



SOUTH AFRICA

**ELECTORAL COMMISSION
BID SPECIFICATIONS
CARDBOARD FURNITURE –TABLE AND TWO CHAIRS PER PACK
AUCTION NUMBER: 0010514677**

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: CARDBOARD FURNITURE –TABLE AND TWO CHAIRS PER PACK

1. BACKGROUND

The Electoral Commission is desirous to procure the following items:

- Cardboard furniture – Table and two chairs per pack to be used at voting stations.

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

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

2. ITEM SPECIFICATION

ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY REQUIRED	COLOUR	DIMENSIONS
Cardboard furniture – Table and two chairs per pack	One Pack (1 Table & 2 chairs)	2,500 Packs	Base material: White	Refer below for detailed dimensions on the required table and two (2) chairs
Printing colours will be communicated to the successful bidder and may include: <ul style="list-style-type: none">• Navy = Pantone 2965u• Mid Blue = Pantone 300u• Light Blue = Pantone 2707u				

NOTE:

This document provides general specifications for the item.

Service providers are free to develop and submit their own designs within the parameters of these specifications. Service providers will be entirely responsible for the validity of any design submitted by them for this auction and for the use of any proprietary knowledge pertaining thereto. The Electoral Commission accepts no responsibility for designs proposed or used by service providers.

- Supply must be in packs, consisting of one (1) table and two (2) chairs in each pack.
- Tables and chairs must be supplied in flat form, capable of easy assembly at the point of use.
- Assembly must not require the use of any tools or additional materials such as tape.
- Clear assembly instructions and/or diagrams must be printed on each item.
- The items must be made from recyclable white-faced fluted cardboard, to be fully disposable.
- For comparative purposes, the following materials specification is suggested:
 - ✓ Double walled cardboard (DWB) with white outer facing.

✓ Nominal grammage of 1,050kgs per m².

- The table and chair must be neatly finished and **compatible** with each other.
- The items will be used on a flat surface.

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

2.1 TABLE (See Section 20 for illustrative sketch)

- The assembled table must be of robust construction and must be stable and functional.
- 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 65cm usable height underneath the table top).
- 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.
- The table must withstand a reasonable sideways loading, such as would be exerted by a person when standing up from the table, without deforming.
- The material and design should allow for normal usage over a period of at least five days including minor spillage of water, accidental loads and repeated sanitising by spraying and wiping surface with sanitiser.

2.2 CHAIR (See Section 20 for illustrative sketch)

- The assembled chair must be of robust construction and must be stable and functional.
- One adult will sit on the chair which must include a backrest (i.e. not a stool design).

- The chair must be able to sustain a live weight of 120kg without distorting and **must** remain functional over a period of 5 days of use.
- 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 as well as repeated sanitising by spraying and wiping surface with sanitiser.

3. DIMENSIONS

3.1 TABLE

Required dimensions for the table are:

- Height of working surface = minimum of 750mm (tolerance up to 10mm).
- Working surface area = 1200mm X 600mm (tolerance either way = 10mm).

3.2 CHAIR

Required dimensions for the Chair are:

- Height of seat = minimum of 450mm (tolerance up to 10mm).
- Seat area = 400mm X 400mm (tolerance either way = 10mm).
- Height of backrest = 900mm (tolerance either way = 10mm).

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

4. PRINTING REQUIREMENTS

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 (3 colour printing and 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.

Assembly instructions and/or diagrams must be printed on each item.

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 20.

5. PROOFS

Proofs must be supplied before printing commences to:

Attention: Mr Molwelang Mathibe
Election House
Riverside Office Park
Heuwel Avenue
Centurion
Tel: (012) 622 5723
Fax (012) 622 5394

6. DELIVERY LOCATION AND DATE

- Deliveries of goods to the selected Electoral Commission warehouses must be completed no later than **30 April 2024**.
- Deliveries to the Electoral Commission warehouses should be made during working hours (08h30-17h00).
- The required point of delivery is the Electoral Commission warehouse as per Section 19.
- The site details are given on Section 19 for reference.
- 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 19 below.
- 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.
- Bidders must take note that a proper delivery notes system is crucial. Refer section below on delivery notes and requirements.
- Prices must include delivery of the specified quantities to the specified sites as per Section 19.

7. COSTING AND BIDDING

- Bidders must take care to estimate and calculate their costs and prices correctly before placing a bid on the Electoral Commission's eProcurement 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 instead of R5,000).
- All prices must include VAT.
- 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.
- Amounts/total cost must include all variables involved in the production of the items.
- 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.
- Bids must be placed for the correct unit of measure, i.e. One pack containing 1 x table and 2 chairs.
- NB: Bidders must note that the cost of packaging and delivery must be included in the bid price, and all packaging materials (including pallets) remain the property of the Electoral Commission after delivery.

8. QUALITY CONTROL

- 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.
- 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 specification.

9. PACKAGING AND PREPARATIONS FOR DISPATCH

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

- 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.
- The protective box must be labelled with the name of the service provider and the contents, namely: "PACK OF 1 TABLE AND 2 CHAIRS".
- The "packs" must be supplied stacked in bundles.
- The bundles must then be stacked on 1,000 mm X 1,200 mm four way single sided pallets and strapped to the pallet.
- Strict attention must be paid to stable and secure packaging to withstand the rigours of transportation by road.
- Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- The pallets must be labelled with an A4 label stating the following:
 - ✓ Contents: **CARDBOARD FURNITURE: TABLE AND CHAIRS**

- ✓ Quantities
- ✓ Weight
- ✓ Service provider's details
- Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.

10. DURATION

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. TECHNICAL EVALUATION OF SAMPLES AND WRITTEN PROPOSAL

Before a purchase order is placed 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 the right to inspect samples or examples of the offered materials to establish conformance before awarding a purchase 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 who has placed a bid on this auction 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 bidder to submit the sample as a matter of course.

- The sample must conform to the auction specifications as in sections 2, 3 and 4 above, except that a single “PACK OF 1 TABLE AND 2 CHAIRS” shall suffice.
- 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.
- The sample must be full size and of correct dimensions and colour as stated in sections 2, 3 and 4.
- 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.
- 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 than 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 or samples will be considered.
- The samples and written proposal must be delivered directly to:

Ms Mbali Gogo
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 at any point.
- Successful bidder 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

- It will be necessary for the successful service provider to develop production strategies to ensure successful performance of the work.

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.

- Sub-contracting will not be permitted except in the case of a consortium or joint venture in which case the specific arrangements entered into by the parties must be stated in a written submission and must be submitted to the Electoral Commission together with the bid. Failure to submit the required detail shall lead to disqualification of the bid
- 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

- Before the auction is awarded, the recommended service provider(s) will be subjected to due diligence audit requirements of the Electoral Commission.
- A due diligence audit will be conducted at the recommended service provider's premises and subcontractor's premises (only if subcontracting has been detailed in the written submission).
- 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

- 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.
- NB: No deliveries will be accepted without submission of delivery notes.
- 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.
- The Electoral Commission will not accept waybills as delivery notes.

NB: No deliveries will be accepted without submission of delivery notes.

16. PAYMENT

- No payment will be made by the Electoral Commission before the required goods and services have been rendered successfully.

- 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. RECYCLING

- The cardboard furniture (tables and chairs) are intended to be recycled after use where possible.
- To encourage recycling, the universal recycling symbol must be printed on the items.
- Printed size of the symbol to be approximately 30mm x 30mm.



18. TECHNICAL ENQUIRIES

- Attention: Molwelang Mathibe/ Vusi Langa

Election House
 Riverside Office Park
 1303 Heuwel Avenue
 Centurion, 0157
 Tel: (012) 622-5327/5201

eMail: mathibem@elections.org.za / langav@elections.org.za

19. ELECTORAL COMMISSION WAREHOUSE AND CONTACT NUMBERS

CARDBOARD FURNITURE - PACKS OF TABLES AND CHAIRS

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	LATITUDE	LONGITUDE	QUANTITIES
Central Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack	012 622 5913 012 622 5492	-25.842761	28.101921	2 500
					TOTAL	2,500

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

20. 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:

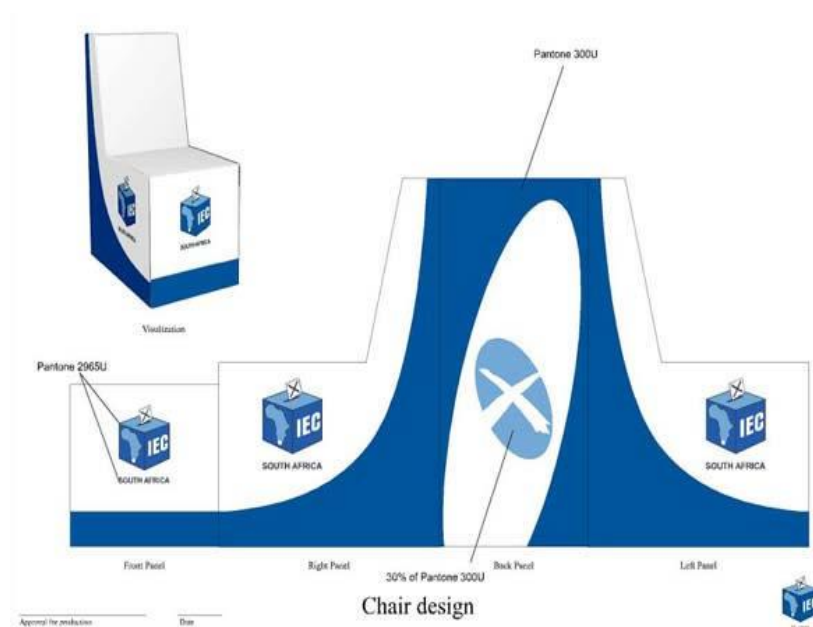
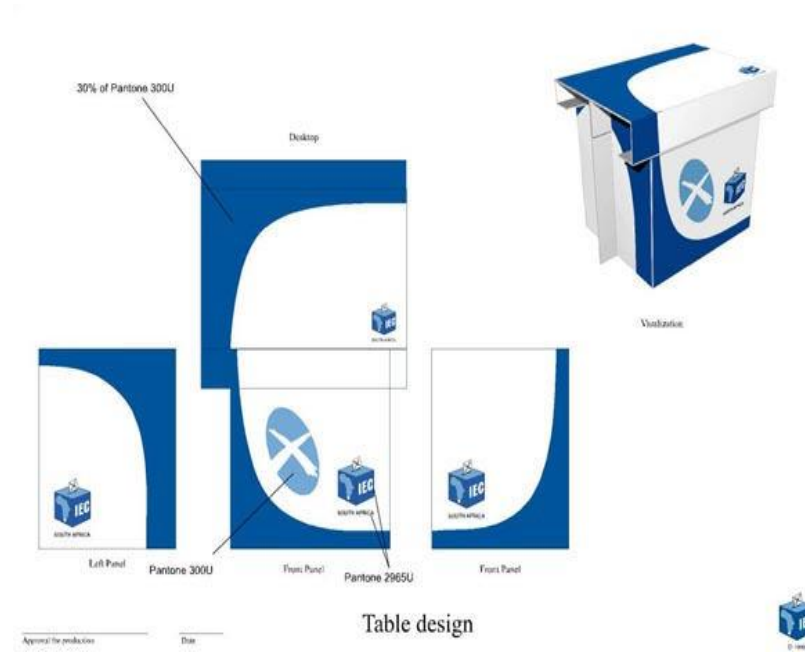


TABLE:



21. 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 – CARDBOARD FURNITURE: TABLES AND CHAIRS

Criteria	YES	NO	Comments
PHASE 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 <i>[Item 1]</i> ?			
2. Was the sample submitted on time? <i>[Item 11]</i>			
3. Was a written submission submitted on time? <i>[Item 11]</i>			
4. Is the sample (one (1) table and two (2) chairs) contained in a protective box with at least two (2) supportive strappings and does it have a label? <i>[Item 11]</i>			
PHASE ONE OUTCOME	QUALIFIED / DISQUALIFIED		Comments
PHASE TWO	YES	NO	Comments
1. Is the sample supplied in a flat (collapsed) form? <i>[Item 2]</i>			
2. Is the table and chairs made of recyclable fluted cardboard? <i>[Item 2]</i>			
3. Is the material a double walled board (DWB) with white outer facing? <i>[Item 2]</i>			
4. Is the nominal grammage 1,050kgs per m ² ? <i>[Item 2]</i>			
5. Are the items neatly finished and compatible with each other? <i>[Item 2]</i>			
6. Have the assembly instructions and/or diagrams been printed on the items? <i>[Item 2 and 4]</i>			
7. Have the printing capabilities been demonstrated? <i>[Item 11]</i>			

PHASE TWO: TABLE	YES	NO	Comments
8. Does the table accommodate up to two persons working side by side? <i>[Item 2.1]</i>			
9. Does the table have a reasonable leg space? <i>[Item 2.1]</i>			
10. Does the table have a firm, flat, horizontal working space? <i>[Item 2.1]</i>			

PHASE TWO: TABLE	YES	NO	Comments
11. Can the table withstand a total weight of at least 75kg? <i>[Item 2.1]</i>			
12. Is the height of the table working surface = 750mm (tolerance of 10mm) <i>[Item 3.1]</i>			
13. Is the working surface area dimension = 1200mm x 600mm? (permissible tolerance of 10mm either way) <i>[Item 3.1]</i>			

PHASE TWO: CHAIR	YES	NO	Comments
14. Do the chairs have a backrest? <i>[Item 2.2]</i>			
15. Can the chair withstand a total weight of at least 120kg? <i>[Item 2.2]</i>			
16. Is the height of the chair seat = 450mm? (tolerance of 10mm) <i>[Item 3.2]</i>			
17. Are the seats area = 400mm x 400mm)? (tolerance of 10mm either way) <i>[Item 3.2]</i>			
18. Is the height of the backrest = 900mm (tolerance of 10mm either way)? <i>[Item 3.2]</i>			
19. Is the chair stable and functional? <i>[Item 2.2]</i>			

PHASE TWO: GENERAL	YES	NO	Comments
20. Is the table and chair ergonomically compatible? <i>[Item 3.2]</i>			

FINAL RESULT	QUALIFIES	DISQUALIFIED

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.</p> <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>

Stage 3 – Adjudication of Bids

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 Team Member	Sign Off	
	Signature	Date