



SOUTH AFRICA

**ELECTORAL COMMISSION
BID SPECIFICATIONS
SECURITY AUTHENTICATION STAMPS - SELF INKING
AUCTION NUMBER: 0010558743**

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

ITEM DESCRIPTION: SECURITY AUTHENTICATION STAMPS - SELF INKING

1. BACKGROUND

- 1.1. The Electoral Commission is desirous to procure **Security Authentication Stamps - Self Inking**.
- 1.2. Bidders will be required to submit a sample and a written proposal for evaluation purposes.
- 1.3. Samples will not be returned to bidders at any point.
- 1.4. Bidders must be registered and approved on Electoral Commission eProcurement system (<https://votaquotes.elections.org.za>) to place a bid online.
- 1.5. A briefing session is scheduled for:
 - Date – 10 March 2026
 - Time – 11:00
 - Venue – 1303 Heuwel Avenue, Election House,
Riverside Office Park, Centurion

2. ITEM SPECIFICATIONS

General specifications for the required items are herewith provided below. Bidders are free to develop and submit designs within the parameters of these specifications. Bidders are to ensure that their bid submissions for goods or services offered do not infringe on any third-party rights, inclusive of proprietary rights. Propriety and intellectual property rights of the Electoral Commission is vested in goods/services provided to it which was developed and manufactured for election specific purposes. In the event of any infringement the bidder or service provider awarded a contract will be held liable.

The **Security Authentication Stamp – Self Inking** must have the following features:

- 2.1. Self-inking with an internal ink and an integrated stamp pad.
- 2.2. The shape of the stamp face (i.e. text plate) must be hexagon (see section 18 for illustration).
- 2.3. The design must incorporate the Electoral Commission logo.
- 2.4. Serial numbers must have at least nine (9) characters of which one (1) must be a special character.
- 2.5. The security authentication stamp must have concealed (hidden) security features which cannot be easily recognized with a naked eye.
- 2.6. The security authentication stamp face dimensions must be 40mm and 24mm (with a tolerance of 1mm on either side).
- 2.7. The security authentication stamp must have a simple and precise press and release action, allowing for quick and repeated stamping, suitable for high volume stamping.
- 2.8. The stamp must be of good quality and leak-proof, that is, it must not leak during delivery and storage.
- 2.9. The individual security authentication stamp must be able to do 1,000 precise and clear impressions.

- 2.10. The stamp handle to be made of plastic, wood or any recyclable material – metal will not be accepted.
- 2.11. Individual security authentication stamps must be securely packed in individual small boxes.
- 2.12. Each individual small box must be sealed with a visible adhesive tamper evident seal, with a unique serial number matching the stamp serial number, for tracking purposes.
- 2.13. Each unique serial number must be scannable.

NOTE: The final features of the stamp, along with the unique serial numbers, will be determined by the Electoral Commission at the time of concluding a contract with the successful bidder.

3. COLOUR

- 3.1. The ink color must be black.

4. WRITTEN PROPOSAL REQUIREMENTS

- 4.1. In view of the security requirements relating to this item, only bids from established stamp suppliers will be considered.
- 4.2. The bidder must have direct control over the product design and production process for the security authentication stamp - self inking and its security features.
- 4.3. The bidder must provide a letter explaining in general terms the proposed security features to be included in the stamp design and the expected shelf life. This letter must accompany the sample referred to in sections 11 and 12.
- 4.4. The final design and features of the security authentication stamp - self inking will be determined by the Electoral Commission in conjunction with the service provider.

It is important to note that the packaging materials including pallets remain the property of the Electoral Commission after delivery.

5. QUANTITY

Total quantity of **245,000** individual security authentication stamps – self-inking is required.

6. DELIVERY DATE AND LOCATION

- 6.1. Delivery of goods to the selected Electoral Commission warehouse must be completed not later than **30 July 2026**.
- 6.2. Deliveries to the Electoral Commission warehouse should be made from Monday to Friday during office working hours (08:30-17:00).
- 6.3. The required point of delivery is the Electoral Commission warehouse as per Section 19.
- 6.4. Prior notification must be given to ensure availability of receiving staff. The service provider must notify the appropriate Electoral Commission contact person of the delivery schedule and intended times of delivery, as per Section 19.
- 6.5. Deliveries must be made in the name of the service provider – no third-party deliveries will be accepted.
- 6.6. Partial deliveries will not be accepted unless prior agreement and approval by the Electoral Commission.
- 6.7. Late deliveries will not be accepted nor paid for.

7. PACKAGING AND PREPARATIONS FOR DISPATCH

The security authentication stamp – self inking must be packed for delivery as follows, to facilitate handling and storage:

- 7.1. The stamp must be securely packed in individual small boxes.

- 7.2. The small boxes must be sealed with a separate adhesive tamper evident seal.
- 7.3. Individual small boxes must be packed in cardboard boxes containing 1,000 units and, thereafter, be packed in cartons of the service provider's choice. The cartons must then be stacked on 1,000mm X 1,200mm four-way entry single sided pallets and strapped to the pallet.
- 7.4. Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- 7.5. The pallets must be clearly labeled indicating:
 - 7.5.1. Contents: **SECURITY AUTHENTICATION STAMP - SELF-INKING**
 - 7.5.2. Quantity
 - 7.5.3. Weight
 - 7.5.4. Service provider's details.
- 7.6. Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.
- 7.7. Strict attention must be paid to stable and secure packaging to withstand the rigors of transportation by road.
- 7.8. It is important to note that the packaging materials including pallets remain the property of the Electoral Commission after delivery.

8. QUALITY CONTROL

- 8.1. The Electoral Commission reserves the right to conduct inspections at the service provider's premises for quality and adherence to bid specifications during production and before deliveries.
- 8.2. 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.

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

9. COSTING AND PRICING

- 9.1. Bidders must take care to estimate and calculate their costs and prices correctly before placing a bid on the system.
- 9.2. 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 (e.g., R50.00 instead of R5,000.00).
- 9.3. Bids must be placed for the correct unit of measure, i.e. “per security authentic stamp – self inking”.
- 9.4. All prices must include VAT.
- 9.5. Amounts/total cost must include all variables involved in the production of this item. Service providers must note that prices cannot be negotiated or amended after auction closure.
- 9.6. Amounts on the auction and/or official purchase order will be considered as the final and total price and thus cannot be amended/changed at any given time by the service provider during and after the service has been rendered.
- 9.7. Prices must include delivery of the specified quantities to the specified sites as per Section 19.

Important note: The cost of packaging and delivery must be included in the bid price and all packaging materials (including pallets) remain the property of the Electoral Commission after delivery.

10. DURATION OF THE CONTRACT

The contract for the supply and delivery of the security authentication stamps – self inking as per this bid is a ‘once off’ requirement.

11. TECHNICAL EVALUATION OF SAMPLES AND WRITTEN PROPOSAL

Before a contract is entered into with any service provider that service provider will be required to prove conformance of the offered goods to the stated specification.

- 11.1. The Electoral Commission reserves the right to inspect samples or examples of the offered materials to establish conformance before awarding an order.
- 11.2. For evaluation purposes, all bidders will be required to submit a sample and a written proposal for inspection and testing by the Electoral Commission as part of their bid submission. Note that reminders will not be sent out by the Electoral Commission – and it remains the responsibility of bidders to submit their samples.
- 11.3. The sample must conform to the bid specifications as set out in sections 2, 3 and 4.
- 11.4. The sample must demonstrate the quality of materials to be used by the service provider to meet the bid specifications, especially the proposed security feature(s).
- 11.5. In view of the security requirements relating to this item, only bids from stamp manufacturing service providers will be considered. That is, the service provider must have direct and complete control over the manufacturing process for the security authentication stamp – self inking and its security features.
- 11.6. The individual small packaging box and the seal must be demonstrated, as specified in section 7.
- 11.7. The sample need not necessarily contain the exact final stamp design, as this will be determined as part of the service level agreement. However, the individual small

packaging box and the separate adhesive tamper evident seal must be demonstrated in the sample.

- 11.8. Bidders must submit a letter with the sample, explaining the features of the security authentication stamp - self inking, including the expected shelf life of the product.
- 11.9. The samples will be stringently tested for quality compliance to specifications and will not be returned to bidders.
- 11.10. The contract will be awarded to a successful bidder as per the terms and of the bid and whose sample conforms to the bid specifications.
- 11.11. Bids must be placed online not later than the closing date and time as stipulated on the eProcurement system.
- 11.12. Written proposals and samples must be submitted not later than closing date and time as stipulated on the eProcurement system.
- 11.13. Failure to submit a sample and the required written proposal within the specified period will exclude that service provider from further consideration.
- 11.14. No late written proposals and samples will be considered.
- 11.15. The written proposals and samples must be delivered directly to:

Supply Chain Management (SCM)

Election House

Riverside Office Park

1303 Heuwel Avenue

Centurion

Tel : (012) 622-5550/5700

- 11.16. 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.

11.17. The samples will be stringently tested for quality compliance to specifications and will not be returned to bidders at any point.

11.18. The contract will be awarded to a successful bidder in terms of the auction conditions and whose sample conforms to the auction specifications and ability to deliver as well as the provisions of the Preferential Procurement Policy Framework Act 2000 and the Electoral Commission's supply chain management policies that apply.

11.19. Successful bidders shall be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before a contract is awarded.

12. ADDITIONAL REQUIREMENTS: SERVICE PROVIDER INDUSTRY

12.1. It will be necessary for the successful bidder to develop production strategies to ensure successful performance of the work.

12.2. Therefore, bidders on this auction must be established operators in the relevant industry and/or have direct control over the product design and production process, i.e. stamp manufacturing, either as a stamp component producer or text plate manufacturer/designer. Such confirmation must be included in the written proposal, along with the bidder's production location.

12.3. Bidders are required to provide (in their written proposal) evidence of prior expertise and experience consisting of the following:

12.3.1. Details – including scope / scale and value of previous projects of the designing and manufacturing of a security stamp.

12.3.2. The Electoral Commission will use the detail provided in the written submission together with the sample and any due diligence audit provisions and other

information at its disposal to determine compliance of any prospective service provider with the Electoral Commission's requirements.

- 12.4. Because of the stringent control over the product design and production process, sub-contracting is not allowed. Bidders must be established operators in the relevant industry and/or have direct control over the product design and production process.
- 12.5. The Electoral Commission will use the details provided in the written submission/proposal together with the sample and any due diligence audit provisions and other information at its disposal to determine compliance of any prospective service provider with the Electoral Commission's requirements.

13. POST EVALUATION ACTIVITIES/DUE DILIGENCE AUDIT

- 13.1. Before the contract is awarded, the recommended service provider will be subjected to due diligence audit requirements of the Electoral Commission.
- 13.2. A due diligence audit will be conducted at the recommended bidder's premises including the manufacturing facility.
- 13.3. Due diligence audit will include, but not limited to, site inspection where items will be manufactured, packaged, and dispatched as well as viewing of equipment and machinery.

14. SERVICE PROVIDER PERFORMANCE

- 14.1. Before a contract is awarded the successful bidder will be required to enter into a service level agreement (SLA) with the Electoral Commission.
- 14.2. 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.
- 14.3. The SLA will contain elements such as service provider's progress milestones, delivery schedules, quality checkpoints and invoicing procedures.

- 14.4. The Electoral Commission reserves the right to reject any deliveries not conforming to the above, including damaged units/parcels.
- 14.5. 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.

15. DELIVERY NOTES

- 15.1. Bidders must take note that a proper delivery note system is crucial.
- 15.2. The delivery notes must be signed by both the service provider and the Electoral Commission's warehouse receiving staff.
- 15.3. Deliveries will not be accepted at the warehouse 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.
- 15.4. Deliveries must be made in the name of the service provider – no third-party deliveries will be accepted.

15.5. The Electoral Commission will not accept waybills as delivery notes.

16. PAYMENT

16.1. No payment will be made by the Electoral Commission before the required goods and services have been delivered according to the bid specifications.

16.2. No payment will be made without an original invoice and copies of signed delivery notes.

16.3. No payment will be processed before full delivery is completed and accepted.

16.4. 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.

17. TECHNICAL ENQUIRIES

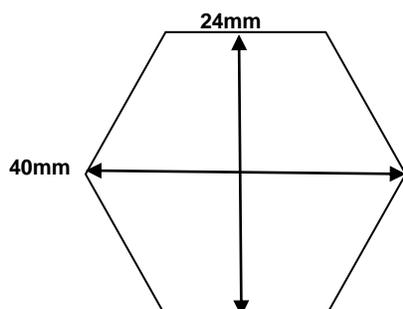
All enquiries regarding this bid must be submitted exclusively through the VotaQuotes platform. This requirement supports the principles of fairness, openness, and transparency in the procurement process. All questions and the official responses will be published on the public VotaQuotes website (www.votaquotes.elections.org.za) where the bid is advertised.

Bidders are responsible for regularly monitoring the platform for any updates, clarifications, or additional information published during the bidding period.

No telephonic, email, or other forms of communication regarding bid enquiries will be accepted or responded to.

An enquiry cut-off date applies to all bids. The final date and time for submitting enquiries is published on the VotaQuotes platform under the specific bid listing.

18. SECURITY AUTHENTICATION STAMPS - SELF INKING ILLUSTRATION



19. ELECTORAL COMMISSION WAREHOUSE AND CONTACT NUMBERS SECURITY AUTHENTICATION STAMP – SELF INKING

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	QUANTITY (Stamps)
National Warehouse	288 Kwanbi Crescent Icon Industrial Park Sunderland Ridge Centurion	Robert Niemack / Vusi Langa	012 666-7283 012 622-5201	245,000

The above delivery address is subject to change. The warehouse will, however, be located in central Gauteng.

20. SUMMARY OF BID SUBMISSION REQUIREMENTS

Bidders should use the checklist provided below to ensure that their bid proposals are comprehensive and that it covers in detail each and every aspect of the requirements to be assessed during the bid evaluation process.

It remains the sole responsibility of every bidder to thoroughly scrutinise the entire document and to ensure that all requirements in terms of this bid specifications are complied with.

Failure to do so may lead to the tender submission being disqualified!

	REQUIREMENT (Does the bid proposal cover the following)	REFERENCE SECTION	CHECK
1	Letter explaining the features of the security authentication stamp - self inking, including the expected shelf life of the product	section 4.3	
2	Written confirmation of the bidder's establishment in the relevant industry, i.e. stamp manufacturing.	section 4.2 & 12.2	
3	Written explanation of the bidder's capacity and ability to produce the design and control the production process.	section 12.2	
4	Evidence of prior expertise and experience consisting of the following: <ul style="list-style-type: none"> o Details – including scope / scale and value of previous projects of similar nature, specifically design and production of stamps. 	section 12.3	

21. 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.
- (b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004.
- (c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- (d) 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
1	Bidder is registered on the National Treasury Central Supplier Database (CSD)*.		
2	Bidder is tax compliant.**		
3	The bidder is not an employee of the state.		
4	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.		
5	Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		
6	The bidder is not a tender defaulter as per the register published on the National Treasury website.		
7	The bidder is not a restricted supplier as per the register published on the National Treasury website.		

* No bid shall be accepted if a supplier is not registered on the National Treasury Central Supplier Database (CSD).

** A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder's tax affairs remain non-compliant as per the provisions of National Treasury Instruction No 09 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.

If the answer is NO to any of the questions the bid will be disqualified.

* Any bid that fails to meet the criteria for functionality will be regarded as unacceptable and set aside/disqualified.

EVALUATION CRITERIA – SECURITY AUTHENTICATION STAMP – SELF INKING			
Criteria	YES	NO	Comments
STAGE ONE			
KEY REQUIREMENTS FOR EVALUATION (If the answer is NO to any of the questions, the bid is disqualified).			
1. Did the service provider bid on the auction?			
2. Was the stamp sample submitted as required? (Within the required time frame) (section 11)			
3. Is the letter containing the security features submitted? (Section 4 & 11)			
4. Is the service provider established in the relevant industry? (Section 4 & 12)			
5. Does the written explanation include the bidder's capacity/ability to produce the design and control the product design and production process submitted? (Section 4 & 12)			
6. Did the bidder provide (in the written proposal) evidence of prior expertise and experience? (Section 12)			
PHASE ONE OUTCOME	QUALIFIES	DISQUALIFIES	COMMENTS

STAGE TWO	YES	NO	Comments
1. Is the Security authentication stamp self-inking with an internal ink and an integrated stamp pad? (Section 2)			
2. Is the stamp sample face (text plate) hexagon shape? (Section 2)			
3. Does the stamp sample have serial numbers with at least nine (9) characters of which one (1) must be a special character? (Section 2)			
4. Does the stamp sample contain concealed (hidden) security features which cannot be easily recognized with naked eye? (Section 2)			
5. Is the stamp sample measures a length of 40mm and a height of 24mm as demonstrated in section 18, with a permissible tolerance of 1mm on either side? (Section 2 and 18).			
6. Is the stamp sample simple, precise and provides a press and release action with good quality? (Section 2)			
7. Is the stamp sample leak proof? (Section 2)			
8. Is the handle of the stamp made of plastic, wood, or any recyclable material? (Section 2)			
9. Is the sample securely packed in an individual small packaging box? (Section 2)			
10. Are the small boxes sealed with a visible adhesive tamper evident seal, with a unique serial number? (Section 2)			
11. Is the box serial number matching the stamp serial number? (Section 2)			

FINAL RESULT	QUALIFIES	DISQUALIFIED

Stage 3: Bid Adjudication Process

Bids will be adjudicated as set out below.

Stage 3 – Adjudication of Bids

Only bids that comply with the requirements and conditions of the bid 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 follows:

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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

Bid Evaluation Committee (BEC) Member	Sign Off	
	Signature	Date
