

OFFICIAL REQUEST FOR QUOTATION (RFQ)

INSTRUCTIONS: The supplier information must be completed in full, and this document must be signed by authorized personnel. The supplier must carefully read the instructions and the terms and conditions of this document. Failure to adhere to these instructions and terms and conditions may result in rejection of the submission.

Business Unit: Student Affairs	RFQ number: RFQ MUT 369/2026R
RFQ Description:	Appointment of a suitably qualified and experienced service provider (Chief Electoral Officer) to coordinate, administer and manage 2026 SRC Elections.
Requestor: Mr. T Zwane Contact No: 031 907 7427 E-mail: zwane.thabiso@mut.ac.za	Buyer: Ms. N Mhlungu Contact no: 031 907 7500 E-mail: mhlungunb@mut.ac.za
Request Date: 13 August 2026	
Compulsory Briefing/Information session	None
Closing date: 17 August 2026 Closing Time: 11h00	Completed Quotation should be returned via e-mail: mhlungunb@mut.ac.za
Payment term	30 days in arrears upon receipt of a valid invoice
NB: RFQ documents should be submitted to the email address above. Clarification questions to be directed to the buyer on the above email address.	

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SECTION 1- BIDDER'S INFORMATION, CONDITIONS, TERMS OF REFERENCE AND BIDDERS' DISCLOSURE

Bidder's Name:	
Contact Number:	
Name & Surname of Authorized Person:	
E-mail:	
Vendor No:	
Company Registration Number:	

1.1. RFQ CONDITIONS:

1. Bidders must submit all necessary documents and complete all forms and questionnaires contained in this RFQ in full. MUT applies the two-stage process of evaluating tenders, namely functionality and Price component.
2. MUT does not permit advance payments. Bidders are required to make provision for all costs associated with the supply and delivery of the goods/services. Payment shall be made only after successful completion of the required deliverables, verification by the end-user department, and receipt of a valid tax invoice.
3. Pricing: do not show separately.
4. Bidders responding to this quotation are deemed to do so, on the basis that they acknowledge and accept all Terms of Reference of this quotation.
5. The 90-day validity period may not be extended unless otherwise stated by the MUT
6. Incomplete or late submissions will not be evaluated.
7. Return quotations to the email address provided herein before closing date and time.
8. Should the bidder not receive the letter of award or the purchase order within the validity period, the bidder must consider their quotation unsuccessful.
9. MUT reserves the right to appoint or not appoint a service provider for this project. MUT will not necessarily accept the lowest quotation in part or full, it will be MUT's discretion to appoint the most suitable service provider who will add value to MUT.

1.2. WHAT IS MUT LOOKING FOR?

The Higher Education Institution seeks to appoint an independent and suitably qualified Chief Electoral Officer (CEO) to manage and oversee the conduct of elections in a free, fair, transparent, credible, and auditable manner in accordance with the Institution's Constitution, Statute, Election Rules, Student Governance Policies, and applicable legislation.

1 SCOPE OF THE SERVICE PROVIDER

The Chief Electoral Officer (CEO) shall be responsible for the overall planning, administration, coordination, management, and supervision of the 2026 Student Representative Council (SRC) Elections. The CEO shall act as an independent authority to ensure that the elections are conducted in a fair, transparent, credible, and legally compliant manner in accordance with the University's SRC Constitution, SRC Elections Policy, and all applicable legislative requirements.

1. Election Planning and Project Management

The CEO shall:

- Develop a comprehensive Election Project Plan detailing all election activities, timelines, milestones, resources, responsibilities, and reporting requirements.
- Prepare and submit an SRC Election Schedule for approval by the Office of the Dean of Students.
- Establish governance structures and operational procedures for managing the election process.
- Identify election risks and implement mitigation measures to ensure the successful delivery of the elections.
- Ensure adequate staffing and deployment of election personnel, including Electoral Officers, Presiding Officers, Administrative Staff, and Support Personnel.
- Develop contingency and business continuity plans to address unforeseen disruptions during the election period.

2. Electoral Administration and Compliance

The CEO shall:

- Ensure compliance with the approved SRC Constitution, SRC Elections Policy, Institutional Rules, and relevant legal and governance frameworks.
- Develop election guidelines, operating procedures, nomination procedures, voting procedures, and dispute-resolution mechanisms.
- Ensure impartiality, transparency, and independence throughout the election process.
- Submit declarations of independence and conflict of interest for all election officials involved in the process.
- Maintain complete election records and audit trails for institutional review purposes.

3. Voters Roll Management

The CEO shall:

- Coordinate and manage the voters' roll inspection process.
- Facilitate the receipt and adjudication of objections relating to voter eligibility.
- Update and certify the final voters' roll.
- Publish notices regarding voter registration, inspections, objections, and final certification.

4. Candidate Nomination and Vetting Process

The CEO shall:

- Prepare and publish nomination notices and nomination procedures.
- Design and manage nomination forms and submission platforms.
- Receive, record, and verify all nominations received.
- Manage appeals and objections related to nominations.
- Publish provisional candidate lists.
- Adjudicate objections and appeals against nominated candidates.
- Publish and communicate the final list of approved candidates.

5. Stakeholder Engagement and Election Awareness

The CEO shall:

- Develop and implement a voter education and awareness campaign.
- Facilitate workshops on political tolerance, ethical campaigning, non-violence, and social cohesion.
- Conduct awareness campaigns to encourage voter participation and informed decision-making.
- Engage student formations, stakeholders, and university structures throughout the election process.
- Develop communication materials and election notices for publication across relevant university platforms.

6. Accreditation and Observer Management

The CEO shall:

- Develop and manage the accreditation process for candidates, agents, observers, and election officials.
- Facilitate the capturing of photographs and printing of accreditation tags and credentials.
- Train election observers.
- Develop observer guidelines and reporting templates.
- Ensure observers are deployed appropriately during voting and counting activities.

7. Manifesto Presentations and Campaign Management

The CEO shall:

- Coordinate candidate briefing sessions.
- Facilitate and manage candidate manifesto presentations and debates.
- Ensure equal and fair access to campaigning opportunities.

8. Voting Process Management

The CEO shall:

- Determine voting station requirements and operational procedures.
- Design and print secure ballot papers.
- Procure and provide ballot boxes, voting booths, seals, election stationery, and other election materials.
- Establish controls to ensure ballot security and prevent electoral fraud.
- Train election officials responsible for managing voting stations.
- Supervise all voting processes on election day.
- Ensure proper opening, operation, and closure of voting stations.

9. Vote Counting, Verification and Reconciliation

The CEO shall:

- Develop counting and verification procedures.
- Facilitate transparent counting processes in the presence of observers and authorized stakeholders.
- Verify all votes cast.
- Reconcile ballots issued, ballots cast, spoiled ballots, and unused ballots.
- Investigate and resolve any discrepancies identified during counting.
- Prepare preliminary and final tally reports.

10. Electoral Disputes and Appeals Management

The CEO shall:

- Establish formal mechanisms for receiving complaints, objections, disputes, and appeals.
- Investigate all electoral disputes impartially and fairly.
- Issue written rulings on electoral disputes within prescribed timeframes.
- Maintain proper records of all disputes and outcomes.
- Escalate matters where required in terms of the approved election framework.

11. Declaration and Publication of Election Results

The CEO shall:

- Verify the accuracy and integrity of election outcomes.
- Declare official election results.
- Publish election results through approved institutional communication channels.
- Prepare result summaries and election statistics.
- Ensure transparency and credibility in the announcement process.

12. Facilitation of SRC Portfolio Allocations

The CEO shall:

- Coordinate portfolio allocation processes in accordance with the SRC Constitution.
- Provide procedural guidance during portfolio allocation proceedings.
- Prepare and submit a portfolio allocation report to the Office of the Dean of Students.

13. Reporting and Close-Out

The CEO shall:

- Submit weekly progress reports to the Office of the Dean of Students throughout the election period.
- Attend stakeholder meetings and provide election status updates.
- Prepare and submit a comprehensive Final Election Report detailing:
 - Election activities undertaken;
 - Voter turnout statistics;
 - Election results;
 - Challenges encountered;
 - Disputes and resolutions;
 - Recommendations for future elections.
- Ensure the handover of all election records, materials, and reports to the University.

14. INDEPENDENCE REQUIREMENT

The Chief Electoral Officer must:

Be independent and impartial.

Not be an employee, office bearer, candidate, or member of any contesting structure.

Have no conflict of interest with any candidate or stakeholder involved in the election process.

Sign a declaration of impartiality and confidentiality

15. KEY DELIVERABLES

The service provider shall, at a minimum, provide:

1. Election Project Plan and Timetable.
2. Voter Education and Communication Plan.
3. Certified Final Voters' Roll.
4. Provisional and Final Candidate Lists.
5. Observer Training Programme.
6. Accreditation Materials and Identification Tags.
7. Printed Ballot Papers and Election Materials.
8. Voting and Counting Reports.
9. Election Results Report.

10. Final Comprehensive Election Closure Report.
11. Portfolio Allocation Facilitation Report.

1.4 BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and /or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State Institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/shaving the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any

person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3. DECLARATION

I, _____ the _____ undersigned, (name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.

² 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.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

SECTION 2- EVALUATION PROCCESS

Quotations will be evaluated in three stages as set out below:

- Stage 1: Administrative and mandatory compliance.
- Stage 2: Functionality Evaluation
- Stage 3: Price and Preference Evaluation

2.1. STAGE 1 – ELIGIBILITY AND MANDATORY RETURNABLE DOCUMENTS

1. RFQ documents completed and signed where applicable.
2. Company Registration Documents / CIPC Certificate
3. Valid SARS Tax Compliance Status Pin
4. Certified ID of the Chief Electoral Officer.
5. Signed declaration of independence and absence of conflicts of interest by the Chief Electoral Officer.
6. Valid COIDA

2.1.1. NON – MANDATORY RETURNABLE DOCUMENTS (STAGE 1)

1. CSD MAAA NUMBER -----(please insert in the space provided)
2. BBEE Certificate for Preferential points claim

2.2 STAGE 2 – FUNCTIONALITY EVALUATION

The evaluation criteria for functionality considers the bidder's previous experience and ability, quality, reliability, viability and durability of all equipment, goods and or services as well as the Bidders technical capacity and ability to execute and maintain a contract.

Note:

- No bidders will be considered further unless the minimum qualifying score/percentage for functionality has been achieved.
- Only bidders scoring minimum 70% and more shall be considered for Stage 3 dealing with Price & BBEE.
- Only bidders who meet the minimum qualifying threshold will be considered, and the Seven highest scoring among them will be appointed as panel members.

2.2 FUNCTIONALITY-	100
Bidder's experience and Reference letters The bidder must submit: • A Company Profile detailing electoral management experience. • A Portfolio of Evidence of completed paper ballot elections undertaken within the last five (5) years. • Reference letters corresponding to the projects listed in the Portfolio of Evidence. • Each reference letter must: ○ Be on the client's official letterhead. ○ Be signed by an authorized representative. ○ Indicate the contract/project description. ○ Confirm satisfactory performance. ○ Include the client's contact details for verification. • The Portfolio of Evidence must indicate: ○ Project name; ○ Client name; ○ Year undertaken and completed; ○ Contract value of each project for which a Reference Letter has been submitted; ○ Scope of services rendered. • Only projects with a minimum value of R200 000 will be considered for scoring. • MUT reserves the right to verify the submitted project values and references. • Greater than 3-5 years' experience and five (5) or more similar projects valued at R200 000 or above, supported by portfolio evidence and matching references = 40 points • Greater than 2-3 years' experience and three (3) or more similar projects valued at R200 000 or above, supported by portfolio evidence and matching references= 20 points • Greater than 1-2 years' experience and two (2) or more similar projects valued at R200 000 or above, supported by portfolio evidence and matching references = 10 points • 0-1 years' experience supported by company profile only = 0 points	40

Election Methodology and Implementation Plan • Comprehensive, detailed and practical methodology covering all election phases. Demonstrates exceptional understanding of SRC elections, clear implementation plan, project schedule, risk management strategy, quality control measures and reporting framework = 30 Points • Good Methodology covers essential election phases but lacks detail in certain areas such as reporting, risk management, or implementation planning =18 Points • Basic methodology demonstrating limited understanding of election management requirements. Significant gaps identified = 12 Points • No methodology submitted or methodology unrelated to the scope of work = 0 Points	30
Qualifications and Professional Experience of Proposed CEO The bidder must submit: 1. Detailed CV of the proposed Chief Electoral Officer. 2. Copies of election management certificates/training (where applicable). 3. CV must demonstrate experience in running, managing and leading a team that is conducting the election processes. Key Personnel • Less than two years' experience = 2 points • 2-3 years' experience = 7 points • 3-4 Years experience = 12 points • 5+ years of experience = 15 points	15
Risk Management and Dispute Resolution Approach The bidder must demonstrate an understanding of potential election risks and provide a risk register. • Comprehensive risk register with likelihood, impact, ownership and mitigation measures = 5 Points • Adequate risk identification with mitigation measures =3 Points • Limited risk identification = 1 Point • No submission = 0 Points	5
Location (bidder must provide proof of a valid lease agreement/ utility bill not older than 3 months (all pages)/ ward councillor confirmation letter not older than a month) Umlazi = 10 points KZN = 5 points Outside KZN = 0 points	10

NB: The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above to progress to the next stage of evaluation.

2.3 PRICE AND PREFERENCE EVALUATION

2.2 PRICE EVALUATION

Quotations that comply with Mandatory requirements (Stage 1) will be evaluated on price

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

THE OFFER SHALL REMAIN VALID FOR A PERIOD OF NINETY (90) CALENDAR DAYS FROM THE CLOSING DATE OF THE BID. PRICES QUOTED MUST BE IN SOUTH AFRICAN RAND (ZAR) AND SHALL BE INCLUSIVE OF ALL APPLICABLE TAXES

1	1	Appointment of a Service Provider (Chief Electoral Officer) to coordinate, administer and manage paper ballot SRC Elections which will take place on the 17th of September 2026. The Chief Electoral Officer will be responsible for the overall coordination, administration and management of the 2026 SRC Elections, which includes but not limited to the following: • Planning and administering the SRC Election process. • Developing and implementation the SRC elections schedule. • Ensuring the presence of adequate staff to assist with the whole process. • Managing the nomination process. • Facilitating voter education, political tolerance and social cohesion workshop. • Coordinating the voters roll inspection process. • Publication of final Candidates list. • Preparing and printing ballot papers. • Providing elections stationery, ballot booths and ballot boxes. • Accreditation process including photographs and tag printing. • Observer training. • Facilitating the Manifesto presentations. • Administering the voting process, counting and verifying of votes. • Resolving electoral disputes within the prescribed framework. • Declaring and publishing the election results. • Facilitating Portfolio allocations. • Ensure compliance with the institution's approved SRC Constitution, SRC elections policy, and relevant legal requirements. • Provide progress reports to the relevant Office of the Dean of Students	
		NB: The bidder must charge a lump sum amount covering all the listed deliverables including the disbursement costs	
VAT @ 15%			
TOTAL AMOUNT			

2.3.1 The following preference point systems are applicable to invitations to tender: - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

2.3.2 Points for this tender shall be awarded for:

(a) PRICE and BBBEE

POINTS AWARDED FOR PRICE

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

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

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

SECTION 3: MUT RFQ FORM DECLARATION AND RFQ CHECKLIST

3 MUT RFQ FORM DECLARATION

1. I/We hereby render to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to MUT on the items and conditions and in accordance with the specifications stipulated in the RFQ documents (and which shall be taken as part of, and incorporated into, this RFQ), and on the terms regarding time for delivery and/or execution stipulated therein.
2. I/We agree that the offer herein shall remain binding upon me/us and open for acceptance by MUT during the validity period indicated and calculated from the closing time of the RFQ.
3. If I/we withdraw my/our RFQ within the period for which I/we have agreed that the RFQ should remain open for acceptance or fail to fulfil the contract when called upon to do so, MUT may without prejudice to its other rights, agree to the withdrawal of my/or RFQ or cancel the contract that may have been entered into between me/us and MUT and I/we will then pay to MUT any additional expense incurred by MUT having either to accept any less favourable RFQ or fresh RFQs have to be invited, the additional expenditure incurred by the invitation of fresh RFQ and by the subsequent acceptance of any less favourable RFQ, MUT shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other RFQ or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other RFQ or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss MUT may sustain by reason of my/our default.
4. If my/our RFQ is accepted the acceptance may be communicated to me/us by letter or ordinary post or registered post and that SA Post Office Ltd shall be regarded as my/our agent. Delivery or such acceptance to SA Post Office Ltd shall be treated as delivery to me/us.
5. The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our RFQ and that I/we choose domicilium citandi et executandi in the Republic (full address).
6. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our RFQ, and that it covers all the work/item(s) in these documents and all my/our obligations under a resulting contract. I/we accept that any mistakes in the RFQ submission will be at my/our risk.
7. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal(s) liable for the due fulfilment of this contract.
8. I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
9. I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or RFQ(s) involved.
10. _____

Are you duly authorized to sign for this the RFQ? ***YES / NO**
11. Has the Declaration of Interest been duly completed and included with the other RFQ forms?
 ***YES / NO**

DECLARATION: I, the undersigned (full names): Certify that the information furnished above is correct. I accept that, in addition to cancellation contract, action may be taken against me should this declaration prove to be false. Signature:

Ensure that all pages are completed in full before returning this document.

Name & Surname of Authorized Person / Representative: Signature of Bidder's Representative:	Date:
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CHECKLIST TO BE COMPLETED BY THE BIDDER: INDICATE WITH A YES/NO

▪ Does this offer comply with the specifications? State the brand where applicable.	
▪ Does the bidder have the required experience? State period.	
▪ Is RFQ document completed and signed where applicable?	
▪ Did the bidder submit the Company Registration Documents / CIPC Certificate:	
▪ Can this order be delivered within specified period? State delivery period.	
▪ Does the bidder have a Valid SARS Tax Compliance Status Pin?	
▪ Valid COIDA Certificate	
▪ Certified ID of the proposed Chief Elections Officer.	
▪ Signed declaration of independence and absence of conflicts of interest.	
▪ Company profile or CV demonstrations in election management experience.	
▪ Experience Requirements	
▪ Does the bidder have Provide proof of company (preference will be given to service providers with local presence)?	
▪ Did the bidder complete the Bidder's Disclosure Declaration?	