



**ELECTORAL COMMISSION
BID SPECIFICATIONS
VOTING COMPARTMENTS
ePROCUREMENT AUCTION NUMBER:0010560508**

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

1. ITEM DESCRIPTION: VOTING COMPARTMENTS

The Electoral Commission is desirous to procure the following item:

- 1.1. Voting compartments in packs of three (3) to be used during the 2026/2027 local government elections (LGE 2026/2027).
- 1.2. It is important to note that samples submitted will not be returned to bidders after the award.
- 1.3. Bidders must be registered and approved on the Electoral Commission's eProcurement system (<https://votaquotes.elections.org.za>) to place a bid online.
- 1.4. A briefing session is scheduled for:

Date – 17 April 2026

Time – 11:00

Venue – 1303 Heuwel Avenue, Election House, Riverside Park, Centurion.

2. ITEM SPECIFICATION

- 2.1. General specifications for the required items are herewith provided. Bidders may develop and submit designs within the parameters of these specifications, proposed design, and illustration. Bidders are to ensure that their bid submissions do not infringe on any third-party rights, inclusive of proprietary rights. In the event of any infringement the bidder or service provider awarded a contract will be held liable.
- 2.2. Bidders acknowledge that the final agreed upon design, product and associated intellectual property in the development and manufacturing of the ballot box shall remain the exclusive property of the Electoral Commission for its election specific purposes, and where necessary the relevant non-disclosure agreements and clauses will be finalized during the contracting phase with the successful bidder.
- 2.3. **Specifications:**
 - 2.3.1 The voting compartments must be manufactured from cardboard material and must be sufficiently robust to withstand three (3) days of usage in a voting station.
 - 2.3.2 The voting compartments must be manufactured from white-faced recyclable fluted cardboard of a minimum thickness of 3mm with a permissible tolerance of 1mm and must be supplied in flat (collapsed) form.
 - 2.3.3 The voting compartments must be covered on three sides to ensure secrecy of the vote during voting – that is to the front, left and right of the voter.

2.3.4 The main writing surface must be large enough to comfortably accommodate marking of an A3-sized ballot paper.

2.3.5 In the case of the special voting compartment, the lower front section of the unit must provide space for the partial ingress of a wheelchair (that is, the front footrest section).

2.3.6 The voting compartments must be made from recyclable fluted cardboard material, to be as light as possible within the above limits and to be fully disposable.

2.4. For comparative purposes, the following material specification is suggested:

2.4.1 The voting compartments must be double walled cardboard, with white facings on both sides. Base material colour must be white.

2.4.2 Nominal grammage of 1,050 kgs per square metre.

2.4.3 Voting compartments must be supplied in flat form, capable of easy assembly.

2.4.4 The Voting Compartments must be made from disposable cardboard material to easily dispose after use.

2.5. Voting compartments are intended to provide:

- ✓ A writing surface where voters can mark their ballots, and
- ✓ A screen to shield their actions from the view of any other person in the vicinity.

2.5.1 Disabled voters must be provided for, by means of one special voting compartment with a lowered writing surface in each pack.

2.5.2 The voting compartments must be supplied in a pack of 3, sealed with correct combination of sizes. (Refer Section 3: Dimensions)

2.6. It is important to note that the unit of measure for bidding purposes is a pack of 3 voting compartments.

3. DIMENSIONS

The (standard and special) voting compartments must be designed to provide a stable writing surface and have the following dimensions:

3.1 STANDARD VOTING COMPARTMENT

The writing surface must be 1.0m (height) above the ground, to suit a standing person of average height.

The voting compartment must be between 1.7m and 1.8m in overall height.

The width of the voting compartments must be at least 0.6m.

Recommended minimum writing surface is 60cm wide x 50cm deep.

3.2 SPECIAL VOTING COMPARTMENT

The writing surface must be 0.8m (height) above the ground, to suit wheelchair voters.

The overall height of the unit must be 1.6m high.

The width of the voting compartments must be at least 0.6m.

Recommended minimum writing surface is 60cm wide x 50cm deep.

4. PRINTING REQUIREMENTS

- 4.1. The exterior panels of the voting compartment must be finished in white (white-faced cardboard) and printed with Electoral Commission logos and lettering, using the standard Electoral Commission colors (3-colour printing). The printing will range over the full surface of the box, except horizontal working surfaces, and will cover approximately one third of the area.
- 4.2. Assembly instructions and/or diagrams must be printed on the voting compartment.

It is important to note that the final design details will be provided by the Electoral Commission in electronic format at the time of the issuance of the official purchase order but will be substantially as per Section 19.

5. QUANTITY REQUIRED

- 5.1. The total quantity required of voting compartments must be **31,000** packs of 3 voting compartments that is **93,000** individual voting compartments.

6. DELIVERY LOCATION AND DATE

- 6.1. Delivery of voting compartments to the selected Electoral Commission Warehouses must be completed no later than **15 September 2026**.
- 6.2. Delivery to the Electoral Commission warehouses should be made during working hours (08h30-16h00) Monday to Friday.
- 6.3. The required point of delivery is the Electoral Commission warehouses as per Section 18.

- 6.4. 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. Partial delivery will not be accepted unless prior agreement and approval by the Electoral Commission.
- 6.6. Late deliveries will not be accepted nor paid for.
- 6.7. Prices must include delivery of the specified quantities to the specified sites as per Section 18.

7. COSTING AND PRICING

- 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 (for example R50 instead of R5,000).
- 7.3. All bid 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 pack of 3.
- 7.8. **NOTE:** It is important to note that the cost of packaging and delivery must be included in the bid price.

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

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

- 9.1. The voting compartments must be supplied in a pack of three (3) consisting of **two (2) standard** voting compartments and **one (1) special** voting compartment each, contained in a protective cardboard box, with at least 2 supportive strappings.

- 9.2. A protective cardboard packaging box must be between 1m – 1.3m in length and 0.6m - 0.7m width.
- 9.3. The protective cardboard packaging box must be able to be loaded into a small sedan or hatchback car.
- 9.4. The protective box must be labelled with the name of the service provider and the contents, namely: **“VOTING COMPARTMENTS: PACK OF 3”**.
- 9.5. The protective box containing the “packs of 3” must be supplied stacked on 1,000mm by 1,200mm Four Way Entry Single Sided pallets of suitable dimensions and strapped to the pallet.
- 9.6. Boxes and pallets must be clearly labelled.
- 9.7. Strict attention must be paid to stable and secure packaging to withstand the rigors of transportation by road.
- 9.8. Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- 9.9. Pallets must be shrink-wrapped to prevent contents shifting or falling during movement.
- 9.10. The pallets must be labeled with a green A4 label stating the following:
 - Contents: **VOTING COMPARTMENTS**
 - Quantities
 - Weight
 - Service provider’s details
- 9.11. Separate consignments must be packed and delivered for each provincial quantity allocation as shown in Section 18.

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

10. DURATION

10.1. The contract for the supply and delivery of the voting compartments – pack of 3 as per this tender is a once off requirement.

11. EVALUATION OF SAMPLES AND WRITTEN PROPOSALS

Before an order is placed with any service provider that service provider will be required to prove conformance of the goods offered to the stated specification.

11.1. The Electoral Commission reserves the right to inspect samples or examples of the materials offered to establish conformance before awarding a contract.

11.2. For bid evaluation purposes, all bidders who have submitted a bid for this auction will be required to submit a **sample** and a **written proposal** for inspection and testing by the Electoral Commission. Note that reminders will not be sent out by the Electoral Commission, and it remains the responsibility of bidders to submit the sample and the written proposal.

11.3. A sample consisting of a pack of 3 voting compartments must conform to the auction specifications as set out in sections 1, 2, 3 and 4 above.

11.4. The sample (voting compartments – pack of 3), correct colour and dimensions as stated in sections 2, 3 and 4. The sample must be made of the specified materials (that is fluted cardboard) and components for use in full-scale manufacture but need not carry the exact proposed Electoral

Commission printing. The sample must, however, demonstrate the service provider's ability to print on the voting compartments – pack of 3.

11.5. The sample (voting compartments – pack of 3) must be supplied in a protective cardboard box, with at least 2 supportive strappings.

11.6. Bids must be placed online by not later than the closing date and time as stipulated on the Electoral Commission's eProcurement system.

11.7. Sample (consisting of voting compartments – pack of 3) and the written proposal must be submitted not later than the closing date and time as stipulated on eProcurement system.

11.8. Failure to submit the sample and the required written proposal within the specified period will result in the disqualification of a bid.

11.9. No late samples and written proposal will be considered.

11.10. The samples and written proposal must be delivered directly to:

Election House; Riverside Office Park
Procurement and Asset Management Division
1303 Heuwel Avenue
Centurion, Pretoria

11.11. 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.

11.12. The samples will be stringently tested for quality compliance to specifications and will not be returned to service providers at any point.

11.13. A qualifying bidder(s) 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 is necessary for the successful service provider to develop production strategies to ensure successful performance of the work.

12.2. Therefore, bidders on this auction should be established operators in the relevant industry and/or have direct control over the product design and production process. Such confirmation must be included in the written proposal.

12.3. Because of the stringent control over the product design and production process, **sub-contracting is not preferred**. However, the Electoral Commission may, at its sole discretion, consider subcontracting on condition that the bidder has the necessary capacity and capability to execute the contract and that the bidder has the necessary proven experience to execute projects of this magnitude.

The subcontracting arrangement may be required to be a formal written contract that clearly defines the scope of work, deliverables, timelines, and performance specifications.

12.4. 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

- 13.1. Before the auction is awarded, the recommended service provider(s) will be subjected to due diligence audit requirements of the Electoral Commission.
- 13.2. A due diligence audit will be conducted at the recommended service providers' premises.
- 13.3. 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.

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 for

this tender for example or any other service provider able to deliver) to make good the shortfall in supply 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!

It is important to note that 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. PAYMENT

- 15.1. No payment will be made by the Electoral Commission before the required goods and services have been rendered successfully.
- 15.2. No payment will be made without an original invoice and copies of signed delivery notes.
- 15.3. No payment will be processed before delivery is completed and accepted.
- 15.4. 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.

16. RECYCLING

- 16.1. The voting compartments 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 must be 30mm x 30mm with a permissible tolerance of 2mm in either dimension.



17. ALL 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 telephone, email, or other forms of communication regarding bid enquiries will be accepted or responded to.

An enquiry cutoff 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.ELECTORAL COMMISSION WAREHOUSES DETAILS:

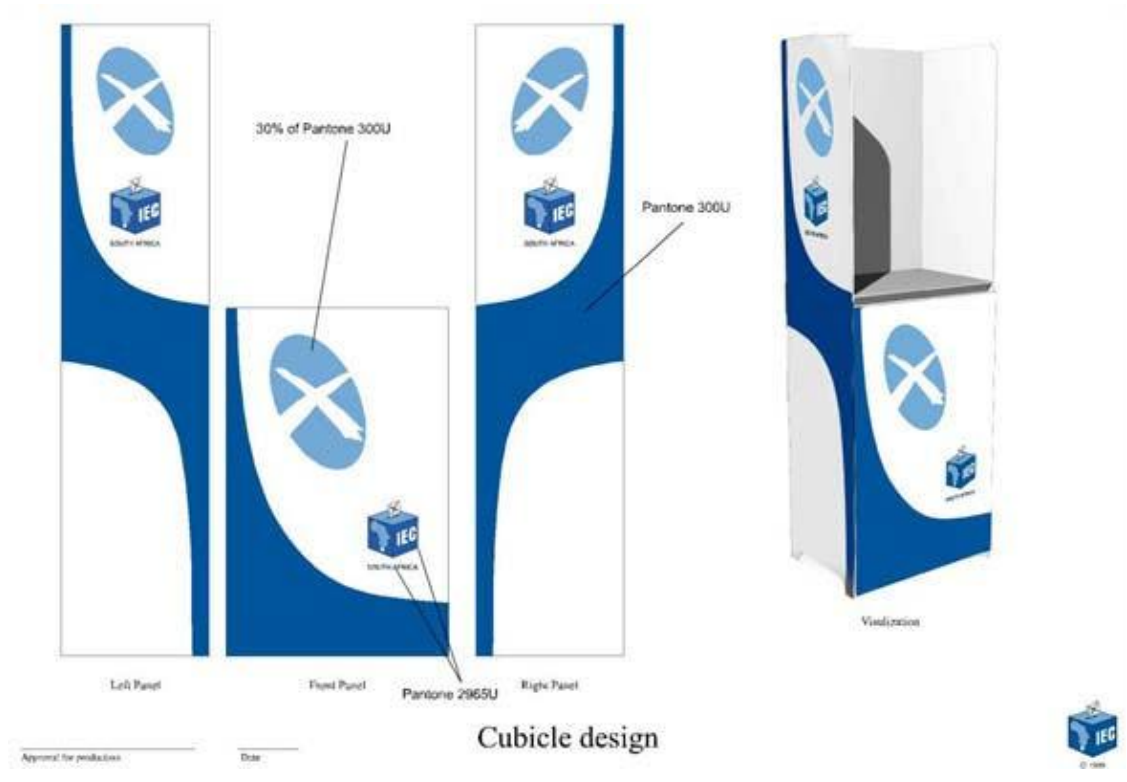
PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	QUANTITIES
Free State Warehouse	50 Monument Road Uitsig, Bloemfontein	Mbekokazi Hume Edward Macala	051 401 5002	2,200
Gauteng Warehouse	Unit B2 60 First Street Gold Reef Industrial Park; Booyens Reserve	Moipone Hlokotsi Kabelo Khabane	011 496 1725 011 496 1784 011 496 1070	6,500
Kwazulu-Natal Warehouse	41 Ashfield Close Springfield Park Durban	Mongezi Khumalo Bongani Bukhosini Bongani Thusi	031 279 2227 031 279 2228 031 279 2221	7,900
Mpumalanga Warehouse	9 Blackberry Blvd Riverside Park Ext 22 Nelspruit	Thuli Mbethe Lucky Leyane	013 757 1201 013 757 0621	2,500
Northern Cape Warehouse	13 Elliot Street Kimberley	Thuso Phokojoe Sarah Ubisi Awie Seekoei	053 838 5043 053 838 5032	900
Limpopo Warehouse	ERF20971,18 DANUTE CRESCENT ,N1 INDUSTRIAL PARK MAGNA VIA ,POLOKWANE .	Tendani Maselele Dan Magalatshetshe	015 292 0152 015 292 0149	4,000
North West Warehouse	Rizvi House 50/52 First Street (Corner First Street & Aerodrome Road) Industrial Sites, Mafikeng	Bogosi Judi Thato Mdali	018 381 4054 018 391 0800	2,300
Western Cape Warehouse	95 Bofors Circle Epping Industrial Epping 2; Cape Town	Philip Verlaat Vukile Ndyalivani	021 951 3350	3,000
Central Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack	012 646 1017	1,700

			TOTAL	31,000
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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.

19. ILLUSTRATION OF VOTING COMPARTMENTS

(THIS IS FOR DEMOSTRATION PURPOSES ONLY AS THE FINAL ARTWORK WILL BE SUPPLIED BY THE ELECTORAL COMMISSION TO THE SUCCESSFUL BIDDER)



- Navy = Pantone 2965u
- Midblue = Pantone 300u
- Light blue = 30% of pantone 300u

20. BID EVALUATION PROCESS

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.		
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.

It is important to note that if the answer is NO to any of the phase one or phase two questions, the bid will be disqualified.

Evaluation Criteria: Voting compartments			
Auction number:			
Bidder:			
PHASE ONE	YES	NO	COMMENTS
1. Did the service provider bid on the auction? (<i>Section 1</i>)			
2. Was the sample submitted as required, that is within the required time frame? (<i>Section 2</i>)			
3. Is the sample supplied “ flat in a collapsed form ” in a pack of three (3) consisting of two (2) standard voting compartments and one (1) special voting compartment, packaged in a protective cardboard box with at least two (2) supportive strappings? (<i>Section 2 & 11</i>)			
4. Is the written proposal submitted as per the required item specification? (<i>Section 11</i>)			
5. Is the written proposal explaining capacity/ability to control the product design and production process? (<i>Section 12</i>)			
PHASE ONE OUTCOME	QUALIFY	DISQUALIFIED	COMMENTS

PHASE TWO	YES	NO	COMMENTS
6. Is the size of the protective cardboard packaging box between 1.0 m – 1.3 m in length and 0.6m – 0.7m width? (<i>Section 9</i>)			
7. Is the packaging box able to be loaded into small sedan or hatchback car?			

8. Is the sample manufactured from white-faced recyclable fluted double walled (DBW) cardboard? Base material white <i>(Section 2)</i>			
9. Is the nominal grammage 1.050kgs/m ² ? <i>(Section 2)</i>			
10. Does the sample have assembly instructions and/ or diagrams printed on the items? <i>(Section 4)</i>			
STANDARD VOTING COMPARTMENT	YES	NO	COMMENTS
11. Writing surface above the ground (1.0m above the ground)? <i>(Section 3)</i>			
12. Overall height (between 1.7m and 1.8m)? <i>(Section 3)</i>			
13. Width (at least 0.6m)? <i>(Section 3)</i>			
14. Is the minimum writing surface 60cm wide x 50cm deep? <i>(Section 3)</i>			
SPECIAL VOTING COMPARTMENT	YES	NO	COMMENTS
15. Writing surface above the ground (0.8m above the ground)? <i>(Section 3)</i>			
16. Overall height (1.6m)? <i>(Section 3)</i>			
17. Width (at least 0.6m)? <i>(Section 3)</i>			
18. Is there space for the partial ingress of a wheelchair? <i>(Section 3)</i>			
19. Is the minimum writing surface 60cm wide x 50cm deep? <i>(Section 3)</i>			

FINAL RESULT	QUALIFY	DISQUALIFIED

Stage 3: Bid Adjudication Process

Bids will be adjudicated as set out below.

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)	Sign Off	
	Signature	Date