



**SOUTH AFRICA**

**BID SPECIFICATIONS FOR  
TABLE MARKING SIGNS  
ePROCUREMENT AUCTION NUMBER: 0010557788**

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

## **1. ITEM DESCRIPTION: TABLE MARKING SIGNS**

The Electoral Commission is desirous to procure the following item:

- 1.1. Table marking signs in packs of fifteen (15) to be used during the 2026/27 local government elections (LGE 2026/27).
- 1.2. Samples will not be returned to bidders at any point.
- 1.3. Bidders must be registered and approved on the Electoral Commission's eProcurement system (<https://votaquotes.elections.org.za>) to place a bid online.
- 1.4. A non-compulsory briefing session is scheduled for:  
  
Date – 12 March 2026  
Time – 11:00

Venue – 1303 Heuwel Avenue, Election House,  
Riverside Park, Centurion

## **2. ITEM SPECIFICATION**

General specifications for the required items are herewith provided below. Bidders are free to develop and submit designs within the parameters of these specifications. Bidders are to ensure that their bid submissions for goods or services offered do not infringe on any third-party rights, inclusive of proprietary rights. Propriety and intellectual property rights of the Electoral Commission is vested in goods/services provided to it which was developed and manufactured for election specific purposes. In the event of any infringement the bidder or service provider awarded a contract will be held liable.

- 2.1. The table marking signs must be manufactured from cardboard material and must be sufficiently robust to withstand three (3) days of usage in a voting station.
- 2.2. The table marking signs must be manufactured from fluted cardboard of a minimum thickness of 3mm with a permissible tolerance of 1mm.
- 2.3. The table marking signs must be supplied in a pack of 15, sealed, with correct combination of wording and symbols. (Refer Section 4: Printing requirements)
- 2.4. The unit of measure (UoM) for bidding purposes is a pack of 15 table marking signs.

## **3. DIMENSIONS**

- 3.1. The size of each table marking sign must be 60cm (L) x 25cm (W) with a

permissible tolerance of 1cm in either dimension).

- 3.2. The signs must be punched with four (4) holes each of 5mm diameter to facilitate mounting. Two (2) holes along the top edge must be 150mm apart and two (2) holes on the bottom edge, also 150mm apart with a permissible tolerance of 2mm in either dimension.

#### **4. PRINTING REQUIREMENTS**

- 4.1. Printing on the table marking signs must be on one side only, the layout to be landscape.
- 4.2. The base material must be white.
- 4.3. The table marking signs must carry the various wording/symbols as stated below, printed in blue, capital letters at least 65mm high. The table marking signs will have the following printing requirements:

- 2 x "ENTRANCE"
- 1 x "EXIT"
- 4 x "VOTERS ROLL"
- 1 x "PRESIDING OFFICER"
- 1 x "DEPUTY PRESIDING OFFICER"
- 1 x "AGENTS"
- 2 x BLANK
- 3 x HORIZONTAL ARROW SYMBOL
- (15 = TOTAL)

- 4.4. The printing must be in landscape format.
- 4.5. The table marking signs must carry the Electoral Commission logo and design

in three (3) standard colours, see Section 19.

- 4.6. Printing must be in accordance with a design provided by Electoral Commission.
- 4.7. The printed font must be as bold as possible within the dimensions of the table marking signs.
- 4.8. All grooves of fluting to be fully covered with printed image (no hollows or voids) must be visible.

It is important to note that the final design details 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 total quantity required of table marking signs must be **30,000** packs of 15. That is **450,000** individual table marking signs.

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

- 6.1. Delivery of table marking signs to the selected Electoral Commission Warehouses must be completed no later than **15 July 2026**.
- 6.2. Delivery to the Electoral Commission warehouses should be made during working hours (08:30-16:00) Monday to Friday.
- 6.3. The required point of delivery is the Electoral Commission warehouses 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. Delivery must be made in the name of the service provider – no third-party deliveries will be accepted.
- 6.6. Partial delivery will not be accepted unless prior agreement and approval by the Electoral Commission.
- 6.7. Late deliveries will not be accepted nor paid for.
- 6.8. Bidders must take note that a proper delivery notes system is crucial.
- 6.9. Prices must include delivery of the specified quantities to the specified sites as per Section 18.
- 6.10. The delivery notes must be signed by both the service provider and the warehouse receiving staff.
- 6.11. Delivery 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/bottles and actual quantities delivered.

It is important to note that no delivery will be accepted without submission of signed delivery notes. Waybills will not be accepted as delivery notes.

## **7. COSTING AND PRICING**

- 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 (for example R50 instead of R5,000).
- 7.3. All bids 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 15.

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.

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 table marking signs must be packed for delivery as follows, to facilitate handling and storage:

- 9.1. The table marking signs must be supplied in a plastic-wrapped packs of 15, in the correct combination of markings as given in Section 4.
- 9.2. Each pack must carry a clearly visible label marked **Table Marking Signs: Voting**.
- 9.3. The packs of 15 must in turn be packed in suitable cartons for bulk handling.
- 9.4. The cartons (each containing packs of 15) must then be stacked on 1,000mm X 1,200mm four-way entry single sided pallets and strapped to the pallet.
- 9.5. Strict attention must be paid to stable and secure packaging to withstand the rigors of transportation by road.
- 9.6. Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- 9.7. Pallets must be shrink-wrapped to prevent contents shifting or falling during movement.

9.8. The pallets must be labeled with a yellow A4 label stating the following:

- Contents: **TABLE MARKING SIGNS: VOTING**
- Quantities
- Weight
- Service provider's details

9.9. Separate consignments must be packed and delivered for each provincial quantity allocation as shown in Section 18.

It is important to note that all 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 table marking signs as per this tender is a once off requirement.

## **11. EVALUATION OF SAMPLES AND WRITTEN PROPOSAL**

Before an order is placed with any service provider that service provider will be required to prove conformance of the offered goods to the stated specification.

11.1. The Electoral Commission reserves to inspect samples or examples of the offered materials to establish conformance before awarding an order.

11.2. For evaluation purposes, all bidders who place a bid 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 service provider to submit the sample.

- 11.3. The sample consisting of a pack of signs (consisting of at least 4 signs) must conform to the auction specifications as set out in sections 1, 2, 3 and 4 above.
- 11.4. The sample (consisting of at least 4 signs), correct colour and dimensions as stated in sections 2, 3 and 4. The sample must be made of the specified materials and components for use in full-scale manufacturing but need not carry the exact proposed Electoral Commission printing. The sample must, however, demonstrate the service provider's ability to print on the table marking signs.
- 11.5. Bids must be placed online by not later than the closing date and time as stipulated on eProcurement system.
- 11.6. Sample (consisting of at least 4 signs) and the written proposal must be submitted not later than the closing date and time as stipulated on eProcurement system.
- 11.7. Failure to submit the sample within the specified period will exclude that service provider from further consideration.
- 11.8. No late samples will be considered.
- 11.9. The samples must be delivered directly to:
- Election House  
Riverside Office Park  
Procurement and Asset Management Division  
1303 Heuwel Avenue  
Centurion  
Tel: (012) 622–5700/5916/5550

- 11.10. Samples should be clearly marked with the name of the bidder and the auction number to avoid loss or confusion.
- 11.11. The Electoral Commission takes no responsibility for unmarked samples.
- 11.12. The samples will be stringently tested for quality compliance to specifications and will not be returned to service providers.
- 11.13. Successful service provider may be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before an official purchase order is issued.

## **12. ADDITIONAL REQUIREMENTS: SERVICE PROVIDER INDUSTRY**

- 12.1. It will be necessary for the successful service provider to develop production strategies to ensure successful performance of the work.
- 12.2. Therefore, bidders on this auction 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 an administrative and/or technical due diligence audit.

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

13.3. 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.

13.4. The Electoral Commission will enter into service level agreement (SLA/contract) with the successful bidder.

### **14. SERVICE PROVIDER PERFORMANCE**

14.1. Contracting of any service provider to render goods and/or services to the Electoral Commission are subject to the fulfillment of the Electoral Commission's due diligence audit requirements.

- 14.2. An essential component of the Electoral Commission's due diligence audit requirements may involve site visits to potential suppliers/ contractors as well as inspection of various key documents underpinning the establishment of the companies involved in bids of the Electoral Commission. This also includes confirmation of capability and capacity as well as ability to execute the services specified in such bids.
- 14.3. Upon notification of the Electoral Commission's intention to award a contract, the successful bidder may be required to enter into a service level agreement (SLA/contract) with the Electoral Commission.
- 14.4. The purpose of the SLA (if applicable other than what the Electoral Commission's standard purchase orders provide for) is to fix performance criteria within the key requirements of this auction, namely quantity, quality and delivery.
- 14.5. The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 14.6. The Electoral Commission reserves the right to reject any services delivered not conforming to the above, including damaged units/parcels.

Where previously agreed delivery schedules are not met by a supplier, the Electoral Commission shall have the right to appoint an alternative supplier to make good the shortfall in supply. Any additional costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting supplier.

## **15. PAYMENT**

- 15.1. No payment will be made by the Electoral Commission before a service has been rendered.
- 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 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 table marking signs 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 TO BE ADDRESSED TO:**

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 telephonic, email, or other forms of communication regarding bid enquiries will be accepted or responded to.

An enquiry cutoff 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 WAREHOUSES AND CONTACT NUMBERS: TABLE MARKING SIGNS

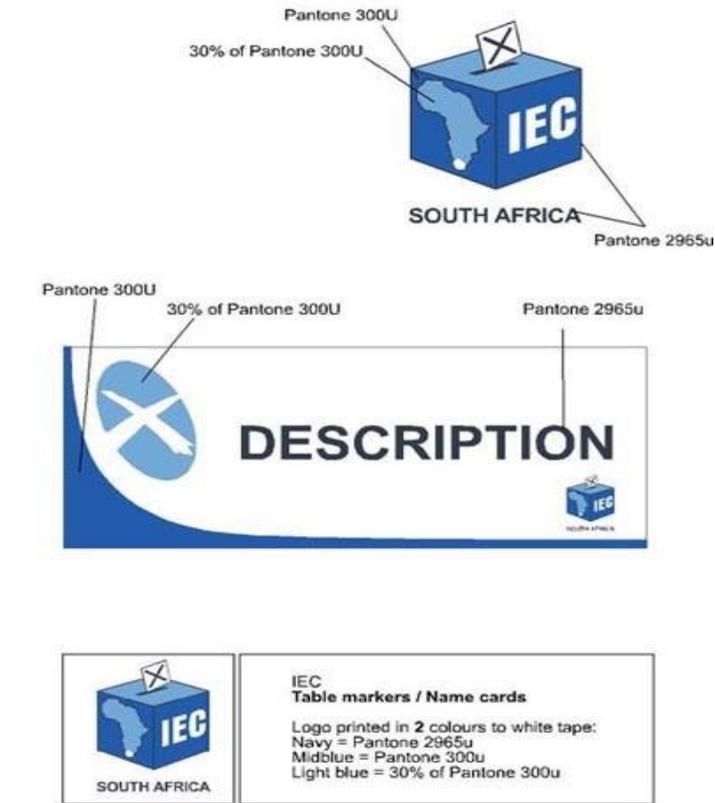
PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	QUANTITIES
Eastern Cape Warehouse	Farm 923, Portion 2. Buffalo Pass, Collondale, East London	Busi Mlola Kamo Modibe	043 736 4004 043 736 4025 043 736 4058	<b>4 100</b>
Free State Warehouse	50 Monument Road, Uitsig Bloemfontein	Mbekokazi Hume Edward Macala	051 447 3543	<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	<b>5 600</b>
Kwazulu-Natal Warehouse	41 Ashfield Close, Springfield Park, Durban	Mongezi Khumalo Bongani Bukhosini Bongani Thusi	031 579 4829 031 579 4206 031 579 5404	<b>7 200</b>
Mpumalanga Warehouse	9 Blackberry Blvd Riverside Park Ext 22, Nelspruit	Thuli Mbethe Lucky Leyane	013 754 0200	<b>2 200</b>
Northern Cape Warehouse	13 Elliott Street, Kimberley	Thuso Phokojoe Sarah Ubisi Awie Seekoei	053 838 5000 053 838 5029	<b>300</b>
Limpopo Warehouse	Erf20971, 18 Danute Crescent, N1 Industrial Park, Magna Via Polokwane	Tendani Maselele D Magalatshetshe	015 292 0152 015 292 0149	<b>3 700</b>
North West Warehouse	Rizvi House, 50/52 First Street (CNR: First Street & Aerodrome Road), Industrial Sites, Mafikeng,	Bogosi Judi Thato Mdali	018 381 4054 018 391 0800	<b>2 100</b>
Western Cape Warehouse	95 Bofors Circle Epping Industrial Epping 2 Cape Town	Philip Verlaat Vukile Ndyalivani	021 951 3350	<b>1 800</b>
Central Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack	012 646 1017 012 622 5492	<b>1 000</b>
			Total	<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 municipal area.

## 19. ILLUSTRATION OF TABLE MARKING SIGNS

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

### TABLE MARKERS / NAME CARDS



## 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.		
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.		

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

It is important to note that if the answer is NO to any of the phase one or phase two questions, the bid will be disqualified.

<b>Evaluation Criteria: Table Marking Signs</b>			
<b>Auction number:</b>			
<b>Bidder:</b>			
<b>PHASE ONE</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1. Did the service provider bid on the auction? ( <i>Section 1</i> )			
2. Was the sample submitted as required, that is within the required time frame? ( <i>Section 11</i> )			
3. Is the written proposal submitted as per the required specification? ( <i>Section 11 and 12</i> )			
<b>PHASE ONE OUTCOME</b>	<b>QUALIFIED</b>	<b>DISQUALIFIED</b>	<b>COMMENTS</b>

PHASE TWO	YES	NO	COMMENTS
4. Are the table marking signs manufactured from fluted cardboard material of 3mm thickness (tolerance of 1mm)? <i>(Section 2)</i>			
5. Are the dimensions (60 cm x 25 cm) (tolerance of 1cm either dimension)? <i>(Section 3)</i>			
6. Are there 4 punched holes on the sample to facilitate mounting, two holes 5mm diameter and 150mm apart with a permissible tolerance of 2mm in either dimension? <i>(Section 3)</i>			
7. Is the base material white? <i>(Section 4)</i>			
8. Does the sample carry printing to demonstrate the service provider printing capabilities? <i>(Section 11)</i>			

FINAL RESULT	QUALIFIES	DISQUALIFIED

### **Stage 3: Bid Adjudication Process**

Bids will be adjudicated as set out below.

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, 2000 (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 Committee (BEC)	Sign Off	
	Signature	Date