



SOUTH AFRICA

**ELECTORAL COMMISSION
BID SPECIFICATIONS
SECURITY STAMPS - SELF INKING
ePROCUREMENT AUCTION NUMBER:0010499079**

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 STAMPS - SELF INKING

1. BACKGROUND

The Electoral Commission is desirous to procure the following item:

- **Security Stamps - Self Inking**

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

Interested parties are welcome to attend the non-compulsory briefing session scheduled as follows:

- Date – 28 June 2023
- Time – 11:00
- Venue – 1303 Heuwel Avenue, Election House, Riverside Park, Centurion

Further bid details are available on eProcurement system and National Treasury eTender Portal.

2. ITEM SPECIFICATION

ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY REQUIRED	COLOUR
Security Stamps - Self Inking	Each	250,000	Black

2.1. Security Stamp

Security stamp must be self-inking and have the following features:

- Integrated stamp pad.
- Electoral Commission logo.
- Serial numbers with at least nine (9) characters of which one (1) must be a special character.
- Concealed (hidden) security features which cannot be easily recognized by any person or naked eye.
- The security stamp must be four cornered. The stamp face must be a triangle with the following dimensions: Minimum of 30mm X 30mm x 30mm and a maximum of 35mm X 35mm X 35mm.
- Security stamp must be leak-proof, that is, it must not leak during delivery and storage.
- The individual security stamp must be able to do 1,000 precise and clear impressions.
- The handle of the stamp can be made of plastic or any equivalent recyclable material.

2.2. Stamp box

- The stamp must be securely packed in individual small boxes.
- The small boxes must be sealed with a separate adhesive tamper evident seal.

- The box must have a serial number matching the stamp serial number.
- The serial number must be visible for tracking purposes but need not be the same as the serial number on the stamp.
- The box must have a scan able barcode for reporting purpose.
- The final features of the stamp will be finalised by the Electoral Commission in conjunction with the service provider, at the time of placing an order.

3. COLOUR

- The ink color must be black.

4. DESIGN

- In view of the security requirements relating to this item, only bids from established stamp suppliers will be considered.
- That is, the bidder must have direct control over the product design and production process for the Security Stamp-self inking and its security features.
- 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 (refer to sections 11 and 12).
- The final design and features of the security stamp - self inking will be determined by the Electoral Commission in conjunction with the service provider.

5. QUANTITY

250,000 Security stamps – Self-inking.

6. DELIVERY DATE AND LOCATION

- Deliveries of goods to the selected Electoral Commission warehouse must be completed not later than 1 February 2024.
- Deliveries to the Electoral Commission warehouse should be made from Monday to Friday during office working hours (08h30-17h00).
- The required point of delivery is the Electoral Commission warehouse as per Section 18.
- 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.
- Deliveries must be made in the name of the service provider – no third party deliveries will be accepted.
- Partial deliveries will not be accepted, unless prior agreement and approval by the Electoral Commission.
- Late deliveries will not be accepted nor paid for.

7. PACKAGING AND PREPARATIONS FOR DISPATCH

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

- The stamp must be securely packed in individual small boxes.
- The small boxes must be sealed with a separate adhesive tamper evident seal.
- 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 X1,200mm four-way entry single sided pallets), and strapped to the pallet.

- Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- The pallets must be clearly labeled indicating:
 - Contents: **SECURITY STAMP: SELF-INKING**
 - Quantities
 - Weight and
 - Service provider's details.
- Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.
- Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.
- Strict attention must be paid to stable and secure packaging to withstand the rigors of transportation by road.

8. **QUALITY CONTROL**

- 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.
- The service provider must undertake and warrant that all goods shall, at the time of delivery, be according to specifications, in good condition, order and ready for use.
- The service provider has the primary responsibility to ensure that quantity and quality are in accordance with the bid specification.

9. **COSTING AND PRICING**

- Bidders must take care to estimate and calculate their costs and prices correctly before placing a bid on the system.

- Erroneous low bids cannot be removed or adjusted upwards. Common errors include the entering of a unit price instead of a total price in the case of a batch requirement, or accidentally omitting zeros (e.g. R50.00 instead of R5,000.00).
- Bids must be placed for the correct unit of measure, i.e. “per security stamp – Self-inking”.
- All prices must include VAT.
- Amounts as they appear on eProcurement on the date and time of auction closure, will be valid until awarding.
- 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.
- 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.
- Prices must include delivery of the specified quantities to the specified sites 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 NPE2024 Security Stamps – Self-inking as per this bid is a ‘once off’ requirement.

11. TECHNICAL EVALUATION OF SAMPLES

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.

- The Electoral Commission reserves to inspect samples or examples of the offered materials to establish conformance before awarding an order.
- The Electoral Commission, furthermore, also reserves the right to consider at its sole discretion alternative options to exact specifications outlined in the auction or otherwise stipulated that may be offered by service providers should the Electoral Commission be of the opinion that such alternative options that are being offered are economically viable and/or may be a practical solution and/or may be generally beneficial in respect of promoting and reaching the Electoral Commission's goals, target dates and objectives.
- For evaluation purposes, all bidders 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 as required.
- The sample must conform to the bid specifications as set out in sections 2, 3 and 4.
- The sample must demonstrate the quality of materials to be used by the service provider in order to meet the bid specifications, especially the proposed security feature(s).
- 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 stamp – self-inking and its security features.
- The sample must be full size, of correct dimensions, made of the intended materials and components for use in full scale manufacture.
- The individual small packaging box and the seal must be demonstrated, as specified in section 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.
- Service providers must submit a letter with the sample, explaining the features of the security stamp self-inking, including the expected shelf life of the product.
- The samples will be stringently tested for quality compliance to specifications and will not be returned to service providers.
- The official purchase order will be awarded to a successful service provider as per the terms and of the bid and whose sample conforms to the bid specifications.
- Bids must be placed online not later than the closing date and time as stipulated on the eProcurement system.
- Written proposals and samples must be submitted not later the closing date and time as stipulated on the eProcurement system.
- Failure to submit a sample and the required written proposal within the specified period will exclude that service provider from further consideration.
- No late written proposals and samples will be considered.
- The written proposals and samples must be delivered directly to:

Ms Mbali Goqo
 Electoral Commission
 Supply Chain Management
 Election House
 Riverside Office Park
 1303 Heuwel Avenue
 Centurion, Pretoria
 Tel: (012) 622-5916

- Samples must be clearly marked with the name of the bidder and the auction number, to avoid loss or confusion. In cases where more than one sample is included in a box, all auction numbers that may be applicable must be listed. The Electoral Commission takes no responsibility for unmarked samples that cannot be linked to a specific bid.
- The samples will be stringently tested for quality compliance to specifications and will not be returned to service providers.
- Note that the samples will not be returned to bidders after the award.

12. ADDITIONAL REQUIREMENTS: SERVICE PROVIDER INDUSTRY

- It will be necessary for the successful service provider to develop production strategies to ensure successful performance of the work.
- Therefore, service providers on this auction must be established in the relevant industry and must have direct control over the product design and production process.
- Written confirmation and explanation of this capacity/ability to control the design and production process must be submitted to the Electoral Commission not later than the closing date and time of the bid.
- Bidders are required to provide (in their written proposal) evidence of prior expertise and experience consisting of the following:
 - Details – including scope / scale and value of previous projects of similar nature
 - 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.

13. POST EVALUATION ACTIVITIES/DUE DILIGENCE AUDIT

- Before the contract is awarded, the recommended service provider(s) will be subjected to an administrative and/or technical due diligence audit.
- 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).
- 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

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

Commission, be for the account of that service provider since it failed to deliver! The normal penalties provided for on the Electoral Commission's purchase order shall also apply!

NOTE: Service providers are not allowed to amend/change the ordered items after approval of the sample and receipt of the official purchase order. Any recommendations for improvement on the ordered items/products must first be agreed with and approved in writing by the Electoral Commission, at no additional cost.

15. DELIVERY NOTES

- Bidders must take note that a proper delivery note system is crucial.
- The delivery notes must be signed by both the service provider and the Electoral Commission's warehouse receiving staff.
- Deliveries will not be accepted at the warehouses if delivery notes do not clearly state the name of the service provider, quantity of items delivered, i.e. number of pallets, boxes and actual quantities delivered.
- Deliveries must be made in the name of the service provider – no third party deliveries will be accepted.
- The Electoral Commission will not accept waybills as delivery notes.

16. PAYMENT

- No payment will be made by the Electoral Commission before the required goods and services have been delivered according the bid specifications.
- No payment will be made without an original invoice and copies of signed delivery notes.
- No payment will be processed before full delivery is completed and accepted.

- Payment will be made within 30 days of receipt of the valid tax invoice and copies of signed delivery notes from the service provider, provided that the Electoral Commission is satisfied with the quality and standard of the service provider's performance.

17. TECHNICAL ENQUIRIES

Attention: Suzette Thato Ndala / Vusi Langa

Election House

Riverside Office Park

1303 Heuwel Avenue

Centurion, 0157

Tel: (012) 622-5851/5201

eMail: Ndalas@elections.org.za / Langav@elections.org.za

18. ELECTORAL COMMISSION WAREHOUSE AND CONTACT NUMBERS SECURITY STAMP – SELF-INKING

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	QUANTITY (Stamps)
IEC National Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack / Vusi Langa	012 666-7283 012 622-5201	250,000

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

19. DOCUMENT AND INFORMATION REQUIRED FOR SUBMISSION

The following submissions must be submitted with the sample:

- Letter explaining the features of the security stamp self-inking, including the expected shelf life of the product

- Written confirmation and explanation of this capacity/ability to control the design and production process.
- Evidence of prior expertise and experience consisting of the following:
 - Details – including scope / scale and value of previous projects of similar nature.

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
Bidder is tax compliant. *		
The bidder is not an employee of the state.		
Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act.		
Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		
The bidder is not a tender defaulter as per the register published on the National Treasury website.		
The bidder is not a restricted supplier as per the register published on the National Treasury website.		

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

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 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 sample submitted as required? (<i>within the required time frame</i>) (section 11)			
3. Is the letter containing the security features submitted? (section 4 & 11)			
4. Is the written confirmation and explanation of the capacity/ability to control the product design and production process submitted? (section 12)			
5. Did the bidder provide (in the written proposal) evidence of prior expertise and experience? (section 12)			
6. Is the service provider established in the relevant industry? (section 12)			

STAGE TWO	YES	NO	Comments
1. Is the Security stamp self-inking with an integrated stamp pad? (Section 2.1)			
2. Does the stamp have serial numbers with at least nine (9) characters of which one (1) must be a special character? (Section 2.1)			
3. Does the Security stamp contain concealed (hidden) security features which cannot be easily recognized by any person or with naked eye? (Section 2.1)			
4. Is the Security stamp face triangle with the following dimensions: minimum of 30mm X 30mm x 30mm and a maximum of 35mm X 35mm X 35mm? (Section 2.1).			
5. Is the Security stamp leak-proof? (Section 2.1)			

STAGE TWO	YES	NO	Comments
6. Is the Individual Security stamp able to do 1000 precise and clear? (Section 2.1)			
7. Is the handle of the Security stamp made of plastic or any equivalent recyclable material? (Section 2.1)			
8. Is the sample securely packed in an Individual small packaging box? (Section 2.2)			
9. Is the small boxes e sealed with a separate adhesive tamper evident seal? (Section 2.2)			
10. Does the box have a serial number matching the stamp serial number? (Section 2.2)			
11. Is the serial number on the on the box visible for tracking purposes? (Section 2.2).			

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 auction and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid.

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

Acceptable bids must be market related.

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

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