



SOUTH AFRICA

**BID SPECIFICATIONS FOR
COLLAPSIBLE DOCUMENT STORAGE BOXES WITH LID
ePROCUREMENT AUCTION NUMBER: 0010549398**

Bidders are strongly advised to print and thoroughly review this document to ensure full compliance with the requirements and to retain it for future reference!

1. ITEM DESCRIPTION: COLLAPSIBLE DOCUMENT STORAGE BOXES WITH LID

The Electoral Commission is desirous to procure the following items:

- 1.1. Collapsible Document Storage Boxes with Lid.
- 1.2. Note that all the samples submitted will not be returned to bidders after the award.
- 1.3. Bidders must be registered and approved on IEC's eProcurement system (<https://votaquotes.elections.org.za>) in order to place a bid online.
- 1.4. A non-compulsory briefing session is scheduled for:
 - Date – 16 July 2025
 - Time – 11:00
 - Venue – 1303 Heuwel Avenue, Election House, Riverside Park, Centurion

2. ITEM SPECIFICATION

- 2.1. The collapsible document storage box with lid must be made of **corrugated cardboard**, with lid attached to the box.
- 2.2. The collapsible document storage box with lid, colour must be Buff Brown.
- 2.3. The collapsible document storage box with lid must be manufactured of a corrugated single wall cardboard class: 140Liner / 112 Flute.
- 2.4. The collapsible document storage box with lid must be supplied in a **flat form**, consisting of a base and a matching lid, and ready for easy assembly at the point of use.
- 2.5. The collapsible document storage box with lid must have double side layers, with cut-out carrying handles.
- 2.6. The cut-out carrying handles should be approximately 10cm x 4cm (a tolerance of 2cm is permitted in either dimension).
- 2.7. The cut-out carrying handles must be positioned in the center of the width and approximately 6cm from the top (a tolerance of 1cm is permitted in either dimension).
- 2.8. Each collapsible document storage box with lid must be a single piece when flat with no loose liners and must have a double layer bottom when assembled.
- 2.9. The collapsible document storage box with lid must carry clear and simple assembly instructions and/or diagrams printed on the box surface, example not loose leaflets.
- 2.10. The collapsible document storage box with lid must be strong enough to carry a minimum weight of 20kg.

3. DIMENSIONS

- 3.1 The dimension of the collapsible document storage box must be 43 cm (L) X 33 cm (W) X 25 cm (H) with a tolerance of 10mm permitted in either dimension.

4. PRINTING REQUIREMENTS

- 4.1. Each box must have clear and simple assembly instructions and/or diagrams printed on the box surface.

5. QUANTITY REQUIRED

- 5.1. The required quantity of collapsible document storage box is **84,000** Individual boxes.

6. DELIVERY LOCATION AND DATE

- 6.1. Deliveries of goods to the selected Electoral Commission Warehouses must be completed no later than **02 February 2026**.
- 6.2. Deliveries to the Electoral Commission warehouses should be made during working hours (08h30-17h00).
- 6.3. The required point of delivery is the Electoral Commission warehouses as per Section 18.
- 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 18.

- 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.
- 6.8. Bidders must take note that a proper delivery notes system is crucial.
- 6.9. The bid price must include delivery of the specified quantities to the specified sites as per Section 7 and 18.
- 6.10. The delivery notes must be signed by both the service provider and the warehouse receiving staff.
- 6.11. Deliveries will not be accepted at the warehouse if delivery notes do not clearly state the name of the service provider, quantity of the items delivered, that is number of pallets, boxes/bottles and actual quantities delivered.

NB: No deliveries will be accepted without submission of signed delivery notes, and Waybills will not be accepted as delivery notes.

7. COSTING AND BIDDING

- 7.1. Bidders must take care to estimate and calculate their costs and prices correctly before placing a bid on the Electoral Commission's eProcurement system.
- 7.2. 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 (example R50 instead of R5,000).
- 7.3. All prices must include VAT.
- 7.4. 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.
- 7.5. Amounts/total cost must include all variables involved in the production of the items.
- 7.6. 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.
- 7.7. Bids must be placed for the correct unit of measure, that is "per box".
- 7.8. NB: Bidders must note that 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.

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 specifications before deliveries are made.
- 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 specification.

9. PACKAGING AND PREPARATIONS FOR DISPATCH

- 9.1. The collapsible document storage box with lid must be securely strapped in **packs of 20**, each pack consisting of 20 boxes or alternative packaging as agreed to by the Electoral Commission.
- 9.2. The packs (each containing 20 boxes) must then be stacked on (1,000mm x 1,200mm four-way entry single sided pallets), and strapped to the pallet.
- 9.3. Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- 9.4. **Strict attention must be paid to stable and secure packaging to withstand the rigors of transportation by road, safe and stable storage.**
- 9.5. The pallets must be clearly labeled with green A4 label indicating stating the following:

✓ Contents: **Collapsible Document Storage Box**

✓ Weight

✓ Bidder's details

9.6. Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.

10. DURATION

10.1. The contract for the supply and delivery of the Collapsible Document Storage Boxes with Lid as per this auction is a 'once off' requirement.

11. SUPPLIER PERFORMANCE

11.1. Contracting of any service provider to render goods and/or services to the Electoral Commission are subject to the fulfillment of the Electoral Commission's due diligence audit requirements.

11.2. An essential component of the Electoral Commission's due diligence audit requirements may involve site visits to potential suppliers/contractors as well as inspection of various key documents underpinning the establishment of the companies involved in bids of the Electoral Commission. This also includes confirmation of capability and capacity as well as ability to execute the services specified in such bids.

11.3. Upon notification of the Electoral Commission's intention to award a contract, the successful bidder may be required to enter into a service level agreement (SLA/contract) with the Electoral Commission.

- 11.4. The purpose of the SLA (if applicable other than what the Electoral Commission's standard purchase orders provide for) is to fix performance criteria within the key requirements of this auction, namely quantity, quality and delivery.
- 11.5. The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 11.6. The Electoral Commission reserves the right to reject any services delivered not conforming to the above, including damaged units/parcels.
- 11.7. Where previously agreed delivery schedules are not met by a supplier, the Electoral Commission shall have the right to appoint an alternative supplier to make good the shortfall in supply. Any additional costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting supplier.

12. PAYMENT

- 12.1 No payment will be made by the Electoral Commission before a service has been rendered.
- 12.2 No payment will be made without an original invoice and copies of signed delivery notes.
- 12.3 No payment will be processed before delivery is completed and accepted.
- 12.4 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.

13. TECHNICAL EVALUATION OF SAMPLES

- 13.1. Before an order is placed with any service provider that service provider will be required to prove conformance of the offered goods to the stated specification.
- 13.2. The Electoral Commission reserves to inspect samples of the offered materials to establish conformance before awarding an order.
- 13.3. The Electoral Commission, furthermore, also reserves the right to consider at its sole discretion alternative options to exact specifications outlined in the auction. 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 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.
- 13.4. For evaluation purposes, **ALL SERVICE PROVIDER'S ON THIS AUCTION** who have placed a bid will be required to submit a sample 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 service provider to submit the sample.**

- 13.5. **The sample must conform to the auction specifications as set out in sections 1, 2, 3 and 4 above.**
- 13.6. **The sample must be full size, correct colour and dimensions as stated in sections 1, 2, 3 and 4 above. The sample must be made of the specified materials and components for use in full scale manufacture but need not carry the exact proposed Electoral Commission printing as per section 4. The sample must, however, demonstrate the service provider's ability to print on a cardboard.**
- 13.7. Bids must be placed online by not later than the stipulated date and time on eProcurement system.
- 13.8. Written proposals and samples must be submitted not later than the date and time as stipulated on eProcurement system.
- 13.9. Failure to submit a sample within the specified period will exclude that service provider from further consideration.
- 13.10. No late samples will be considered.
- 13.11. The samples must be delivered directly to:

**Electoral Commission
Procurement and Asset Management Department
Riverside Office Park
Election House
1303 Heuwel Avenue
Centurion
Tel: (012) 622 - 5550**

- 13.12. Samples should be clearly marked with the name of the submitting service provider and the auction number, to avoid loss or confusion. The Electoral Commission takes no responsibility for unmarked samples.
- 13.13. The samples will be stringently tested for quality compliance to specifications and will not be returned to service providers.
- 13.14. Successful service provider may be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before an official purchase order is issued.

14. ADDITIONAL REQUIREMENTS: SERVICE PROVIDER INDUSTRY AND WRITTEN PROPOSAL

- 14.1 It will be necessary for the successful service provider to develop production strategies to ensure successful performance of the work.
- 14.2 Therefore, bidders on this auction must be established operators in the relevant industry. For the purpose of this requirement, established operators refers to existing entities with the ability and capability to render a service of this magnitude. Such confirmation must be included in the written proposal.
- 14.3 **Sub-contracting will not be permitted.**
- 14.4 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.

15. POST EVALUATION ACTIVITIES

- 15.1. Before the auction is awarded, the recommended service provider(s) will be subjected to due diligence audit requirements of the Electoral Commission.
- 15.2. A due diligence audit will be conducted at the recommended service providers premises
- 15.3. The due diligence audit will include, but not limited to, site inspection where items will be manufactured, packaged and dispatched, and viewing of equipment and machinery.
- 15.4. The Electoral Commission will enter into a Service level agreement with the successful bidder.

16. RECYCLING

- 16.1. The collapsible document storage boxes are intended to be recycled after use where possible.
- 16.2. To encourage recycling, the universal recycling symbol must be printed on the items.
- 16.3. Printed size of the symbol to be approximately 30mm x 30mm.



17. ALL ENQUIRIES

Attention: Yash Sookan

Election House
Riverside Office Park
1303 Heuwel Avenue
Centurion, 0157
Tel: (012) 622-5700
eMail: Sookany@elections.org.za

18. ELECTORAL COMMISSION WAREHOUSES AND CONTACT NUMBERS: COLLAPSIBLE STORAGE BOXES

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	QUANTITIES
Eastern Cape Warehouse	Farm 923, Portion 2; Buffalo Pass, Collondale, East London	Busi Mlola Kamo Modibe	043 736 4004 043 736 4025 043 736 4058	14,900
Free State Warehouse	50 Monument Road, Uitsig Bloemfontein	Mbekokazi Hume Edward Macala	051 447 3543	5,300
Gauteng Warehouse	Unit B2 60 First Street, Gold Reef Industrial Park, Booyens Reserve	Moipone Hlokotsi Kabelo Khabane	011 496 1725 011 496 1784	11,700
Kwazulu-Natal Warehouse	41 Ashfield Close, Springfield Park, Durban	Mongezi Khumalo Bongani Bukhosini Dumisane Mbuli	031 579 4829 031 579 4206 031 579 5404	17,800
Mpumalanga Warehouse	9 Blackberry Blvd Riverside Park Ext 22, Nelspruit	Thuli Mbethe Lucky Leyane	013 754 0200	6,000
Northern Cape Warehouse	13 Elliott Street, Kimberley	Thuso Phokojoe Sarah Ubisi Awie Seekoei	053 838 5000 053 838 5029	2,300
Limpopo Warehouse	25 Hyacinth Street Unit 5 Corporate Park Polokwane	Tendani Maselele Dan Magalatshetshe	015 292 0152 015 292 0149	10,400
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	5,700
Western Cape Warehouse	95 Bofors Circle Epping Industrial Epping 2 Cape Town	Philip Verlaat Vukile Ndyalivani	021 951 3350	5,900
Central Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack	012 646 1017 012 622 5201	4,000
			TOTAL	84,000

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

Bid Specifications for the Logistics Division.

19. ILLUSTRATION

Note: The images are for illustration purposes only. The final product/box will not have a hole in the lid.



20. BID EVALUATION PROCESS

BID EVALUATION CRITERIA

NAME OF BIDDER:BID REFERENCE NUMBER:

Stage 1: Assessment of 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 maybe 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 bid 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 CEO 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 CEO 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 SBD4 and 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.		

	Assessment Criteria	Bidder Requirement (YES/NO*)	Comments
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 remains 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.

BID EVALUATION CRITERIA – FUNCTIONALITY COLLAPSIBLE DOCUMENT STORAGE BOX WITH LID

Criteria	YES	NO	Comments
PHASE ONE			
1. Did the service provider bid on the auction? (Section 1)			
2. Was the sample submitted as required, example <i>within the required time frame</i> ? (Section 13)			
3. Is the written proposal and explanation of the capacity/ability to control the product design and production process submitted? (Section 13 and 14)			
4. Is the Service provider established in the relevant industry and/or have direct control over the product design and production process? (Section 14)			
PHASE ONE OUTCOME	QUALIFIED	DISQUALIFIED	Comments

PHASE TWO	YES	NO	Comments
5. Is the samples made of corrugated cardboard, with lid attached to the box? (Section 2)			
6. is the sample manufactured of a corrugated single wall cardboard class: 140Liner / 112 Flute? (Section 2)			
7. Is the samples supplied in a flat form consisting of a base and a matching lid, ready for easy assembly at the point of use? (Section 2)			

PHASE TWO	YES	NO	Comments
8. Does the box have a double side layers, with cut-out carrying handles? (Section 2)			
9. Are the cut-out carrying handles dimensions approximately 10cm x 4cm? A tolerance of 2cm permitted. (Section 2)			
10. Are the cut-out carrying handles positioned in the center of the width and approximately 6cm from the top? (1cm tolerance is permitted). (Section 2)			
11. Are the boxes with lids a single piece when flat with no loose liners? (Section 2)			
12. Does the box have a double layer bottom when assembled? (Section 2)			
13. Does the box have clear and simple assembly instructions and/or diagrams? (Section 2)			
14. Are the boxes dimension 60cm (L) X 45cm (W) X 30cm (H)? A tolerance of 10mm permitted. (Section 3)			
15. Are the boxes strong enough to carry a minimum weight of 20kg? (Section 2)			
12. Is the base material colour buff brown? (Section 2)			

FINAL RESULT	QUALIFIES	DISQUALIFIED

Stage 3: Bid Adjudication Process

Bids will be adjudicated as set out below.

Stage 3 – Adjudication of Bids	
<p>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.</p> <p>Acceptable bids must be market related.</p> <p>This bid is deemed not to exceed R50 million including VAT.</p> <p>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:</p>	
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

Bid Evaluation Committee	Sign Off	
	Signature	Date