



SOUTH AFRICA

**ELECTORAL COMMISSION
BID SPECIFICATIONS
SECURITY SEAL
ePROCUREMENT AUCTION NUMBER: 0010558742**

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: SECURITY SEAL

1. BACKGROUND

- 1.1. The Electoral Commission is desirous to procure **Security Seal**.
- 1.2. Bidders will be required to submit a sample and a written proposal for evaluation purposes.
- 1.3. Note that all samples submitted 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>) in order 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 Park, Centurion

2. ITEM SPECIFICATION

General specifications for the required items are herewith provided. Bidders are free to develop and submit designs within the parameter 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 purposes. In the event of any infringement the bidder or service provider awarded, a contract will be held liable.

- 2.1. The security seals must be Tamper proof polypropylene pull-through seal with a single locking chamber.
- 2.2. The seal must be easily operated by hand (i.e.no tools required).
- 2.3. Required width of the seal is 8mm (tolerance of 1mm permitted) with a total overall length of 230mm (tolerance of 30mm permitted). N.B. length does not include rectangular flag
- 2.4. Each seal must have a serial number, i.e. printed with a unique serial number per seal on the rectangular flag of the seals and on the long strip of the seal
- 2.5. When locked, the seal must not be able to open except by cutting the seal.

3. COLOUR

- 3.1. The colour of the security seals must be [Pastel Blue](#)

4. QUANTITY

- 4.1. Total quantity of 1,100,000 individual Seals is required.

5. PRINTING REQUIREMENTS

- 5.1. Security seals must be printed in black and each seal must also carry a **unique serial number**, together with the **Electoral Commission logo**.
- 5.2. The serial number must be printed on the on the rectangular flag and long strip of the seal.
- 5.3. Precise details will be determined by the Electoral Commission in conjunction with the selected service provider.
- 5.4. Final printing specification will be provided by the Electoral Commission as part of the service level agreement (SLA/contract).

6. DELIVERY DATE AND LOCATION

- 6.1. Deliveries of goods to the selected Electoral Commission warehouse must be completed not later than **15 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 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.

7. **PACKAGING AND PREPARATIONS FOR DISPATCH**

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

- 7.1. The security seals must be securely wrapped in transparent plastic packs of 100.
- 7.2. The packs of 100 must be packed in cartons which can be safely transported without tearing or splitting.
- 7.3. The cartons should not contain more than 2,000 seals each.
- 7.4. The cartons must then be stacked on (1,000mm X 1,200mm four-way entry single sided pallets), and strapped to the pallet.
- 7.5. Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- 7.6. The pallets must be clearly labeled indicating:
 - 7.6.1. Contents: **SECURITY SEALS**
 - 7.6.2. Quantities
 - 7.6.3. Weight and
 - 7.6.4. Service provider's details.
- 7.7. Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.
- 7.8. Strict attention must be paid to stable and secure packaging to withstand the rigors of transportation by road.
- 7.9. 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 seal".
- 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 site as per Section 18.

NB: Bidders must note that the cost of packaging and delivery must be included in the bid price, and all packaging materials (including delivery of 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 seal as per this bid is a 'once off' requirement.

11. TECHNICAL EVALUATION OF SAMPLES AND WRITTEN SUBMISSION

- 11.1. Before a contract is awarded to any service provider that service provider will be required to prove conformance of the offered goods to the stated specification.
- 11.2. The Electoral Commission reserves the right to inspect samples or examples of the offered materials to establish conformance before awarding an order.
- 11.3. For evaluation purposes, all bidders will be required to submit samples 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 – it is the responsibility of each bidder to submit the sample as required.
- 11.4. A minimum of ten (10) sample security seals must be submitted.
- 11.5. The samples must conform to the bid specifications as set out in sections 2, 3 and 5, except in colour.

- 11.6. The samples must be full size, of correct dimensions, made of the intended materials and components for use in full scale manufacture as stated in section 2 and 5 above.
- 11.7. The sample must fully demonstrate the design and materials to be used by the service provider in order to meet the auction specification requirements.
- 11.8. The sample should carry printing to demonstrate the service provider's printing capability, but need not be as stipulated in Section 5 above. The sample must, however, demonstrate the service provider's ability to print.
- 11.9. The samples will be stringently tested for quality compliance to specifications and will not be returned to service providers.
- 11.10. The official purchase order will be issued to a successful service provider 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 the 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, Pretoria

Tel : (012) 622-5550

- 11.16. Samples must be clearly marked with the name of the bidder and 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 service providers at any point.
- 11.18. The purchase order 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, 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 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 in a form of contactable references for similar project(s) undertaken or purchase order (s) 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.

- 12.4. The subcontracting arrangement will be required to be a formal written contract that clearly defines the scope of work, deliverables, timelines, and performance specifications.
- 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(s) will be subjected to an administrative and/or technical due diligence audit.
- 13.2. A due diligence audit will be conducted at the recommended bidder's premises and the subcontractor's premises (only if subcontracting has been mentioned in the written submission).
- 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 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.
- 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. ELECTORAL COMMISSION WAREHOUSE AND CONTACT NUMBERS SECURITY SEALS

| PROVINCE | WAREHOUSE ADDRESS | CONTACT PERSON | CONTACT NUMBERS | QUANTITY (Seals) |
|------------------------|--|-----------------------------|------------------------------|---------------------|
| IEC National Warehouse | 288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion | Robert Niemack / Vusi Langa | 012 666-7283 012 622-5201 | 1,100,000 |

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

19. 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 | Written confirmation of the bidder's previous service for an item similar to the security seals. Contactable references or purchase order (s) must be included in the written proposal. | section 12.2 | |
| 2 | Written confirmation and explanation of this capacity/ability to control the design and production process. | section 12.2 | |

20. 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 | | |

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

| EVALUATION CRITERIA –Security Seal | | | |
|--|------------------|---------------------|-----------------|
| Criteria | YES | NO | Comments |
| PHASE ONE | | | |
| 1. Did the service provider bid on the auction? section 1 | | | |
| 2. Was the sample submitted as required, i.e. <i>within the required time frame?</i> (Section 11) | | | |
| 3. Is the written confirmation and explanation of the capacity/ability to control the product design and production process submitted? (Section 12 & 19) | | | |
| 4. Has the Service provider submitted a written confirmation of previous service, for an item similar to the security seals, i.e., in a form of contactable references or purchase order (s)? (Section 12 & 19) | | | |
| | | | |
| PHASE ONE OUTCOME | QUALIFIES | DISQUALIFIES | COMMENTS |
| | | | |

| PHASE TWO | YES | NO | COMMENTS |
|---|------------------|---------------------|-----------------|
| 1. Is the seal a polypropylene pull-through with a single locking chamber, or equivalent? (Section 2) | | | |
| 2. Is the seal easily operated by hand, i.e. no tools required? (Section 2) | | | |
| 3. Is the width of the seal 8mm (<i>permitted tolerance 1mm</i>)? (Section 2) N.B. length does not include rectangular flag | | | |
| 4. Is the total overall length of the seal 230mm (<i>permitted tolerance 30mm</i>)? N.B. length does not include rectangular flag (section 2) | | | |
| 5. Does each seal have a serial number, i.e. printed with a unique serial number per seal on the rectangular flag of the seals and on the long strip of the seal ? (Section 2) | | | |
| 6. When locked, is the seal not able to open without cutting? (Section 2) | | | |
| | | | |
| PHASE TWO OUTCOME | QUALIFIES | DISQUALIFIES | COMMENTS |
| | | | |

| FINAL RESULT | QUALIFIES | DISQUALIFIED |
|---------------------|------------------|---------------------|
| | | |

SUB-CONTRACTING

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.

| SUB-CONTRACTING | YES | NO |
|--|------------------|---------------------|
| Is the bidder sub-contracting? | | |
| If yes, has a formal written subcontracting arrangement that clearly defines the scope of work, deliverables, timelines, and performance specifications, been submitted? | | |
| | QUALIFIED | DISQUALIFIED |
| Comments | | |

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> | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9ead3;"> <th style="text-align: left; padding: 5px;">B-BBEE Status Level of Contributor</th> <th style="text-align: center; padding: 5px;">Number of Points</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">1</td><td style="text-align: center; padding: 5px;">20</td></tr> <tr><td style="padding: 5px;">2</td><td style="text-align: center; padding: 5px;">18</td></tr> <tr><td style="padding: 5px;">3</td><td style="text-align: center; padding: 5px;">14</td></tr> <tr><td style="padding: 5px;">4</td><td style="text-align: center; padding: 5px;">12</td></tr> <tr><td style="padding: 5px;">5</td><td style="text-align: center; padding: 5px;">8</td></tr> <tr><td style="padding: 5px;">6</td><td style="text-align: center; padding: 5px;">6</td></tr> <tr><td style="padding: 5px;">7</td><td style="text-align: center; padding: 5px;">4</td></tr> <tr><td style="padding: 5px;">8</td><td style="text-align: center; padding: 5px;">2</td></tr> <tr><td style="padding: 5px;">Non-compliant contributor</td><td style="text-align: center; padding: 5px;">0</td></tr> </tbody> </table> | 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 |
| 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 | Sign Off | |
|--------------------------|-----------|------|
| | Signature | Date |
| | | |
| | | |
| | | |
| | | |