



TENDER BRIEFING NOTES

BALLOT PAPER PRINTING FOR LGE2026

IEC/LG-04/2026

17, 18 and 19 JUNE 2026, 11:00

Venue: CANTEEN AREA, ELECTION HOUSE

Tender Briefing Panel / IEC Representatives:

- MS. Suzette Ndala (SN) – Manager: Logistics
- Mr. Vusi Langa (VL) – Logistics
- Mr. Yash Sookan (YS) – Supply Chain Management
- Mr. Tinyiko Baloyi (TB) – Supply Chain Management

A tender briefing session will be held at 11:00 on the dates and at the venues set out here below:

- 17 June 2026 1 Langford, 2 Buckingham Terrance Dawncliffe Westville
- 18 June 2026 The Bridge, 1st Floor, Unit 4 304 Durban Road Bellville Cape Town
- 19 June 2026 Election House Riverside Office 1303 Heuwel Ave Centurion

Attendance registers were circulated for attention of all prospective bidders to complete.

The tender requirements were addressed, and bidders were advised that the tender briefing session was held to promote a better understanding of the critical tender prerequisites and to enhance successful participation in the tenders.

Mr. TB conducted the briefing session on 17 and 18 June 2026 in Cape Town and Durban, respectively. Mr. YS conducted the briefing at the EC Head Office on 19 June 2026.

Below is the combined briefing session notes for all 3 briefing sessions.

Administrative Requirements

YS proceeded to emphasize the key administrative requirements pertaining to the tender requirements and completion of the tender document as follows:

- Attendance to the briefing is **not** compulsory.
- The closing date and time for both tenders is **11:00 on 3rd July 2026**.
- The tender validity period is 180 days
- Bid documentation is available free of charge on the Electoral Commission's website at www.elections.org.za or https://votaquotes.elections.org.za/eproc_inter/Default.aspx and the National Treasury eTender portal at <https://www.etenders.gov.za/>
- Tender documents must be marked with the Bidders details, marked with the correct Tender reference number and only be submitted at the Electoral Commission's address as specified in the tender document before the closing date and time. Submission of bids elsewhere or late bids will result in such bids being set aside.
- Once the tender closes, the list of bids received will be recorded.
- The list of bids received will be published on the Electoral Commission's website and/or National Treasury E-Tender Portal within 10 days of the tender closing.
- Interested parties are welcome to observe the closure of the tender, should they so wish.
- All further enquiries can be directed on the VotaQuotes enquiries section on the VotaQuotes portal (VotaQuotes@elections.org.za) where the Tender details are available, as specified on the tender document on Page 1.
- Primary bid compliance verification is performed prior to the bid evaluation process to determine which bids qualify for consideration and which not. This is done by the Electoral Commission's Supply Chain Management Department and Legal Services. The findings are then reviewed by the Electoral Commission's panel of independent auditors.
- *General Tender Conditions* commencing on page four (4) of the tender document must be read carefully before the completion of the tender document.
- YS placed emphasis on key aspects of the *General Tender Conditions* which included:
 - ✓ If preference points are claimed, a copy of the valid B-BBEE status level certificate from an accredited verification agency, affidavit or CIPC B-BBEE certificate, as applicable, must be submitted together with the bid.

- ✓ The compulsory supporting documents for the applicable B-BBEE document listed on page fifteen (15) must be submitted for the Electoral Commission to validate the information on the B-BBEE document submitted. If a B-BBEE claim on a B-BBEE document cannot be validated, no points can be allocated for the claim.
- ✓ Bidders to complete the tender document in ink and not pencil.
- ✓ Bidders may partition the tender document into applicable sections but must ensure that all pages of the tender document are accounted for and completed as any missing pages will result in disqualification of the bid.
- ✓ Any alterations on the document must be initialled/signed by the bidder, and the use of correction fluid is strictly prohibited to action any alterations.
- ✓ Bidders must sign/initial every page of the tender document where provision has been made to sign/initial pages
- ✓ Alteration, reproduction or amendment of the tender document including page numbers are strictly prohibited and will result in disqualification.
- ✓ National Treasury has placed an obligation on the Electoral Commission to ensure that persons conducting business with it are tax compliant. Bidder's tax compliance status is indicated in the Central Supplier Database (CSD). The Electoral Commission will only contract service providers whose tax status is compliant. Bidders who were tax compliant during the bidding phase but became non-compliant before the bid adjudication was completed, would be disqualified if their tax affairs remained non-compliant as per the provisions of National Treasury Instruction No 9 of 2017/2018. Bidders would be afforded a maximum of 7 days to remedy their Tax Compliance Status Verification. Bidders must also ensure that all JV/Consortium partners/sub-contractors (if applicable) are tax compliant.
- ✓ Accurate, valid and completeness of SBD4 forms where bidders must disclose accurately the requirements of SBD4, critical emphasis was placed on questions 2.3 and 2.3.1 where bidders must disclose details of companies that directors have financial interest that are registered on the CSD. Bidders may furnish the details on the space provided on the SBD4 or attach their own list referenced on the SBD4 if the space is inadequate
- ✓ For bidders submitting as a joint venture/consortium of the contract, each party to the JV/Consortium or subcontracting entity must complete pages 14-26 individually and submit along with a JV/Consortium/Subcontracting letter/agreement, each party must also attach their CSD reports. **Subcontracting is not allowed for the purposes of this tender** as per paragraph 2.27 of the specification on page 36

- The Electoral Commission's Supply Chain Management Department, user department and Legal Services will attend to the evaluation of bids thereafter.
- Bidders are assessed on Stage 1: Assessment of Bidder's Disclosure and bidders that meets the requirements of Stage 1 will proceed to Stage 2 which comprises of 2 phases: Phase 1 Mandatory requirements and Phase 2: technical Scoring where bidders subjected to technical scoring must meet the minimum threshold of 75% (61/81 in accordance with the evaluation with the set evaluation criteria (pages 97-104 of Specification)
- Bidders that meet the minimum requirements of Stage 2 are subjected to Stage 3 Preferential Points Scoring Process Stage 3
- In this instance, the Electoral Commission has resolved to rely on Regulations 3(2) and 3(2)(b) of the Preferential Procurement Regulations that provide for circumstances where it is unclear whether the 80/20 or 90/10 preference point system applies. **Therefore, either the 80/20 or 90/10 preference point system will apply, and the lowest acceptable tender will be used to determine the applicable preference point system.**
- Once the bid evaluation committee has considered the bids and proposed a recommended bidder, recommendations are made to the Bid Adjudication Committee (BAC) who, in turn, shall make recommendations to the Chief Electoral Officer (CEO) for consideration and approval on the adjudication of the in consultation with the Executive Committee (EXCO).
- Bids in respect of bidders and their directors/trustees/shareholders that are listed on the national treasury register for tender defaulters or the list of restricted suppliers will be rejected.
- A due diligence audit will be performed on a shortlisted bidder to confirm details and information, capacity, capability and ability to execute the contract. The due diligence audit process is not aimed at creating any expectations or commitments as it is merely part of the overall bid assessment process. To mitigate risks, the Electoral Commission may not consider bidders that do not have the necessary capacity, capability and ability which includes financial liquidity to execute the requirements set out in the tender.
- A contract/service level agreement (SLA) may be entered.
- The award of the tender will be published in the National Treasury eTender Portal as well as the Electoral Commission's website as may be applicable. Bidders should note the award of the tender as published and that no general notices to unsuccessful bidders will be issued.
- General – Bidders must always scrutinize the tender document and bid specifications carefully in order to ensure that they provide all the necessary information in their written responses as well

as take care that copies of all relevant documentation that is required is submitted as part of their bid.

- Only qualifying bids that are acceptable will be subjected to scoring in terms of the provisions of the Preferential Procurement Regulations, 2022 for bid adjudication purposes.
- Standard payment terms apply where bidders will be paid within 30 days of receipt of invoice from the awarded bidder.

Erratum on Specification Document:

Page 54 of 104 : **20. Downtime Compensation for Delayed Commencement**

20.1 Reservation of Production Capacity

The Service Provider shall, upon signature of the Service Level Agreement (SLA) and for the duration specified in the implementation schedule, reserve and maintain sufficient production capacity, personnel, specialised equipment, and printing facilities necessary to print and deliver the ballot papers within the required twenty-one (30) calendar day production period stipulated in the Agreement and Service Level Agreement (“SLA”).

30 days should be 21 days. The specification has been subsequently updated

Administrative Questions and Answers

Q: Are we allowed to complete pricing schedule electronically?

A: Yes, as long as information contained in the pricing schedule will be remained the same.

Technical Requirements

> SN provided an overview on the Background and Objectives of the tender including a high-level summary of the Commission expectation of the bidders per the specification requirements including Background, Tender Objectives and Scope, Objectives and Scope of the Tender, Important Aspects of this Tender, Ballot Quantities.

> Ballot Specifications: paper type, paper size, ballot paper width and length, paper colour, print colour

> **Style:** Counterfoil and Perforation, Numbering on Counterfoil, Binding, Identification and Numbering of Books, Pre-press Ballot Design

> Written Submissions and Samples

> **Contingency and Disaster Planning** – Bidders to ensure contingencies are provided for breakdowns, industrial action and logistical challenges

> **Security:** designated printing area for ballot papers must be cordoned off and secure and only staff that have been authorized and vetted by IEC will be allowed in designated print area.

> **Overall project management** and additional independent quality assurance for ballot paper production will be provided by personnel appointed by the Electoral Commission. Printers must be willing and prepared to communicate and cooperate with these personnel after appointment

> **Packaging and Delivery:** The Electoral Commission requires ballot papers to be packaged at the point of origin to suit the final planned destination. In this case it will be the individual voting station. Approximately 24,000 voting stations will be in operation for the local government elections in 2026

> **Packaging and Labeling:** The ballot books containing 100 ballot paper each must be assembled in packs of five (5) books (500 ballot papers) and plastic wrapped. This has been confirmed to be the optimal packaging preference for ease of handling. The packs of five (5) ballot books must be clearly labelled with a description of the ballot papers and their intended destination.

Barcode Tracking During Delivery the Electoral Commission has devised a mechanism whereby ballot papers are tracked from the point of manufacture to the respective points of delivery. The preferred method of marking and tracking will be by means of simple barcodes. Printers will be required to produce bar codes provided by the Electoral Commission for the following purposes:

- Ballot book
- Ballot parcel (5 books)
- Carton (box)
- Pallet

Delivery Requirements Printed ballot papers must be delivered by the printer directly to the destination determined by the Electoral Commission. This will normally be the relevant Electoral Commission warehouse in the province for which the ballot paper is destined. For ease of reference, a list of provincial warehouses with addresses is provided in Schedule D. The ballot papers will be delivered to all nine (9) provincial warehouses.

Security During Delivery The printer must provide the necessary security to ensure that the ballot papers are delivered to their destination in the state in which they departed the place of manufacture without being damaged or tampered with in any way.

Production Time / Capacity / Service Areas A maximum of twenty-one (21) calendar days, which include weekends and public holidays, will be available for the printing of ballot papers.

Bid submissions should, therefore, realistically take into account the quantity of ballot papers which can be produced within this timeframe, with due regard to the non-negotiable quality requirements. This is particularly important as service providers will not be permitted to withdraw an offer at a later stage.

Pricing Bidders are required to complete all the tables in Schedule F to indicate their pricing. All stated prices must include VAT. Considering the project duration and the tender timelines and in view of the Electoral Commission's intention to appoint printers some months in advance of the ballot paper printing period, consideration should be given to the matter of firm/non-firm prices. Any relevant cost escalation factors should be clearly stated in Schedule F if necessary.

System down time.

> The Service Provider shall reserve and maintain sufficient production capacity, personnel, specialized equipment, and printing facilities necessary to print and deliver the ballot papers within the required twenty-one (21) calendar day production period stipulated in the Agreement and Service Level Agreement ("SLA").

> The Service Provider acknowledges that such reserved capacity forms part of its contractual obligations and pricing assumptions under this Agreement.

20.2 Delayed Commencement by the Commission: remedies for claimable compensation for downtime will only be applicable by conditions (a toe) on pages 55 of 104.

> The Service Provider shall not allocate, reassign, substitute, or otherwise utilize the reserved production capacity for third-party work in a manner that compromises its ability to commence production immediately upon instruction by the Commission.

Technical Questions and Answers

Q: Can the sample be horizontal or vertical

A: Only Horizontal

Q: How will barcoding aspect be integrated between awarded suppliers and IEC?

A: IEC will provide each service provider data to be inputted in their scanners which will interface when IEC scans the packaged batches on our side

Q What type of paper must be used for printing?

A Normal 80gsm, 165mm slim fit