



SOUTH AFRICA

**BID SPECIFICATIONS FOR
CARDBOARD FURNITURE – TABLE AND TWO CHAIRS PER PACK
AUCTION NUMBER: 0010552344**

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

1. ITEM DESCRIPTION: CARDBOARD FURNITURE –TABLE AND TWO CHAIRS PER PACK

The Electoral Commission is desirous to procure the following items:

- 1.1 Cardboard furniture – Table and two chairs per pack to be used at voting stations.
- 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 – 09 October 2025
 - Time – 11:00
 - Venue – 1303 Heuwel Avenue, Election House, Riverside Park, Centurion

2. ITEM SPECIFICATION

2.1 NOTE:

This document provides general specifications for the required items. Bidders are free to develop and submit designs within the parameters of these specifications. Bidders are to ensure that their bid submissions for goods or services offered do not infringe on any third party rights, inclusive of proprietary rights. Propriety 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.

2.1.1 Supply must be in packs, consisting of one (1) table and two (2) chairs in each pack.

2.1.2 Tables and chairs must be supplied in flat form, capable of easy assembly at the point of use.

2.1.3 Assembly must not require the use of any tools or additional materials such as tape.

2.1.4 Clear assembly instructions and/or diagrams must be printed on each item.

2.1.5 The items must be made from recyclable white-faced fluted cardboard, to be fully disposable.

2.1.6 For comparative purposes, the following materials specification is suggested:

2.1.6.1 Double walled cardboard (DWB) with white outer facing.

2.1.6.2 Nominal grammage of 1,050gsm.

2.1.7 The table and chair must be neatly finished and compatible with each other.

2.1.8 The items will be used on a flat surface.

Important: Unit of Measure (UoM) for bidding purposes is a pack of one (1) table and two (2) chairs.

2.2 TABLE (See Section 19 for illustrative sketch)

2.2.1 The assembled table must be of robust construction and must be stable and functional.

2.2.2 The table must accommodate up to two persons working side by side. Both should be able to sit and work comfortably with reasonable leg space (approximately 650mm with a tolerance of 50mm usable height underneath the table top).

2.2.3 The table must provide a firm, flat, horizontal working surface, which should be able to sustain a total weight of at least 75kg without deflecting. The table must also sustain a static load of at least 15 kg at any corner, without deforming.

2.2.4 The table must withstand a reasonable sideways loading, such as would be exerted by a person when standing up from the table, without deforming.

2.2.5 The material and design should allow for normal usage over a period of at least five days.

2.2.6 The cardboard material must be water resistant.

2.3 CHAIR (See Section 19 for illustrative sketch)

2.3.1 The assembled chair must be of robust construction and must be stable and functional.

2.3.2 One adult will sit on the chair which must include a backrest (i.e. not a stool design).

2.3.3 The chair must be able to sustain a live weight of 120kg without distorting and must remain functional over a period of five (5) days of use.

2.3.4 The material and design should allow for normal usage over a period of at least five days. This will include repeated lifting and moving of the chair.

3. DIMENSIONS

3.1 TABLE

Required dimensions for the table are:

3.1.1 Height of working surface is a minimum of 750mm (tolerance up to 10mm).

3.1.2 Working surface area is 1,200mm X 600mm (tolerance either way is 10mm).

3.2 CHAIR

Required dimensions for the chair are:

3.2.1 Height of seat = minimum of 450mm (tolerance up to 10mm).

3.2.2 Seat area = 400mm X 400mm (tolerance either way is 10mm).

3.2.3 Height of backrest = 900mm (tolerance either way is 10mm).

The chair must be ergonomically compatible with the table, to permit effective work of election staff.

4. PRINTING REQUIREMENTS

- 4.1 The exterior panels of the table and chair must be finished in white, and printing must be in blue, using the standard Electoral Commission colours, three (3) colour printing and IEC logo. The printing will range over the full surface of the items except horizontal working surfaces and will cover approximately one third of the area.
- 4.2 Assembly instructions and/or diagrams must be printed on each item.
- 4.3 Final print design details will be provided by the Electoral Commission in electronic format at the time of order, but will be substantially as per Section 19.

5. QUANTITY REQUIRED

- 5.1 The required quantity is **5,000** cardboard furniture packs (table and chairs) packs.

6. DELIVERY LOCATION AND DATE

- 6.1 Deliveries of cardboard furniture (table and chair packs) to the selected Electoral Commission warehouses must be completed no later than 2 February 2026.
- 6.2 Deliveries to the Electoral Commission warehouses should be made during 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 below.

- 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 Prices must include delivery of the specified quantities to the specified sites as per Section 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/cartons and actual quantities delivered.

Important: 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 (e.g. 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 representing the total cost must include all variables involved in the production of the items.
- 7.6 Bids, as to be reflected on an 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 one (1) pack containing one (1) table and two (2) chairs.

Important: 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

The Tables and Chairs must be packed for delivery as follows, to facilitate handling and storage:

- 9.1 The items must be supplied in packs consisting of one (1) table and two (2) chairs each, contained in a protective cardboard box, with at least two (2) supportive strappings.
- 9.2 The protective box must be labelled with the name of the service provider and the contents, namely: "PACK OF 1 TABLE AND 2 CHAIRS".
- 9.3 The packs must be supplied stacked in bundles.
- 9.4 The bundles must then be stacked on 1,000 mm X 1,200 mm four-way single sided pallets and strapped to the pallet.
- 9.5 Strict attention must be paid to stable and secure packaging to withstand the rigours of transportation by road.
- 9.6 Maximum height to stack is 1,500mm. Maximum weight permitted per pallet is 500kg.

9.7 The pallets must be clearly labelled with a green A4 label stating the following:

- ✓ Contents: **CARDBOARD FURNITURE: TABLE AND CHAIRS**
- ✓ Quantities:
- ✓ Weight:
- ✓ Service provider's details:

9.8 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 cardboard furniture packs (1 table and 2 chairs) as per this auction is a 'once off' requirement.

11. EVALUATION OF SAMPLES AND WRITTEN PROPOSAL

Before a contract is awarded, the bidder (potential services provider) will be required to prove conformance of the offered goods to the stated specification.

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

11.2 For bid evaluation purposes, all bidders who has submitted a bid for this tender 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 and it remains the responsibility of bidders to submit their samples.

- 11.3 The sample must conform to the bid specifications as in sections 2, 3 and 4 above, except that a single “**PACK OF 1 TABLE AND 2 CHAIRS**” shall suffice.
- 11.4 The sample, one (1) table and two (2) chairs must be contained in a protective box with at least two (2) supportive strappings and must be labelled.
- 11.5 The sample must be full size and of correct dimensions and colour as stated in sections 2, 3 and 4.
- 11.6 The sample should carry printing to demonstrate the bidder’s printing capability, but need not be as stipulated in Section 4. The sample must be made of the specified materials and components for use in full-scale manufacture.
- 11.7 Bids must be placed online not later than the closing date and time as stipulated on the Electoral Commission’s eProcurement system.
- 11.8 Written proposals and samples must be submitted not later than the closing date and time as stipulated on the Electoral Commission’s eProcurement system.
- 11.9 Failure to submit a sample and the required written proposal within the specified period will result in the disqualification of a bid.
- 11.10 No late written proposals or samples will be considered.
- 11.11 The samples and written proposal must be delivered directly to:

Electoral Commission
Procurement and Asset Management Division
Election House
Riverside Office Park
1303 Heuwel Avenue
Centurion
Tel: (012) 622-5700/5916/5550

- 11.12 Samples must be clearly marked with the name of the bidder and the tender 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.
- 11.13 The samples will be stringently tested for quality compliance to specifications and will not be returned to service providers at any point.
- 11.14 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 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 must be established operators in the relevant industry and must have direct control over the product design and production process. Such confirmation must be included in the written proposal.

12.3 Sub-contracting will not be permitted.

12.4 The Electoral Commission will use the detail 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 tender 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 provider's 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 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. 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 full delivery is completed and accepted.
- 15.4 Payment will be made within thirty (30) days of receipt of a 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 cardboard furniture (tables and chairs) 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

17.1 Attention: Sookan Yash

Election House
Riverside Office Park
1303 Heuwel Avenue
Centurion, 0157
Tel: (012) 622-5281/5700

Email: Sookany@elections.org.za

18. ELECTORAL COMMISSION WAREHOUSES AND CONTACT NUMBERS FOR DELIVERY OF CARDBOARD FURNITURE - PACKS OF TABLES AND CHAIRS

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBER(S)	QUANTITIES
Eastern Cape	Farm 923 Portion 2 Buffalo Pass Collondale, East London	Busi Mlola Kamo Modibe	043 736 4004 043 736 4025 043 736 4058	500
Free State	50 Monument Road Uitsig Bloemfontein	Mbekokazi Hume Edward Macala	051 447 3543	300
Gauteng	Unit B2 60 First Street Gold Reef Industrial Park Booyens Reserve	Moipone Hlokotsi Kabelo Khabane	011 496 1725 011 496 1784	500
Kwazulu-Natal	41 Ashfield Close Springfield Park Durban	Mongezi Khumalo Bongani Bukhosini Bongani Thusi	031 579 4829 031 579 4206 031 579 5404	350
Mpumalanga	9 Blackberry Blvd Riverside Park Ext 22 Nelspruit	Thuli Mbethe Lucky Leyane	013 754 0200	300
Northern Cape	13 Elliott Street Kimberly	Thuso Phokojoe Sarah Ubisi Awie Seekoei	053 838 5000 053 838 5029	150
Limpopo	25 Hyacinth Street Unit 5 Corporate Park Polokwane	Tendani Maselele Dan Magalatshetshe	015 292 0152 015 292 0149	300
North West	Rizvi House 50/52 First Street (Corner First Street and Aerodrome Road) Industrial Sites, Mafikeng	Bogosi Judi Thato Mdali	018 381 4054 018 391 0800	300
Western Cape	95 Bofors Circle Epping Industrial Epping 2, Cape Town	Philip Verlaat Vukile Ndyalivani	021 951 3350	300
National Warehouse	288 Kwanbi Crescent Icon Industrial Park Sunderland Ridge; Centurion	Robert Niemack Maite Matsebatlela	012 646 1017 012 622 5878	2000
			Total	5000

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

19. ILLUSTRATION OF CARDBOARD TABLE AND CHAIRS

(This is for demonstration purposes only as the final artwork will be supplied by the Electoral Commission to the successful bidder)

CHAIR:

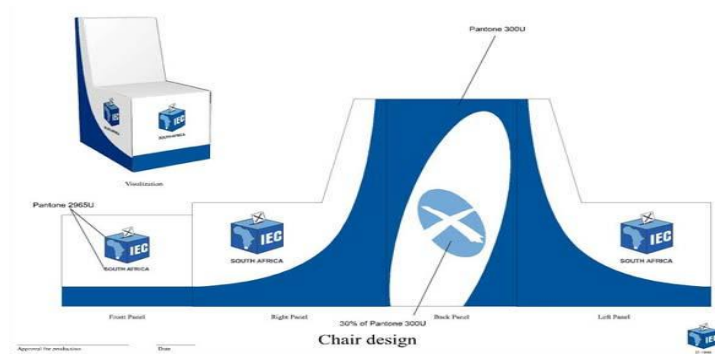
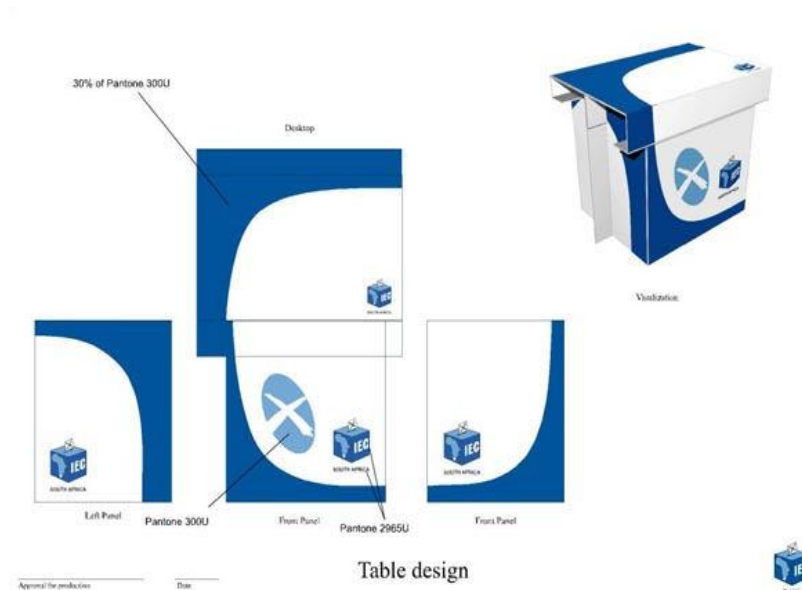


TABLE:



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.		
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		

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

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

EVALUATION CRITERIA – CARDBOARD FURNITURE: TABLES AND CHAIRS

KEY REQUIREMENTS FOR EVALUATION (If the answer is NO to any of the questions, the bid is disqualified).

Criteria	YES	NO	Comments
PHASE ONE			
1. Did the service provider bid on the auction <i>[section 1]</i> ?			
2. Was the sample submitted on time? <i>[section 11]</i>			
3. Was a written proposal on time? <i>[section 11]</i>			
4. Is the sample (one (1) table and two (2) chairs) contained in a labelled protective box with at least two (2) supportive strapping and does it have a label? <i>[section 11]</i>			

PHASE ONE OUTCOME	QUALIFIED / DISQUALIFIED		Comments
PHASE TWO	YES	NO	Comments
1. Is the sample supplied in a flat (collapsed) form? <i>section 2]</i>			
2. Is the table and chairs made of recyclable fluted cardboard? <i>[section 2]</i>			
3. Is the material a double walled board (DWB) with white outer facing? <i>[section 2]</i>			
4. Are the items neatly finished and compatible with each other? <i>[section 2]</i>			
5. Have the assembly instructions and/or diagrams been printed on the items? <i>[section 2 and 4]</i>			
6. Have the printing capabilities been demonstrated? <i>[section 11]</i>			

PHASE TWO: TABLE	YES	NO	Comments
7. Does the table accommodate up to two persons working side by side? <i>[section 2.1]</i>			
8. Does the table have a reasonable leg space? <i>[section 2.1]</i>			
9. Does the table have a firm, flat, horizontal working space? <i>[section 2.1]</i>			
10. Can the table withstand a total weight of at least 75kg? <i>[section 2.1]</i>			
11. Is the height of the table working surface = 750mm (tolerance of 10mm) <i>[section 3.1]</i>			
12. Is the working surface area dimension = 1200mm x 600mm? (permissible tolerance of 10mm either way) <i>[section 3.1]</i>			

PHASE TWO: CHAIR	YES	NO	Comments
13. Do the chairs have a backrest? <i>[section 2.2]</i>			
14. Can the chair withstand a total weight of at least 120kg? <i>[section 2.2]</i>			
15. Is the height of the chair seat = 450mm? (tolerance of 10mm) <i>[section 3.2]</i>			
16. Are the seats area = 400mm x 400mm)? (tolerance			

of 10mm either way) [section 3.2]			
17. Is the height of the backrest = 900mm (tolerance of 10mm either way)? [section 3.2]			
18. Is the chair stable and functional? [section 2.2]			

PHASE TWO: GENERAL	YES	NO	Comments
19. Is the table and chair ergonomically compatible? section 3.2]			

FINAL RESULT	QUALIFIES	DISQUALIFIED

Bids will be adjudicated as set out below.

Stage 3 – Adjudication of Bids

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

Acceptable bids must be market related.

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

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

-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