR-1.9</b>	The case provides electrostatic discharge protection.	Confirm against the provided datasheet.	1	0.5	0.5	
<b>Related Requirement(s) Identifiers</b>	<b>Air freight transportation</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>STR-2</b>	The device complies with air freight regulations.	Confirm commitment by the Bidder to take the device for compliance certification or check the air freight regulations certification of the device.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>device documentation</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>DRS-1.1</b>	The documentation contains user manuals	Confirm presence.	1	1	1	
<b>DRS-1.2</b>	The documentation contains a developer manual.	Confirm presence.	1	1	1	
<b>DRS-1.3</b>	The documentation contains manuals for all SDKs and APIs	Confirm presence.	1	1	1	
<b>DRS-1.4</b>	If the device is assembled, the documentation contains all design and implementation	Confirm presence.	1	1	1	

	documentation.					
<b>DRS-1.5</b>	The documentation contains test documentation.	Confirm presence.	1	1	1	
<b>DRS-1.6</b>	The documentation contains device cleaning procedure.	Confirm presence.	1	1	1	
<b>DRS-1.6.1</b>	The cleaning material prescribed in the procedure is COTS.	Confirm presence.	1	1	1	
<b>DRS-1.7</b>	The documentation contains blueprints of the device where applicable in terms of <b>GRS-1.3</b> .	Confirm presence.	1	1	1	
<b>DRS-1.8</b>	All documentation is in English.	Confirm language.	1	1	1	
<b>DSR-1.9</b>	All datasheets device components.	Confirm presence.	1	1	1	
<b>Related Requirement(s) Identifiers</b>	<b>Support and maintenance</b>					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>SMRS-1</b>	Will the device components be supported and maintained for a Description minimum of 10 years.	Confirm commitment by the Bidder.	1	1	1	
<b>SMRS-1.1</b>	Will the device be covered by a minimum warranty of 2 years?	Confirm commitment by the Bidder.	1	1	1	
<b>SMRS-1.2</b>	Will the OS and SDK updates be made available to the requirement(s) Electoral Commission as soon as they are available from the Original Equipment Manufacturer (OEM)?	Confirm commitment by the Bidder.	1	1	1	
<b>SMRS-1.3</b>	Will the device be serviced in accordance to an agreement with the Electoral Commission?	Confirm commitment by the Bidder.	1	1	1	



Related Requirement(s) Identifiers	Safety					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>SFRS-1.1</b>	The device complies with IEEE C95.1-2005.	Confirm commitment by the Bidder to take the device for safety certification or check the IEEE C95.1-2005 standard certification of the device.	1	1	1	
<b>SFRS-1.2</b>	The device complies with Restriction of Hazardous Substances (RoHS) directive.	Confirm commitment by the Bidder to take the device for safety certification or check the RoHS directive certification of the device.	1	1	1	
Related Requirement(s) Identifiers	On state					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>SAMRS-1</b>	The power button when pressed powers-on the device, if it is powered-off.	When the device is off, press and hold the power button and confirm that the device switches on.	1	1	1	
<b>SAMRS-1.2</b>	The power button, when pressed to switch on the device, initiates operating system boot-up.	Switch on the device and confirm that the OS boot-up is initiated.	1	1	1	
<b>SAMRS-1.1</b>	The power button, when pressed to switch on the device, initiates a device power-on self-test to check that all hardware components are operational and to indicate any errors.	When the device switches on, confirm it initiates a self-test program.	1	1	1	
Related Requirement(s) Identifiers	Off state					
	Technical Test Criteria	Verification test	Score	Weight	Total	Comments
<b>SAMRS-2</b>	The power button when	When the device is on, press	1	1	1	

	pressed powers-off the device, if it is Powered-on.	and hold the power button and confirm that the device switches off.				
<b>SAMRS-2.1</b>	The power button, when pressed to switch off the device, Initiates operating system shutdown.	Switch on the device and confirm that the OS shuts down.	1	1	1	

The scores will be collated and an overall score calculated. The **maximum total score for stage 2 is 280.5 points**. To be considered for stage 3 below, a **minimum score of 203 points must be achieved**.

## **25.4 Usability Evaluation - Stage 3**

**[Shall lead to Disqualification if not met]**

The Usability Criteria will be assessed using 'Onsite Scenario Tests'. These will be setup and structured in a controlled environment. A sample set of people will be selected from a pool of Operators the IEC have who will be using these devices onsite during the Electoral Commission's events.

The Onsite Scenario Tests (OSTs) will encapsulate the type of activities the Operators would perform on the device regularly and therefore how usable the device is from the Operators perspective. Below are the OSTs that will be performed

### **1. OSTs Setup:**

The Evaluator will setup the device such that the operators can start assessing the device. The following are the setup steps the Evaluator will do:

- i. Turn on the device
- ii. Connected the device to internet.
- iii. Open the browser on the device.
- iv. Use a tab on the browser to access Google maps.
- v. Use a tab on the browser to access a predefined website with a form.
- vi. Open the Barcode Scanner Demo application provided by the bidder.

### **2. OSTs Performance**

For each of the devices that are shortlisted for this stage of evaluation, the Operators will be asked to perform the following tasks using the device:

#### ***i. Navigation - Desk usage***

- a) Sit down and place the device on the desktop.
- b) Place the device in the position best suitable for comfortable use.
- c) Go to the browser and the tab that has Google maps open.
- d) Type in a specific point of interest in the search box.
- e) Pan and zoom using the touch screen to find a particular location which is close to the point of interest.

#### ***ii. Filling a form - Desk usage***

- a) Sit down and place the device on the desktop.
- b) Place the device in the position best suitable for comfortable use.
- c) Go to the browser and the tab that has the form open.
- d) Fill the form using the keyboard and touch screen to move up and down the form.

**iii. Scanning a barcode - Desk usage**

- a) Sit down and place the device on the desktop.
- b) Go to the Barcode Scanner Demo application.
- c) Scan the barcode inside a South African ID book.

**iv. Printing a receipt - Desk usage**

- a) Sit down and place the device on the desktop.
- b) Go to the Printer Demo application.
- c) Print a receipt
- d) Remove the paper from the printer
- e) Load the paper into the printer
- f) Go to the Printer Demo application.
- g) Print a receipt

**v. Navigation - Handheld usage**

- a) Stand up and hold the device.
- b) Hold the device in a way best suitable for comfortable use.
- c) Go to the browser and the tab that has Google maps open.
- d) Type in a specific point of interest in the search box.
- e) Pan and zoom using the touch screen to find a particular location which is close to the point of interest.

**vi. Filling a form - Handheld usage**

- a) Stand up and hold the device.
- b) Hold the device in a way best suitable for comfortable use.
- c) Go to the browser and the tab that has the form open.
- d) Fill the form using the keyboard and touch screen to move up and down the form.

**vii. Scanning a barcode - Handheld usage**

- a) Stand up and hold the device.
- b) Hold the device in a way best suitable for comfortable use.
- c) Scan the barcode inside a South African ID book.

### 3. OSTs Assessment

For each of the devices the Operators performed OSTs on, the Operators will be asked to assess them by filling the following evaluation table based purely on the usability of the device from the perspective on the type of users who will be actually using them onsite:

**Please rate the device you used from 1 to 5 for each of the corresponding question, where 1 represents 'Strongly disagree' and 5 represents 'Strongly agree'**

#	Assessment	Score [1 to 5]	Weight	Total
1	<b>It is comfortable to use the device while sitting down.</b>			
1.1.	It is easy to type and fill-in the form using both hands while using the device in a sited position.	5	2	10
1.2.	I can use the device while sitting for 30 minutes without physical strain.	5	2	10
1.3.	I can sit up-right while using the device in a sited position.	5	2	10
1.4.	It is easy to scan the barcode from the ID book while using the device in a sited position.	5	2	10
2	<b>It is comfortable to hold, handle and operate the device while standing up.</b>			
2.1.	I can use the device while standing for 15 minutes without physical strain.	5	0.5	2.5
2.2.	It is easy to scan the barcode from the ID book while using the device standing up.	5	0.5	2.5
2.3.	It is easy to type and fill the form holding it with one hand and operating with the other hand.	5	0.5	2.5
2.4.	The device is not too heavy to use while standing up.	5	0.5	2.5
3	<b>Is it easy to use the printer</b>			
3.1.	It is easy to take the receipt from printer after printing	5	1	5
3.2.	It is easy to remove the paper from the printer	5	1	5
3.3.	It is easy to reload the paper into the printer	5	1	5
4	<b>General</b>			
4.1.	It is easy to navigate the map using the touch screen.	5	2	10

The scores across all evaluation sheets for a prototype will be collated and an overall score calculated. The **maximum total score is 75 points**. To be considered for the final evaluation, a **minimum score of 41 points must be achieved**.

## 26. SUBMISSION OF BIDS

### DETAILS FOR COMPLETION OF AN ENVELOPE FOR A BID/QUOTATION

Section 1 paragraph 6 of this bid/quotation document indicates the requirements for addressing of an envelope when a bid/quotation is submitted to the Department. Kindly ensure the envelope is addressed correctly because if it is not properly addressed the bid/quotation may be rejected as being invalid and returned to the respective bidder. The correct manner in which it is to be addressed is detailed below:

#### EXAMPLE FORMAT

##### FRONT SIDE OF ENVELOPE

Name and address of bidder:

Bid/Quotation Number: ZNT 1949/32018 LG

Description: **APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER THREE HUNDRED AND THREE (303) VOTER REGISTRATION DEVICES**

Closing date: 04 March 2019

Closing time: 11:00

##### REVERSE SIDE OF ENVELOPE

Department's details and address:

The Head: Supply Chain Management  
Department of Co-operative Governance and Traditional Affairs  
13<sup>th</sup> Floor, North Tower  
Natalia Building  
330 Langalibalele Street  
Pietermaritzburg  
3201

## 27. BRIEFING SESSION

There will be a compulsory formal briefing on 13 February 2019 at 11:00 at 330 **LANGALIBALELE STREET, NATALIA BUILDING, 13<sup>TH</sup> FLOOR, ROOM 16, SCM BOARDROOM, PIETERMARITZBURG**

Bidders must ensure that the briefing session certificate contained in the tender documents is signed at the meeting, as failure to do so will invalidate the bid.

## 28. PRICING BIDS

The Department reserves the right to contact bidders to –

- 1) Obtain clarity where information is incomplete or where a lack of clarity exists about technical aspects of the bid; and
- 2) Obtain confirmation of prices in cases where it is obvious that a written, typed or transcription error, or an error in the unit price has been made.

## 29. ENQUIRIES

28.1 All **enquiries** regarding **bid matters** should be directed to:

THE HEAD OF DEPARTMENT  
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL  
AFFAIRS  
PRIVATE BAG X 9078  
PIETERMARITZBURG  
3201  
ATTENTION:  
TEL:

28.2 All **enquiries** relating to the **scope of work** must be addressed to

THE HEAD OF DEPARTMENT  
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL  
AFFAIRS  
PRIVATE BAG X 9078  
PIETERMARITZBURG  
3201

ATTENTION: Mr NJ Mpungose  
TEL: 033 897 5646 / 078 800 9120

## ANNEXURE “C”

## GENERAL CONDITIONS OF CONTRACT

**DEFINITIONS:** The following terms shall be interpreted as indicated:

- (a) **“Closing time”** means the date and hour specified in the bidding documents for the receipt of bids.
- (b) **“Contract”** means the written agreement entered into between the Province and the Contractor, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (c) **“Contract price”** means the price payable to the Contractor under the contract for the full and proper performance of his contractual obligations.
- (d) **“Corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- (e) **“Countervailing duties”** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- (f) **“Country of origin”** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- (g) **“Day”** means calendar day.
- (h) **“Delivery”** means delivery in compliance with the conditions of the contract or order.
- (i) **“Delivery ex stock”** means immediate delivery directly from stock actually on hand.
- (j) **“Delivery into consignees store or to his site”** means delivery and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the Contractor bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- (k) **“Dumping”** occurs when a private enterprise abroad market its goods and services on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- (l) **“Force majeure”** means an event beyond the control of the Contractor and not involving the Contractor’s fault or negligence and not foreseeable. Such event may include, but is not restricted to, acts of the Province in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- (m) **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- (n) **“GCC”** means the General Conditions of Contract.
- (o) **“Goods”** means all the equipment, machinery, and/or other materials that the supplier is required



to supply to the purchaser under the contract.

- (p) **"Imported content"** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the Contractor or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic, where supplies covered by the bid will be manufactured.
- (q) **"Local content"** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- (r) **"Manufacture"** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- (s) **"Order"** means an official written order issued for the supply of goods or works or the rendering of a service.
- (t) **"Project site"** where applicable, means the place indicated in bidding documents.
- (u) **"Province"** means the procuring Department, incorporating the KwaZulu-Natal Provincial Legislature.
- (v) **"Republic"** means the Republic of South Africa.
- (w) **"SCC"** means the Special Conditions of Contract.
- (x) **"Services"** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the Contractor covered under the contract.
- (y) **"Written"** or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

## 1. CESSION OF CONTRACTS

- 1.1 The Contract is personal to the Contractor who shall not sub-let, assign, cede or make over the Contract or any part thereof, or any share of interest therein, to any other person without the written consent of the Province, and on such conditions as it may approve.
- 1.2 This sub-clause shall not apply to sub-contracts given to regular suppliers of the Contractor for materials and minor components relating to the goods or services supplied. The Province reserves the right to require the Contractor to submit, for noting, the names of such sub-contractors in order to ascertain their registration on the Provincial Suppliers Database and they must be legal entities.

## 2. DISCREPANCIES

Should there appear to be any discrepancies, ambiguities or want of agreement in description, dimensions, qualities or quantities in the Contract, the Contractor shall be obliged to refer the matter to the Provinces' Representative for a decision, before proceeding to execute the Contract or part thereof in respect of which the said discrepancies, ambiguities or want of agreement

appear to exist.

### 3. QUALITY AND GUARANTEE

- 3.1 All Goods supplied shall be equal in all respects to samples, patterns or specifications where such are provided. Any changes to quality or brands will have to be approved by the Province, as this is a change to the conditions of the contract.
- 3.2 Should the Province, after the award of the Contract and/or during the manufacture of the goods specified, decide on a variation or alteration to the specification, either at the suggestion of the Contractor or otherwise, which will be to the Province's advantage, such variation or alteration shall be performed to the Province's satisfaction. Any variation in the Contract Price arising there from shall be subject to agreement between the Province and the Service Provider.
- 3.3 The Contractor shall not be relieved of his obligations with respect to the sufficiency of the materials and workmanship and the quality of the Goods supplied by the reason of no objection having been taken thereto by the Province's Representative at the time the Goods were delivered.
- 3.4 The Contractor warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The Contractor further warrants that all goods supplied under this contract shall have no defect, arising from design, materials or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the Service Provider, that may develop under normal use of the supplied goods in the conditions prevailing in the country of the final destination.
- 3.5 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in the Special Conditions of Contract.
- 3.6 The Province shall promptly notify the Contractor in writing of any claims arising under this warranty. The Contractor shall immediately remedy the said defect free of cost to the Province. Should the Contractor delay remedial work in excess of time stipulated by the Province's representative, the Province may have such remedial work executed at the Contractor's expense. Should the Province decide that the defect is such that it cannot be remedied, the Goods may be rejected. Such rejected goods shall be held at the risk and expense of the Contractor and shall, on request of the Province, be removed by him immediately on receipt of notification of rejection. The Contractor shall be responsible for any loss the Province may sustain by reason of such action as the Province may take, in terms of this clause.
- 3.7 The risk in respect of the Goods purchased by the Province under the contract shall remain with the Contractor until such goods have been delivered to the Province.
- 3.8 The principle feature of the Goods and Work are described in the Goods or Services

Information, but the Goods or Services Information does not purport to indicate every detail of construction, fabrication or arrangements of Goods and Works necessary to meet the requirements. Omission from the Goods or Services information of reference to any part or parts shall not relieve the Contractor of his responsibility for carrying out the Work as required under the Contract.

- 3.9 If any dispute arises between the Province and the Contractor in connection with the quality and guarantee of the Goods, either party may give the other notice in writing of the existence of such dispute, and the same shall thereupon be referred to arbitration in South Africa by a person mutually agreed upon by both parties. The submission shall be deemed to be a submission to arbitration within the meaning of the terms of the arbitration laws in force in the Republic of South Africa.

#### **4. FAILURE TO COMPLY WITH CONDITIONS AND DELAYED EXECUTION**

- 4.1 If a bidder amends or withdraws his/her/their bid after the closing time but before the bidder is notified that his/her/their bid has been accepted, or when notified that his/her/their bid has been accepted, he/she/they fail/fails, within the period stipulated in the conditions of bid or such extended period as the Province may allow, to sign a contract or to provide security when requested to do so, he/she/they shall, unless the Province decides otherwise, and without prejudice to any other right which the Province may have under paragraphs 4.2 and 4.4, including the right to claim damages if a less favourable bid is accepted or less favourable arrangements are to be made, forfeit any deposit which may have been made with the bid.
- 4.2 Should the contractor fail to comply with any of the conditions of the contract, the Province shall be entitled, without prejudice to any of its other rights, to cancel the contract.
- 4.3 Upon any delay beyond the contract period in the case of a supplies contract, the Province shall, without canceling the contract, be entitled forthwith to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any supplies delivered later at the contractor's expense and risk, or forthwith to cancel the contract and buy such supplies as may be required to complete the contract, and without prejudice to its rights, be entitled to claim damages from the contractor.
- 4.4 Upon any delay beyond the contract period in the case of a service contract, the Province shall, without prejudice to any other right and without canceling the contract, be entitled forthwith to arrange the execution of the service not rendered in conformity with the contract or to cancel the contract, and without prejudice to its other rights, be entitled to claim damages from the contractor.
- 4.5 In the event of the Province availing itself of the remedies provided for in paragraph 4.2 -
- 4.5.1 the contractor shall bear any adverse difference in price of the said supplies services and these amounts plus any other damages which

may be suffered by the Province, shall be paid by the contractor to the Province immediately on demand, or the Province may deduct such amounts from moneys (if any) otherwise payable to the contractor in respect of supplies or services rendered or to be rendered under the contract or under any other contract or any other amounts due to the contractor; or

4.5.2 if the Contractor fails to supply the goods or render the service within the period stipulated in the contract, the Province shall have the right, in its sole discretion, to claim any damages or loss suffered.

4.6 No damages shall be claimed in respect of any period of delay which the contractor can prove to be directly due to a state of war, sanctions, strikes, lockouts, damage to machinery as a result of accidents, fire, flood or tempest or act of God, which could not be foreseen or overcome by the contractor, or to any act or omission on the part of persons acting in any capacity on behalf of the Province.

4.7 If the delivery of the supplies or the rendering of the service is likely to be delayed or is in fact being delayed on account of any of the reasons mentioned in paragraph 4.6, full particulars of the circumstances shall be reported forthwith in writing to the Province and at the same time the contractor shall indicate the extension of the delivery period which is desired.

## 5. PATENTS

5.1 The Contractor shall pay all royalties and expenses and be liable for all claims in respect of the use of patent rights, trademarks or other protected rights, and hereby indemnifies the Province against any claims arising there from.

5.2 The Contractor shall indemnify the Province against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the goods or any part thereof by the Province.

## ANNEXURE "D"

## CONTRACT FORM - RENDERING OF SERVICES

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE CONTRACTOR (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE CONTRACTOR AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to KwaZulu-Natal (hereinafter called the "Province"), **Cooperative Governance and Traditional Affairs**, in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

**WITNESSES**

1 .....

2 .....

**CONTRACT FORM - RENDERING OF SERVICES****PART 2 (TO BE FILLED IN BY THE PURCHASER)**

I..... in my capacity as.....  
 accept your bid under reference number .....dated.....for the rendering of services indicated  
 hereunder and/or further specified in the annexure(s).

1. An official order indicating service delivery instructions is forthcoming.
2. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

**WITNESSES**

1 .....

....

2 .....

## APPENDIX 1

**DETAILS FOR COMPLETION OF AN ENVELOPE FOR A BID/QUOTATION**

Section 1 paragraph 6 of this bid/quotation document indicates the requirements for addressing of an envelope when a bid/quotation is submitted to the Department. Kindly ensure the envelope is addressed correctly because if it is not properly addressed the bid/quotation may be rejected as being invalid and returned to the respective bidder. The correct manner in which it is to be addressed is detailed below:

**EXAMPLE FORMAT****FRONT SIDE OF ENVELOPE**

**Name and address of bidder:** XYZ Consultants,  
PO Box 1234,  
Durban  
4000

**Bid/Quotation Number:** ZNT 1949/2018 LG

Description:

**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER THREE HUNDRED AND THREE (303) VOTER REGISTRATION DEVICES**

**Closing date:** 04 March 2019

**Closing time:** 11:00

**REVERSE SIDE OF ENVELOPE****Department's details and address:**

The Head: Supply Chain Management  
Department of Co-operative Governance and Traditional Affairs  
13<sup>th</sup> Floor, North Tower  
Natalia Building  
330 Langalibalele Street  
Pietermaritzburg  
3201

**RETURNABLE DOCUMENTS**

**BIDDERS ARE REQUIRED TO ATTACH THE FOLLOWING DOCUMENT TOGETHER WITH THEIR PROPOSAL ON THE CLOSING DATE OF THE BID:**

CERTIFIED COPY OF B-BBEE STATUS VERIFICATION CERTIFICATE
VALID PIN STATUS FROM SARS VALID FOR A MINIMUM OF 12 MONTHS
COMPANY PROFILE
PROOF OF REGISTRATION WITH CENTRAL SUPPLIER DATABASE (CSD)
<b>PDF COPY OF PROPOSAL ON A DISC (COMPULSORY)</b>



## ANNEXURE "B"

## GENERAL CONDITIONS OF CONTRACT1

THE NATIONAL TREASURY  
Republic of South Africa



**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT  
July 2010**

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

1. The General Conditions of Contract will form part of all bid documents and may not be amended.
2. Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

<sup>1</sup> A copy of the complete document set containing the General Conditions of Contract is available on [www.kzncogta.gov.za/bids](http://www.kzncogta.gov.za/bids)

## GENERAL CONDITIONS OF CONTRACT TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
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21. Delays in the supplier's performance
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