



SOUTH AFRICA

**ELECTORAL COMMISSION  
BID SPECIFICATIONS  
CARDBOARD BALLOT BOXES  
ePROCUREMENT AUCTION NUMBER: 0010509545**

*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 BALLOT BOXES (Pack of 3)**

**1. BACKGROUND**

The Electoral Commission is desirous to procure the following item:

- Cardboard Ballot Boxes (Pack of 3) for indoor use for casting ballots 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.**

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

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

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

## 2. ITEM SPECIFICATION

ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY REQUIRED	COLOUR	DIMENSIONS
Cardboard Ballot Boxes	Pack of 3	15, 000 Packs that is, 45, 000 individual cardboard ballot boxes	Base material: White	(Detailed dimensions) in Section 3.
<p>Printing colours will be communicated to the successful bidder and may include:</p> <ul style="list-style-type: none"> <li>• Navy = Pantone 2965</li> <li>• Midblue = Pantone 300</li> <li>• Light Blue = 2707</li> </ul>				

- Ballot Boxes must be supplied in **FLAT** (collapsed) form.
- Assembly must not require the use of any tools or additional materials such as tape.
- The ballot box must be manufactured from white-faced recyclable fluted cardboard.
- The ballot box must carry clear and simple assembly instructions and/or diagrams printed on the ballot box surface. **No loose leaflets will be accepted for the final product.**
- The assembled 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.
- All ballot box joints must be stapled. **The use of glue as the only method of securing a joint is not acceptable.**

- The top of the box, in particular, must be designed to provide strength and resistance to caving in during use, for example, under inadvertent pressure when ballots are deposited.
- The box must be of rectangular dimensions (that is, square cornered and flat-topped) when assembled, to permit easy stacking after use.
- The box when assembled must be of a size capable of holding 1,700 A4 size ballot papers (folded) with 30% of the capacity spare – approximately 0.07 cubic meters (70 litres) total capacity.
- The suggested fluted board specification, for comparative purposes is: single wall board (“B” flute) with nominal grammage of 450gsm.
- Assembly and sealing methods must make use of polypropylene pull-through seals – “cable tie” style - 230mm long x 8mm wide. **(Note: these seals are procured separately by the Electoral Commission and are not part of the ballot box auction.)**
- The lid, base and sides of the box must form a sealed compartment when the box is assembled, in such a manner that no ballots or other objects can be inserted, (except via the ballot deposit slot) or removed from the box. This sealing must result primarily from the ballot box design, and must require not more than two (2) pull-through seals. The ballot box must have a rectangular slot (approximately 15cm x 2cm) with a tolerance not exceeding 3cm x 1cm, in the top face (the lid), where a ballot paper can be deposited.
- The ballot box must incorporate a closing mechanism for the deposit slot – for example, a sliding panel – which must be capable of being sealed once the box is full, using not more than one (1) pull-through seal.

**NB: The Unit of Measure for bidding purposes is a pack of 3 ballot boxes.**

### 3. DIMENSIONS

- The box when assembled should have a square horizontal cross section of approximately 34cm x 34cm, and the height of the box should not exceed 60cm.
- The base material colour of the fluted board must be **WHITE**.

### 4. PRINTING REQUIREMENTS

- The exterior panels of the ballot box must be finished in white (white-faced board) and printed with the Electoral Commission logos and lettering in BLUE, using the standard Electoral Commission colors (3 colours printing). The printing will range over the full surface of the box, except horizontal working surfaces, and will cover approximately one third of the area.
- Assembly instructions and/or diagrams must be printed on the ballot box.
- An A4-size label block must be printed on the left and right side faces of the ballot box. Design of the label block will be supplied to the successful service provider.

**NB: 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 20.**

### 5. DELIVERY DATE AND LOCATION

- Deliveries of goods to the selected Electoral Commission warehouses must be completed not later than **29 March 2024**.
- Deliveries to the Electoral Commission warehouses should take place during working hours (08h30-16h00) Monday to Friday.
- The required point of delivery is the Electoral Commission warehouses as per Section 19.
- The service provider must notify the appropriate Electoral Commission contact person of the delivery schedule and intended times of delivery, as per Section 19.

- Partial deliveries will not be accepted, unless prior agreement and approval by the Electoral Commission.
- Late deliveries will not be accepted.
- Prices must include delivery of the specified quantities to the specified sites as per Section 19.

## 6. **COSTING AND PRICING**

- 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 (for example R50 instead of R5,000).
- All bid 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, that is, Pack of 3.

**NB: Bidders must note that the cost of packaging and delivery must be included in the bid price.**

## 7. 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.

## 8. PACKAGING AND PREPARATIONS FOR DISPATCH

The Ballot Boxes must be packed for delivery as follows, to facilitate handling and storage:

- The ballot boxes must be supplied in packs of three (3), contained in protective wrapping, with at least two (2) supportive strappings.
- The "packs of 3" must be supplied stacked on (1000mm X 1200 mm Four Way Entry Single Sided) pallets and strapped to the pallet.
- **Strict attention must be paid to stable and secure packaging to withstand the rigors of transportation by road.**
- Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- Pallets must be shrink-wrapped to prevent contents shifting or falling during movement.
- The pallets must be labelled with a **GREEN A4** label.
- The pallets must be clearly labelled indicating:
  - ✓ Contents: **CARDBOARD BALLOT BOXES**
  - ✓ Quantities

- ✓ Weight
- ✓ Service provider's details
- Separate consignments must be packed and delivered for each provincial quantity allocation as shown in Section 19.

**NB: Service providers must note that the packaging materials including pallets remain the property of the Electoral Commission after delivery.**

## **9. DURATION**

The contract for the supply and delivery of the Cardboard Ballot Boxes - Packs of 3 as per this auction is a 'once off' requirement.

## **10. SAMPLES**

- 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, except that a single ballot box shall suffice.
- **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 (that is fluted cardboard) and components for use in full-scale manufacture.
- The Electoral Commission reserves the right to inspect the samples of the offered materials to establish conformance before awarding of a contract.

- 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.
- Bids must be placed online not later than the closing date **(that is 14 December 2023)** as stipulated on the eProcurement system.
- Samples must be submitted not later than the closing date **(that is 14 December 2023)** as stipulated on the eProcurement system.
- No late samples will be considered.
- Failure to submit a sample within the specified period and time will disqualify the bid proposal.
- The samples and written proposal must be delivered directly to:

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

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



- **The samples will be stringently tested for quality compliance to specifications and will not be returned to service providers at any point.**
- Successful bidder shall be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before contract is awarded.

## **11. WRITTEN PROPOSAL**

- 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 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.
- Written proposal must be submitted not later than **(14 December 2023)** as stipulated on the eProcurement system.
- No late written proposal will be considered.
- Failure to submit a written proposal within the specified period and time will disqualify the bid proposal.
- **NB: It will be necessary for the successful service provider to develop production strategies to ensure successful performance of the work.**

## 12. PROOFS

Proofs must be supplied for approval before commencing with bulk production to:

**Attention: Mr Molwelang Mathibe / Ms Maite Matsebatlela**

**Election House**

**Riverside Office Park**

**Heuwel Avenue**

**Centurion**

**e-Mail- [mathibem@elections.org.za](mailto:mathibem@elections.org.za) / [matsebatlelam@elections.org.za](mailto:matsebatlelam@elections.org.za)**

**Tel: (012) 622-5723 / (012) 622-5878**

## 13. DUE DILIGENCE

- 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 providers premises and subcontractors premises (only if subcontracting is a **Consortium** or **Joint Venture** and 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.
- The delivery notes must be signed by both the service provider and the Electoral Commission's warehouse receiving staff.
- Deliveries must be made in the name of the service provider – no third party deliveries will be accepted.

- 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, that is number of pallets, boxes and actual quantities delivered.
- **The Electoral Commission will not accept waybills 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 Ballot Boxes 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**

Technical enquiries can be directed to:

Ms Suzette Thato Ndala / Mr Molwelang Mathibe

Electoral Commission

Logistics Department

Tel: (012) 622-5851/ 5723

e-Mail: [ndalas@elections.org.za](mailto:ndalas@elections.org.za) / [mathibem@elections.org.za](mailto:mathibem@elections.org.za)

**19. ELECTORAL COMMISSION WAREHOUSES AND CONTACT NUMBERS  
CARDBOARD BALLOT BOXES - PACK OF 3**

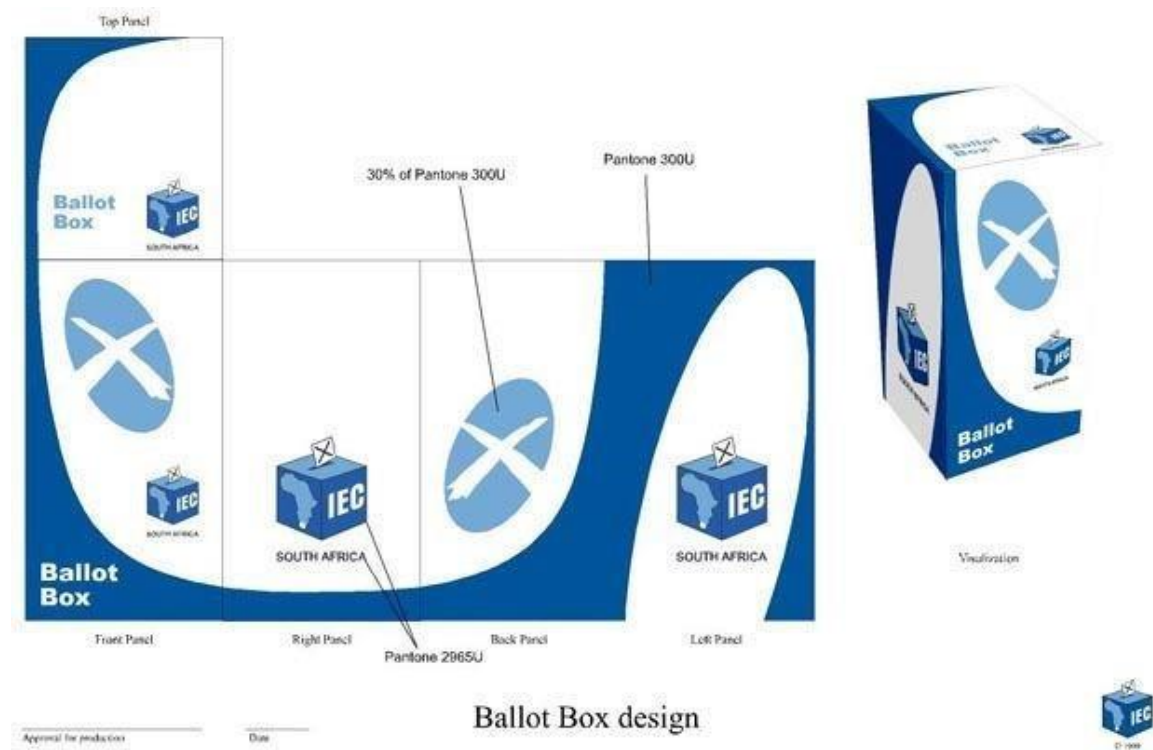
PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	QUANTITIES
Eastern Cape Warehouse	Farm 923; Portion 2; Buffalo Pass; Collondale; East London	Busi Mlola Kamo Modiba	043 736 4004 043 736 4025 043 736 4058	<b>13,500</b>
Central Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack	012 622 5913	<b>1,500</b>
			<b>TOTAL</b>	<b>15,000</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.

## 20. ILLUSTRATION OF CARDBOARD BALLOT BOXES

(THIS IS FOR DEMOstration PURPOSES ONLY AS THE FINAL ARTWORK WILL BE SUPPLIED BY THE ELECTORAL COMMISSION TO THE SUCCESSFUL BIDDER)

- NOTE #1: PRINTING ON BOTH SIDES
- NOTE #2: PUNCHED HOLES ARE SHOWN IN ILLUSTRATION
- NOTE #3: BINDING WIRE / STRING IS NOT REQUIRED



- Navy = Pantone 2965
- Mid blue = Pantone 300
- Light Blue = 2707

## 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.

**NB: If the answer is NO to any of the Phase one or Phase two questions, the bid proposal will be disqualified.**

### **EVALUATION CRITERIA – CARDBOARD BALLOT BOXES**

**AUCTION NUMBER:**

**Bidder:**

**Ranked:**

PHASE ONE	YES	NO	Comments
1. Did the service provider bid on the auction? <b>(Section 1)</b>			
2. Was a sample submitted on time? <b>(Section 10)</b>			
3. Was a written proposal submitted on time? <b>(Section 11))</b>			
4. Is the sample supplied as per required specification? <b>(Section 2 and 3)</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. Does the service provider have direct control over the product design and production process? <b>(Section 11)</b>			
3. Is the sample manufactured from white-faced flute cardboard? <b>(Section 2)</b>			
4. Are the assembly instructions and/or diagrams printed on the ballot box surface?			

<b>(Section 2)</b>			
5. Ability to carry internal load of 25kg? <b>(Section 2)</b>			
6. Are the ballot box joints stapled or similar? <b>(Section 2)</b>			
7. Is the box of rectangular dimensions when assembled? <b>(Section 2)</b>			
8. Does the ballot box incorporate a closing mechanism for the deposit slot? <b>(Section 2)</b>			
9. Rectangular slot dimension (15cm x 2cm) with a tolerance not exceeding 3cm x 1cm <b>(Section 2)</b>			
10. Is the box dimension when assembled (34 cm x 34 cm with a height of 60 cm)? <b>(Section 3)</b>			
11. Are the printing capabilities demonstrated? <b>(Section 10)</b>			
<b>FINAL RESULT</b>	<b>QUALIFIED</b>	<b>DISQUALIFIED</b>	<b>Comments</b>

### **Phase 3: Bid Adjudication Process**

Bids will be adjudicated as set out below.

#### **Stage 4 – 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.

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

**Failure to submit the required supporting documents for preference claims will lead to zero (0) points for the claim.**

<b>Bid Evaluation Team Member</b>	<b>Sign Off</b>	
	<b>Signature</b>	<b>Date</b>