



**ELECTORAL COMMISSION  
BID SPECIFICATIONS  
SPECIAL VOTING ENVELOPES: B5 (MARKED) AND C5 (UNMARKED)  
(NPE2024)  
ePROCUREMENT AUCTION NUMBER: 0010514737**

*It is strongly recommended that the bidder prints this document, scrutinises it carefully in order to ensure compliance with requirements and retain for reference purpose!*

**ITEM DESCRIPTION: PRINTED SPECIAL VOTING ENVELOPES B5 (MARKED) AND C5 (UNMARKED)**

## **1. BACKGROUND**

The Electoral Commission is desirous to procure the following items:

- Printed special voting envelopes – B5 (marked) and C5 (unmarked) as specified to be used for the purposes of special voting.

Bidders must be registered and approved on IEC's eProcurement system (<https://votaquotes.elections.org.za>) in order to place a bid online.

Interested parties are welcome to attend the briefing scheduled as follows:

- Date – 13 March 2024
- Time – 11:00
- Venue – 1303 Heuwel Avenue, Election House, Riverside Park, Centurion

Further auction details are available on the Electoral Commission's eProcurement system and the National Treasury eTender Portal.

## 2. ITEM SPECIFICATION

ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY REQUIRED	COLOUR	DIMENSIONS
B5 (Marked) Envelope	Pack of 50 Envelopes	40,000 Packs i.e. 2,000,000 individual envelopes	Base material: White	176mm x 250mm
C5 (Unmarked)	Pack of 50 Envelopes	40,000 Packs i.e. 2,000,000 individual envelopes	Base material: White	162mm x 229mm

- Paper envelopes are required – windowless type
- Envelopes must be “peel and seal” to permit sealing when closed.

## 3. DIMENSIONS

- The overall size of the required envelopes must be:
  - B5 (176mm x 250mm)
  - C5 (162mm x 229mm)
- The base material must be white.

## 4. PRINTING REQUIREMENTS

- Printing as illustrated in Section 19 is required in black ink on the B5 envelopes.
- Printing as illustrated in Section 19 is required in black ink on the C5 envelopes.
- Printing should be done in the approximate center of each envelope using a font size of at least 8mm high.

The final design for printing will be confirmed with the successful bidder, by the Electoral Commission.

## **5. PROOFS**

- Proofs must be supplied before printing commences to:

Attention: Mr Molwelang Mathibe

Election House

Riverside Office Park

Heuwel Avenue

Centurion

Tel: (012) 622-5723

Fax (012) 622-5394

eMail: [mathibem@elections.org.za](mailto:mathibem@elections.org.za)

## **6. DELIVERY LOCATION AND DATE**

- Deliveries of goods to the selected Electoral Commission warehouses must be completed not later than 30 April 2024.
- Deliveries to the Electoral Commission warehouses should take place during working hours (8:30-17:00) Monday to Friday.
- The required point of delivery is the Electoral Commission warehouses as per Section 18.
- The service provider must notify the appropriate Electoral Commission contact person of the delivery schedule and intended times of delivery, as per Section 18.
- Partial deliveries will not be accepted, unless prior agreement and approval by the Electoral Commission.
- Late deliveries will not be accepted.

NB: Prices must include delivery of the specified quantities to the various warehouses or alternative sites within the relevant municipality but within the vicinity of the provincial warehouse.

## **7. COSTING AND PRICING**

- Bidders must take care to estimate and calculate their costs and prices correctly before placing a bid on the Electoral Commission's eProcurement system.
- Erroneous low bids cannot be removed or adjusted upwards. Common errors include the entering of a unit price instead of a total price in the case of a batch requirement, or accidentally omitting zeros (for example R50 instead of R5,000).
- All bid prices must include VAT.
- The bid amount as it appears on the eProcurement auction on the date and time of auction closure will be valid as stipulated for purposes of awarding of a contract and payment for delivery of the required goods and services.
- Amounts/total cost must include all variables involved in the production of the items.
- Amounts on the auction and/or official purchase order will be considered as the final and total cost, and thus cannot be changed/amended at any given time by the service provider during and after the service has been rendered.
- Bids must be placed for the correct unit of measure, that is, Pack of 50.

NB: Bidders must note that the cost of packaging and delivery must be included in the bid price.

## **8. QUALITY CONTROL**

- The Electoral Commission reserves the right to conduct inspections at the service provider's premises for quality and adherence to specifications before deliveries are made.
- The service provider must undertake and warrant that all goods shall, at the time of delivery, be according to specifications, in good condition, order and ready for use.

- The service provider has the primary responsibility to ensure that quantity and quality are in accordance with the specification.

## 9. PACKAGING AND PREPARATIONS FOR DISPATCH

The envelopes must be packed for delivery, as follows to facilitate handling and storage:

- The envelopes must be packed in packs of 50.
- The packs of 50 envelopes must be packed in carton boxes containing not more than 20 packs (1,000 envelopes) per box.
- The boxes must be clearly marked with **GREEN LABELS** indicating the contents, quantities, weight and supplier's details.
- Labels indicating the contents, quantities, weight and supplier's details.
- The cartons must then be stacked on (1000mm X 1200mm Four Way Entry Single Sided pallets), and strapped to the pallet.
- Strict attention must be paid to stable and secure packaging to withstand the rigours of transportation by road.
- Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- The pallets must be clearly labelled indicating:
  - ✓ Contents: **SPECIAL VOTING: B5 ENVELOPES / C5 ENVELOPES**
  - ✓ Quantities
  - ✓ Weight
  - ✓ Service Provider's details
- Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.

## **10. DURATION**

The contract for the supply and delivery of as per this auction is a Printed Special Voting Envelopes – B5 (Marked) and C5 (Unmarked) 'once off' requirement.

## **11. TECHNICAL EVALUATION OF SAMPLES AND WRITTEN PROPOSAL**

- Before an order is placed with any service provider that service provider will be required to prove conformance to the stated specification.
- The Electoral Commission reserves the right to inspect samples or examples of the offered materials to establish conformance before awarding an order.
- For evaluation purposes, all bidders on this auction who placed a bid are required to submit a sample of both B5 and C5 envelopes for inspection and testing by the Electoral Commission. Note that reminders will not be sent out by the Electoral Commission. It is the responsibility of each bidder to submit the sample as a matter of course.
- The sample must conform to the auction specifications as set out in Sections 2, 3 and 4 above.
- The sample must fully demonstrate the design and materials to be used by the service provider in order to meet the auction specification requirements.
- The sample must contain printing similar to the requirements stated in item 5 above.
- The sample should carry printing to demonstrate the service provider's printing capability, but need not be as stipulated in section 4.
- Bids must be placed online not later than the closing date and time as stipulated on the eProcurement system.
- Written proposals and samples must be submitted not later the closing date and time as stipulated on the eProcurement system.
- Failure to submit a sample and the required written proposal within the specified period will exclude that bidder from further consideration.

- No late samples will be considered.

- Samples must be submitted to:

Ms Mbali Gogo

Electoral Commission

Supply Chain Management

Election House

Riverside Office Park

1303 Heuwel Avenue

Centurion, PRETORIA

Tel: (012) 622-5916

eMail : [gogom@elections.org.za](mailto:gogom@elections.org.za)

- Samples must be clearly marked with the name of the bidder and the auction number, to avoid loss or confusion. In cases where more than one sample is included in a box, all auction numbers that may be applicable must be listed. The Electoral Commission takes no responsibility for unmarked samples that cannot be linked to a specific bid.
- The samples will be stringently tested for quality compliance to specifications and will not be returned to service providers at any point in time.
- Successful bidder shall be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before contract is awarded.

## **12. DUE DILIGENCE**

- Before the auction is awarded, the recommended service provider(s) will be subjected to due diligence audit requirements of the Electoral Commission.
- A due diligence audit will be conducted at the recommended service providers premises and subcontractors premises (only if subcontracting has been detailed in the written submission).

- The due diligence audit will include, but not be limited to, site inspection where items will be manufactured, packaged and dispatched, and viewing of equipment and machinery.

### **13. SERVICE PROVIDER PERFORMANCE**

- Before a contract is awarded, the successful bidder will be required to enter into a service level agreement (SLA) with the Electoral Commission.
- The purpose of the SLA is to fix performance criteria within the key requirements of this auction, namely QUANTITY, QUALITY - INCLUDING FINAL SPECIFICATIONS AND DELIVERY DATE.
- The SLA will contain elements such as service provider's progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- The Electoral Commission reserves the right to reject any deliveries not conforming to the above, including damaged units/parcels.
- Where previously agreed delivery schedules are not met by a service provider, the Electoral Commission shall have the right to appoint an alternative service provider (such as the next highest ranking bidder on this auction for example or any other service provider able to deliver) to make good the shortfall in supply in order to ensure delivery of elections. Any extra costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting service provider. As such, any costs already incurred by the initially appointed service provider shall, at the sole discretion of the Electoral Commission, be for the account of that service provider since it failed to deliver! The normal penalties provided for on the Electoral Commission's purchase order shall also apply!

NOTE: Service providers are not allowed to amend/change the ordered items after approval of the sample and receipt of the official purchase order. Any recommendations for improvement on the ordered items/products must first be



agreed with and approved in writing by the Electoral Commission, at no additional cost.

#### **14. DELIVERY NOTES**

- Bidders must take note that a proper delivery note system is crucial.
- The delivery notes must be signed by both the service provider and the Electoral Commission's warehouse receiving staff.
- Deliveries will not be accepted at the warehouses if delivery notes do not clearly state the name of the service provider, quantity of items delivered, i.e. number of pallets, boxes and actual quantities delivered.
- The Electoral Commission will not accept waybills as delivery notes.

NB: No deliveries will be accepted without submission of delivery notes.

#### **15. PAYMENT**

- No payment will be made by the Electoral Commission before the required goods and services have been rendered successfully.
- No payment will be made without an original invoice and copies of signed delivery notes.
- No payment will be processed before full delivery is completed and accepted.
- Payment will be made within 30 days of receipt of the valid tax invoice and copies of signed delivery notes from the service provider, provided that the Electoral Commission is satisfied with the quality and standard of the service provider's performance.

#### **16. TECHNICAL ENQUIRIES**

Attention: Molwelang Mathibe or Vusi Langa

Election House

Riverside Office Park

1303 Heuwel Avenue

Centurion, 0157

Tel: (012) 622-5327/5201

eMail: [mathibem@elections.org.za](mailto:mathibem@elections.org.za) / [langav@elections.org.za](mailto:langav@elections.org.za)

## 17. ELECTORAL COMMISSION WAREHOUSE CONTACT DETAILS AND DELIVERY QUANTITIES - B5 AND C5 ENVELOPES: SPECIAL VOTING

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	QUANTITIES	
				B5	C5
Eastern Cape Warehouse	Farm 923; Portion 2; Buffalo Pass; Collondale; East London	Busi Mlola Kamo Modiba	043 736 4004 043 736 4025 043 736 4058	<b>5,000</b>	<b>5,000</b>
Free State Warehouse	50 Monument Road, Uitsig Bloemfontein	Andre Rauch Mbekokazi Hume	051 447 3543	<b>2,000</b>	<b>2,000</b>
Gauteng Warehouse	Unit B2 60 First Street Gold Reef Industrial Park Booyens Reserve	Moipone Hlokotsi Kabelo Khabane Justice Mhlanga	011 496 1725 011 496 1784	<b>7,000</b>	<b>7,000</b>
Kwazulu-Natal Warehouse	41 Ashfield Close, Springfield Park, Durban	Cheryl Venter Mongezi Khumalo Bongani Bukhosini	031 579 4829 031 579 4206 031 579 5404	<b>7,000</b>	<b>7,000</b>
Mpumalanga Warehouse	9 Blackberry Blvd Riverside Park Ext 22, Nelspruit	Thuli Mbethe Lucky Leyane	013 754 0200	<b>3,000</b>	<b>3,000</b>
Northern Cape Warehouse	13 Elliott Street Kimberley	Thuso Phokojoe Sarah Ubisi Awie Seekoei	053 838 5000 053 838 5029	<b>1,500</b>	<b>1,500</b>
Limpopo Warehouse	25 Hyacinth Street Unit 5 Corporate Park Polokwane	Tendani Maselele Daniel Magalatshetshe	015 292 0152 015 292 0149	<b>4,000</b>	<b>4,000</b>
North West Warehouse	Rizvi House, 50/52 First Street (CNR: First Street & Aerodrome Road), Industrial Sites, Mafikeng,	Bogosi Judi Thato Mdali	018 381 4054 018 391 0800	<b>3,000</b>	<b>3,000</b>
Western Cape Warehouse	95 Bofors Circle Epping Industrial Epping 2 Cape Town	Philip Verlaat Vukile Ndyalivani	021 951 3350	<b>3,500</b>	<b>3,500</b>
Central Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack Maite Matsebatlela	012 646 1017 012 622 5201	<b>4,000</b>	<b>4,000</b>
				<b>40,000</b>	<b>40,000</b>

Service providers should please note that these addresses are correct at the time of advertising this bid. Changes may occur because of operational requirements. Warehouse will; however remain within the relevant municipality.

18. ILLUSTRATION OF SPECIAL VOTING ENVELOPES

## SPECIAL VOTE

**MARKED ENVELOPE**

**B (B5)**

**1) Place Unmarked Envelope A**

**inside this envelope**

**Complete the details below:**

- **Name of Voter: .....**
- **Voter ID Number: .....**
- **Voting District (VD) Number: ...../...../.... /..../**

# **SPECIAL VOTE**

**UNMARKED**

**ENVELOPE A (C5)**

**The voter must insert marked and folded ballots into  
this envelope Seal and place this envelope inside  
Marked Envelope B after ballots have been inserted.**

**NB: DO NOT PLACE ANY VOTER DETAILS ON THIS  
ENVELOPE!**

## **BID EVALUATION PROCESS**

### **Bid Evaluation Process**

#### **Stage 1: Assessment of Bid Compliance and Bidder's Disclosure**

All bids received will be evaluated and assessed in respect of the mandatory information provided in the Bidder's Disclosure (SBD4) as well as the register for restricted suppliers and tender defaulters.

Any potential issues that may arise or transgressions that may identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, attached as Annexure B, was extended to all entities which were invited to participate in the RFQ process.

As part of the evaluation of the procurement process, the information provided by a person on the SBD4 form must be evaluated.

In so doing, it must be noted that if the bid evaluation establishes that:

- (a) a person within the bidding entity is an employee of the State, the Electoral Commission's Accounting Officer/accounting authority must request the relevant accounting officer/accounting authority whether the person-
  - (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
  - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
- a. the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
- b. the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- c. the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

If it is established that a person has committed a transgression in terms of the above, or any other transgression of

SCM prescripts, the bid may be rejected and the person may be restricted.

The Electoral Commission's Accounting Officer/accounting authority must inform National Treasury of any action taken against a person within 30 days of implementing the action.

During the bid evaluation process, the Electoral Commission must in addition to other due diligence measures, establish if a person is not listed in-

- (a) the Register of Tender Defaulters; and
- (b) the list of restricted suppliers.

A bid related to a restricted bidder or tender defaulter shall be rejected.

The under-mentioned assessment criteria will be used to evaluate the elements relating to the bid submission, SBD4, CSD registration, tax compliance, restricted suppliers and tender defaulters:

Assessment Criteria	Bidder Requirement (YES/NO)	Comments
Bidder is tax compliant. *		
The bidder is not an employee of the state.		
Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act.		
Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		
The bidder is not a tender defaulter as per the register published on the National Treasury website.		
The bidder is not a restricted supplier as per the register published on the National Treasury website.		

\* A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification.

\*\* A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction No 9 of 2017/2018 Tax Compliance Status Verification.

## **Stage 2: Evaluation Based on Functionality**

Bids received in respect of this auction will be assessed/evaluated for compliance with technical specifications/functionality in accordance with the following evaluation criteria:

Key requirements for evaluation.

NB: If the answer is NO to any of the Phase one (1) or Phase two (2) questions, the bid proposal will be disqualified.

<b>AUCTION NUMBER:</b>		
<b>Bidder:</b>	<b>Ranked:</b>	

Criteria	YES	NO	Comments
<b>PHASE ONE (1)</b>			
1. Did the bidder bid online (eProcurement) as required?			
2. Is the B5 envelope sample submitted as required, i.e. <i>within the required time frame (section 11)</i>			
3. Is the C5 envelope sample submitted as required, i.e. <i>within the required time frame (section 11)</i>			
<b>PHASE ONE OUTCOME</b>	<b>QUALIFIES</b>	<b>DISQUALIFIED</b>	<b>Comments</b>

<b>PHASE TWO – B5 ENVELOPE</b>	YES	NO	Comments
1. Is the envelope windowless type? <i>(section 2)</i>			
2. Is the envelope size 176mm x 250mm? <i>(section 2)</i>			
3. Is the envelope peel and seal to permit sealing when closed? <i>(section 2)</i>			



PHASE TWO – B5 ENVELOPE	YES	NO	Comments
4. Is the colour of the envelope white? <i>(section 2)</i>			
5. Does printing on the envelope demonstrate the required capability? <i>(section 11)</i>			

C5 ENVELOPE	YES	NO	COMMENTS
1. Is the envelope windowless type? <i>(section 2)</i>			
2. Is the envelope size 162mm x 229mm? <i>(section 2)</i>			
3. Is the envelope peel and seal to permit sealing when closed? <i>(section 2)</i>			
4. Is the colour of the envelope white? <i>(section 2)</i>			
5. Does printing on the envelope demonstrate the required capability? <i>(section 11)</i>			
EVALUATION COMMITTEE RESULT/ OUTCOME	QUALIFIES	DISQUALIFIED	
STAGE THREE: Adjudication of Qualifying and Acceptable Bids			

### **Phase Three (3): Bid Adjudication Process**

Bids will be adjudicated as set out below.

Phase Three (3) – Adjudication of Bids
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Only bids that comply with the requirements and conditions of the auction and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid.

Only bids that comply with the requirements and conditions of the auction and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.

Acceptable bids must be market related.

This bid is deemed not to exceed R50 million including VAT.

Therefore, the 80/20 preference point system (PPPFA scoring) in terms of the Preferential Procurement Policy Framework Act, 2005 (PPPFA) and the Preferential Procurement Regulations, 2022 shall apply in the adjudication process of this auction where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as set out in the auction detail.

**Failure to submit the required supporting documents for preference claims will lead to zero (0) points for the claim.**

Bid Evaluation Committee Member	Sign Off	
	Signature	Date