



**ELECTORAL COMMISSION  
BID SPECIFICATIONS  
SPECIAL VOTING CARDBOARD BALLOT BOXES  
ePROCUREMENT AUCTION NUMBER: 0010559931**

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

**1. ITEM DESCRIPTION: SPECIAL VOTING CARDBOARD  
BALLOT BOXES (Pack of 2)**

The Electoral Commission is desirous to procure the following item:

- 1.1. Special voting ballot boxes (pack of 2) for indoor use for casting ballots on special voting days.
- 1.2. Note that samples submitted will not be returned to bidders at any point.
- 1.3. Bidders must be registered and approved on Electoral Commission's eProcurement system (<https://votaquotes.elections.org.za>) to place a bid online.
- 1.4. A briefing session is scheduled for:
  - Date – 17 April 2026
  - Time – 11:00
  - Venue – 1303 Heuwel Avenue, Election House, Riverside Park, Centurion

## 2. ITEM SPECIFICATION

2.1. General specifications for the required items are herewith provided. Bidders may develop and submit designs within the parameters of these specifications, proposed design, and illustration. Bidders are to ensure that their bid submissions do not infringe on any third-party rights, inclusive of proprietary rights. In the event of any infringement the bidder or service provider awarded a contract will be held liable.

2.2. Bidders acknowledge that the final agreed upon design, product and associated intellectual property in the development and manufacturing of the ballot box shall remain the exclusive property of the Electoral Commission for its election specific purposes, and where necessary the relevant non-disclosure agreements and clauses will be finalised during the contracting phase with the successful bidder.

### 2.3. Specifications:

2.3.1 The special votes ballot boxes must be made of **corrugated “B” fluted** single wall cardboard (140 liner/112 flute or similar, with nominal grammage of 450gsm).

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

2.3.3 The special votes ballot boxes must be manufactured from **white faced** recyclable fluted cardboard.

2.3.4 The special votes ballot boxes must be supplied in **flat** (collapsed) form.

- 2.3.5 The special votes ballot boxes must carry clear and simple assembly instructions and/or diagrams printed directly on the ballot box surface.  
**No loose leaflets will be accepted for the final product.**
- 2.3.6 The assembled special votes ballot box must be of robust construction able to hold and carry an internal load of 25kg, without distorting, tearing, or collapsing when lifted and transported.
- 2.3.7 All special votes ballot boxes joints must be stapled. The use of glue as the only method of security joint is not acceptable.
- 2.3.8 The top of the special votes ballot boxes must be designed to provide strength and resistance to caving in during use, for example, under inadvertent pressure when ballots are deposited.
- 2.3.9 The special votes ballot boxes must have a square dimension (that is, four cornered) when assembled, to permit easy stacking after use.
- 2.3.10 The special votes ballot boxes when assembled must be of a size capable of holding approximately 1,700 A4 size ballot papers (folded).
- 2.3.11 Assembly and sealing methods must make use of polypropylene locking seals style that is 8mm wide. **(NOTE: The seals are procured separately by the Electoral Commission and are not part of the special votes ballot boxes auction).**
- 2.3.12 The lid, base and sides of the special votes ballot boxes must form a sealed compartment when the box is assembled, in such a manner that no ballots or other objects can be inserted or removed from the box except via the ballot deposit slot. This sealing method must result

primarily from the special votes ballot box design and must require not more than three (3) locking seals.

2.3.13 The special votes ballot box must have a rectangular slot (approximately 18cm by 3cm) with a tolerance not exceeding 1cm, in the top face (the lid), where a ballot paper can be deposited.

2.3.14 The special votes ballot boxes must incorporate a closing mechanism for the deposit slot for example, a folding flap with the phrasing “**Insert Ballot Here**” with the arrow sign underneath pointing down, which must be capable of being sealed after use. The closing mechanism must be capable of being sealed using not more than three (3) locking security seals.

2.4. It is important to note that the unit of measure for bidding purposes is per pack of two (2) special votes ballot boxes.

### **3. DIMENSIONS**

3.1. The dimension of the collapsible special votes ballot box must be 34cm (length) by 34cm (width) by 60cm (height) with a tolerance of 1cm permitted in either dimension.

### **4. PRINTING REQUIREMENTS**

4.1. Printing will be finalized with the successful bidder. Printing will include the Electoral Commission logo and the standard Electoral Commission colors (3 colours printing). The printing will range over the full surface of the box.

4.2. Assembly instructions and/or diagrams must be printed on the special votes ballot box.

4.3. A label block must be printed on the side of the ballot box. Design of the label block will be supplied to the successful service provider.

4.4. Final design details for printing will be provided by the Electoral Commission in electronic format at the time of the issuance of the official purchase order but will be substantially as per section 19.

## **5. QUANTITY REQUIRED**

5.1. The required quantity is **30,000** packs of two (2) special voting cardboard ballot boxes (that is **60,000** individual special voting cardboard ballot boxes Individual boxes).

## **6. DELIVERY LOCATION AND DATE**

6.1. Deliveries of goods to the selected Electoral Commission warehouse must be completed not later than **15 September 2026**.

6.2. Deliveries to the Electoral Commission warehouse should be made during working hours (08:30 – 17:00) Monday to Friday.

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.
- 6.8. Bidders must take note that a proper delivery notes system is crucial.
- 6.9. The bid price must include delivery of the specified quantities to the specified sites as per Section 7 and 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 and actual quantities delivered.
- 6.12. No deliveries will be accepted without submission of signed delivery notes. 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 (example 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/total cost must include all variables involved in the production of the items.
- 7.6. Amounts on the auction and/or official purchase order will be considered as the final and total cost and thus cannot be changed/amended at any given time by the service provider during and after the service has been rendered.
- 7.7. Bids must be placed for the correct unit of measure, that is per pack of three (3) cardboard ballot boxes.

**NOTE: It is important to note that the cost of packaging and delivery must be included in the bid price.**

## **8. QUALITY CONTROL**

- 8.1. The Electoral Commission reserves the right to conduct inspections at the service provider's premises for quality and adherence to specifications before deliveries are made.
- 8.2. The service provider must undertake and warrant that all goods shall, at the time of delivery, be according to specifications, in good condition, order and ready for use.
- 8.3. The service provider has the primary responsibility to ensure that quantity and quality are in accordance with the specification.

## 9. PACKAGING AND PREPARATIONS FOR DISPATCH

The special voting cardboard ballot boxes must be packed for delivery as follows, to facilitate handling and storage:

- 9.1. The special voting cardboard ballot boxes must be supplied in packs of two (2) special voting cardboard ballot boxes.
- 9.2. The packs of two (2) special voting cardboard ballot boxes must be supplied in protective plastic wrapping.
- 9.3. The “packs of 2” must be supplied stacked on (1000mm by 1200mm four-way entry single sided) pallets and strapped to the pallet.
- 9.4. Strict attention must be paid to stable and secure packaging to withstand the rigors of transportation by road.
- 9.5. Maximum height to stack is 1,500mm. Maximum weight permitted per pallet is 500kg.
- 9.6. Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.
- 9.7. The pallets must be clearly labeled with a green A4 label stating the following:
  - ✓ Contents: **SPECIAL VOTING CARDBOARD BALLOT BOXES**
  - ✓ Quantities
  - ✓ Weight
  - ✓ Service provider details

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

## 10. DURATION

10.1. The contract for the supply and delivery of the cardboard ballot boxes as per this auction is a 'once off' requirement.

## 11. EVALUATION OF SAMPLES AND WRITTEN PROPOSAL

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

Bidders are required to submit a **written proposal** and a **sample** for evaluation purposes.

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

11.2. For bid evaluation purposes, all bidders who have submitted a bid for this auction will be required to submit a sample 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, i.e., of full size, correct dimensions and colour.

11.4. The sample must be contained in a protective packaging plastic wrapping, to be used for full-scale production.

11.5. The sample should carry printing to demonstrate the bidders' printing capability but need not be as stipulated in section 4. The sample must

be made of the specific materials and components for use in full-scale manufacture.

11.6. The sample must include assembly instructions.

11.7. Bids must be placed online by 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:

**Supply Chain Management (SCM)**

**Election House; Riverside Office Park.**

**1303 Heuwel Avenue.**

**Centurion, Pretoria**

11.12. Samples must be clearly marked with the name of the bidder and the auction number to avoid loss or confusion. In cases where more than one sample is included in a box, all auction numbers that may be applicable must be listed. The Electoral Commission takes no responsibility for unmarked samples that cannot be linked to a specific bid.

11.13. 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 is necessary for the successful service provider to develop production strategies to ensure successful performance of the work.

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

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

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

12.4. The Electoral Commission will use the details provided in the written submission/proposal together with the sample and any due diligence

audit provisions and other information at its disposal to determine compliance of any prospective service provider with the Electoral Commission's requirements.

### **13. POST EVALUATION ACTIVITIES**

13.1. Before the auction is awarded, the recommended service provider(s) will be subjected to due diligence audit requirements of the Electoral Commission.

13.2. A due diligence audit will be conducted at the recommended service providers' premises.

13.3. The due diligence audit will include, but not be limited to, site inspections 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 for this auction for example or any other service provider able to deliver) to make good the shortfall in supply to ensure delivery of elections. Any extra costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting service provider. As such, any costs already incurred by the initially appointed service provider shall, at the sole discretion of the Electoral Commission, be for the account of that service provider since it failed to deliver! The normal penalties provided for on the Electoral Commission's purchase order shall also apply!

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

## **15. PAYMENT**

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

15.2. No payment will be made without an original invoice and copies of signed delivery notes.

15.3.No payment will be processed before full delivery is completed and accepted.

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

## **16. RECYCLING**

16.1.The special voting cardboard ballot boxes are intended to be recycled after use where possible.

16.2.To encourage recycling, the universal recycling symbol must be printed on the items.

16.3.Printed size of the symbol must be 30mm x 30mm. with a permissible tolerance of 2mm in either dimension.



## **17. ALL ENQUIRIES**

All enquiries regarding this bid must be submitted exclusively through the VotaQuotes platform. This requirement supports the principles of fairness, openness, and transparency in the procurement process.

All questions and the official responses will be published on the public VotaQuotes website ([www.votaquotes.elections.org.za](http://www.votaquotes.elections.org.za)) where the bid is advertised.

Bidders are responsible for regularly monitoring the platform for any updates, clarifications, or additional information published during the bidding period.

No telephone, email, or other forms of communication regarding bid enquiries will be accepted or responded to.

An enquiry 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 DETAIL

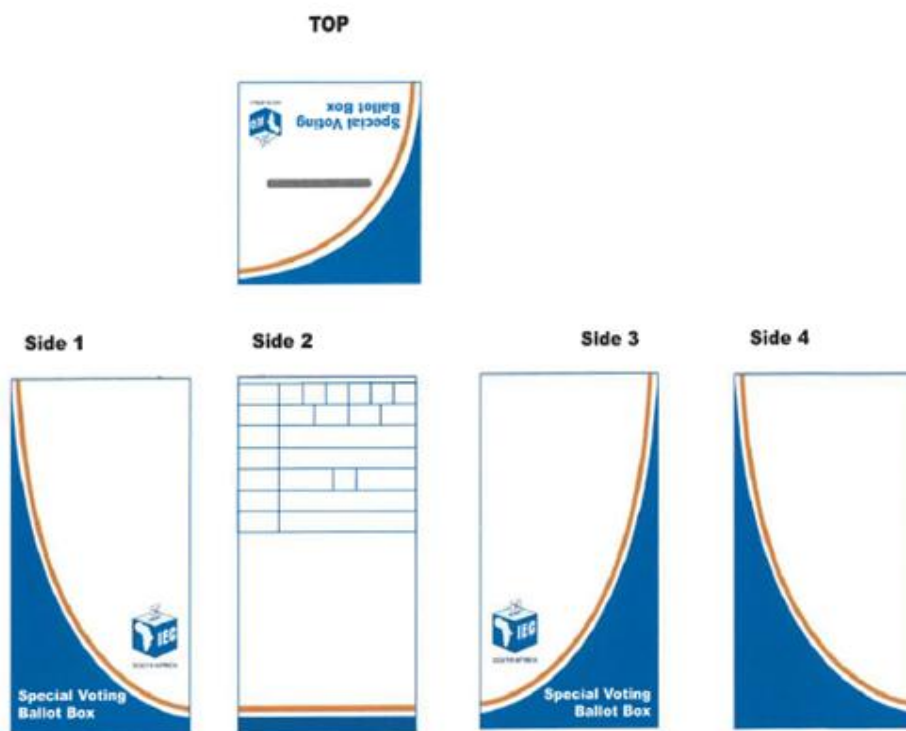
PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	QUANTITIES
Eastern Cape Warehouse	Farm 923, Portion 2 Buffalo Pass Collondale, East London	Busi Mlola Kamo Modiba	043 736 4004 043 736 4025 043 736 4058	<b>5,500</b>
Free State Warehouse	50 Monument Road Uitsig, Bloemfontein	Mbekokazi Hume Edward Macala	051 401 5002	<b>2,000</b>
Gauteng Warehouse	Unit B2 60 First Street Gold Reef Industrial Park; Booyens Reserve	Moipone Hlokotsi Kabelo Khabane	011 496 1725 011 496 1784 011 496 1070	<b>3,500</b>
Kwazulu-Natal Warehouse	41 Ashfield Close Springfield Park Durban	Mongezi Khumalo Bongani Bukhosini Bongani Thusi	031 279 2227 031 279 2228 031 279 2221	<b>6,000</b>
Mpumalanga Warehouse	9 Blackberry Blvd Riverside Park Ext 22 Nelspruit	Thuli Mbethe Lucky Leyane	013 757 1201 013 757 0621	<b>2,200</b>
Northern Cape Warehouse	13 Elliot Street Kimberley	Thuso Phokojoe Sarah Ubisi Awie Seekoei	053 838 5043 053 838 5032	<b>1,000</b>
Limpopo Warehouse	ERF20971, 18 DANUTE CRESCENT ,N1 INDUSTRIAL PARK MAGNA VIA ,POLOKWANE .	Tendani Maselele Dan Magalatshetshe	015 292 0152 015 292 0149	<b>3,800</b>
North West Warehouse	Rizvi House 50/52 First Street (Corner First Street & Aerodrome Road) Industrial Sites, Mafikeng	Bogosi Judi Thato Mdali	018 381 4054 018 391 0800	<b>2,000</b>
Western Cape Warehouse	95 Bofors Circle Epping Industrial Epping 2; Cape Town	Philip Verlaat Vukile Ndyalivani	021 951 3350	<b>2,000</b>
Central Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack	012 646 1017	<b>2,000</b>
			<b>TOTAL</b>	<b>30,000</b>

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

## 19. ILLUSTRATION

The sketch/image is for illustration purposes only.

The final product/box will be approved by the Electoral Commission.



## 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:

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

	Assessment Criteria	Bidder Requirement (YES/NO*)	Comments
5	Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		
6	The bidder is not a tender defaulter as per the register published on the National Treasury website.		
7	The bidder is not a restricted supplier as per the register published on the National Treasury website.		

\* No bid shall be accepted if a supplier is not registered on the National Treasury Central Supplier Database (CSD).

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

### **Stage 2: Evaluation Based on Functionality**

Bids received in respect of this auction will be assessed/evaluated for compliance with technical specifications/functionality in accordance with the following evaluation criteria:

Key requirements for evaluation.

If the answer is NO to any of the questions the bid will be disqualified.

### **BID EVALUATION CRITERIA – SPECIAL VOTING CARDBOARD BALLOT BOX**

Criteria	YES	NO	Comments
<b>PHASE ONE</b>			
1. Did the service provider bid on the auction? ( <b>Section 1</b> )			
2. Was the sample submitted as required? ( <b>Section 11</b> )			
3. Was the written proposal submitted required? ( <b>Section 11 and 12</b> )			

PHASE ONE OUTCOME	QUALIFIED	DISQUALIFIED	Comments

PHASE TWO	YES	NO	Comments
1. Is the sample supplied in a flat (collapsed) form? <b>(Section 2)</b>			
2. Is the sample made of white faced recyclable corrugated B fluted single wall cardboard? <b>(Section 2)</b>			
3. Are the assembly instructions and/or diagrams provided and/or printed on the special voting cardboard ballot box surface? <b>(Section 2)</b>			
4. Are the assembly instructions clear and simple? <b>(Section 2)</b>			
5. Does the sample require the use of any tools or additional materials? <b>(Section 2)</b>			
6. Are the special voting cardboard ballot box joints stapled? <b>(Section 2)</b>			
7. When assembled, does the top of the special voting cardboard ballot box provide sufficient strength and resistance to caving during use? <b>(Section 2)</b>			
8. When assembled, is the special voting cardboard ballot box four cornered, with dimensions of 34cm (length) by 34cm (width) by 60cm (height) with a tolerance of 1cm permitted in either dimension? <b>(Section 3)</b>			
9. When assembled, are the lid, base, and sides secured such that no ballot or other object can be inserted except via the deposit slot? <b>(Section 2)</b>			
10. When assembled, does the special voting cardboard ballot box incorporate a rectangular deposit slot of 18cm by 3cm, and a folding flap with an arrow that points down to the slot? <b>(Section 2)</b>			
11. When assembled, does the special voting cardboard ballot box support the sealing process that uses not more than three (3)			

locking seals, with a width of 8mm? <b>(Section 2)</b>			
12. Does the sample demonstrate the bidder's printing capabilities? <b>(Section 2)</b>			

<b>FINAL RESULT</b>	<b>QUALIFY</b>	<b>DISQUALIFIED</b>

### **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 bid and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.

Acceptable bids must be market related.

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

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

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Bid Evaluation Committee	Sign Off	
	Signature	Date