



Independent Communications Authority of South Africa

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion

Private Bag X10, Highveld Park 0169

TERMS OF REFERENCE (TORs) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER SEALING BAGS TO ICASA

1. SCOPE OF WORK

Procurement of the services of a suitably qualified and experienced service provider that will supply and deliver sealing bags as per below specifications.

ICASA will provide the corporate identity framework and Electronic Communications Act No 36 of 2005 to assist the service provider to produce sealing bags in line with the approved corporate identity and amended act.

2. REQUEST FOR PROPOSALS

Proposals are hereby invited from suitably qualified service providers to supply and deliver sealing bags to ICASA.

The service provider must:

- Demonstrate competence in supplying sealing bags to either public or private sector entities.

Specifications of Sealing Bags

The bags must be available in the following sizes: (Width x Length) ICA & ICB

Items Description	Serial number format	Dimension and size	Quantity
ICA Sealing Bags With ICASA logo underneath the serial number; No scannable code on the bag. (Please see attached photos).	ICA-45XXX; (ICA-45000-ICA-45999)	Length = 59.8cm x Width = 45.6cm	200
ICB Sealing Bags with ICASA logo underneath the serial number; No scannable code on the bag. (Please see attached photos).	ICB-45XXX; (ICB-45000-ICB-45999)	Length = 66.2cm x Width = 55.6 cm.	200



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ICA-40XXX



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**RADIO EQUIPMENT SEALED IN ACCORDENCE WITH THE
ELECTRONIC COMMUNICATIONS ACT (ECA No 36 of 2005)**

**UNAUTHORISED OPENING OF THIS BAG COULD LEAD
TO PROSECUTION**

FOR FURTHER INFORMATION, CONTACT:

REGIONAL OFFICE :

TEL NO. :

Detailed Specifications

The sealing bags must be made from polyethylene.

The overall thickness of the material for the bags may not be less than one hundred and fifty (150) microns but no thicker than one hundred and sixty (160) microns.

The top and bottom edges of the bag must be folded over and may not be heat sealed.



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Only the side edges of the bag must be heat sealed. No heat seals on any other part of the bag, including the fold-over bottom or top edges or beneath the seal strip (other than adhering the seal strip). The heat seals on the side edges of the bag must be at least 6 mm to 10 mm wide.

The heat-sealed surface on the side edges must have a rough texture and a unique (e.g. wave) pattern, indicating attempts to cut the seal edge and reseal it. The side heat seals must be of such a fine texture that any attempt to enter the bag through the side seals must be visible.

The bag for normal use must be fully transparent with no writing or other printed information on one side, to allow for viewing the contents without the need to open it. The bag must display an indicative line for cutting open the bag at the bottom as the only legitimate means to access any material inside the bag. The cut indicator line must be printed on the bag on one side, at least 0.5 to 3 centimetres above the bottom fold of the bag. The cut indicator line must run from the right-hand side heat seal and end at least 1 centimetre before the left-hand heat seal to indicate that the cut may not cross the left-hand seal of the bag.

The bag must include a white background writing space which is writable with a black pen or marker for recording Information of the regional office that sealed the radio apparatus.

Note: The Act quoted in the example below the ICASA Logo is an old Act. New bags must reflect the current applicable Act, ECA No 36 of 2005.

The Seal

The process to seal the bag must not be complicated so as to prevent bags from not being sealed properly. A simple removable or tear off covering/strip or "runner to expose the seal strip adhesive to the bag surface is preferable.



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The seal strip must be permanently attached to the bag, e.g. by being fixed or heat sealed to one side of the bag. It must be designed to show clear signs of any tampering where it is adhered to bag, such as any attempt made to cut through the heat seal, remove or replace it.

The sealing strip must consist of a double or multilayer tape and be constructed to tear easily when a physical attempt to open the seal is made, through introduction of micro slits/perforations or similar mechanism.

The multilayer tape must display an identifiable, clear visible pattern created by the various layers placed together once sealed.

The seal strip must incorporate a mechanism to show clear and permanent signs of tamper if the bag was exposed to any microwave irradiation

The seal "runner" must be transparent/clear.

All tamper sealing mechanisms must be tested at temperatures ranging between -20°C and 60°C and show visible evidence of tamper under these conditions.

Attempts to open the closed seal at elevated temperatures (>60°C) must result in the appearance of the words such as **VOID/OPEN** and/or the visible fragmenting of the closed seal, or heat damage (distortion/colour change) to the seal and the bag, before the adhesive is denatured to the point where the seal could be removed without signs of tamper.

Attempts to open the closed seal at ambient temperatures (18-36°C) must result in the appearance of the words such as **VOID/OPEN** and/or the visible fragmenting of the seal.

Attempts to open the closed seal at cold temperatures, below 10°C temperature, down to very low temperatures (freezing or using freezing liquids <0°C) must result in the appearance of the words such as **VOID/OPEN** and/or visible fragmenting of the seal.



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The seal or the bag must show clear and permanent signs of tamper if it was opened with any polar, non-polar, acid, or basic solvent.

After sealing, the bag must remain sealed and show signs of tamper for at least five (5) years after being sealed, when stored at room temperature (18 to 36°C). After sealing, the bag must remain sealed and show signs of tamper for at least five (5) years after being sealed, when stored at cold storage temperature (10 to -20°C).

GENERAL The factory where the bags are manufactured and assembled must be at least an ISO 9001:2008 or ISO 9001:2015 certified company. Documentary proof must be provided with the bid submission.

Due date of delivery: **31 January 2023**

Roles and Responsibilities of ICASA

ICASA will be responsible for supplying the successful service provider with the following:

- A Pdf Corporate Guidelines Manual;
- Electronic Logos to be used; and
- Amended ECA No.36 of 2005

ICASA will request samples prior to production.

For further clarity please contact:

- Masivuye Ncukana (012 568 3068/ MNcukana@icasa.org.za)
- Gerhardus Gerber (012 568 3063/ GGerber@icasa.org.za)

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RADIO EQUIPMENT SEALED IN ACCORDANCE WITH THE
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(ECA)

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FAX NO. :	



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