



Real Heritage. Real People. Real Health Care.

## REQUEST FOR TENDER FOR ELECTORAL OFFICER SERVICES TO SAMWUMED

ACTION	TIMELINE
Issue of RFT	SAM0401
Compulsory Briefing session	15h00 on 15 April 2025
Clarifying Questions Closing date	16H00 on 16 April 2025
Proposal Submission Date	16H00 on 22 April 2025

***This is the Request for Tender issued to appoint a reputable company to provide Electoral Officer services to SAMWUMED. This document sets out the terms of reference for the Request for Tender. The information contained within this submission is considered proprietary and confidential. No inappropriate and/or unauthorized disclosure of this submission is allowed.***

## OBJECTIVE

The purpose of this tender is to appoint a suitable, qualified and experienced service provider with requisite knowledge, capacity and expertise to facilitate and manage free and fair elections and other related work as outlined in the scope of service, to SAMWUMED in accordance with principles of sound corporate governance. The required service will be for a period of between six (6) and eight (8) months commencing on the signature date of the contract.

## PART 1: SCHEME INFORMATION IN RELATION TO REQUEST FOR TENDER

### SAMWUMED MEDICAL SCHEME BACKGROUND

The South African Municipal Workers Union National Medical Scheme (SAMWUMED) ("the Scheme") is registered as a medical scheme in terms of Section 24 of the Medical Schemes Act 131 of 1998 and is governed in terms of the registered Rules of the Scheme. SAMWUMED is a financially healthy, national-accredited, and self-administered medical aid scheme which covers approximately 66 084 lives throughout South Africa. The Scheme operates within a closed sector, namely, local government and associated employees. At SAMWUMED, we are committed to the highest standards of ethics and integrity. We are responsible to our members, to SAMWUMED employees and their families, to the environment we inhabit, and to the societies we serve. Our interactions with all segments of society do reflect the high standards we profess.

### THE TABLE BELOW HIGHLIGHTS THE KEY METRICS OF THE SCHEME.

SAMWUMED MEDICAL SCHEME	December 2022	December 2023	December 2024
Number of Principal Members	35 277	34 390	32 656

### THE BELOW TABLE DEPICTS THE SCHEME'S NATIONAL FOOTPRINT BY INDICATING THE NUMBER OF MEMBERS PER PROVINCE AS AT DECEMBER 2024.

Province	WC	GAU	KZN	EC	FS	LIM	MPU	NW	NC	Total
No. of Members	11973	6874	2874	2843	1979	1971	1708	1666	768	32656

## PART 2: TERMS AND CONDITIONS OF THE REQUEST FOR TENDER

### 2.1. INTRODUCTION

This document specifies the pertinent requirements by SAMWUMED. These specifications are being provided to serve as a basis for detailed Proposals and structured fees that service providers must submit to the Scheme for consideration.

Through this Request for Tender ("RFT"), SAMWUMED ("the Scheme") intends to obtain and achieve:

- A comprehensive understanding of your organization's capabilities and approach to providing services;
- Assurance that the Scheme's key requirements can be achieved; and
- Transparency in the cost structure for the described scope of services.

SAMWUMED hereby requests the accredited service providers to make a value proposition since the Scheme is:

- Driving towards more standardization in operations thus reducing costs for the Scheme;
- Looking for world-class solutions that will assist SAMWUMED in being competitive; and
- Searching for a trusted service provider that satisfies the Scheme's growth objectives.

### 2.2. COMPULSORY BRIEFING SESSION

A compulsory briefing session for prospective service providers will be held at 15h00 on 15 April 2025 via Microsoft Teams

Meeting ID: 331 344 280 39

Passcode: Wy7Sy6Zg

**Proposals from service provider/s who did not attend the compulsory briefing session will not be considered.**

Queries with regard to the compulsory briefing session can be directed to [procurement@samwumed.org](mailto:procurement@samwumed.org)

### 2.3. CLARIFICATION/QUERIES

Any clarification required by a service provider regarding the meaning or interpretation of any part of the Terms of Reference or any other aspect concerning the RFT is to be requested in writing (e-mail) from [procurement@samwumed.org](mailto:procurement@samwumed.org). A reply will be forwarded within one (1) working days of receipt of the query. Telephonic requests for clarification will not be accepted.

The answers to all the questions from service provider/s will be made available in writing to all the service providers that attended the compulsory briefing session.

## **2.4. ADDITIONAL INFORMATION**

No additional information may be received from any individual service provider without such information having been requested.

During the evaluation of the submissions, additional information/clarity may be requested in writing from service providers. Replies to such requests must be submitted within one (1) working day or as otherwise indicated. Failure to comply may lead to your submission being disregarded.

## **2.5. CONFIDENTIALITY**

The terms of the RFT, all other information provided to you by the Scheme in connection with the RFT, are to be treated as strictly confidential and proprietary to the Scheme. As such, these materials are to be used by you solely for the purpose of responding to this RFT.

The Scheme reserves the right to share information submitted in response to this RFT with the Board of Trustees of the Scheme, its Advisors as well as members of the Scheme's committees and any other party that the Scheme deems necessary.

The Scheme reserves the right to collate questions from participants to this RFT regarding this document and its contents and to share such questions and their respective answers, on an anonymous basis, with all other participants.

## **2.6. SUBMITTING PROPOSALS**

SAMWUMED shall not be liable for any expenses incurred by service providers in the preparation and submission of a Proposal.

**The closing date for submissions is 22 April 2025 at 16h00.**

An original version of the proposal plus four (4) hard copies must be submitted. All documents must be signed in ink, no tippex is allowed. Only proposals that are submitted as one (1) original and four (4) copies will be accepted as valid and responsive. In addition, the document must be stored on a USB to be submitted with the Proposal submission in a sealed envelope clearly marked with the description of the scope of service, name of the bidder as well as the return address at the back of the envelope.

The documents must be submitted to the following address, and clearly labelled in a sealed envelope:

**The Procurement Office**

**SAMWUMED**

**Corner Lascelles and Trematon Streets**

**ATHLONE**

Late submissions will not be considered under any circumstances. Service providers are therefore strongly advised to ensure that submissions are dispatched, allowing enough time for any unforeseen events that may delay their delivery.

## **2.7. WARRANTY**

All Proposals should have a signed warranty attached confirming that:

- The factual data accompanying the submission is accurate and correct.
- The factual data does not misrepresent the true position of the company.
- The signatory signing the Proposal is authorized to sign on behalf of the company.

## **2.8. CONTRACTING TERMS**

Nothing in this document shall be construed as a contract between the parties, and no communication, whether verbal or written, by the Scheme's personnel or advisors during this process shall create such a contract in respect of the requirements specified in this RFT.

Potential service providers are expected to sign the standard Terms and Conditions and Service Level Agreement (SLA) of the Scheme, in respect of the services for which they are submitting a proposal. The Scheme reserves the right to amend the contract/s based on inputs and negotiations with the successful service provider, and these changes will be discussed and agreed upon between the service provider/s and the Scheme before final acceptance. Should potential service provider/s elect not to sign the Scheme's standard Terms and Conditions and Service Level Agreements, such potential service provider/s shall be automatically disqualified.

The final contract must be signed by both parties within thirty (30) days of the successful bidder's appointment. Failure to conclude the contract within the period envisaged shall result in disqualification. The contract term envisioned for the successful service provider/s is for six (6) to eight (8) months from the effective date.

The Scheme reserves the right to enter negotiations with one or more service providers regarding any terms and conditions, including price/s, of a proposed contract. Under no circumstances will negotiation with any service provider constitute an award or promise/undertaking to award the contract.

The contracting terms for the services will not be based on a fixed rate per month, but rather on a time and materials basis, where the cost will be determined by the actual time spent and materials used in providing the services. This means that the successful service provider/s will be compensated according to the actual hours worked, the rate agreed upon for those hours, and the materials required to perform the services. The parties shall agree upon the specific rates and conditions related to time and materials during the negotiation phase of the contract.

The Scheme also reserves the right to enter one contract with the successful service provider for all the required services or into more than one contract with different successful service providers for different services. A contract will only be deemed to be concluded when reduced to writing in a formal contract and Service Level Agreement signed by the designated responsible persons of both parties. The designated responsible person of the Scheme is the Principal Officer.

## **2.9. ACCESS TO INFORMATION**

Should potential service providers not receive a response from the Scheme within two (2) weeks, the potential service provider should consider their submission unsuccessful.

Requests for information regarding the Proposal submissions will be dealt with in line with the Scheme policy in this regard and relevant legislation.

## **2.10. REASONS FOR REJECTION**

This RFT does not commit the Scheme to any course of action resulting from the receipt of Proposals and the Scheme may, at its discretion, reject any submission, or reject any Proposal which does not conform to instructions and specifications which are contained herein or select a potential service provider based upon its own unique set of criteria.

The Scheme may disregard the submission of any service provider, if that provider, or any of its directors:

- Have committed proven fraud or any other improper conduct in relation to this procurement process, and/or
- Have failed to perform on any previous contract for the Scheme and the proof exists.

## **2.11. BOARD OF TRUSTEES DECISION AND FEEDBACK**

The Scheme will not provide any formal justification for any decision that it takes. The Board of Trustees' decision will be final.

By submitting the RFT, the service provider agrees that it has no legal recourse to challenge the process and/or decision in any court of law.

## **2.12. CANCELLATION OF THE PROCUREMENT PROCESS**

SAMWUMED reserves the right to postpone/cancel and/or terminate the procurement process at any stage, including after the closing date and/or after presentations have been made, and/or after submissions have been evaluated and/or after the successful service provider/s have been notified of their status provided that such cancellation or postponement takes place prior to entering into a contract with the successful service provider/s unless there are justifiable reasons to cancel the contract with the successful service provider.

## **2.13. BLACK ECONOMIC EMPOWERMENT**

SAMWUMED is committed to black economic empowerment and to playing a role in the upliftment of the communities in which we operate. The expectation of our service providers is for them to exemplify the position they have taken in addressing transformation by adhering to the B-BBEE Code of Good Practice and submitting a valid B-BBEE certificate from South African National Accreditation System (SANAS) verification agent.

## **2.14. VALIDITY OF PROPOSAL SUBMISSION**

The period during which SAMWUMED shall have the right to accept a Proposal without any right of withdrawal on the part of the service provider/s shall be seven (7) days from the submission date. After such a period a service provider/s may withdraw his proposal if he has not been notified of its acceptance. Service providers are not allowed to make any changes during the validity period.

## **2.15. EVALUATION PROCESS**

This RFT will be evaluated in line with SAMWUMED Procurement Policy and principles enshrined therein.

Compliance with the minimum requirements specified in this Request for Tender will be examined to determine compliance with procurement requirements and conditions.

Submissions with deviations from the stipulated minimum requirements/conditions will be disqualified and not considered further.

The Scheme or its authorized representatives reserve the right to call any shortlisted service provider for a presentation regarding any terms and conditions of the service provider's response to the RFT. Presentations may not form part of the evaluation process through which the proposed offer will be assessed and could be used to clarify certain aspects of the proposal submitted. The opportunity may also be used to obtain a view of the vision of the service provider/s for the future. Under no circumstances will a presentation by any respondent constitute an award or promise/undertaking to award the contract.

The Scheme or its authorised representatives also reserve the right to visit the facilities of any shortlisted service provider for an assessment of compliance regarding any terms and conditions of the service provider's response to the RFT. Such visits may not form part of the evaluation process through which the proposed offer will be assessed and could be used to clarify certain aspects of the proposal submitted. The opportunity may also be used to obtain a view of the vision of the service provider/s for the future. Under no circumstances will a visit to any respondent constitute an award or promise/undertaking to award the contract.

**The evaluation of this RFT will be done in six (6) phases, namely:**

**Phase 1: Gate keeping criteria**

**Phase 2: Written proposals**

**Phase 3: Functionality**

**Phase 4: Commercial (Price and B-BBEE): 80/20 preferential point**

**Phase 5: Presentations by the shortlisted service providers (top 3), if necessary**

**Phase 6: Due diligence/ Site Visit (top 3), if necessary**



## 2.16. PHASE 1: GATE KEEPING.

Proposals that fail to comply with the gate keeping criteria will not be evaluated further.

MANDATORY GATE-KEEPING CRITERIA		Page/bid section where matters addressed
i.	<b>COMPANY REGISTRATION, ACCREDITATION, TRADE LICENSES AND TAX COMPLIANCE PIN ISSUED BY SARS</b>	
	<ul style="list-style-type: none"> <li>i. Bidders must possess all <u>trade, professional, or business licenses</u> as may be required by the work contemplated in this RFT.</li> <li>ii. Service providers must maintain their accreditation for the duration of the contract.</li> <li>iii. Service provider/s must submit their company registration number to confirm the number of years they have been registered for.</li> <li>iv. Tax Compliance Pin relating to the BID must be valid and the service provider must be tax compliant at the time of submission. The Scheme reserves the right to continually verify the validity of the bidders' tax compliance status.</li> <li>v. A valid B-BBEE certificate from a South African National Accreditation System (SANAS) verification agent.</li> </ul>	
ii.	<b>PRICING SCHEDULE</b>	
	<ul style="list-style-type: none"> <li>i. Service providers must complete the Pricing schedule in the format as prescribed (See attached Annexure B):</li> <li>ii. An all-inclusive and fully transparent <b>cost structure</b> is required. All costs related to the proposed Services are to be allowed for and incorporated in the Pricing Schedule and must be included as part of the response documentation.</li> <li>iii. Service providers shall quote prices in <b>South African Rand</b> with Value Added Tax included.</li> <li>iv. Service providers must indicate what portion of the total price will be allocated to each member of the <b>JV or Consortium</b> where the Service providers is constituted of more than one member.</li> <li>v. The successful Service Provider/s shall commit to the program of</li> </ul>	

MANDATORY GATE-KEEPING CRITERIA		Page/bid section where matters addressed
	<p><b>continuous improvement</b>, which will result in cost-efficiencies during the contract period.</p> <p>vi. Service providers must <b>warrant</b> and indicate that the <b>pricing quoted is free of any errors or omissions and that the service providers are able to deliver on the contract on the prices quoted</b>. Such a warranty be provided on company letterhead and signed by a duly authorised representative.</p>	
iii.	<b>EXPERIENCE</b>	
	<p>i. Service providers should provide, as part of the submission, details of similar contracts where the full Electoral services are provided. Details in this regard must pertain to the Electoral services provided and include information that is not limited to:</p> <ul style="list-style-type: none"> <li>• Duties of the independent Electoral Officer</li> <li>• Nominations process</li> <li>• Vetting process</li> <li>• Balloting process (including form design)</li> <li>• Counting process</li> <li>• AGM process</li> <li>• Reporting processes</li> <li>• Communications processes (start to end)</li> </ul> <p>ii. This detail should at least include the following:</p> <ol style="list-style-type: none"> <li>a. Client name.</li> <li>b. Contact person, contact details, and contract duration.</li> <li>c. Size of the client, i.e., the number of employees.</li> </ol> <p>iii. At least three (3) reference letters, that are not older than one (1) year, from previous and/or existing clients (preferably from the medical schemes or financial services sector) should also be included as three (3) references will be contacted. Reference letters should be for full</p>	

MANDATORY GATE-KEEPING CRITERIA		Page/bid section where matters addressed
	<p>Electoral services, as defined in the scope of services. Such letters must be on the clients' letterheads.</p> <p>iv. Bidders must be able to demonstrate a national footprint by providing to SAMWUMED on a company letterhead, signed by the duly authorised representative, such confirmation.</p>	
iv.	<b>INDEMNITY INSURANCE</b>	
	<p>i. Bidders must possess <u>adequate indemnity insurance</u> as may be required by the work contemplated in this RFT.</p> <p>ii. Service providers must maintain adequate indemnity insurance for the duration of the contract.</p> <p>iii. Proof must be provided.</p>	
v.	<b>FINANCIAL STABILITY</b>	
	<p>i. Bidders must be <u>financially stable</u>.</p> <p>ii. Proof should be provided in the form of the latest annual financial statements, which prove that the company is solvent and liquid.</p>	
vi.	<b>PROPOSAL PRICE GUARANTEE</b>	
	<p>i. Bidders must complete and submit on a company letterhead, and signed by a duly authorized representative, a "proposal price guarantee" of one-hundred and eighty (180) days.</p>	
vii.	<b>ACCEPTANCE OF BID CONDITIONS</b>	
	<p>i. Bidders must familiarize themselves with the general information and conditions pertaining to this Request for Tender (RFT) and,</p> <p>ii. Must acknowledge and commit themselves to writing to these conditions by submitting such on a company letterhead signed by a duly authorised representative.</p>	
viii.	<b>WARRANTY</b>	
	<p>i. All proposals should have a signed warranty attached confirming that:</p> <p>a. The factual data accompanying this proposal is accurate and correct.</p>	

<b>MANDATORY GATE-KEEPING CRITERIA</b>		<b>Page/bid section where matters addressed</b>
	<p>b. Pricing quoted is free of any errors or omissions and the company can deliver on the contract the prices quoted.</p> <p>c. The factual data does not misrepresent the true position of the company.</p> <p>d. The signatory signing the proposal is authorized to sign on behalf of the company.</p> <p><i>ii.</i> Bidders must provide SAMWUMED on a company letterhead signed by a duly authorised representative, such warranty.</p>	
<b>ix.</b>	<b>PRIME AND SUB-CONTRACTOR IDENTIFICATION</b>	
	<p><i>i.</i> The service provider, acting as primary contractor, should take full responsibility for the demonstration, delivery, installation, and acceptance testing of the proposed products supplied by its subcontractor/s.</p> <p><i>ii.</i> Each subcontractor used by the service provider on this project shall be declared to SAMWUMED on a company letterhead, signed by a duly authorized representative.</p> <p><i>iii.</i> If the service provider does not use any subcontractors, this should be stated and confirmed to SAMWUMED on a company letterhead.</p>	
<b>x.</b>	<b>DELIVERABLES AS LISTED UNDER THE SCOPE OF SERVICES IN THE TERMS OF REFERENCE OF THIS RFT (PART 3)</b>	
	<p><i>i.</i> Provision of services as listed under point 3 on this document</p> <p><i>ii.</i> Provision and presentation of monthly progress reports to SAMWUMED on:</p> <p>a. Compliance with agreed service levels (as defined in a Service Level Agreement).</p> <p>b. Quality assurance.</p> <p>c. Cost containment.</p> <p><i>iii.</i> Bidders must provide SAMWUMED on a company letterhead signed by the duly authorised representative, such confirmation.</p>	

MANDATORY GATE-KEEPING CRITERIA		Page/bid section where matters addressed
<b>xi.</b>	<b>DECLARATION OF INTEREST</b>	
	<i>i.</i> The proposing entity must complete, sign, and return the Declaration of Interest form attached to this RFT document as Annexure A.	
<b>xii.</b>	<b>SERVICE LEVEL AGREEMENTS</b>	
	<i>i.</i> Service providers should review and submit input on the Scheme's proposed Service Legal Agreement (SLA) within seven (7) days of the successful bidder's appointment. (See attached Annexure C)  <i>ii.</i> Service providers are not restricted to the scope in the Terms of Reference (TOR) and the Schemes Terms and Conditions and Service level Agreement, as outlined in Part 3, but are advised to refer to it as a guideline.  <i>iii.</i> Bidders must provide SAMWUMED, on a company letterhead, signed by the duly authorised representative, confirming that this review and inputs will be provided within the given timeframe.	

Failure to submit will deem the service provider's submission non-responsive and will not be further evaluated.

## 2.17. PHASE 2: WRITTEN PROPOSALS (FORMAT OF PROPOSALS)

Service provider/s are advised that their proposals should be concise, written in English, and simply presented. Service providers are required to provide detailed responses on the information required in Part 3 Electoral Officer Services of this RFT document as part of their RFT response documentation.

## 2.18. PHASE 3: FUNCTIONALITY

Only service providers that have scored **1000 points or 70% and above** will be evaluated on Commercial (Price and B-BBEE).

DESCRIPTION OF CRITERIA	FUNCTIONAL CRITERIA	TICK ONE BOX	WEIGHT (100)	SCORING	TOTAL
EXPERIENCE OF KEY PERSONNEL (TEAM)					
The service provider must demonstrate that key personnel allocated to SAMWUMED relevant experience by attaching an organogram that reflects each member's experience.  Attach at least three (3) concise CVs of the project leader and 2 senior team members.	Two (2) – Four (4) years of experience		25	2-4	20
	Five (5) – Six (6) years of experiences			5-6	60
	Seven (7) – Nine (9) years of experiences			7-9	80
	Ten (10) or more years of experience			10+	100
NUMBER OF PREVIOUS ELECTION CAMPAIGNS WITH A NOMINATIONS PROCESS AS PROVIDED IN THE PORTFOLIO OF EVIDENCE					
The service provider must demonstrate that they have successfully run election campaigns where they were responsible for a nominations process.	One (1) – Two (2) elections		10	1-2	20
	Three (3) – Four (4) elections			3-4	60
	Five (5) – Six (6) elections			5-6	80
	Seven (7) or more elections			7+	100
NUMBER OF PREVIOUS ELECTION CAMPAIGNS WITH A VETTING PROCESS AS PROVIDED IN THE PORTFOLIO OF EVIDENCE					
The service provider must demonstrate that they have successfully run election campaigns where they were responsible for a vetting process.	One (1) – Two (2) elections		10	1-2	20
	Three (3) – Four (4) elections			3-4	60
	Five (5) – Six (6) elections			5-6	80
	Seven (7) or more elections			7+	100
NUMBER OF PREVIOUS ELECTION CAMPAIGNS WITH A BALLOTING PROCESS AS PROVIDED IN THE PORTFOLIO OF EVIDENCE					
The service provider must demonstrate that they have successfully run election campaigns where they were responsible for a balloting process.	One (1) – Two (2) elections		10	1-2	20
	Three (3) – Four (4) elections			3-4	60
	Five (5) – Six (6) elections			5-6	80
	Seven (7) or more elections			7+	100
NUMBER OF PREVIOUS ELECTION CAMPAIGNS WITH A COUNTING PROCESS AS PROVIDED IN THE PORTFOLIO OF EVIDENCE					
The service provider must demonstrate that they have successfully run election campaigns where they were responsible for a counting process.	One (1) – Two (2) elections		10	1-2	20
	Three (3) – Four (4) elections			3-4	60
	Five (5) – Six (6) elections			5-6	80
	Seven (7) or more elections			7+	100
NUMBER OF PREVIOUS AGM ELECTIONS AS PROVIDED IN THE PORTFOLIO OF EVIDENCE					
The service provider must	One (1) – Two (2) elections		5	1-2	20

DESCRIPTION OF CRITERIA	FUNCTIONAL CRITERIA	TICK ONE BOX	WEIGHT (100)	SCORING	TOTAL
demonstrate that they have successfully run AGM election/s.	Three (3) – Four (4) elections			3-4	60
	Five (5) – Six (6) elections			5-6	80
	Seven (7) or more elections			7+	100
NUMBER OF PREVIOUS ELECTION CAMPAIGNS WITH A REPORTING PROCESS AS PROVIDED IN THE PORTFOLIO OF EVIDENCE					
The service provider must demonstrate that they have successfully run election campaigns where they were responsible for a reporting process.	One (1) – Two (2) elections		5	1-2	20
	Three (3) – Four (4) elections			3-4	60
	Five (5) – Six (6) elections			5-6	80
	Seven (7) or more elections			7+	100
NUMBER OF PREVIOUS ELECTION CAMPAIGNS WITH RESPONSIBILITY FOR THE DESIGN OF BALLOT FORMS AS PROVIDED IN THE PORTFOLIO OF EVIDENCE					
The service provider must demonstrate that they have successfully run election campaigns where they were responsible for designing the ballot forms.	One (1) – Two (2) elections		5	1-2	20
	Three (3) – Four (4) elections			3-4	60
	Five (5) – Six (6) elections			5-6	80
	Seven (7) or more elections			7+	100
NUMBER OF PREVIOUS ELECTION CAMPAIGNS WITH THE RESPONSIBILITY TO DO COMMUNICATIONS FROM START TO END OF THE PROCESS AS PROVIDED IN THE PORTFOLIO OF EVIDENCE					
The service provider must demonstrate that they have successfully run election campaigns where they were responsible for communications from start to end of the campaign.	One (1) – Two (2) elections		5	1-2	20
	Three (3) – Four (4) elections			3-4	60
	Five (5) – Six (6) elections			5-6	80
	Seven (7) or more elections			7+	100
TECHNICAL RESPONSE TO THE TERMS OF REFERENCE (TOR)					
This section of the TOR requires the bidder to demonstrate an understanding of the SAMWUMED services and requirements. For the services described in the Services and Scope Required section above, the bidder is required to provide concise information with a methodology and project plan with milestones relating to how the services will be delivered to SAMWUMED. Examples and experience or reference should be specified in the response, where appropriate.	No Project Plan		15		0
	Project Plan, with no clear methodology deliverables, milestones and management of the project				20
	Project Plan, with clear methodology deliverables, milestones and management of the project				60
	Project Plan, well broken down with methodology deliverables, milestones and management of the project				100
	TOTAL SCORE		100		1000

**Electoral Officer Services (100) = TOTAL (1000) / 10 = SCORE (100). Minimum required score = 70%**

The minimum threshold for functionality is seventy (70) points. The bids that do not meet this threshold will be disqualified from further evaluation. Thereafter, only the qualifying bids will be evaluated in terms of the 80/20 preference point system, where a maximum of eighty (80) points are allocated for price and a maximum of twenty (20) points are allocated in respect of the Specific Goals (level of B-BBEE contribution) of the bidder.

## **2.19. PHASE 4: COMMERCIAL (PRICE AND BBBEE)**

The percentage scored for price shall be calculated by applying the undermentioned formula to each price component:

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

- $P_s$  = points scored for price/price component by bid/tender under consideration
- $P_{\min}$  = lowest acceptable price/price component of bid/tender
- $P_t$  = price/price for that component of bid/tender under consideration

CRITERIA	WEIGHT	SUB-CRITERIA
Total Price	80/100	Benchmark against the lowest price
B-BBEE	20/100	B-BBEE Level Status
<b>Total Price &amp; BBBEE</b>	<b>100</b>	

B-BBEE CONTRIBUTION LEVEL	POINTS
Level 1	20
Level 2	18
Level 3	16
Level 4	12
Level 5	8



B-BBEE CONTRIBUTION LEVEL	POINTS
Level 6	6
Level 7	4
Level 8	1
Lower than Level 8	0

## 2.20. PHASE 5: PRESENTATIONS

The Scheme reserves the right to call shortlisted service provider/s for a presentation regarding any terms and conditions of the bidder's response to the RFT. Presentations will not form part of the evaluation process through which the proposed offer will be assessed and could be used to clarify certain aspects of the proposal submitted. Under no circumstances will a presentation by any respondent constitute an award or promise/undertaking to award the contract.

## 2.21. PHASE 6: DUE DILIGENCE/ SITE VISIT

The Scheme reserves the right to do a site visit to the shortlisted service provider/s to verify information submitted as part of the bidder's response to the RFT. Site visits will not form part of the evaluation process through which the proposed offer will be assessed and could be used to clarify certain aspects of the proposal submitted. Under no circumstances will a site visit to any respondent constitute an award or promise/undertaking to award the contract.

## **PART 3: TERMS OF REFERENCE FOR REQUEST FOR TENDER**

### **3.1. INTRODUCTION & BACKGROUND**

- 3.1.1. SAMWUMED is a self-administered medical aid scheme with a national presence, dedicated to safeguarding the health and well-being of South Africans within local government and its associated agencies. More than just offering medical aid, we are passionate advocates for our members' right to a healthy life. This deep-rooted commitment drives our pledge to remain one of the most cost-effective schemes in our category, without ever compromising on quality or care.

### **3.2. OUR REQUIREMENTS**

- 3.2.1. The Scheme is required by its Rules to hold an annual elective general meeting every five (5) years, where members of the Board of Trustees shall be elected in line with the Scheme Rules. Furthermore, the Rules require its Board of Trustees to ensure that best practices are followed to ensure that the trustee nomination and election process is free and fair and where appropriate, appoint an independent body to oversee and conduct the nomination process and the elections. Bidders are thus invited to submit a proposal to provide the services of an electoral officer in order to facilitate and manage the full election process.
- 3.2.2. The successful bidder will be expected to provide reports on all matters pertaining to this contract at regular intervals as agreed upon in the Service Level Agreement, to the relevant Scheme representative/s.
- 3.2.3. From a communications perspective, the successful bidder must ensure the provision of reliable SMS, e-mail, physical and digital poster design as well as the print and distribution of all such communication elements. Kindly note the scoring associated with the Functional Criteria as detailed herein above.

### **3.3. ELECTORAL GOVERNING PRINCIPLES**

- 3.3.1. The Scheme's Electoral process is based on the Act, the Regulations promulgated thereunder, the Scheme Rules and general principles governing free and fair elections.
- 3.3.2. The Scheme's electoral process contains fundamental electoral rights and the basic principles of the electoral system which include:
- a. the right and a fair opportunity for all members to vote and to be elected;

- b. the appointment of an Independent Electoral Officer to be entrusted with conducting the elections;
- c. ensuring that the appointed Scheme Auditors audit and report on the conduct of the elections;
- d. a free, fair and independent process that enables membership participation.

3.3.3. The respective powers and responsibilities of the Electoral Officer and Scheme Auditors regarding this undertaking will be clearly stated, distinguished and defined in their terms of engagement to prevent conflicting and overlapping powers being exercised between them and by other bodies.

### **3.4. INDEPENDENT ELECTORAL OFFICER**

- 3.4.1. The Scheme must appoint an Independent Electoral Officer to take care of the trustee nomination and election process.
- 3.4.2. The Independent Electoral Officer shall co-operate with the Scheme on all matters pertaining to the electoral process.
- 3.4.3. The Independent Electoral Officer shall carry out its respective duties in accordance with the Electoral process agreed upon and shall be accountable to the Board of Trustees or any person so delegated by the Board of Trustees.
- 3.4.4. The independent electoral officer will be expected to draw up a timetable/project plan of the election process in accordance with Scheme Rules and best practice and present to the Scheme for approval prior to execution.

### **3.5. DUTIES OF THE INDEPENDENT ELECTORAL OFFICER**

- 3.5.1. To ensure that the election process is carried out in accordance with the Scheme Rules, that election officials are well trained, and that all stakeholders and interested parties shall act impartially and independently.
- 3.5.2. To appoint logistic companies to provide services such as printing, delivery and logistical arrangements for the nomination and election of Trustees and to keep the names of the appointed logistic companies confidential until the election results are announced.
- 3.5.3. To ensure that clear and fair voting procedures are established and made known to members.

- 3.5.4. To ensure that members are fully informed concerning the election process, including advertising and awareness campaign carried out all appropriate media platforms including social media where necessary.
- 3.5.5. To ensure that members of the Scheme are able to participate in a free, fair and independent electoral process.
- 3.5.6. To ensure that the membership database of the Scheme is validated on a representative random sampling in order to verify the correct and updated information of members.
- 3.5.7. To verify the database maintenance and checks and balances of the safe keeping of data in conjunction with the Scheme to ensure proper control over ballots and verification.
- 3.5.8. To ensure that nomination packs and the Annual General Meeting (AGM) packs are sent to members timeously.
- 3.5.9. To ensure that voting can be undertaken secretly and without interference.
- 3.5.10. To ensure the integrity of the election process through the implementation of reasonable and appropriate measures to prevent unlawful and fraudulent activities.
- 3.5.11. To ensure the integrity of the process for the transparent counting of votes and produce the final election results.
- 3.5.12. To operate a quasi-call centre (shared call number to be registered) to receive and deal with election-related queries and requests for assistance from Scheme members.
- 3.5.13. To develop, manage and oversee the design, and dispatching of election notices with nominations forms and ballot papers to all principal members via the electronic; postal and any other mode deemed appropriate as well as to manage the nomination responses - The development of such documentation is to be done in conjunction with the communication and marketing unit of the Scheme.
- 3.5.14. To provide ongoing impartial advice to the Scheme to enable decision making that will strengthen the credibility of the nomination and election process.
- 3.5.15. Any other duties like the Scheme may instruct the service provider to ensure a credible election process.
- 3.5.16. To produce a final Report on the elections setting out: –
  - a. A narrative of the nomination process, the challenges encountered and nominations statistics.
  - b. The result of the ballot.

- c. Whether the service provider is satisfied that the balloting and elections were free and fair and in accordance with the procedure and methodology approved by the Scheme in accordance with the Scheme's Rules.
- d. To certify that the people elected as trustees are in fact members of the Scheme who are in good standing.

### **3.6. BALLOTS PROCESS**

3.6.1. The Independent Electoral Officer must be able to demonstrate provision of the following critical services in order to avoid disqualification from the bidding process: –

- a. ensure that each ballot form has security features deemed appropriate as well as the member's name and address printed on the ballot form;
- b. ensure that adequate instructions are given to members on how to complete and use the ballot forms;
- c. delivers the printed ballot form with instructions to the members; and
- d. ensure that completed ballot forms are returned directly to the Independent Electoral Officer not later than fourteen (14) days before the AGM.
- e. ensures both physical and digital capabilities for voting, nominations and AGM-related proceedings.

3.6.2. The Independent Electoral Officer must accept ballot forms that have been returned with a copy of the voting member's identity document/passport/valid driver's license.

3.6.3. The Independent Electoral Officer must ensure that each voting member on the ballot form is reconciled to the voter's roll.

3.6.4. Members' ballots shall be received on a date prior to the AGM so as to allow for verification of such ballots to be undertaken.

### **3.7. NOMINATION AND ELECTION OF TRUSTEES TO THE BOARD**

3.7.1. The Board of Trustees shall ensure that best practices are followed and ensure that the nomination and election procedures adhere to the following: –

- a. The Scheme shall send out notices calling for nominations to all members no later than four (4) months before the expiry of the term of any Elected Trustee.
- b. The notices calling for nominations shall inform members of vacancies to be filled, the nomination process, together with a nomination form approved by the Board of Trustees.

- c. Each nomination shall contain at least a short CV of the candidate in a format specified in the nomination notice.
- d. Original nomination forms duly completed and signed by members of the Scheme must be received by a date determined by the Board of Trustees.
- e. Each nomination form must be made on the original form provided by the Scheme, signed by the proposer, and at least nine (9) seconders and the candidate, provided that a candidate may not propose or second himself/herself. members whose membership contributions are in arrears for a period of at least three (3) months, for whatever reason, shall not be eligible to nominate nor second a nomination of another member for election as a trustee.
- f. A nomination shall be invalid if it is received by the Scheme after the closing date, if it is not completed in full or if it is not signed by all eleven (11) abovementioned signatories.
- g. The Scheme shall cause a vetting process to be undertaken to ensure that nominated candidates are eligible to serve as trustees and shall compile a final list of candidates that are eligible for election. Such a vetting process may include inviting members of the Scheme to submit written objections to the nominee.
- h. The Scheme shall send to all members a list of vetted eligible candidates for receiving nominations as stipulated in Rule 24.6, together with:
  - i. summarised CV of each vetted eligible candidate;
  - ii. a ballot form; and
  - iii. a letter indicating to the members by when and through which means their ballot forms must be received by the Scheme.
- i. The Board of Trustees may employ any resources and processes necessary and delegate any necessary authority to any competent person or committee to take decisions and implement processes related to the nomination and electoral process. The resources and processes contemplated herein include, but are not limited to, processing and receipt of the nomination and ballot packs and returning nominations or ballots to the electoral body through electronic means and member walk-in centres.
- j. Members' ballots shall be received on a date prior to an Annual or Special General Meeting as may be determined by the Board of Trustees to allow for verification of such ballots to be undertaken. Members present at an Annual or Special General Meeting and who have not returned their cast ballots shall have a right to vote in an

election in person at the aforesaid meeting provided that they are members in good standing with the Scheme.

- k. The Scheme shall cause the votes received back from members' ballots to be counted by the electoral body. The Scheme shall require its auditors to verify the outcome of the voting process. The Scheme shall be obliged to inform the members of the outcome of the election process at an Annual or Special general meeting immediately following the voting process, or at any other time as may be appropriate. The results of an election of trustees need not be announced at a general meeting and may be announced at a later stage, should it be deemed appropriate by the Board of Trustees provided that such a later date is not later than thirty (30) days after the Annual or Special General Meeting. The Board of Trustees is entitled to take into account the results of such voting as may have taken place at a general meeting notwithstanding that the meeting may have been interrupted and not have concluded its business. In the event that the trustees do not announce the election results with thirty (30) days of an Annual or Special General meeting, the Registrar of Medical Schemes shall review the election process and have the power to declare such results.
- l. Candidates who receive the most votes, in descending order, shall be elected as trustees until all vacancies have been filled.
- m. In the event that more than one (1) candidate receives the same number of votes, and there are insufficient seats on the Board of Trustees available for all such candidates, then where the outcome of the election is to be announced at the annual general meeting, members at the annual general meeting shall be asked to cast their votes in respect of such candidates. The candidates who receive the highest number of votes shall be appointed as trustees.

### **3.8. ELIGIBILITY OF TRUSTEES**

3.8.1. The following persons are not eligible to serve as members of the Board of Trustees: –

- a. a person under the age of twenty-one (21) years;
- b. an employee, director, officer, consultant, or contractor of the administrator of the Scheme or of the holding company, subsidiary, joint venture or associate of that administrator;
- c. a broker;
- d. the Principal Officer of the Scheme;

- e. the Auditor of the Scheme;
- f. a consultant, advisor, co-administrator, or any person irrespective of title, who is providing advice, services or recommendations of any nature to a medical scheme/schemes (as defined in the Medical Schemes Act or Regulations) other than SAMWUMED;
- g. an employee, director, officer, consultant or contractor of, or any person associated with, a manufacturer, distributor and / or wholesaler of prescription or over-the-counter pharmaceuticals, complementary medicines, medical devices and medical consumables;
- h. an employee, director, officer, consultant or contractor of a hospital;
- i. a person holding a trusteeship of any other medical scheme or schemes;
- j. a person disqualified from being a director of a company or from acting as a trustee under the Companies Act, 2008 or any other law;
- k. an elected trustee who is not a member of SAMWUMED;
- l. a person whose membership contributions are in arrears for a period of at least three (3) months, for whatever reason;
- m. a person who has contravened the Scheme's Rules and/or the provisions of the Act, and who in the opinion of the Board of Trustees on good cause shown is not fit and proper to undertake the fiduciary responsibilities of a Trustee.

### **3.9. ANNUAL GENERAL MEETING (AGM)**

- 3.9.1. A member who is in good standing and who has not returned his/her ballot by the date as determined by the Board of Trustees, may physically at the AGM by ballot, vote for any of the nominated candidates.
- 3.9.2. The vote at the AGM must be in a room that is separated with adequate security.
- 3.9.3. The Independent Electoral Officer must be present at the AGM on the date specified by the Scheme.
- 3.9.4. The Principal Officer should introduce the Independent Electoral Officer who will explain the procedure regarding the election of trustees and deal with any issues raised by members.
- 3.9.5. The Electoral Officer must, after the members have voted, arrange for ballot papers to be kept safe and secure.
- 3.9.6. The Electoral Officer must seal and secure the ballot box upon completion of voting by the members voting at the AGM. According to the Registered and approved SAMWUMED



Scheme Rules, the AGM shall not be held later than 30 June annually, on a date and at a place that may be shown to permit reasonable member attendance, unless the Board of Trustees on good cause determines that the Scheme's interests are better served by postponing the AGM for any Financial Year. Such postponement should not cause the AGM to be held later than 30 September of that year, with the AGM conducted either or both physically and virtually, through usage of an information platform.

- 3.9.7. The Board of Trustees determines the AGM venue and/or the information platform for virtual purposes, and provided that the location remains accessible in each province where practically possible with due regard afforded to the cost of convening the meeting as well as the number of members within the province.
- 3.9.8. The notice that convenes the meeting in addition to the agenda as well as any documents that must lawfully be provisioned to members, alongside documents that are relevant for transacting the business of the Scheme in accordance with the agenda which shall be forwarded to all members at least thirty (30) days prior to the meeting. The Scheme maintains entitlement to circulate abridged versions of such documents in accordance with prevailing industry practice, which includes electronic means, and that are subject to directives issued by the CMS. Non-receipt of the notice does not invalidate proceedings of the meeting, provided that the procedure pertaining to the notice followed by the Board of Trustees remains reasonable.
- 3.9.9. A minimum of thirty (30) members must be present either in person or via the virtual platform at the AGM in order to constitute a quorum. Should a quorum fail to be present thirty (30) minutes from the intended time of commencement, the AGM shall be postponed to the 30th day after the scheduled meeting date or the closest business day thereafter. Notice of the date, time and venue serving as the postponement must be provided to members within thirty (30) days of the postponement. Non-receipt of such notice by a member shall not invalidate proceedings provided that the procedure pertaining to the notice followed by the Board of Trustees remains reasonable. Members present at the postponed meeting shall constitute a quorum irrespective of the number of members in attendance.
- 3.9.10. The Chairperson of the Scheme shall preside at the AGM, or alternatively, the Deputy Chairperson in the absence of the Chairperson. Should either of the aforesaid not be present, the Trustees that are present shall appoint a designated Chair amongst themselves. The Principal Officer (PO) of the Scheme shall Chair the AGM in the absence of any Trustee.
- 3.9.11. Notices of Motion that must be duly supported by an explanatory memorandum alongside other such information and documentation that clearly explains why the proposed motion must be considered in addition to the background which gives rise thereto, as may be

required for members to deliberate on such motion and intended for placement before the AGM. This must reach the PO no later than fourteen (14) days prior to the meeting date.

3.9.12. The proposed wording of any Resolution intended to be passed must be submitted.

3.9.13. The PO, in consultation with the Board of Trustees, shall assess a proposed motion in order to determine whether such motion relates to a matter that is competent for consideration by the AGM. In the event that the Board of Trustees decides that such motion fails to relate to matters that are competent for consideration by members at the AGM, the Board of Trustees shall notify such member and furnish same with reasons for its decision.

3.9.14. Should the PO in consultation with the Board of Trustees decide that a proposed motion should be added as an AGM Agenda item, or that an existing item requires amendment or deletion, then a second notice which contains the final AGM Agenda containing all new, amended and/or deleted items must be sent to members no later than three (3) days prior to the date of the AGM by way of any means available to the Board of Trustees. The non-receipt of such notice by a member does not invalidate such AGM proceedings, provided that the procedure pertaining to the notice followed by the Board of Trustees remains reasonable.

3.9.15. No proposed Resolution that contravenes or conflicts with the Act, Regulations, SAMWUMED Scheme Rules, or the objectives of the Scheme shall be placed on the AGM Agenda for consideration.

3.9.16. The Board of Trustees may make such procedural and related Rules for purposes of ensuring the proper running of the AGM.

3.9.17. Resolutions that are passed at any AGM shall proceed by way of an ordinary majority vote of all members that are present, either in person and/or virtually, or by proxy representation at the AGM provided that only proxies received by the Scheme no later than one (1) week prior to the AGM are recognised.

3.9.18. No motion may be passed to the AGM that is found to be inconsistent with, or that contravenes the Scheme's objectives, its Registered Rules or applicable legislation/statute.

### **3.10. VOTING AT THE AGM**

3.10.1. Every member whose membership contributions are not in arrears for a period of at least three (3) months, for whatever reason and present at a General Meeting of the Scheme has the right to vote, or may, subject to this Rule, appoint another member as proxy to attend, speak and vote in his or her stead. A proxy shall, however, not be used at a General Meeting for purposes of election of trustees. Election of Trustees is a matter which can only be voted on by returnable ballot as cited herein above.

- 3.10.2. The instrument appointing the proxy must be in writing, in a form determined by the Board of Trustees and must be signed by both the member and the member appointed as the proxy.
- 3.10.3. The Chairperson must determine whether the voting must be by ballot or by a show of hands. In the event of the votes being equal, the Chairperson shall have a casting vote in addition to his or her deliberative vote (if applicable).
- 3.10.4. All proxies held by the Chairperson or any member must be declared before the commencement of any meeting.
- 3.10.5. Proxies which are determined not to satisfy the required criteria shall not be counted. Where a Proxy is given by a member, and such member attends the General Meeting and votes then such Proxy will be deemed to be void and unenforceable.
- 3.10.6. The Board of Trustees shall be entitled to lay down meeting Rules and conditions to be satisfied by members attending a General Meeting and the consequences which will attach in the event that the meeting Rules or conditions are not satisfied, provided that such meeting Rules, conditions and consequences are not inconsistent with the Act and the Rules. The meeting Rules and conditions and the consequences of failing to meet any meeting Rules or conditions which will be applicable to any General Meeting, must accompany the notice which convenes the meeting.
- 3.10.7. Only a member and not his or her Dependents shall have the right to vote on matters in respect of which members are entitled to adjudicate.

### **3.11. REQUIREMENTS OF THE ELECTRONIC VOTING SYSTEM**

- 3.11.1. The system must be secure, and in so doing ensure strict standards of confidentiality, integrity, and the anonymity of votes. This includes and is not limited to protecting the voting system against unauthorized access, tampering, and ensuring that votes cannot be traced back to individual voters.
- 3.11.2. The system must be auditable and provision a means to verify that all votes have been correctly counted without compromising voter anonymity. This includes and is not limited to maintaining logs and providing mechanisms for independent audits.
- 3.11.3. The system must maintain accessibility to all eligible voters, including those with disabilities. A user-friendly interface is therefore required to ensure compatibility with various devices and assistive technologies.
- 3.11.4. The process must ensure transparency to all stakeholders which includes voters, candidates, and election officials. Clear communication regarding systems operation and functionality as well as how votes are counted are therefore paramount.
- 3.11.5. The system must render clear compliance with all relevant legal and regulatory requirements, including those specific to medical schemes and electronic voting.

- 3.11.6. The system must be robust in form and operation, and must be reliable, demonstrating the required capacity to manage the expected volume of votes without downtime or errors.
- 3.11.7. **User Authentication:** There must be a secure method regarding user authentication in order to verify voter identities and prevent fraud, thereby ensuring that only eligible members are affording voting rights and privileges.
- 3.11.8. The system must comply with all relevant and binding data protection laws to ensure that personal information is handled securely and responsibly, including the Protection of Personal Information Act (2013).

## ANNEXURE A: Declaration of Interest for Proposing Entity

<b>DECLARATION OF INTEREST FOR BIDDING ENTITY</b> <i>To be completed by the person authorized to commit the service provider.</i> <i>Interest is declared on behalf of the service provider.</i>		
1.	It is required that the service provider or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where:	
	<input type="checkbox"/> the service provider is employed by SAMWUMED and/or <input type="checkbox"/> the service provider is a Management or Board Member of the SAMWUMED; and/or <input type="checkbox"/> the legal person on whose behalf the proposal document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the proposal(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 proposal.	
2.	In order to give effect to the above, the following questionnaire must be completed and submitted with the proposal.	
2.1.	Are you or any person connected with your company, employed by SAMWUMED	YES/NO
2.1.1	If so, state particulars:	
2.2	Does your company, or any person connected with your company, have any relationship (family, friend, other) with a person employed by SAMWUMED in the evaluation and or adjudication (Trustees) of this tender?	YES/NO
2.2.1.	If so, state particulars:	
2.3.	Are you, or any person connected with your company aware of any relationship (family, friend, other) between the service provider and any person employed by SAMWUMED who may be involved with the evaluation and or adjudication of this proposal?	YES/NO
2.3.1.	If so, state particulars.	
3.	<b>ADDITIONAL INFORMATION</b>	
3.1.	Service providers are to submit the ownership structure of the responding entity	

<b>DECLARATION</b>	
<b>I, THE UNDERSIGNED (NAME)</b>	
<b>CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 TO 3 ABOVE IS CORRECT</b>	
<b>I ACCEPT THAT SAMWUMED MEDICAL SCHEME MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.</b>	
<b>CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 TO 3 ABOVE IS CORRECT</b>	
_____	_____
<b>Signature</b>	<b>Date</b>
_____	_____
<b>Position</b>	<b>Name of Service provider</b>

## ANNEXURE B: PRICING SCHEDULE

### ELECTORAL OFFICER SERVICES

1. An all-inclusive and fully transparent cost structure is required. All costs related to the proposed Services are to be allowed for and incorporated in the Pricing Schedule and must be included as part of the response documentation.
2. Service providers shall quote prices in South African Rand with Value Added Tax included.
3. Service providers must indicate what portion of the total price will be allocated to each member of the JV or Consortium where the service providers is constituted of more than one member.
4. Where figures are referred to in numerals and in words and there is a conflict between the two, the words will prevail.
5. The successful service srovider/s shall commit to the programme of continuous improvement, which will result in cost-efficiencies during the contract period.
6. Service providers must warrant and indicate that the pricing quoted is free of any errors or omissions and that the service providers are able to deliver on the contract on the prices quoted.

DESCRIPTION	TOTAL COST FOR Six (6) – Eight (8) MONTH CONTRACT
Electoral Services	
<b>TOTAL COST EXCL VAT</b>	
<b>TOTAL (EXCL VAT) IN WORDS</b>	