



REFERENCE: IEC/LG-04/2026

CLOSING DATE: 3 JULY 2026

ENQUIRIES: Online

Tel: 012 622 5700 or eMail: VotaQuotes@elections.org.za

BALLOT PAPER PRINTING FOR LGE2026

Kindly furnish the Electoral Commission with a bid for ballot paper printing for LGE 2026 as per this tender document.

The conditions contained in the Electoral Commission's supply chain management (SCM) policy documents, preferential procurement policy documents and all other conditions stated in this tender, will apply to your submission.

This tender, as formulated, contains the relevant Electoral Commission's bid documents/forms that must be completed.

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

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

Kindly submit your bid by completing the relevant forms and deposit the bid in the **tender box** OR a **designated room** at the Electoral Commission's address before the closing date and time as specified on page two (2).

The Electoral Commission takes no responsibility for any late bids, whatever the reason may be.

Yours sincerely

SUPPLY CHAIN MANAGEMENT

Electoral Commission

Ensuring Free and Fair Elections

Commissioners: Mr MS Moepya (Chairperson) | Ms JY Love (Vice-Chairperson) | Mr VG Mashinini | Judge D Pillay | Ms J Pitso
National Office: Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0157 | P/Bag X112, Centurion, 0046
Tel (+27) 12 622 5700 | info@elections.org.za | www.elections.org.za

TENDER NUMBER: IEC/LG-04/2026

BALLOT PAPER PRINTING FOR LGE2026

CLOSING TIME: 11:00

CLOSING DATE: 3 JULY 2026

YOU ARE HEREBY INVITED TO SUBMIT A BID TO THE ELECTORAL COMMISSION OF THE REPUBLIC OF SOUTH AFRICA.

THIS TENDER DOCUMENT MUST BE COMPLETED AND ALL APPLICABLE PAGES RETURNED AS PART OF YOUR BID SUBMISSION - DO NOT RETYPE OR SUBSTITUTE THE PAGES OF THE TENDER DOCUMENT IN ANY OTHER FORM.

ALL APPLICABLE TENDER FORMS (**PAGE 2 –104**) MUST BE COMPLETED AND SIGNED IN ORIGINAL INK. THE BIDDER IS HOWEVER NOT REQUIRED TO FILL IN THE TENDER EVALUATION CRITERIA. FORMS WITH PHOTOCOPIED SIGNATURES/ INITIALS OR ANY OTHER SUCH REPRODUCTION OF DETAIL WILL BE REJECTED, RESULTING IN THE TENDER BEING DISQUALIFIED.

SUBMIT YOUR BID IN A SEPARATE SEALED ENVELOPE OR SUITABLE CONTAINER IF NECESSARY AND WRITE YOUR COMPANY NAME AS WELL AS THIS TENDER REFERENCE NUMBER (**IEC/LG-04/2026**) ON THE ENVELOPE/CONTAINER.

TENDERERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS AND PLACED IN THE TENDER BOX OR DESIGNATED ROOM. BID SUBMISSIONS MUST ONLY BE DEPOSITED IN THE TENDER BOX(ES) OR DESIGNATED ROOM WHICH ARE IDENTIFIED AS TENDER BOX(ES) OF THE ELECTORAL COMMISSION.

BID SUBMISSIONS MUST BE SUBMITTED BY NO LATER THAN THE CLOSING DATE AND TIME IN EITHER OF THE TENDER BOXES SITUATED AT:

3 July 2026	3 July 2026	3 July 2026
1 Langford,	The Bridge, 1st Floor, Unit 4	Election House
2 Buckingham Terrance	304 Durban Road	Riverside Office
DAWNCLIFFE	BELLVILLE	1303 Heuwel Ave
WESTVILLE	CAPE TOWN	CENTURION

THE TENDER BOX OR THE DESIGNATED ROOM WILL ONLY BE OPEN DURING OFFICE HOURS.

BIDS SUBMITTED IN THE INCORRECT TENDER BOX(ES) OR DESIGNATED ROOM OF THE ELECTORAL COMMISSION, AND NOT IN THE BOX OR DESIGNATED ROOM STIPULATED ABOVE WILL NOT BE CONSIDERED.

BIDS, AS A WHOLE OR IN PART, RECEIVED AFTER THE CLOSING DATE AND TIME ARE LATE AND WILL NOT BE ACCEPTED FOR CONSIDERATION. LATE BIDS ARE RECORDED BUT SET ASIDE.

ONLY BIDS SUBMITTED IN THE CORRECT TENDER BOX(ES) OR DESIGNATED ROOM AS SPECIFIED IN THE TENDER DOCUMENT OF THE ELECTORAL COMMISSION SHALL BE ACCEPTED. BIDS SUBMITTED IN THE ADDRESS NOT SPECIFIED IN THE TENDER DOCUMENT, BY TELEGRAM, FACSIMILE, POST OR BY ELECTRONIC MEANS SUCH AS eMAIL WILL NOT BE ACCEPTED FOR CONSIDERATION.

THE ELECTORAL COMMISSION WILL PUBLISH THE AWARD OF THIS TENDER IN ACCORDNACE WITH STATUTORY REQUIREMENTS AS REQUIRED. TENDERERS SHOULD NOTE THE AWARD OF THE TENDER AS PUBLISHED. NO GENERAL NOTICES TO UNSUCCESSFUL BIDDERS WILL BE ISSUED.

THE ELECTORAL COMMISSION GENERALLY DOES NOT ISSUE LETTERS OF APPOINTMENT. SUCCESSFUL BIDDERS WILL BE REQUIRED TO SIGN A SERVICE LEVEL AGREEMENT, AND/ OR WILL BE ISSUED WITH AN OFFICIAL PURCHASE ORDER AS MAY BE APPLICABLE WHICH REPRESENTS THE 'CONTRACT' BETWEEN THE TWO PARTIES CONCERNED.

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BACKGROUND

The Electoral Commission is a permanent body established in terms of Chapter 9 of the Constitution of the Republic of South Africa and the Electoral Commission Act 51 of 1996. It is responsible for managing and administering all elections and promoting and safeguarding democracy in South Africa. Although publicly funded and accountable to Parliament, the Electoral Commission is independent of government.

In terms of Section 190 of the Constitution of the Republic of South Africa (Act 108 of 1996), the Electoral Commission must -

- Manage elections of national, provincial and municipal legislative bodies;
- Ensure that those elections are free and fair;
- Declare the results of those elections; and
- Compile and maintain a voters' roll.

Duties of the Electoral Commission as stated in Section 5 of the Electoral Commission Act require that the Electoral Commission:

- Compile and maintain a register of parties;
- Undertake and promote research into electoral matters;
- Develop and promote the development of electoral expertise and technology in all spheres of government;
- Continuously review electoral laws and proposed electoral laws, and make recommendations;
- Promote voter education;
- Declare the results of elections for national, provincial and municipal legislative bodies within seven (7) days of those elections; and
- Appoint appropriate resources in any sphere of government to conduct elections when necessary.

The Electoral Commission currently operates in approximately 270 municipal electoral offices, nine (9) provincial offices and ten (10) warehouses at national and provincial level.

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GENERAL TENDER CONDITIONS

1. These conditions form part of the tender and failure to comply with these may invalidate a bid.
2. The following definitions shall apply:
 - (a) “all applicable taxes” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
 - (b) “B-BBEE” means broad-based black economic empowerment as defined in section 1 of the Broad Based Black Economic Empowerment Act;
 - (c) “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
 - (d) “bid” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations and advertised competitive bidding processes;
 - (e) “Broad-Based Black Economic Empowerment Act” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); together with the Broad-Based Black Economic Empowerment Amendment Act, 2013 (Act No. 46 of 2013)
 - (f) “comparative price” means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
 - (g) “consortium or joint venture” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
 - (h) “contract” means the agreement (including a service level agreement) that results from the acceptance of a bid by the Electoral Commission;
 - (i) “EME” means any exempted micro enterprise with an annual total revenue that is less than the prescribed threshold value;
 - (j) “firm price” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
 - (k) “functionality” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
 - (l) “non-firm prices” means all prices other than “firm” prices;
 - (m) “person” includes a juristic person;

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- (n) “rand value” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable duties and taxes;
 - (o) “service provider” means any individual or entity that is contracted by the Electoral Commission to render goods or services.
 - (p) “specific goal” means specific goals as contemplated in section 2(1)(d) of the Preferential Procurement Policy Framework Act, 2000
 - (q) “state” means any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act (the PFMA), 1999 (Act No. 1 of 1999), any municipality or municipal entity, provincial legislature, National Assembly or the National Council of provinces; or Parliament;
 - (r) “sub-contract” means the primary bidder/contractor’s assigning, leasing, making out work to, or employing, another person to support such primary bidder/contractor in the execution of part of a project in terms of the SLA/contract.
 - (s) In the event that the primary contractor/bidder is purchasing or renting goods from another entity for the purposes of rendering the services required in respect of this tender the latter shall be deemed not to be a ‘sub-contractor’; and
 - (t) “total revenue” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007; and
 - (u) “trust” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
3. The tender forms are drafted to ensure that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire/s (where applicable) or in a separate annexure/s.
 4. The tender forms shall not be retyped or redrafted but photocopies may be prepared and used. All photocopied pages must, however, be completed and signed/initialled in original ink as stipulated.
 5. Additional offers may be made for any item in response to this tender but only on a photocopy of the applicable page/s. Additional offers made in any other manner may be disregarded.
 6. Tenders will not be qualified by the tenderer’s own conditions of tender. Failure to comply with this requirement shall invalidate the bid.
 7. Failure on the part of the tenderer to *sign/initial all applicable pages (where a provision to sign has been provided)* of this tender form and thus to acknowledge and accept the conditions in writing shall invalidate the bid submission.
 8. Failure on the part of the tenderer to complete the attached forms, questionnaires and specifications document in all respects may invalidate the bid submission. Failure to complete mandatory forms/schedules shall invalidate the bid submission.
 9. All changes/ alterations in the tender document should be signed/initialled. Failure on the part of the tenderer to sign/initial any alterations and/or corrections made to information provided in this tender form may invalidate the tender submission.

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10. No correction fluid/tape or similar products will be allowed and the use thereof on any page of the tender document may invalidate your bid submission.
11. **Any changes/ alterations to pricing that are not signed/ initialled are considered material, and shall invalidate the bid submission. Correction fluid/tape or similar products will not be allowed to amend prices and the use thereof shall invalidate the bid submission.**
12. **Comprehensive completion of the pricing schedules in this bid document is compulsory. Where pricing is not charged, same should be denoted as not applicable (N/A). Failure to complete all the required pricing schedules in detail required shall lead to the disqualification of a bid.**
13. Information/detail provided on completed tender forms must be legible and ink must be used. Tender forms completed and signed mechanically, e.g. by means of a typewriter/computer or a signature/initial by means of a stamp are deemed to have been completed in original ink. Pencil must not be used as it shall lead to the disqualification of the bid submission.
14. Tenderers shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated. Incomplete bid submissions (i.e. with missing pages) shall be disqualified.
15. Tender prices must be all inclusive, including VAT in respect of all vendors registered for VAT purposes. Non-VAT registered bidder shall not charge nor be eligible for the payment of VAT.
16. Tender prices for supplies in respect of which installation/ erection/ assembly is a requirement, shall include ALL costs inclusive of VAT on a basis of delivered on site as specified.
17. The Electoral Commission shall only accept bids at prices that are market related. In the event that a bid is deemed to not be market related the Electoral Commission reserves the right to negotiate prices in accordance with the provisions of the SCM policy in order to achieve a market related price or cancel the tender altogether.
18. National Treasury has placed an obligation on all bidders that intend doing business with government to register on its Central Supplier Database (CSD). The Electoral Commission will not contract any tenderer that is not registered on the CSD.
19. It is an absolute requirement that the tax affairs of the successful tenderer must be in order.
20. An entity's tax compliance status is indicated on the Central Supplier Database (CSD). The Electoral Commission will only contract tenderers whose tax status is compliant. This means that if a tenderer has a non-compliant tax status before the award is completed the bid will be disqualified if that tenderer's tax affairs remains non-compliant as per the provisions of National Treasury Instruction 9 of 2017/2018. It remains the bidder's responsibility to ensure that their taxes are in order, remain in order and that this is reflected on the CSD. The bidder must also ensure that all sub-contractors (if applicable) are tax compliant.
21. Bids must be submitted based on firm tender prices and delivery periods, unless otherwise stated in the bid specifications. Consequently, tenderers must clearly state whether prices and delivery periods will remain firm for the duration of the SLA/contract or not.
22. When the SLA/contract is awarded on the basis of firm prices, contract prices may be adjusted during the contract period only if:

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- (a) customs or excise duty or any other duty, levy or tax (excluding any anti-dumping and countervailing duties or similar duties), is introduced in terms of any Act or regulation; or
 - (b) any such duty, levy or tax is legally changed or abolished; and
 - (c) the onus of proof of the effect of such events is placed upon the tenderer.
23. If non-firm prices are provided for in the bid specifications, the following rules shall apply:
- (a) In respect of any factors which demonstrably have an influence on the production cost of the supplies or the cost of rendering the services which have been tendered on the basis of non-firm prices, price adjustments which become effective during the contract period may be allowed with effect from the date of the change in cost and founded on the actual direct change in the cost as used in the calculation of the tender price, in addition to those provided for.
 - (b) Where the tenderer is the manufacturer of the supplies or the provider of the service, or where he/she/they is the accredited agent of the manufacturer or the provider, evidence in support of the price adjustments claimed shall be produced on demand.
 - (c) As an alternative, the bidder may specify a formula in the bid submission for the purpose of adjusting prices in accordance with published indices.
 - (d) Where the tenderer is not the provider of the service, or where he/she/they is not the accredited agent of the provider, any price adjustment shall be based on the increase or reduction to the tenderer in the net cost of the supplies on which the tender price was based. When any such increase or reduction in costs occurs, the tenderer shall submit copies of the quotation or price list with reference to which the tender price as calculated, as well as the revised quotation or price list on which the claim is based.
24. Where prices are subject to exchange rate fluctuations, tenderers must take that factor into account when bidding and, where necessary, should ensure that they have taken the necessary forward cover to provide for possible price increases. When applicable, specific detail to this effect should be included in the bid submission.
25. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
26. Unconditional discounts offered by any tenderer as part of their bid submission may be considered by the Electoral Commission at its sole discretion in the bid adjudication process. Any other discounts offered by any tenderer will be taken into consideration for payment purposes.
27. The bid specifications form an integral part of the tender document and tenderers shall indicate in the space/s provided whether the specific goods and/or services offered are according to specification or not.
28. In cases where the goods and/or services offered are not according to specification, the deviations from the specifications must be indicated. Specifications may not, however, be changed on the tender forms provided as that shall invalidate a bid submission.
29. Unless specifically provided for in the tender document, no bids transmitted by facsimile or email will be considered.
30. Tenderers are requested to promote local content as far as possible.

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31. A service level agreement (SLA/contract) shall be entered into with the successful tenderer.
32. Unless otherwise stipulated, all tools/equipment needed must be supplied by the successful tenderer.
33. Any tenderer found to be influencing the tender adjudication process shall be automatically disqualified and not accepted for consideration.
34. In accordance with the Electoral Commission's policy, the Electoral Commission reserves the right to procure goods/services outside of the SLA/contract if, *inter alia*, an emergency arises; the service provider's point of supply is not situated at or near the place where services are required or, if the service provider's services are not readily available.
35. The Electoral Commission reserves the right to negotiate the extension of the SLA/contract at its sole discretion with due regard to any statutory provisions imposed by National Treasury at the time of considering such extension.
36. The Electoral Commission may, at its sole discretion, resolve to procure lesser or additional goods/services as provided through the tender should the need arise. Any such change in the scope of services shall be negotiated with the successful tenderer if and when relevant with due regard to any statutory provisions imposed by National Treasury at the time of considering such.
37. Bid submissions received by the Electoral Commission and bid evaluation, assessment and adjudication reports that may contain sensitive information relating to any specific bids are not available for perusal by the public.
38. All information supplied by the Electoral Commission will be in the strictest confidence and will remain the proprietary information of the Electoral Commission. No tenderer will be permitted to disclose any such information to any third party without the prior express consent and/or written authority and/or consent of the Electoral Commission.
39. Should the tenderer fail to comply with any of the conditions of the SLA/contract, the Electoral Commission shall be entitled, without prejudice to any of its other rights, to:
 - (a) arrange for the alternative execution of the service/s not rendered or not in conformity with the specifications of the SLA/contract; and
 - (b) recover all costs, losses or damages it has incurred or suffered as a result of the tenderer's conduct; or
 - (c) cancel the SLA/contract and claim any damages which it has suffered as a result of having to make less favourable arrangement due to such cancellation.
40. All acquisitions for goods and/or services made by the Electoral Commission are subject to the following conditions:
 - (a) No variations from the terms and conditions herein contained, and no contrary stipulation by the tenderer shall be valid and binding unless confirmed by the Electoral Commission in writing.
 - (b) The Electoral Commission reserves the right to cancel any order if delivery is not made in due time and the tenderer will not be entitled to any cancellation fees.
 - (c) Part deliveries will only be accepted on prior arrangement with the Electoral Commission.

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- (d) If delivery is not met as per agreement, the Electoral Commission reserves the right to cancel the outstanding delivery, and recover all costs, losses or damages it has incurred or suffered as a result of the tenderer's conduct.
 - (e) No price adjustments shall be accepted unless stipulated in the tender document received and agreed to by the Electoral Commission. The tenderer will be obliged to sell at tendered prices.
 - (f) The award of the tender may be subjected to the negotiation of a market-related price with a bidder in accordance with the provisions of the SCM policy.
 - (g) The Electoral Commission shall not be responsible for any risk in relation to the goods before delivery.
 - (h) The Electoral Commission shall not be obliged to pay for any goods with any deviation from the agreed specification and quality.
 - (i) The Electoral Commission shall be entitled to return any goods with defects or deviations from the agreed specification without consent from the tenderer.
 - (j) The service provider shall submit a valid tax invoice where the service provider is VAT registered, or a valid invoice if the service provider is not VAT registered, conforming to tax law requirements, to the Electoral Commission. The invoice amount shall correspond with the order amount and shall be VAT inclusive, where applicable.
 - (k) Details provided on invoices issued to the Electoral Commission must correspond to the details of the service provider as registered on the Central Supplier Database (CSD). It remains the service provider's responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to the bidder.
 - (l) Payment shall be effected within 30 days of receipt of a valid invoice/s together with a statement of the Electoral Commission's account, unless a dispute arises in respect of such invoice/s. Every effort shall be made to take advantage of special discounts.
 - (m) To avoid unnecessary delays in payment, it remains the tenderer's responsibility to ensure that banking details are correct and validated on the Central Supplier Database (CSD). The Electoral Commission will not be liable for interest accrued on overdue accounts where the tenderer has not resolved their incorrect banking details on the CSD.
41. No damages shall be claimable by the Electoral Commission in respect of any reasonable period of delay which the tenderer can prove to the satisfaction of the Electoral Commission to be directly due to unforeseen events and/or any *force majeure*.
42. If the execution of any SLA/contract entered into is likely to be delayed or is in fact being delayed on account of any reason, full particulars of the circumstances shall be immediately reported in writing to the contact person stated in the service level agreement (SLA/contract), and at the same time the service provider shall indicate the extension of the delivery/completion period which will then be required.

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43. If information required in respect of any item in the tender document cannot be adequately inserted in the space provided, additional information may be provided on a separate sheet of paper with a clear and accurate reference to the item and page of the tender document.
44. Tenderers may, at the discretion of the Electoral Commission, be requested to submit samples or prototypes, make presentations and/or written submissions in order for the Electoral Commission to assess compliance with tender conditions and specifications.
45. Scoring in respect of this tender will be based on the provisions of the Preferential Procurement Policy Framework Act, 2000 (PPPFA) and Preferential Procurement Regulations, 2022. Only valid B-BBEE status level certificates, CIPC B-BBEE certificates or B-BBEE affidavits are acceptable, and these will be subject to verification and validation.
46. The following preference point systems are applicable to bids of the Electoral Commission:
 - (a) the 80/20 system for goods and/or services with a Rand value equal to or below R50,000,000 (all applicable taxes included);
 - (b) the 90/10 system for goods and/or services with a Rand value above R50,000,000 (all applicable taxes included); and
 - (c) if it is unclear which preference point system will be applicable, then either the 80/20 or the 90/10 preference point system will apply and the lowest acceptable bid will be used to determine the applicable preference point system.
47. **In this instance, the Electoral Commission has resolved to rely on Regulations 3(2) and 3(2)(b) of the Preferential Procurement Regulations that provides 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.**
48. Preference points for this bid shall be awarded for:
 - (a) Price (80 or 90 as applicable); and
 - (b) Specific goal(s) (a maximum of 20 or 10 as applicable).
49. A maximum of 80 or 90 points is allocated for price on the following basis:

$$80/20 \text{ or } 90/10 \quad P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- Ps = Points scored for price of bid under consideration
 Pt = Price of bid under consideration
 Pmin = Price of lowest acceptable bid

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50. In terms of Regulation 3(b) of the Preferential Procurement Regulations, 2022 preference points must be awarded to a tenderer for specific goal(s) in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points 80/20	Number of Points 90/10
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

51. Tenderers who qualify as exempted micro enterprises (EMEs) in terms of the B-BBEE Act and its codes must submit a CIPC B-BBEE certificate or B-BBEE sworn affidavit (with the exception of sector codes).
- (a) For EMEs falling under a sector charter, the tenderer must submit a B-BBEE document in compliance with the applicable sector code.
52. Tenderers who qualify as qualifying small enterprises (QSEs) in terms of the B-BBEE Act and its codes must submit a B-BBEE sworn affidavit or B-BBEE status level certificate as applicable.
- (a) QSEs with at least 51% black ownership must submit a B-BBEE QSE sworn affidavit.
- (b) QSEs with 50% or less black ownership must submit their valid B-BBEE status level certificate, issued by a Verification Agency accredited by South African Accreditation System (SANAS) substantiating their B-BBEE claims. A black-owned QSE may be measured in terms of the QSE scorecard should it so choose and therefore may also provide a valid B-BBEE status level certificate issued by a Verification Agency accredited by SANAS substantiating their B-BBEE claims.
53. Tenderers other than EMEs or QSEs must submit their valid B-BBEE status level certificate issued by a Verification Agency accredited by South African Accreditation System (SANAS), substantiating their B-BBEE claim.
54. Failure on the part of a tenderer to submit a sworn affidavit, or a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) together with the bid, will be interpreted to mean that preference points for specific goals are not claimed.
55. In order to validate the credibility of the information recorded on the B-BBEE verification certificate, sworn affidavit or CIPC B-BBEE certificate the Electoral Commission requires all applicable supporting documents.
56. An incorporated joint venture will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
57. A trust, consortium or unincorporated joint venture will qualify for points for its B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE status level certificate as if it were a group structure and that such a consolidated B-BBEE status level certificate is prepared for every separate bid.
58. Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.

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59. Start-ups that are EMEs but wish to tender for contracts of R10 million in value or above, must be verified using the QSE scorecard. For tenders of R50 million in value or above start-ups must be verified using the generic scorecard.
60. A person will not be awarded points for specific goals if it is indicated in the bid document that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for.
61. A person awarded a SLA/contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.
62. The Electoral Commission reserves the right to require of a tenderer, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preference points, in any manner required by the Electoral Commission. In the event that no response is received from the issuer of the certificate after 48 hours or the tenderer, no specific goal points will be allocated in the final scoring.
63. A tenderer who's bid is acceptable will be awarded a contract based on lowest acceptable bid, which is market related, subject to section 2(1)(f) of the PPPFA, in addition to complying with all the other requirements, such as, meeting the technical specifications and satisfying the Electoral Commission's due diligence audit requirements which entails confirmation of the bidder's capacity, capability and ability to render the goods/services in accordance with the tender conditions/specifications.
64. Points scored will be rounded off to the nearest 2 decimal places.
65. In the event that two or more bids have scored equal total points, the successful bid will be the one scoring the highest number of points for specific goals.
66. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
67. Any legal person may make an offer or offers in terms of this invitation to bid.
68. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the tenderer or his/ her authorised representative declare his/ her position in relation to the evaluating/ adjudicating authority, where:
 - (a) the tenderer is employed by the state; and/or
 - (b) the legal person on whose behalf the bidding document is signed, has a relationship with persons/ a person who are/ is involved in the evaluation and/ or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/ or adjudication of the bid.
69. The Public Service Administration Management Act 11 of 2014 prohibits public servants from conducting business with the state or being a director of a public or private company that conducts business with the state.

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70. The Electoral Commission may cancel the tender for reasons that may include *inter alia*:
- (a) Changed circumstances – There is no longer a need for the goods/services.
 - (b) Funds are no longer available to cover the total envisaged expenditure.
 - (c) No acceptable bid is received.
 - (d) There is a material irregularity in the tender process.
 - (e) If the price offered by a tenderer scoring the highest points is not market-related.
71. This bid is subject to the Preferential Procurement Policy Framework Act, 2000 and the Preferential Procurement Regulations, 2022, the general conditions of contract (GCC) and, if applicable, any other special conditions of contract.
72. The Electoral Commission reserves the right not to award the tender to a bidder that has affiliations with any registered political party/parties, candidate(s) or contestant(s)".

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BID SUBMISSION

This standard bidding document must be completed by the tenderer and forms part of all bids.

In the case of a consortium or joint venture, every member of the consortium or joint venture must complete the questionnaire.

In the case of subcontractors, where more than 25% of the work will be done by such subcontractor/s each subcontractor must complete the mandatory tender forms **13 to 25** - Tender Questionnaire, financial information, deliveries and guarantees, bidder's disclosure, POPIA consent and Political Party affiliation declaration.

Separate forms must be used in each case.

Failure to complete and sign/initial all applicable pages (where a provision to sign has been provided) of this document in original ink shall invalidate your bid.

Where space provided is insufficient, annexes must be submitted with the relevant information.

False documents and/or the omission of information may invalidate your bid.

The form serves as a declaration to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

Any bid may be disregarded if the tenderer or any of its directors or shareholders has:

- abused the Electoral Commission's supply chain management system;
- committed fraud or any other improper conduct in relation to such system; or
- failed to perform on any previous contract.

Prospective tenderers must register on the National Treasury Central Supplier Database (CSD) prior to submitting their bids. Failure to register on the CSD shall invalidate your tender.

A tenderer's tax affairs must be in order to be considered in the adjudication of this tender. A tenderer's tax compliance status is reflected on the national treasury central supplier database (CSD).

A tenderer's tax compliance status shall apply as it was at the time of the award of the tender. The tender shall only be awarded to a tenderer that is tax compliant. The electoral commission verifies tax status against the CSD. Any bid with a non-compliant tax status shall be rejected at the time of the award of the tender. Tax non-compliant tenderers are, therefore, encouraged to continuously monitor their tax compliance status on the CSD and must ensure that their status reflects as tax compliant. tenderers must resolve any pending tax issues with SARS timeously as it takes time for status changes to be effected from the SARS Tax Compliance System (TCS) to the CSD.

Although not all the information requested hereunder might be relevant to the specific requirements of this tender, you are requested to complete the document with as much relevant detail as possible.

The information may be used during the bid evaluation process of the tender.

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TENDER QUESTIONNAIRE

Important note: Where more space is required for additional information please use photocopies of the applicable page/s. However, all pages **must** be completed and signed in original ink.

1. Name of business entity (tenderer):
2. Company CIPC registration number (if applicable):.....
3. Central Supplier Database (CSD) registration number:

M	A	A	A							
---	---	---	---	--	--	--	--	--	--	--

Your unique registration number as provided above will be used to capture your company details as a vendor to the Electoral Commission. The Electoral Commission will draw your registration detail and tax compliant status from the National Treasury Central Supplier Database (CSD) and any changes (including banking details) you effect to your registration on the CSD will automatically update your registration as a vendor to the Electoral Commission. Detail provided on invoices issued to the Electoral Commission must correspond to the detail of your company as registered on the CSD. It remains your responsibility to ensure that details are correct to enable the Electoral Commission to effect any payments due to you.

4. Contact person (person representing tenderer):
5. Contact number:
6. Cellphone number:
7. eMail address:
8. Physical address of tenderer:
.....
.....Postal Code:

9. Type of Company/Enterprise [TICK APPLICABLE BOX]

- Partnership/Joint Venture / Consortium
- One person business/ sole propriety
- Close corporation (CC)
- Public Company
- Personal Liability Company
- Company (Pty) Ltd
- Non-Profit Company
- State Owned Company
- Other _____

10. Describe Principal Business Activities

.....

11. Company Classification [TICK APPLICABLE BOX]

- Manufacturer
- Supplier
- Professional
- Other, e.g. transporter, *et cetera*. _____

12. Total number of years the company/firm has been in business:.....

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13. The names of directors/ members of companies are drawn from the Central Supplier Database (CSD). Please provide the detail of any directors/ trustees/ shareholders/ members/ partners or any person having a controlling interest and their individual identity numbers that do not appear on your CSD registration in the table below.

Full Name	Identity Number	Designation

14. Enterprise size Classification (Tick one applicable to your company):

EME	
QSE	
Generic	

15. Please stipulate the B-BBEE status level of contribution as it appears on the certificate/affidavit for your entity

16. Is the entity an exempted micro enterprise (EME) for the purposes of the Preferential Procurement Regulations, 2022?

17. Has a B-BBEE status level verification certificate/affidavit been submitted?

YES		NO	
YES		NO	

18. If yes, who issued the certificate?

A verification agency accredited by the South African National Accreditation System (SANAS)	
Commissioner of Oaths in the case of an applicable sworn affidavit	
CIPC	

All tenderers must submit sworn affidavits or status level certificates together with their bid documentation in support of and confirming the B-BBEE status level indicated above. Failure to submit the affidavit or certificate will result in a tenderer being deemed as a non-compliant contributor and a status level of zero (0) will be allocated.

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19. Compulsory supporting documents for B-BBEE claims

OWNERSHIP	DOCUMENTS REQUIRED
Black ownership Black female ownership	B-BBEE Status level certificate/ CIPC B-BBEE certificate/ B-BBEE sworn affidavit Proof ownership (share certificates for companies/ CK1 or CK2 for CCs) IDs for all owners
Black people with disabilities	Completed form EEA1 Doctor's letter confirming disability
Financial year end and Ex Officio confirmation	Disclosure certificate not older than 3 months

All tenderers must submit sufficient supporting documents together with their bid documentation in support of and confirming the specific goals claimed above. Failure to submit the documents will result in a tenderer being deemed as non-compliant and zero points (0) will be allocated for specific goals. If the tenderer is owned by juristic persons, proof of ownership must be submitted for all entities until all natural persons are accounted for.

20. Questionnaire to foreign bidders:

Are you the accredited representative in South Africa for the goods/ services/ works offered? [If YES, enclose proof]

YES		NO	
YES		NO	
YES		NO	
YES		NO	
YES		NO	
YES		NO	
YES		NO	

Are you a foreign based supplier for the goods/ services/ works offered? [If YES, answer the questionnaire below]

Is the entity a resident of the republic of South Africa (RSA)?

Does the entity have a branch in the RSA?

Does the entity have a permanent establishment in the RSA?

Does the entity have any source of income in the RSA?

Is the entity liable in the RSA for any form of taxation?

If the answer is "NO" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register via e-Filing through the SARS website www.sars.gov.za.

21. Legal status of tenderer (tick one box)

Principal tenderer	<input type="checkbox"/>	
Subcontractor	<input type="checkbox"/>% of work will be subcontracted*
Consortium	<input type="checkbox"/>	
Joint venture (JV)	<input type="checkbox"/>	
Other, specify	<input type="checkbox"/>	

In the case of subcontractors, where more than 25% of the work will be done by such subcontractor/s, each subcontractor must complete the tender questionnaire as well as the bidder's disclosure (SBD4).

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Separate forms must be used in each case.

In line with the National Treasury Instruction 9 of 2017/2018 the tax affairs of subcontractors must also be in order on the Central Supplier Database (CSD).

In bids where consortia/ joint ventures/ sub-contractors are involved, each party must submit a separate TCS certificate/ PIN/ CSD number.

22. Employment Equity Act (EEA) (Chapter VI – General Provisions: State Contracts)

23. In terms of Section 53(1) of the EEA every employer that makes an offer to conclude an agreement with any organ of state for the furnishing of suppliers or services to that organ of state or for the hiring or letting of anything:

23.1 must-

- (i) if it is a designated employer, comply with Chapters II and III of this Act; or
- (ii) if it is not a designated employer, comply with Chapter II of this Act; and

23.2 attach to that offer either-

- (i) a certificate in terms of subsection (2) which is conclusive evidence that the employer complies with the relevant Chapters of this Act; or
- (ii) a declaration by the employer that it complies with the relevant Chapters of this Act, which, when verified by the Director-General, is conclusive evidence of compliance.

24. In terms of Section 53(2) of the EEA an employer referred to in subsection (1) may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.

25. In terms of Section 53(3) a certificate issued in terms of subsection (2) is valid for 12 months from the date of issue or until the next date on which the employer is obliged to submit a report in terms of section 21, whichever period is the longer.

26. In terms of Section 53(4) a failure to comply with the relevant provisions of this Act is sufficient ground for rejection of any offer to conclude an agreement referred to in subsection (1) or for cancellation of the agreement*.

* Statutory regulations may require that supplies and services shall not be procured for and on behalf of the State, unless an employer has attached to its offer a certificate in terms of Section 53(l)(b)(i) or a declaration in terms of Section 53(l)(b)(ii) of the Employment Equity Act.

27. Is your company a designated employer in terms of the Employment Equity Act (EEA)? (Act 55 of 1998)

YES		NO	
-----	--	----	--

28. Does your company comply with Chapter III of the Employment Equity Act? (Act 55 of 1998)

YES		NO		EXEMPT	
-----	--	----	--	--------	--

29. In respect of the EEA requirements above, please attach either:

29.1 A certificate in terms of Section 53(2) of the EEA which is conclusive evidence that the employer complies with the relevant Chapters of the EEA; or

An employer may request a certificate from the Minister confirming its compliance with Chapter II, or Chapters II and III, as the case may be.

29.2 A declaration by the employer that it complies with the relevant Chapters of the EEA, which, when verified by the Director-General, is conclusive evidence of compliance.

30. Tenderers must monitor developments around the EEA in order to be informed of any changes in the statutory requirements.

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31. In the event of subcontractors being used to render the services required in terms of this tender, the principal tenderer must complete the schedule below in order to clearly indicate which entities will be subcontracted as well as the percentage of work to be subcontracted to each of these entities in relation to the total value of the contract.

Name of Company to be Subcontracted	% Value of Total Contract Allocated to Subcontractor
Total % of Work to be Sub-contracted* %

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
 (Proof of authority must be submitted e.g. company resolution)

DATE:

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FINANCIAL INFORMATION

32. What is the company's annual average turnover during the previous three financial years or such lesser period during which the business has been operating?

Financial Year (e.g. 2022, 2023, 2024)	Annual Turnover	Gross Asset Value	Net Asset Value
	R	R	R
	R	R	R
	R	R	R
	R	R	R

33. Please provide the following figures in respect of the most recent audited financial statements:
 Figures are provided for the audited financial statement of (State Year)

- o Total current assets R.....
- o Inventory R.....
- o Prepaid expenses R.....
- o Current liabilities R.....

34. Is your company listed on the Stock Exchange?

YES		NO	
-----	--	----	--

35. Are the prices quoted firm for the full period of the contract?

YES		NO	
-----	--	----	--

If the tender prices are not firm for the full period, provide details against the appropriate category(s) below:

Non-firm prices, i.e. prices linked to statutory adjustments and other proven adjustments.

YES		NO	
-----	--	----	--

Explanation:

Prices linked to fixed period adjustments.

YES		NO	
-----	--	----	--

Prices linked to escalation formula adjustments.

YES		NO	
-----	--	----	--

Explanation: Note that for the purpose of price comparisons, the actual price inclusive of VAT that the Electoral Commission will have to pay over the contract period will be used, unless otherwise stipulated in the detailed specifications

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DELIVERABLES AND GUARANTEES

36. Is the delivery period stated in the tender firm?

YES		NO	
-----	--	----	--

37. Do you confirm that the required goods/services are guaranteed in terms of any specific guarantees that may be required in the bid specification?

YES		NO	
-----	--	----	--

38. Are you the accredited representative in the Republic of South Africa of the manufacturer of the equipment offered by you?

YES		NO	
-----	--	----	--

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BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's Declaration

2.1. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? YES/ NO

2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest¹ in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/ NO

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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2.2.1. If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/ NO

2.3.1 If so, furnish particulars:

.....

3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1. I have read and I understand the contents of this disclosure;
- 3.2. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/2022 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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POPIA CONSENT AND POLITICAL PARTY AFFILIATION DECLARATION

1. CONSENT TO PROCESS INFORMATION ACCORDING TO THE PROTECTION OF PERSONAL INFORMATION ACT (POPI ACT) - POPIA

- 1.1. By participating in tenders of the Electoral Commission a bidder gives consent and accepts that the information they provide will be used for purposes of evaluation and adjudication of bids. This includes use of the data provided by a bidder to perform due diligence checks involving the collection of personal data from third parties (e.g. clients of the bidder(s), SARS, CIPS) to validate claims and to gather important information for the purpose of evaluation and adjudication of this bid. This may include the collection of publicly available data.
- 1.2. By participating in the bid the bidder gives consent and accepts that the Electoral Commission may use personal data to investigate potential risk such as fronting, criminal conduct, unethical conduct for the protection of its rights and for the purpose of evaluation and adjudication of this bid. The Electoral Commission may also share personal data with relevant authorities for investigation of criminal conduct and for other lawful purpose.
- 1.3. The bidder accepts that the Electoral Commission may share their personal data with third parties to support its internal and external audit processes.
- 1.4. The bidder acknowledges that their personal data will be kept confidential and will be used for the purpose intended for a bid and will not be shared with third parties for unrelated or unlawful purposes. In addition, the information will be handled in line with record retention guidelines and be disposed of when the timelines in the guidelines have been reached. Any request for deletion of personal information will be acceded to in line with legislative requirements. Should such deletion impact on the evaluation, adjudication, awarding and contract phases a bidder will be informed and such impact effected.

2. POLITICAL PARTY AFFILIATION DECLARATION

The Electoral Commission reserves the right not to award the tender to a bidder that has affiliations with any registered political party/parties, candidate(s) or contestant(s)”.

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2.1 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have an affiliation with any registered political party/parties, candidate or contestant?

Delete whichever is not applicable

YES	NO
-----	----

2.1.1. If so, furnish particulars:

.....

I certify, that:

I have read and I understand the contents of this consent to the provisions set out in respect of the Protection of Personal Information Act (POPIA) and Political Party Affiliation.

2.2 I certify that the information furnished in this bid submission, which includes the information stated in respect of the applicable forms, is true and correct. I accept that the Electoral Commission may reject the bid or act against me should this declaration be found not to be true and complete in every respect.

2.3 Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.

2.4 I hereby bid to render all or any of the services described in the attached documents to the Electoral Commission on the terms and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices including VAT and on the terms regarding time for delivery and/or execution inserted therein.

I agree that:

- a) the offer herein shall remain binding upon me/us and open for acceptance by the Electoral Commission during the validity period indicated and calculated from the closing time of the tender;
- b) this tender and its acceptance shall be subject to the terms and conditions contained in the general tender conditions of the Electoral Commission with which I am/we are fully acquainted;
- c) I/we agree that my/our bid shall be valid for a period of 6 (six) months (180 Calendar days) and
- d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid.

2.5 I furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the tender documents and that the price(s) and rate(s) cover all my/our obligations under a resulting

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contract/service level agreement and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.

- 2.6 I hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
- 2.7 I agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence of judgement which may be pronounced against me/us by a court of law as a result of such action.
- 2.8 Confirmation is granted that SARS may, on an ongoing basis during the contract term, disclose my/our (including that of subcontractors, partners and undisclosed principals) tax compliance status to the Electoral Commission for purposes of verifying my/our tax compliance status with SARS.
- 2.9 Notice has been taken of the tender document including all the relevant forms and the General Tender Conditions contained in this tender document, the content of which is understood.
- 2.10 It is confirmed that the required tender forms have been completed in full and signed.

.....
Name and Surname in Print

.....
Signature

.....
Position

.....
Name of Bidder (Bidding Entity)

Date.....

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PENALTIES

1. PENALTIES AS PER THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

If the Electoral Commission is of the view that a tenderer submitted false information regarding a specific goal it will follow the prescriptions as per regulation 9 and if the Electoral Commission concludes that such information is false it may -

- disqualify the tenderer or terminate the contract in whole or in part; and
- if applicable, claim damages from the tenderer.

2. PENALTIES AS PER THE B-BBEE ACT

It is contrary to the B-BBEE Act for a measured entity to trade with an invalid/ inconclusive or incorrect B-BBEE verification certificate, sworn affidavit or CIPC certificate.

Trading with an invalid or fraudulent B-BBEE certificate or sworn affidavit/ CIPC certificate may constitute an offence in terms of section 13O(1)(a) of the B-BBEE Act, which states that a person commits an offence if that person knowingly misrepresents or attempts to misrepresent the B-BBEE status of an enterprise, and the B-BBEE Commission may institute an investigation in terms of section 13J of the B-BBEE Act.

In addition, section 13A of the B-BBEE Act has empowered organs of state to cancel any contract or authorisation awarded on account of false information knowingly furnished by or on behalf of an enterprise in respect of its B-BBEE empowerment status.

If an entity is found to have violated the B-BBEE Act, the B-BBEE Commission is empowered to act accordingly as guided by the B-BBEE Act and this can result in the entity that violated the B-BBEE Act to be fined up to 10% of its annual turnover, and individuals involved could be imprisoned for up to 10 years, and/ or fined. Specifically, the offence under section 13O (2) could lead to imprisonment of up to 12 months, or a fine, or both the fine and imprisonment.

In terms of section 13O (2) a procurement officer or any official of an organ of state who becomes aware of the commission of, or attempt to commit any offence referred to under section 13O (1) and fails to report it, is guilty of an offence.

Any person convicted of an offence in terms of the BBEEA may not, for a period of 10 years from the date of conviction, contract or transact any business with any organ of state or public entity and must for that purpose be entered into the register of tender defaulters which the National Treasury maintain for that purpose.

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IMPORTANT NOTICE:

The under-mentioned requirements form an integral part of the bid assessment and bid evaluation processes that will be followed by the Electoral Commission. Please note that bids that do not conform to the primary compliance requirements indicated in Section A will not be considered. The bid evaluation requirements below must be read together with the bid evaluation criteria that may form part of the bid specifications.

A Acceptance or Rejection of Bid (Primary Compliance Verification)

Legality of bid document:

The following shall lead to disqualification:

- i. Non-compliance with tender rules
- ii. Failure to attend a COMPULSORY briefing session (if applicable).
- iii. Failure to return all applicable pages of the tender document that must be signed/initialled.
- iv. Failure to complete tender forms in original ink.
- v. Failure to sign/ initial all applicable pages (**where a provision to sign has been provided**) of the tender document. Signing of the Bidder's Disclosure and Declaration is deemed equivalent to signing that specific page and/or signing the page represents signing the Bidder's Disclosure and Declaration.
- vi. Any changes/ alterations to pricing that are not signed/ initialled and/ or the use of correctional fluid/ tape or any similar product in respect of pricing in the tender document.
- vii. Any changes to the tender specifications (unless formally agreed to by the Electoral Commission and recorded as such before the closure of the tender).
- viii. Failure to complete and sign all affidavits, certificates, declarations and annexures contained in the tender in original ink.
- ix. Failure to register on the Central Supplier Database (CSD).
- x. A non-compliant tax status

The following may lead to disqualification:

Failure to sign/initial any other alterations and/or corrections to the information submitted by the tenderer, which the Electoral Commission may consider to be material.

Incomplete bid submission:

The following shall lead to disqualification:

- i. Rates and prices – schedules not completed as required.
- ii. Failure to submit obligatory written proposals/ explanations/ samples/ prototypes/ certificates or similar requirements.
- iii. In respect of subcontractors (>25%) or joint ventures or consortiums, failure to complete and submit the required tender forms (pages 13-25 of the tender document) or to submit evidence that your tax affairs are in order.

B Bid Evaluation

Inability to evaluate the tender:

Incomplete schedule of rates and prices.

Prices and information not furnished as specified and/ or required.

Incomplete written proposals/ submissions where required.

Bids that qualify for bid evaluation purpose shall be subjected to the bid evaluation criteria as set out in the bid specifications. Such bid evaluation shall include assessment and evaluation of the bidder's disclosure.

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Tenderers should note that ALL information requested in terms of the bid submission is required and may be used for bid evaluation purposes.

General questionnaire (for completion by the tenderer) to ensure compliance with tender requirements/ rules/ conditions/ specifications:

Question	If YES, Mark YES*	If NO, Mark NO*
Are you duly authorised to sign the tender?		
Has the <i>Bidder's Disclosure</i> and <i>Declaration</i> been completed and signed?		
Have separate forms (pages 14-24) been completed for each member of a consortium, joint venture or subcontractor as specified in the tender document?		
Is the tender document complete – i.e. are all pages as well as compulsory returnables included/returned with your bid submission?		
The use of pencil to complete the tender forms will invalidate your bid. Have all applicable pages of this document been completed and signed or initialled in original ink by the signatory of the tender document?		
Have all corrections/alterations to information and or prices made on this document been certified/signed/ initialled by the signatory of the tender document?		
Have you noted that the use of correction fluid/tape or any such products to amend prices shall invalidate your bid submission?		
Is your company (and any potential subcontractors) registered on the Central Supplier Database (CSD)? Please include a copy of your registration form in your bid submission.		
Are your tax affairs in order and reflected as being compliant on the Central Supplier Database (CSD)? As such, have you noted that your bid may be rejected at the time of awarding this tender if your tax status is non-compliant on the CSD?		
Have the General Tender Conditions been noted?		
Have the Bid Evaluation Criteria been noted?		
Has the Scope of Services been noted?		
Have prices been quoted VAT inclusive?		
Have a comprehensive written proposal and/or samples/ certificates/ <i>et cetera</i> as called for in this tender been prepared and submitted with the tender document?		

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Electoral Commission

Tender # IEC/LG-04/2026

**BALLOT PAPER PRINTING
LOCAL GOVERNMENT ELECTIONS 2026
(LGE 2026)**

IMPORTANT NOTICE

Failure to comply with the completion of the tender conditions and the required information (i.e., technical specifications) or submission of the required stipulated documents shall invalidate a bid.

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1. Background

The Electoral Commission is preparing for the forthcoming local government elections to be held a date to be proclaimed between November 2026 and January 2027.

The local government elections will require printing of a large number of different ballot papers being one each for every municipal ward and various ballot papers for local councils, metros and district councils. Refer to **Figure 1: Hierarchy of Municipal Structures**.

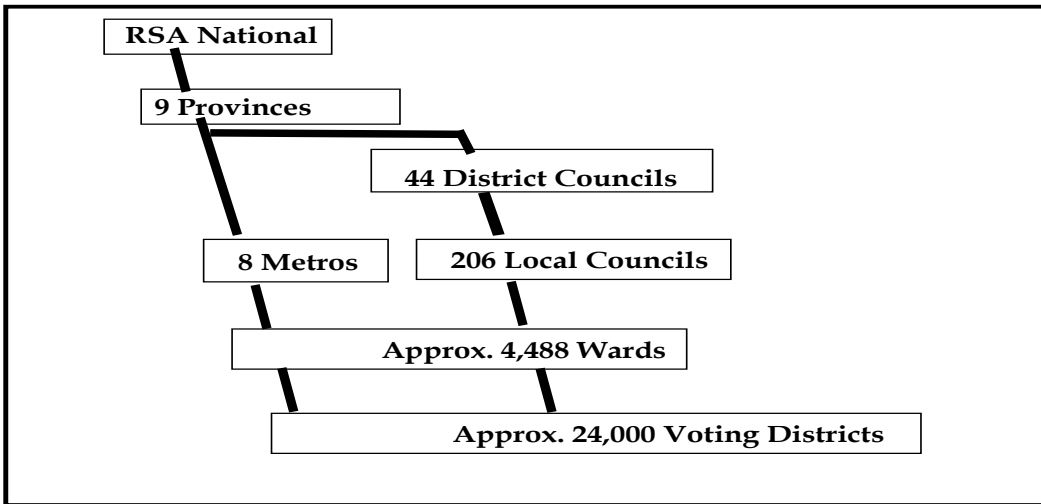


Figure 1: Hierarchy of Municipal Structures, stating approximate quantities as of December 2025. (Subject to change in accordance with Municipal Demarcation Board developments)

Each ballot paper will carry, in print, a combination of:

- Names of the political parties contesting the elections.
- The political party logos.
- Names of the candidates contesting ward elections.
- Images (photos) of independent candidates contesting ward elections.

Ballot papers will be printed in correlation to the number of voters for each election. Therefore, smaller quantities will generally be required for each of the approximately 4,488 ward ballot papers, while larger quantities will be required for council proportional representation (PR) ballot papers. Metros will typically require the highest number of printed ballot papers. The total number of ballot papers to be printed will be approximately 75,409,800.

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For general information **Figure 2** below shows the allocation of ballot types within the various council types.

Ballot Paper Type Council Type	District Council (DC) Ballot	Metro PR Ballot	Local Council PR Ballot	Ward Ballots
<i>Ballot Colour Identifier</i>	<i>Yellow</i>	<i>Green</i>	<i>Green</i>	<i>Grey</i>
Metropolitan Council		●		●
Municipal Council with Wards	●		●	●

The high number of individual ballot designs, approximately 4,746, makes the printing of ballot papers for municipal elections a complex project.

The scope of this project includes not only the printing, but also the finishing, packaging, labelling and delivery of the finished ballot papers.

Printing will, as far as is practically possible within the outcomes of the tender, be focussed at a municipal level, so as to place production as close as practically possible to the point of need. It is, therefore, envisaged that the services of a variety of printers will be enlisted to print, package and distribute the ballot papers.

A high degree of accuracy and quality control is required for this project. The situation is further exacerbated by an extremely short production window, which leaves no margin for error or failure. Prospective printers who wish to participate in the project must be prepared to deliver a high-quality product - right first time, at the right time and at the right place.

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A provisional project timeline is provided for general reference in **Schedule G**.

2. Tender Objectives and Scope

2.1 Objectives and Scope of the Tender

The Electoral Commission wishes to identify and appoint a panel of printers to provide an array of printing capacity across all municipalities to provide for production of ballot papers for the 2026 Municipal Elections.

The objective of this tender is to identify and select printers that can:

- 2.1.1 Serve as reliable elements in the Electoral Commission’s electoral logistics supply chain.
- 2.1.2 Provide a rapid reaction service to start ballot production at short notice.
- 2.1.3 Provide a safe and dependable printing service, with safe storage until delivery.
- 2.1.4 Produce quality printing at the required scale within a limited duration of twenty-one (21) calendar days (excluding delivery).
- 2.1.5 Provide an efficient and methodical service to parcel, label and package ballot papers.
- 2.1.6 Provide a reliable and safe delivery service to Electoral Commission sites for the final ballot paper product.
- 2.1.7 Print ballot papers under the above conditions at a cost-effective price.

Only printers with a credible track record in large complex projects and the technical capacity, capability and expertise to print ballot papers will be considered for this project. The bidder must provide detailed company credentials and a description of production capabilities which are relevant to this tender. For example, accreditation by recognised bodies in the printing industry, previous related experience, availability, capacity capability of suitable printing machinery, plant structure, staffing and transport resources, *et cetera*. A minimum of two (2) reference letters relating to projects and experience of similar size must be submitted.

The project scale requires that the workload be spread across a number of printers, physically and geographically. One of the project objectives is to print ballot papers as close to the point of use as is economically and functionally practical.

It will not be desirable to split the printing of one municipality between different printers. Allocation of work by the Electoral Commission will, therefore, be done on the basis of a complete municipality or series of municipalities.

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All printing of ballot papers will be subject to quality and security scrutiny by the Electoral Commission and/or its appointed agency for that purpose, to ensure full compliance with the requirements specified in this and subsequent relevant documents. The quality control methodology will include a service level agreement (SLA) which will be signed with appointed printers prior to commencement of work.

Bidders must take careful note of the variables, in particular, quantities and ballot sizes, as set out in the bid specifications.

The Electoral Commission reserves the right to appoint any number of printers or none at all for this service.

In the event that the tender process yields an unsatisfactory outcome and the available printing capacity is inadequate to provide sufficiently for the printing of the ballot papers for the local government elections the Electoral Commission reserves the right to publish an additional tender(s) to supplement the desired printing capacity.

2.2 Important Aspects of this Tender

2.2.1 Printing of the ballot papers must take place **within the borders of South Africa**.

2.2.2 All references to 'days' in this tender refer to **calendar days**, that is weekends and public holidays included.

2.2.3 Service providers are invited to submit written proposals and pricing for the provision of ballot papers at a scale that is in accordance with the resources, capacity, capability and equipment at their disposal within the intended timeframe. There is no point in bidding for work that is beyond realistic capacity and capability.

2.2.4 Pricing must include the **provision of the necessary paper** and delivery of the ballot papers as specified within the tender.

2.2.5 It is imperative that all ballot books contain exactly 100 ballot papers. A service level agreement with penalties for any deviation from this will be entered into with successful bidders. The methodology and equipment used to ensure adherence to 100 ballot papers per book will be a fundamental consideration in the awarding of the tender and **full details must be provided by bidders in their written proposals** in response to this tender.

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- 2.2.6 The points raised above must be seen in the context that a maximum of **twenty-one (21) calendar days** (which include weekends and public holidays) will be available for the printing of ballot papers. This, however, excludes delivery time. Bidders should, therefore, submit pricing only for the quantity of ballot papers which they can produce within this timeframe taking the non-negotiable quality and quantity requirements into account. This is particularly important as service providers will not be permitted to withdraw an offer at a later stage.
- 2.2.7 **Sub-contracting will not be permitted** except in the case of a bid from a joint venture or a consortium of printers, in which case the specific arrangements entered into by the members of such joint venture or consortium must be stated as part of the tender response. The applicable statutory requirements governing such arrangements must also be complied with prior to submitting a bid in response to this tender.
- 2.2.8 **Contingency** and disaster planning will be an important consideration in the awarding of the tender. Full details of such planning must be submitted with the bid. This planning relates to circumstances which may arise beyond the control of a printer and where a printer may place reliance on another printer with the capacity, capability and equipment to continue with the printing of the ballot papers it will not be deemed to be sub-contracting (Refer to general tender conditions).
- 2.2.9 Bidders must **submit sample ballot books containing 100 sample ballot papers** together with their tender responses. Preparatory work must be done by the bidders themselves or by a joint venture or consortium member, if applicable. It is imperative that the sample ballot books correspond fully with the final product which bidders are proposing to deliver.
- 2.2.10 Bid submissions that are not supported by samples that correspond with the specifications of this tender will not be considered. The printed content of the sample is at the bidder's discretion provided it demonstrates the type of printing specified, i.e., the use of full colour printing with a reverse-side pattern. Perforated counterfoil and numbering must be demonstrated as part of the sample. Sample that does not conform to these minimum requirements shall result in the disqualification of a bid.
- 2.2.11 The Electoral Commission reserves the right to award the preparatory design work for the printing of ballot papers as a separate contract to any of the service provider(s) appointed in terms of this tender, or to have this task performed on its behalf by another service provider altogether.

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3 Ballot Quantities

The total overall local government elections ballot paper printing requirement is estimated at approximately 75,409,800 ballot papers.

Due to extreme variations in the number of registered voters per ward in the various municipalities across South Africa, the quantity of ballot papers required to be printed for any one unique ballot requirement may be as low as 1,000 in the case of a small ward, or as high as 2,000,000 for large metro proportional representation (PR) ballot papers.

An approximate estimate of the ballot quantities per municipality is provided in **Schedule E** to be used for estimation purposes only.

Final quantities will vary to some extent as a result of intervening voter registration initiatives and the outcome of Municipal Demarcation Board activities.

The Electoral Commission reserves the right to vary the quantity of any ballot paper within the stated current estimates at the time of placement of final orders to successful printers appointed through this tender process.

The approximate ratio of the various ballot types is indicated in the table below:

Ballot Type	Ballot Paper Colour Identifier (To be incorporated in the print design)	Approximate Paper Proportion
Metro Ward Candidate Representation	Grey	40%
Local Council Ward Candidate Representation	Grey	
Metro Council Proportional Representation (PR)	Green	40%
Local Council Proportional Representative (PR)	Green	
District Council Proportional Representative (PR)	Yellow	20%

As indicated above, the ballot paper colour identifier will take the form of colour embedded in the print design.

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4 Ballot Specifications

The following basic ballot paper specifications are provided, and prospective printers must take that into consideration. The bid specifications will apply strictly and must be adhered to by prospective printers. The Electoral Commission reserves the right to amend the final specifications for ballot paper printing should it be deemed necessary to ensure free and fair elections.

FULL COLOUR PRINTING ON WHITE PAPER WITH A PERFORATED AND NUMBERED COUNTERFOIL

4.1 Paper Type

Standard 80gsm bond paper will be utilised.

Ballot papers will be printed on white stock.

Paper is to be supplied by the printer and, therefore, must be included in the bid price calculations and costing. Printers will in this way be able to optimally arrange the preferred bulk paper sizes to suit their production processes well in advance of the commencement of the ballot paper printing process.

Printers are encouraged to make use of locally supplied paper.

4.2 Paper Size

The size of the ballot paper for each individual election will be determined by the number of parties or candidates to be accommodated on that ballot, plus the provision for a counterfoil of approximately 25 mm.

4.2.1 Ballot Paper Length and Width

The final size (length and width) of each ballot paper will be determined by the number of parties/candidates contesting each election.

For example, a single column ballot with a length of up to 610mm (including counterfoil) and a width of up to 165mm for around 48 or less parties/candidates. The pricing schedule provides for potential variables in the ballot paper length in the event that it should arise.

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Or a two-column side-by-side ballot with a length of up to 610mm (including counterfoil) and a width of up to 305mm for around 96 parties/candidates or less.

The length of each ballot paper will, therefore, be determined by the number of parties or candidates contesting that particular election and cannot be specified at this point in time.

Printers must be prepared to plan and cut sheets or rolls to achieve economical and cost-effective utilisation of paper.

For illustrative purposes, the following examples are given:

- 2 Candidates = Ballot paper length of 70mm (excluding 25mm counterfoil)
- 5 Candidates = Ballot paper length of 106mm (excluding 25mm counterfoil)
- 7 Candidates = Ballot paper length of 130mm (excluding 25mm counterfoil)

In certain cases, the number of candidates may be as high as 20 or more (ballot paper length for 20 candidates is approximately 290mm excluding counterfoil).

Seven (7) sizes of ballot papers are specified in this tender for the purposes of pricing, which are as follows:

- Size A: Length (including counterfoil) 130mm or less
- Size B: Length (including counterfoil) 131mm to 305mm
- Size C: Length (including counterfoil) 306mm to 450mm
- Size D: Length (including counterfoil) 451mm to 610mm
- Size E: Length (including counterfoil) Double column (width of 305mm and length up to 367mm)
- Size F: Length (including counterfoil) Double column (width of 305mm and length from 368mm up to 490mm)
- Size G: Length (including counterfoil) Double column (width of 305mm and length from 491mm up to 610mm)

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In the event of a particular ballot paper being of a width greater than 305mm and a length exceeding 610mm, the Electoral Commission will approach bidders that qualified for this tender to submit quotations to print such ballot paper variants. Bidders are, therefore, encouraged to include in their bid proposals their capacity and capability to be able to print bigger size ballot paper variants.

4.3 Paper Colour

The required base paper colour will be white. Printers are encouraged to make use of locally supplied paper.

4.4 Print Colour

The ballot paper will be printed on both sides.

- Ballot face: Printed in full colour with full coverage.
- Reverse side: Printed with one colour, in a security pattern for identification purposes (for example, a mono-coloured stripe or an equivalent marking running the length and width of the ballot paper). Approximate width of marking will be 5mm and coverage will be approximately 10%.

Bidders must demonstrate their ability to print full colour by including printed samples as specified and required for successful participation in this tender.

Bidders must, furthermore, explain what method they will utilise to ensure colour standardization throughout the printing process.

4.5 Style

Ballot papers will be of a style that includes a numbered perforated counterfoil. The depth of the counterfoil will be approximately 25mm. Furthermore, the ballot design will incorporate security features at the discretion and selection of the Electoral Commission.

4.5.1 Counterfoil and Perforation

A 25mm counterfoil must be provided at the top of each ballot, separated by a horizontal perforation across the sheet.

The counterfoil perforation must be approximately 25mm from the top of the sheet.

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4.5.2 Numbering on Counterfoil

Each ballot must be numbered sequentially (minimum 7 digits) in the top right or left hand corner of the counterfoil, so as to be visible after binding.

Individual ballot papers will be numbered from 1 in a 7-digit format, i.e. '0000001' in each print run (that is per individual ballot design).

The number must appear only on the counterfoil, in the top right or left hand corner. These numbers are used to reconcile the number of ballot papers issued and used during elections.

To safeguard the secrecy of the vote, no number shall appear on the detachable ballot paper that can be linked back to the counterfoil.

4.6 Binding

The ballot papers must be bound into books of exactly 100 ballot papers, with a plain backing board of minimum 135gsm and printed top cover of 80gsm.

The required binding method is stapling with two wire staples at the top of the book approximately 10 mm from the top-edge of the paper.

4.7 Identification and Numbering of Books

The ballot books of 100 must also be sequentially numbered per municipal or ward print run. That is, the first book of each ballot type will be number 0000001. The number of the book is to be printed on the cover sheet, which must be attached to each book.

The cover sheet must also contain details of the particular ballot paper, as to be provided by the Electoral Commission, as well as the printer's details.

Each book cover sheet must also carry a unique barcode identifier, to be supplied by the Electoral Commission.

4.8 Pre-press Ballot Design

A pre-press ballot design will be provided by the Electoral Commission. Successful printers will be provided with the necessary ballot images for printing.

The ballot papers will incorporate four-colour process imagery. The design of a ballot paper is aimed at making it difficult to photocopy or reproduce. It will, therefore, include a variety of inherent security mechanisms, which may include for example, but not restricted to rainbow

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print, micro text, security microline structures and a secure user-defined screen. Printers must be capable of accurately producing ballot papers of this nature.

4.9 Recognition Feature for Visually Impaired Persons

The Electoral Commission is sensitive to the needs of voters who may be visually impaired.

To assist such voters with handling and correct alignment of the ballot paper, a suitable tactile feature is required.

Each ballot paper must have a circular hole punched at the bottom left corner with an inset of approximately 10mm.

5 Written Submissions and Samples

The following will be required to be submitted together with the bid

5.1 Written Proposals

In order for a bid to qualify for evaluation in terms of this tender, bidders must submit written proposals that specifically deals with and addresses the various requirements set out in this tender. Refer **Schedule C**.

5.2 Samples

Bidders must submit specimen ballot papers, bound in a ballot book of 100 ballot papers, with their bids in order to provide evidence of acceptable quality in the first instance.

It is imperative that the sample ballot books correspond fully with the final product which bidders are proposing to deliver in each case.

- a) Sample ballot paper books must be submitted as follows:
 - ✓ One (1) single column book bound with 100 ballot papers, and
 - ✓ One (1) double column book bound with 100 ballot papers.
- b) Sample ballots must demonstrate the specified width and length as depicted in section 4.2 above.
- c) The printed content (design) of the sample is at the discretion of the bidder, but must demonstrate ability to print in colour, printing on both sides of paper, et cetera.
- d) Perforated counterfoil and numbering must be demonstrated.
- e) The sample ballot papers must be bound in a ballot book of exactly 100 ballot papers.
- f) The sample must demonstrate the correct binding method.

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Bid submissions which are not accompanied by samples that correspond with the specifications of this bid will not be considered.

6 Contingency and Disaster Planning

The ballot printing project is fundamental to the successful delivery of the local government elections. Contingency and disaster planning will be an important consideration in the awarding of the tender.

Bidders must submit full details of such contingency planning relating to the project, covering elements such as:

- Labour unrest (which includes strikes) within the plant
- Fire
- Extensive power disruptions
- Machinery breakdowns
- Pausing the printing of ballots, in whole or in part, due to circumstances beyond its control. Provide a written proposal and explanation on how this pause will be addressed without extending and/or impacting the printing window.

Contingency planning may involve the use of pre-arranged alternative printing sites. This will not be construed as sub-contracting for the purposes of the tender evaluation or in instances where printers have to activate such contingency measures during full operation. However, the change to an alternative printing site must be requested in writing to the Electoral Commission and prior approval be granted before the site is activated.

7 Security

Bidders must have a production facility that has adequate security arrangements in place to protect the ballot paper printing process. This must be demonstrated adequately to the satisfaction of the Electoral Commission on the written proposal and will be tested during the due diligence inspections of printing facilities prior to any appointment(s) in terms of this tender.

Such security must include, *inter alia*, the following:

- (a) Controlled access to premises.

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- (b) Cordoned-off production area (area only accessible by staff working on the ballot paper project).
- (c) Stock management and control.
- (d) Security measures during printing.
- (e) Security measures during handling and packaging:
 - o Security measures during dispatch of ballot papers.
 - o Secure physical storage and dispatch facilities.
 - o Proper control and disposal of spoilt or unusable ballot papers.

Security arrangements will be tested during due diligence inspections of short-listed printing facilities prior to awarding the tender.

If special “project specific” arrangements are required to ensure the necessary security levels, these arrangements must be clearly stated and committed in the bid submission.

8 Production and Quality Control

The production and delivery specifications are provided below for reference and consideration of prospective printers interested in rendering the required ballot paper printing services. These specifications will apply strictly and must be adhered to by bidders.

8.1 Quality Assurance

Bidders must have an established and reliable online quality assurance process.

Overall project management and additional independent quality assurance for ballot paper production will be provided by an agency to be appointed by the Electoral Commission. Printers must be willing and prepared to communicate and cooperate with this agency that will be onsite during the ballot paper production period.

8.1.1 The bidder must explain how they will manage in-line production quality assurance during printing, collating and packaging.

8.1.2 The bidder must provide details of the methodology that will be used to ensure that each ballot book contains 100 ballot papers. Full details of the process and equipment to be used must be provided.

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8.1.3 The bidder must provide details of the methodology that will be used to ensure colour standardization throughout the printing process.

8.2 Electoral Commission Oversight

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.

9 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.

The first point of delivery will be the Electoral Commission’s nine (9) provincial warehouses. The printer will generally be responsible for this first-stage delivery to the warehouses.

Ballots are destined for further distribution to the Electoral Commission’s municipal offices within each province in predetermined quantities according to their voting stations. The Electoral Commission will generally be responsible for this second-stage delivery to the municipal offices.

The final and third stage of delivery is to the individual voting stations. The Electoral Commission will be responsible for delivery to the voting stations.

The requirement from the printer is to have shipping consignments parcelled per voting station that can be forwarded to municipalities by the Electoral Commission without breaking and re-packing loads.

9.1 Packaging and Labelling

The ballot books containing 100 ballot papers 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 its intended destination.

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The wrapped packs are to be packed in cartons to permit safe transportation, with a maximum weight of 15kg per carton. Cartons must be clearly labelled with a description of the contents and its planned destination.

Cartons must in turn be stacked on four-way entry pallets with a preferred size of 1 metre by 1,2 metre. The cartons must be wrapped in weatherproof plastic and securely strapped to the pallet. Maximum permitted height of stacks is 1.2 metre. Maximum permissible weight per pallet is 500kg.

Pallets must be similarly labelled with contents and the supplier’s details.

Suitable label layouts, but not the physical labels, will be provided by the Electoral Commission. The printer will be responsible for the production and application of the labels.

All packaging materials will remain the property of the Electoral Commission after delivery.

9.2 Preparation and Staging for Dispatch

Ballot papers are destined for second-stage distribution in predetermined quantities to the Electoral Commission’s municipal offices within each province. The Electoral Commission will be responsible for second stage distribution beyond the first point of delivery by the printer. The requirement is to have shipping consignments that can be forwarded to these municipal offices without breaking and re-packing loads.

In order to facilitate secondary distribution by the Electoral Commission, ballot books must be packed at carton level per municipal consignment.

- Only ballot paper books belonging to a specific municipality must be packed in one pallet.
- Mixing of municipal consignments within boxes is strictly prohibited as this will defeat the delivery requirements.

Where possible and practical, depending on volumes, pallets should be confined to ballot papers for one municipal allocation.

The Electoral Commission will provide the final print quantities per municipality to the successful service provider.

9.3 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

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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

Details of the parcel, including the ballot books contained in the parcel and the planned destination, will be accessible via the barcode. In addition, the subsequent levels of packaging (carton, pallet, *et cetera*) must also be marked by means of the barcode.

The matrix of scannable barcodes and parcel data will be provided by the Electoral Commission. The Electoral Commission must be able to access the parcel details by means of scanning the barcode at any stage in the supply cycle.

Service providers must submit alternate mark and track systems at their disposal and as used during production processes, provided that the required goals of tracking are achieved.

Service providers will be required to provide the scanning resources and send the data to the Electoral Commission.

In the event that the Electoral Commission may need to place reliance in full or in part on the tracking system and processes of the printer the printer must oblige to assist the Electoral Commission in such a manner that the required tracking goals are satisfactorily achieved.

9.4 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.

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The final delivery strategy, including timing and specific delivery points, will be timeously communicated to successful printers appointed through this tender process. It should be noted that the delivery pricing schedule, as provided in **Schedule F.2**, facilitates a flexible delivery strategy. First stage delivery will in all cases remain the responsibility of the printer.

The Electoral Commission, however, reserves the right to make its own arrangements as and when required for the delivery of any specific consignment of ballot papers, should it be necessary in order to ensure adherence to election deadlines.

9.5 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.

Active cellular phone contact with delivery vehicles will be a minimum communication requirement. Other communication options such as GPS-based tracking are advisable and should be described in the written proposal which forms part of a bidder’s response to be submitted in response to this tender.

Only weatherproof enclosed vehicles may be used for delivery of ballot papers.

Vehicles may not be shared with any other load, or used for any other purpose, during ballot paper delivery.

In addition, the Electoral Commission, at its own discretion may include the state security cluster, in the delivery of the ballots to provincial warehouses.

10 Ballot Design and Ballot Image Data Transfer

10.1 Ballot Design

The various ballot paper designs will be provided by the Electoral Commission to the successful printers in electronic format.

10.2 Data Transfer

Time is of the essence in the period preceding the start of the printing of the ballot papers.

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A critical success factor in this period will be swift and effective communication of the ballot image data from the Electoral Commission to the successful printers in electronic format.

Appropriate methodologies for secure data transfer will be discussed during due diligence audits. This will include the availability of FTP capability, or any secure data transfer method.

11 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.

Production Time

Bidders are required to complete the table in **Schedule H** to indicate their potential capacity versus production time.

Service Areas

Bidders are required to indicate in **Schedule E** the areas (municipal, district councils, et cetera) which are their preferred areas of service and within their realistic capacity and capability range.

The Electoral Commission reserves the right to negotiate the allocation of the printing of ballot papers for alternative municipal areas to printers if that becomes necessary in order to achieve full printing coverage. Such alternative allocations will be done within the approximate capacity and capability originally stated by the bidder.

12 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

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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.

12.1 Ballot Paper Printing Costing

Costing for the printing of the ballot papers consists of two (2) sections, which are:

- **F.1 - PRICING SCHEDULE: PRINTING**
- **F.2 - PRICING SCHEDULE: DELIVERY**

Seven (7) sizes of ballot papers are specified in this tender for the purposes of pricing, which are as follows:

- Size A: Length (including counterfoil) 130mm or less
- Size B: Length (including counterfoil) 131mm to 305mm
- Size C: Length (including counterfoil) 306mm to 450mm
- Size D: Length (including counterfoil) 451mm to 610mm
- Size E: Length (including counterfoil) Double column (width of 305mm and length up to 367mm)
- Size F: Length (including counterfoil) Double column (width of 305mm and length from 368mm up to 490mm)
- Size G: Length (including counterfoil) Double column (width of 305mm and length from 491mm up to 610mm)

In the event of a particular ballot paper being of a width greater than 305mm and a length exceeding 610mm, the Electoral Commission will approach bidders that qualified for this tender to submit quotations to print such ballot paper variants. Bidders are, therefore, encouraged to include in their bid proposals their capacity and capability to be able to print bigger size ballot paper variants.

Similarly, where variants arise and ballot papers with requirements over and above these provisions are necessitated, the Electoral Commission will also approach printers that qualified for this tender for quotations to handle that eventuality.

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12.2 Ad Hoc Ballot Paper Printing Project Services

Any *ad hoc* services deemed necessary in relation to the overall ballot paper printing project will be done on a quotation basis.

Such *ad hoc* services may include services in preparation for the printing of the ballot papers to enable the Electoral Commission to derive the maximum benefit possible from the overall ballot paper printing project.

Where such *ad hoc* services have been necessitated, the Electoral Commission will source quotations from service providers that qualified in respect of the adjudication of this tender.

13. Exclusivity of Contract

The successful service provider(s) appointed in terms of this tender will be considered as the preferred supplier(s) and will not have exclusive rights to render ballot paper printing services to the Electoral Commission. It remains the right of the Electoral Commission to select alternative service providers for printing and delivery of ballot papers and/or any other service element arising from this tender as and when deemed necessary to ensure the success of the elections.

14. Performance Guarantees and Penalties

The service provider(s) appointed in terms of this tender will be required to guarantee performance levels.

Accordingly, the following penalties may be applied by the Electoral Commission to ensure that optimum performance is sustained:

14.1 In the event of the service provider failing to perform according to specifications and/or the terms of the service level agreement in a manner and at a time that may jeopardize election related processes, the Electoral Commission shall have the right to appoint an alternative service provider in order to complete or rectify the work.

14.2 The Electoral Commission reserves the right, in such a case, to recover additional costs arising from such actions from the defaulting service provider.

15. Security and Integrity Requirements

The service provider may be subjected to security vetting requirements at the discretion of the Electoral Commission, prior to award of this tender.

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16. Confidentiality and Security

The successful service provider will be required to enter into a confidentiality agreement with the Electoral Commission to safeguard the ballot paper production and accessibility.

No information or private knowledge gained by the service provider in the course of rendering this service to the Electoral Commission, particularly relating to ballot papers and elections, may be divulged to outside parties.

Any requests received for such information must be directed to the Information Officer of the Electoral Commission.

17. Recycling

The Electoral Commission actively encourages recycling of materials in the interests of a safer and greener environment and the following applies:

- Service providers are encouraged to mark cartons and other packaging materials with the universal recycling symbol where applicable.
- Printed size of the symbol must be 30mm x 30mm. with a permissible tolerance of 2mm in either dimension.



18. Bid Evaluation

Bid submissions received in response to the tender will be evaluated for adherence to the requirements of the bid specifications.

The evaluation of bids shall be in accordance with the bid evaluation criteria contained in the tender.

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19. Validity of the Bid Submissions and Work Allocation

Bid submissions and rates tendered shall be valid for 180 days or six (6) months from the date of the tender closing, during which time the bid evaluation process and award of the bid will take place.

The tender validity period may be extended at the discretion of the Electoral Commission if the tender process has not been finalised before that period and bidders will be approached to confirm such extension as and when required.

Therefore, bid prices shall remain valid within the 180 day validity period of the tender and shall not be subject to change. Once the tender has been awarded prices will remain fixed.

In the unforeseen event that the tender is not finalised within the 180 day validity period and such period has to be extended and a bidder's price changes thereafter, their bids may be reconsidered and the allocation originally made to them may be redirected if the outcome proves to be such that their bid is, for example, no longer the highest ranking bid for a particular allocation of the ballot papers to be printed. For example, if a bidder is considered for an award to print a particular ballot and their price is amended post the 180 day period it may imply that their bid is no longer the highest ranking bid.

It is anticipated that the local government elections will be held on an election date to be proclaimed between the period 2 November 2026 and 30 January 2027.

Bidders should, therefore, ensure that their bids take into consideration any expected changes in market prices so as to ensure that their prices remain fixed for the duration of the contract.

In view of the Electoral Commission's intention to appoint printers well in advance of the ballot paper printing period, any relevant cost escalation factors should be accounted for in the bid pricing, if applicable.

The Electoral Commission will determine the allocation of ballots to be printed by service providers that qualify for bid adjudication purposes. Such allocation shall be made in the best possible manner to mitigate risks. The work will thus be spread amongst printers to ensure that sufficient capability and capacity exists to print the required ballot papers. The bid adjudication process will be based on the outcome of the bid evaluation process and with due regard to the application of the Preferential Procurement Regulations, 2022. The ranking of bids based on the total points achieved through the preferential system will be used for the assignment of work to

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printers with a geographical focus around the allocation of local government elections ballot paper printing. The allocation will specifically also take into account the capacity and capability of a bidder as illustrated in their bid submission.

However, to mitigate risks work may be allocated to the next highest-ranking bidder if, at the time of the award or thereafter it becomes evident that the workload and risk may be too big if the allocation is based purely on the ranking of bids. For such purpose and intent, the Electoral Commission will award the tender based on the respective outcomes for each of the printing requirements. The risk mitigation is in national interest and will also take into consideration the risk placed on bidders if the demand to print is too big and the printer may fail to meet the obligations placed on it.

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 thirty (30) 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.

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

20.2 Delayed Commencement by the Commission

Where the Commission is unable to issue the instruction to print/ art work or commencement instruction on the agreed commencement date specified in the SLA (“Commencement Date”) due to operational, regulatory, legal, electoral, or court-related processes, the Commission may compensate the Service Provider for verified and reasonable standby or downtime costs incurred solely as a direct result of such delay.

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Compensation shall only be payable where:

- (a) the Service Provider has demonstrably reserved the agreed production capacity exclusively for the Commission;
- (b) the reserved capacity could not reasonably be redeployed or mitigated during the delay period;
- (c) the Service Provider has complied fully with all notice, mitigation, record-keeping, and verification obligations set out in this clause;
- (d) the Service Provider took all reasonable steps to mitigate any losses or costs arising from the delay;
- (e) all claimed costs are supported by contemporaneous documentary evidence, including production schedules, staffing allocations, equipment reservations, and financial records.

No compensation shall arise automatically by virtue of a delayed commencement, and all payments under this clause shall remain subject to verification and approval.

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SPECIAL CONDITIONS AND REQUIREMENTS

Every bid submission in response to this tender must sufficiently deal with and cover all the items set out below.

Review of these items by the Electoral Commission will form a part of the evaluation of bids received and will also be used in the allocation of work as well as the identification of service providers to provide such services envisaged through this tender process.

Failure to attach and/or address any of these items in comprehensive and clear written format may, therefore, lead to the disqualification of a bid.

- i. The bidder must provide a detailed explanation of the quality assurance (QA) process that will be applied in order to achieve the necessary degree of accuracy and quality in the production process. Aspects to be controlled must include, but are not necessarily limited to the following:
 - Number of ballot papers per book (zero tolerance).
 - Stability and consistency of print colours on both the front and the back of ballot papers.
 - Overall quality of the final product.
 - Control, reconciliation and safekeeping of the paper dedicated to the project.
 - Monitoring, tracking and reporting of delivery procedures.
- ii. The bidder must provide full details of the methodology that will be used to ensure that each ballot book contains 100 ballot papers. Full details of the process and equipment to be used must be provided.
- iii. The bidder must provide a detailed explanation of the contingency plans that are or will be available in the event that scheduled printing at the main production plant is compromised or becomes impossible. For example in the event of mechanical failure, labour unrest or any other disruptive cause. The critical time available for printing of ballot papers may not allow

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for corrective measures to be taken and production must be immediately transferable to the contingency resource. This may entail standby and/or alternative printing plants.

In such instances where printing has to be executed as a result to the activation of contingency measures it will not be deemed to be subcontracting as the printing will continue under the auspices of the appointed service provider.

iv. The bidder must provide a detailed explanation of security arrangements that will be applied to the project, both in terms of production and delivery. The following must be covered sufficiently in the explanation:

- Restricted and controlled access to production premises/area during printing.
- Surveillance measures at the production site(s) and the storage site(s).
- Safeguard and control of plates/litho positives/negatives, *et cetera*.
- Safeguard and control over ballot papers throughout the production process.
- Monitoring and control of the delivery process.
- Safeguard against hijack and other threats during transportation to Electoral Commission destination(s).

v. The bidder must provide detailed company credentials and a description of production capabilities which are relevant to this tender, together with previous related experience. For example, accreditation by recognised bodies/previous related experience/availability and capacity of printing plant/output of suitable printing plant/availability of bulk paper supply/delivery transport resources, *et cetera*.

vi. The bidder must provide an indication in **Schedule E** of the municipal sites in respect of which the bidder is offering ballot paper printing and associated services.

This includes consideration of the following aspects:

- a) to comprise a practical quantity of ballot papers and variations (print runs) capable of being produced within the eighteen (18) day production period.
- b) to be within reasonable proximity of the place of production to be served (that is printing, packaging and delivery of ballot papers).
- c) suitable services to be rendered in accordance with the tender specification.

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The Electoral Commission reserves the right to negotiate the allocation of alternative municipalities to printers, if this becomes necessary in order to achieve full printing coverage. Such alternative allocation will normally only be done within the capacity originally stated in the bid.

The Electoral Commission reserves the right to call for additional information from prospective printers, or to request presentations, or to conduct site visits, before concluding the process of evaluation and award.

SUMMARY OF BID SUBMISSION REQUIREMENTS

To assist bidders in submitting complete tender submissions which conform to all requirements, a checklist is provided below.

The checklist may not be all encompassing and it thus remains the sole and definite responsibility of every bidder to thoroughly scrutinize the entire tender document and to ensure that all requirements in terms of the tender requirements and the bid specifications are complied with.

Failure to do so may lead to a bid submission being disqualified!

	REQUIREMENT	TENDER SECTION	CHECK
i.	Explanation of quality control process	Section 8.1 Schedule C-1	
ii.	Explanation of assurance that 100 ballot papers per book will be provided	Section 8.1.2 Schedule C-2	
iii.	Description of contingency plans	Section 6 Schedule C-3	
iv.	Detailed explanation of security arrangements	Section 7 Schedule C-4	
v.	Company credentials and print capacity and capabilities	Section 2.1 Schedule C-5	
vi.	Indications of selected municipal sites	Section 11 Schedule E	
vii.	Submission of ballot paper samples	Section 5.2	

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	REQUIREMENT	TENDER SECTION	CHECK
viii.	Pricing schedule completed – printing	Schedule F.1	
ix.	Pricing schedule completed – delivery	Schedule F.2	
x.	Submission of plant structure/plan. Submission of list of machinery. Submission of a confirmation of staffing and resources.	Section 2.1	

The schedule above is provided to assist bidders to comply with the tender requirements.

Confirmation of the ticking of the check boxes will not be used for bid evaluation purposes as the mere checking of a box to state that a requirement has been fulfilled provides no assurance nor any guarantee that the bidder has conformed with the bid submission requirements or that the bidder has ensured that all relevant and applicable aspects of the tender requirements have been addressed satisfactorily in their bid submissions.

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SCHEDULE D**IEC/LG-00/2026**

ELECTORAL COMMISSION

PROVINCIAL WAREHOUSES

PROVINCE	WAREHOUSE STREET ADDRESS	CONTACT PERSON	CONTACT NUMBERS
EASTERN CAPE	FARM 923 PORTION 2 BUFFALO PASS COLLONDALE EAST LONDON	Busi Mlola Kamo Modiba	043 736-4025 043 736-4058
FREE STATE	50 MONUMENT ROAD UITSIG BLOEMFONTEIN	Mbekokazi Hume Edward Macala	051 401 - 5008 051 401- 5073 / 5002
GAUTENG	UNIT B2 60 FIRST STREET GOLD REEF INDUSTRIAL PARK BOOYSENS RESERVE JOHANNESBURG	Moipone Hlokotsi Kabelo Khabane	011 644 7466 011 644 7467
KWAZULU-NATAL	41 ASHFIELD CLOSE SPRINGFIELD PARK DURBAN	Bongani Thusi Mongezi Khumalo Bongani Bukhosini	031 279 2202 031 279 2228 031 279 2221
MPUMALANGA	9 BLACKBERRY BLVD RIVERSIDE PARK EXT 22 NELSPRUIT	Thuli Mbethe Lucky Leyane	013 757 - 1201 013 757 - 0621
NORTHERN CAPE	7 DELFOS STREET KIMDUSTRIA KIMBERLEY	Sarah Ubisi Thuso Phokojo	053 838 5043 053 838 5032
LIMPOPO	ERF20971 18 DANUTE CRESCENT N1 INDUSTRIAL PARK MAGNA VIA POLOKWANE	Tendani Maselesele Daniel Magalatshetshe	015 292-0152 015 292-0149
NORTH WEST	RIZVI HOUSE 50/52 FIRST STREET CNR FIRST STREET & AERODROME ROAD INDUSTRIAL SITES MAFIKENG	Bogosi Judi Thato Mdali	018 381 - 4054 018 381 - 0605 018 391 - 0808
WESTERN CAPE	95 BOFORS CIRCLE EPPING INDUSTRIAL EPPING 2 CAPE TOWN	Vukile Ndyalivani Philip Verlaat	021 951-3350

Please refer to Section 9 for details of the ballot paper delivery strategy.

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ELECTORAL COMMISSION
MUNICIPAL SITES
SHOWING BALLOT QUANTITIES AND VARIATIONS
(PRINT RUNS)

NOTE: THIS SCHEDULE IS DIVIDED INTO PROVINCIAL SEGMENTS
FOR EASE OF REFERENCE

- Completion of this schedule is compulsory – Refer item 6 under Schedule E.
- Select municipalities and quantities/print runs to match available printing capacity and capability.
- Mark the box against the selected municipalities, with a tick [√] or “Yes”.
- Mark only the desired municipalities (i.e. it is not necessary to mark “No”).
- ‘TBA’ indicates that the delivery site is still to be announced within the municipal area.
- The Electoral Commission reserves the right to negotiate the allocation of alternative municipalities to printers if this becomes necessary in order to achieve full printing coverage. Such alternative allocation will only be done within the capacity and capability originally stated by the bidder.

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SCHEDULE E.1: EASTERN CAPE

Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot books (1 Print Run per Ward)	Delivery Town	Printer Selection (Tick or indicate YES)
EC101 - Dr. Beyers Naude	Local Council	39 821	421	14	421	Graaff-Reinet	
EC102 - Blue Crane Route	Local Council	17 781	190	6	190	Somerset East	
EC104 - Makana	Local Council	43 853	457	14	457	Grahamstown	
EC105 - Ndlambe	Local Council	33 359	348	10	348	Port Alfred	
EC106 - Sundays River Valley	Local Council	25 244	271	8	271	Kirkwood	
EC108 - Kouga	Local Council	58 121	540	15	540	Humansdorp	
EC109 - Kou-Kamma	Local Council	20 460	602	6	602	Kareedouw	
DC10	District Council	238,639	2 503			Grahamstown	
EC121 - Mbhashe	Local Council	125 318	1 402	32	1 402	Elliotdale	
EC122 - Mnquma	Local Council	123 612	1 369	31	1 369	Butterworth	
EC123 - Great Kei	Local Council	17 659	198	7	198	Komga	
EC124 - Amahlathi	Local Council	50 183	553	15	553	Stutterheim	
EC126 – Ngqushwa	Local Council	36 805	410	12	410	Peddie	
EC129 - Raymond Mhlaba	Local Council	78 895	862	23	862	Alice	

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Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot books (1 Print Run per Ward)	Delivery Town	Printer Selection (Tick or indicate YES)
DC12	District Council	432 472	4 794			Butterworth	
EC131 - Inxuba Yethemba	Local Council	29 807	317	9	317	Middelburg	
EC135 - Intsika Yethu	Local Council	75 676	843	21	843	Southeyville	
EC136 - Emalahleni	Local Council	59 590	673	17	673	Lady Frere	
EC137 - Engcobo	Local Council	71 128	775	20	775	Engcobo	
EC138 - Sakhisizwe	Local Council	29 182	325	9	325	Southeyville	
EC139 - Enoch Mgijima	Local Council	119 787	1 283	34	1 283		
DC13	District Council	385 170	4 216			Queenstown	
EC141 - Elundini	Local Council	62 376	700	17	700	Maclear	
EC142 - Senqu	Local Council	61 823	668	17	668	Lady Grey	
EC145 - Walter Sisulu	Local Council	35 970	382	11	382		
DC14	District Council	160 169	1 750			Aliwal North	
EC153 - Ingquza Hill	Local Council	136 448	1 469	32	1 469	Lusikisiki	
EC154 - Port St Johns	Local Council	76 050	825	20	825	Port St. Johns	

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EC155 - Nyandeni	Local Council	135 851	1 470	32	1 470	Libode	
EC156 - Mhlontlo	Local Council	94 570	1 043	26	1 043	Tsolo	
EC157 - King Sabata Dalindyebo [Umtata]	Local Council	207 787	2 252	36	2 252	Mqanduli	
DC15	District Council	650 706	7 059			Libode	
EC441 - Matatiele	Local Council	98 378	1 069	26	1 069	Matatiele	
EC442 - Umzimvubu	Local Council	106 498	1 180	27	1 180	Mount Ayllif	
EC443-Mbizana	Local Council	132 615	1 455	31	1 455	Mbizana	
EC444 - Ntabankulu	Local Council	67 167	670	17	670	Ntabankulu	
DC44	District Council	404 658	4 446			Matatiele	
NMA - Nelson Mandela	Metro Council	591 264	6 039	60	6 039	Port Elizabeth	
BUF-Buffalo City	Metro Council	408 791	4 267	50	4 267	East London	

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SCHEDULE E.2 FREE STATE

Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot books (1 Print Run per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
FREE STATE							
MANGAUNG	Metro Council	417 253	4 354	50	4 354	Bloemfontein	
FS161 - Letsemeng	Local Council	19 163	204	6	204	Koffiefontein	
FS162 - Kopanong	Local Council	25 303	270	8	270	Trompsburg	
FS163 - Mohokare	Local Council	17 968	195	6	195	Zastron	
DC16	District Council	62 434	669			Trompsburg	
FS181 - Masilonyana	Local Council	30 070	321	10	321	Theunissen	
FS182 - Tokologo	Local Council	13 185	143	4	143	Boshof	
FS183 - Tswelopele	Local Council	26 121	280	8	280	Bultfontein	
FS184 - Matjhabeng	Local Council	200 144	2 084	36	2 084	Welkom	
FS185 - Nala	Local Council	38 299	404	12	404	Bothaville	
DC18	District Council	307 819	3 232			Welkom	
FS191 - Setsoto	Local Council	56 446	600	17	600	Ficksburg	
FS192 - Dihlabeng	Local Council	72 036	758	20	758	Bethlehem	
FS193 - Nketoana	Local Council	29 162	311	9	311	Reitz	

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FS194 - Maluti a Phofung	Local Council	180 039	1 911	35	1 911	Phuthaditjhaba	
FS195 - Phumelela	Local Council	24 658	266	8	266	Vrede	
FS196 - Mantsopa	Local Council	27 622	297	9	297	Mantsopa	
DC19	District Council	389 963	4 143			Phuthaditjhaba	
FS201 - Moqhaka	Local Council	76 990	814	23	814	Kroonstad	
FS203 - Ngwathe	Local Council	64 963	687	18	687	Parys	
FS204 - Metsimaholo	Local Council	82 122	850	21	850	Sasolburg	
FS205 - Mafube	Local Council	30 045	318	9	318	Frankfort	
DC20	District Council	254 120	2 669			Kroonstad	

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SCHEDULE E.3 GAUTENG

Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot Books (1 Print Run per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
GAUTENG							
EKU - Ekurhuleni	Metro Council	1 597 478	16 289	112	16 289	East Rand area	
JHB - City of Johannesburg	Metro Council	1 966 868	22 822	135	22 822	JHB area	
TSH - Tshwane Metro	Metro Council	1 529 655	15 680	107	15 680	Pretoria area	
GT421 - Emfuleni	Local Council	354 981	3 630	45	3 630	Vanderbijl-park Central	
GT422 - Midvaal	Local Council	56 816	588	15	588	Meyerton	
GT423 - Lesedi	Local Council	48 228	502	13	502	Heidelberg	
DC42	District Council	460 025	4 720				
GT481 - Mogale City	Local Council	192 151	1 978	39	1 978	Krugersdorp	
GT484 - Merafong City	Local Council	96 125	990	28	990	Carletonville	

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Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot Books (1 Print Run per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
GT485 – Rand West City	Local Council	134 187	1 380	35	1 380		
DC48	District Council	422 463	4 348				

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SCHEDULE E.4 KWAZULU NATAL

Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot Books (1 Print Run per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
KWAZULU-NATAL							
ETH - eThekweni [Durban Metro]	Metro Council	1 927 938	19 700	103	19 700	Durban	
KZN212 - Umdoni	Local Council	70 984	754	19	754	Scottburgh	
KZN213 - Umzumbe [Umzumbe]	Local Council	76 836	829	20	829	Umzumbe	
KZN214 - UMuziwabantu	Local Council	45 081	480	10	480	Harding	
KZN216 - Ray Nkonyeni	Local Council	171 500	1 790	36	1 790	Port Shepstone	
DC21	District Council	364 401	3 853			Port Shepstone	
KZN221 - uMshwathi	Local Council	56 311	590	14	590	New Hanover	
KZN222 - uMngeni	Local Council	52 395	545	12	545	Howick	
KZN223 -Mpofana	Local Council	16 655	180	5	180	Moorivier	
KZN224 - Impendle	Local Council	16 882	180	39	180	Impendle	
KZN225 - Msunduzi	Local Council	344 410	3 567	37	3 567	Pietermaritzburg	
KZN226 - Mkhambathini	Local Council	30 363	320	7	320	Camperdown	
KZN227 - Richmond	Local Council	32 093	340	7	340	Richmond	
DC22	District Council	549 109	5 722			Pietermaritzburg	
KZN235 - Okhahlamba	Local Council	60 311	648	15	648	Bergville	

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Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot Books (1 Print Run per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
KZN237 - iNkosi Langalibalele	Local Council	96 048	1 017	23	1 017	Loskop	
KZN238 - Alfred Duma	Local Council	162 118	1 712	36	1 712		
DC23	District Council	318 477	3 377			Ladysmith	
KZN241 - Endumeni	Local Council	29 512	309	7	309	Dundee	
KZN242 – Nqutu	Local Council	80 223	860	17	860	Nqutu	
KZN244 - Msinga	Local Council	85 499	922	14	922	Pomeroy	
KZN245 - Umvoti	Local Council	58 068	622	14	622	Greytown	
DC24	District Council	253 302	2 713			Pomeroy	
KZN252 - Newcastle	Local Council	181 356	1 864	36	1 864	Newcastle	
KZN253 - eMadlangeni	Local Council	14 516	160	6	160	Utrecht	
KZN254 - Dannhause	Local Council	50 460	540	13	540	Dannhauser	
DC25	District Council	246 332	2 564			Newcastle	
KZN261 - eDumbe	Local Council	38 916	422	8	422	Paulpietersburg	
KZN262 - UPhongolo	Local Council	61 175	652	15	652	Pongola	
KZN263 - Abaqulusi	Local Council	96 578	1 023	22	1 023	Vryheid	
KZN265 - Nongoma	Local Council	96 010	1 016	21	1 016	Nongoma	
KZN266 - Ulundi	Local Council	94 513	1 016	24	1 016	Ulundi	
DC26	District Council	387 192	4 129			Ulundi	

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KZN271 - Umhlabuyalingana	Local Council	82 425	871	18	871	Mangusi	
KZN272 - Jozini	Local Council	98 427	1 035	20	1 035	Jozini	
KZN275 - Mtubatuba	Local Council	98 427	871	20	871	Mtubatuba	
KZN276 - Big Five Hlabisa	Local Council	54 362	1 035	13	1 035	Hluhluwe	
DC27	District Council	331 205	3 491			Jozini	
KZN281 - Mbonambi	Local Council	73 010	765	17	765	Kwa Mbonambi	
KZN282 - uMhlathuze	Local Council	194 885	2 017	34	2 017	Richards Bay	
KZN284 - uMlalazi	Local Council	57 653	1 145	27	1145	Eshowe	
KZN285 - Mthonjaneni [Local Council	73 010	489	13	489	Melmoth	
KZN286 - Nkandla	Local Council	194 885	625	14	625	Nkandla	
DC28	District Council	477 307	5 041			Richards Bay	
KZN291 - Mandeni	Local Council	73 686	771	18	771	Mandini	
KZN292 - KwaDukuza	Local Council	134 511	1 387	29	1 387	Stanger	
KZN293 - Ndwedwe	Local Council	72 768	783	19	783	Ndwedwe	
KZN294 - Maphumulo	Local Council	49 830	548	11	548	Maphumulo	
DC29	District Council	330 795	3 489			Stanger	
KZN433 - Greater Kokstad	Local Council	41 764	434	8	434	Kokstad	

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KZN434 - Ubuhlebezwe	Local Council	56 840	608	12	608	Ixopo	
KZN435 - Umzimkhulu	Local Council	90 626	979	20	979	Umzimkhulu	
KZN436 - Dr. Nkosazana Dlamini Zuma	Local Council	55 911	600		600	Bulwer	
DC43	District Council	245 141	2 621			Ixopo	

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SCHEDULE E.5 MPUMALANGA

Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot books (1 Print Runs per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
MPUMALANGA							
MP301 - Albert Luthuli	Local Council	92 679	989	25	989	Carolina	
MP302 - Msukaligwa	Local Council	69 904	734	19	734	Ermelo	
MP303 - Mkhondo	Local Council	71 328	748	19	748	Piet Retief	
MP304 - Pixley Ka Seme	Local Council	37 829	400	11	400	Volksrust	
MP305 - Lekwa	Local Council	51 703	539	15	539	Standerton	
MP306 - Dipaleseng	Local Council	20 947	221	6	221	Balfour	
MP307 - Govan Mbeki	Local Council	143 272	1 478	32	1 478	Highveld Ridge	
DC30	District Council	487 662	5 109			Highveld Ridge	
MP311 - Victor Khanye	Local Council	33 217	347	9	347	Delmas	
MP312 - Emalahleni	Local Council	187 133	1 929	34	1 929	Witbank	
MP313 - Steve Tshwete	Local Council	109 326	1 131	29	1 131	Middelburg	

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MP314 - Emakhazeni	Local Council	26 260	285	8	285	Dullstroom	
MP315 - Thembisile	Local Council	152 834	1 602	32	1 602	Kwaggafontein	
MP316 - Dr JS Moroka [Local Council	115 337	1 308	31	1 308	Siyabuswa	
DC31	District Council	634 179	6 602			Witbank	
MP321 - Thaba Chweu	Local Council	50 832	532	14	532	Sabie	
MP324 - Nkomazi	Local Council	169 586	1 781	33	1 781	Malelane	
MP325 - Bushbuckridge	Local Council	246 197	2 591	38	2 591	Thulamahashe	
MP326 - City of Mbombela		319 543	3 334	45	3 334	Nelspruit	
DC32	District Council	786 158	8 238			Nelspruit	

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SCHEDULE E.6 NORTHERN CAPE

Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot Books (1 Print Run per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
NORTHERN CAPE							
NC061 - Richtersveld	Local Council	7 071	76	4	76	Port Nolloth	
NC062 - Nama Khoi	Local Council	28 710	296	9	296	Springbok	
NC064 - Kamiesberg	Local Council	7 243	80	4	80	Garies	
NC065 - Hantam	Local Council	13 427	143	5	143	Calvinia	
NC066 - Karoo Hoogland	Local Council	7 059	84	4	84	Sutherland	
NC067 - KHFI-MA	Local Council	7 544	81	4	81	Pofadder	
DC6	District Council	71 054	760			Springbok	
NC071 - ubuntu	Local Council	9 441	106	4	106	Victoria West	
NC072 - UMSOBOMVU	Local Council	14 533	161	6	161	Colesberg	
NC073 - Emthanjeni	Local Council	22 568	238	8	238	De Aar	
NC074 - Kareeber	Local Council	7 392	80	4	80	Carnarvon	
NC075 - Renosterberg	Local Council	6 718	74	4	74	Petrusville	
NC076 - Thembelihle	Local Council	9 066	96	4	96	Hopetown	

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NC077 - Siyathemba	Local Council	12 098	131	5	131	Prieska	
NC078 - Siyancuma	Local Council	19 335	208	7	208	Douglas	
DC7	District Council	101 151	1 094				
NC082 - KAI !GARIB	Local Council	30 841	332	10	332	Keimoes	
NC084 - !KHEIS	Local Council	9 778	104	4	104	Groblershoop	
NC085 - Tsantsabane	Local Council	18 155	195	7	195	Postmasburg	
NC086 - Kgatelopele	Local Council	9 318	97	4	97	Danielskuil	
NC087 - Dawid Kruiper	Local Council	58 664	619	16	619	Upington	
DC8	District Council	126 756	1 347			Upington	
NC091 - Sol Plaatje	Local Council	128 817	1 324	33	1 324	Kimberley	
NC092 - Dikgatlong	Local Council	22 228	235	7	235	Barkley West	
NC093 - Magareng	Local Council	11 607	124	5	124	Warrenton	
NC094 - Phokwane	Local Council	32 397	339	10	339	Hartswater	
DC9	District Council	177,885	2080			Kimberley	
NC451 - Joe Morolong	Local Council	50 878	551	15	551	Mothibistad	

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Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot Books (1 Print Run per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
NC452 - GA-Segonyana	Local Council	50 352	526	14	526	Kuruman	
NC453 - GAMAGARA	Local Council	22 134	229	7	229	Kathu	
DC45	District Council	123 364	1 306			Mothibistad	

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SCHEDULE E.7 LIMPOPO

Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot Books (1 Print Run per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
LIMPOPO							
LIM331 - Greater Giyani	Local Council	125 160	1 318	31	1 318	Giyani	
LIM332 - Greater Letaba	Local Council	108 834	1 154	30	1 154	Modjadjiskloof	
LIM333 - Greater Tzaneen	Local Council	182 152	1 912	35	1 912	Tzaneen	
LIM334 - Ba-Phalaborwa	Local Council	74 566	791	19	791	Phalaborwa	
LIM335 - Maruleng	Local Council	51 949	549	14	549	Hoedspruit	
DC33	District Council	542 661	5 724			Thohoyandou	
LIM341 - Musina	Local Council	43 943	478	12	478	Musina	
LIM343 - Thulamela	Local Council	230 312	2 430	41	2 430	Thohoyandou	
LIM344 - Makhado	Local Council	180 868	1 903	38	1 903	Makhado	
LIM345 - Collins Chabane	Local Council	157 641	1 673	36	1 673	Malamulele	
DC34	District Council	612 764	6 484			Makhado	
LIM351 - Blouberg	Local Council	82 262	892	22	892	Senwabarana	

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Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot Books (1 Print Run per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
LIM353 - Molemole	Local Council	321 457	3 363	16	3 363	Dendron / Mogwadi	
LIM354 - Polokwane	Local Council	105 604	1 122	45	1 122	Polokwane	
LIM355 - Lepele-Nkump	Local Council	82 262	892	30	892	Lebowakgomo	
DC35	District Council	599 900	5 999			Polokwane	
LIM361 - Thabazimbi	Local Council	43 553	457	12	457	Thabazimbi	
LIM362 - Lephalale	Local Council	63 056	668	13	668	Lephalale	
LIM366 - Bela-Bela	Local Council	30 163	321	9	321	Bela-Bela	
LIM367 - Mogalakwena	Local Council	140 624	1 514	32	1 514	Modimolle	
LIM368 - Modimolle-Mookgophong	Local Council	49 593	529	14	529	Bela-Bela	
DC36	District Council	326 989	3 489			Mookopane	
LIM471 - Ephraim Mogale	Local Council	56 474	602	16	602	Marble Hall	
LIM472 - Elias Motsoaledi	Local Council	118 162	1 269	31	1 269	Groblersdal	
LIM473 - Makhuduthamaga	Local Council	125 167	1 353	31	1 353	Jane Furse Hospital	

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Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot Books (1 Print Run per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
LIM476 - Fetakgomo Tubatse	Local Council	198 925	2 141	39	2 141	Ga-Nkoana	
DC47	District Council	498 728	5 365			Burgersfort	

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SCHEDULE E.8 NORTH WEST PROVINCE

Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot Books (1 Print Run per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
NORTH WEST							
NW371 - Moretele	Local Council	94 683	1 004	26	1 004	Makapanstad	
NW372 - Madibeng	Local Council	223 886	2 324	41	2 324	Brits	
NW373 - Rustenburg	Local Council	288 340	2 972	45	2 972	Rustenburg	
NW374 - Kgetlengrivier	Local Council	21 747	230	8	230	Koster	
NW375 - Moses Kotane	Local Council	124 472	1 324	34	1 324	Mogwase	
DC37	District Council	753 128	7 854			Rustenburg	
NW381 - Ratlou	Local Council	47 278	509	14	509	Setlagole	
NW382 - Tswaing	Local Council	49 190	531	15	531	Delareyville	
NW383 - Mafikeng	Local Council	132 449	1 386	35	1 386	Mafikeng	
NW384 - Ditsobotla	Local Council	68 785	739	20	739	Lichtenburg	

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Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot Books (1 Print Run per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
NW385 - Ramotshere Moiloa	Local Council	66 740	727	19	727	Zeerust	
DC38	District Council	364 442	3 892			Mafikeng	
NW392 - Naledi	Local Council	31 524	335	10	335	Vryburg	
NW393 - Mamusa	Local Council	27 937	294	9	294	Schweizer Reneke	
NW394 - Greater Taung	Local Council	85 976	923	24	923	Taung	
NW396 - Lekwa-Teemane	Local Council	23 115	242	8	242	Christiana	
NW397 - Ganyesa/Pomfret	Local Council	52 334	564	15	564	Taung	
DC39	District Council	220 886	2 358			Taung	
NW403 - Matlosana	Local Council	183 537	2080	39	2080	Klerksdorp	
NW404 - Maquassi Hills	Local Council	36 950	389	11	389	Makwassie	

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Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot Books (1 Print Run per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
NW405 - JB Marks	Local Council	114 762	1 200	34	1 200	Potchefstroom	
DC40	District Council	335 249	3 481			Klerksdorp	

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SCHEDULE E.9 WESTERN CAPE

Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot Books (1 Print Runs per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
WESTERN CAPE							
WC011 - Matzikama	Local Council	30 929	324	8	324	Vredendal	
WC012 - Cederberg	Local Council	25 863	272	6	272	Citrusdal	
WC013 - Bergrivier	Local Council	26 432	275	7	275	Piketberg	
WC014 - Saldanha Bay	Local Council	59 141	606	14	606	Vredenburg	
WC015 - Swartland	Local Council	49 200	511	12	511	Malmesbury	
DC1	District Council	191 565	1 988			Vredenburg	
WC022 - Witzenberg	Local Council	46 464	486	12	486	Ceres	
WC023 - Drakenstein	Local Council	130 339	1 340	33	1 340	Paarl	
WC024 - Stellenbosch	Local Council	94 423	967	22	967	Stellenbosch	
WC025 - Breede Valley	Local Council	76 545	795	12	795	Worcester	
WC026 - Langeberg	Local Council	42 890	448	12	448	Swellendam	

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Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot Books (1 Print Runs per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
DC2	District Council	390 661	4 036			Paarl	
WC031 - Theewaterskloof	Local Council	44 494	599	14	599	Caledon	
WC032 - Overstrand	Local Council	42 082	587	13	587	Hermanus	
WC033 - Cape Agulhas	Local Council	16 227	212	6	212	Bredasdorp	
WC034 - Swellendam	Local Council	19 683	205	6	205	Swellendam	
DC3	District Council	154 970	1 603			Hermanus	
WC041 - Kannaland	Local Council	14 433	150	4	150	Ladismith	
WC042 - Hessequa	Local Council	31 805	330	9	330	Riversdale	
WC043 - Mossel Bay	Local Council	61 617	631	14	631	Mossel Bay	
WC044 - George	Local Council	103 004	1 059	27	1 059	George	
WC045 - Oudtshoorn	Local Council	52 076	539	13	539	Oudtshoorn	
WC047 - Bitou	Local Council	28 386	292	7	292	Plettenberg Bay	
WC048 - Knysna	Local Council	40 685	421	11	421	Knysna	

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Municipality	Municipality Type	Number of Voters	Potential Number of PR Ballot Books (1 Print Run)	Ward Count	Potential Number of Ward Ballot Books (1 Print Runs per Ward)	Delivery Town	Printer Selection (Tick or Indicate YES)
DC4	District Council	332 006	3 422			George	
WC051 - Laingsburg [Laingsburg]	Local Council	3 690	48	4	48	Laingsburg	
WC052 - Prince Albert [Prins Albert]	Local Council	5 751	81	4	81	Prince Albert	
WC053 - Beaufort West [Beaufort West]	Local Council	22 555	272	7	272	Beaufort West	
DC5	District Council	31,996	401			Beaufort West	
CPT - City of Cape Town [Cape Town]	Metro	1 977 185	20 177	111	20 177	Cape Town	

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SCHEDULE F

IEC/LG- 04 /2026

PRICING SCHEDULE

The prices stated for printing must include provision of paper, printing and packaging in accordance with the bid specifications.

COMPLETION OF BOTH PARTS OF THE PRICING SCHEDULE IS COMPULSORY!

- Printing prices must include the cost of paper and packaging as specified.
- Order quantities will be in multiples of one hundred (100) ballot papers per each book.
- Prices must include VAT.
- Prices must be stated in Rands and cents per book of one hundred (100) ballot papers.

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SCHEDULE F.1

BALLOT PAPER PRINTING PRICING

COMPLETION OF THIS SCHEDULE IS COMPULSORY!

Full colour printing with perforated and numbered counterfoil.

All prices stated must include provision of paper, printing and packaging in accordance with the bid specifications.

Important Instructions:

All pricing must include VAT.

The pricing schedules must both be completed to allow evaluation of the bids. If any of the schedules is not completed the tender shall be disqualified.

Bidders are not obliged to bid for all ballot ranges within the pricing tables, but if pricing for a specific ballot range is not stated in the pricing table it cannot be considered for award to the bid.

Prices must be supplied per book (100 ballot papers).

For example, a price of R12.50 per book including VAT stated in Pricing Table F.1 will equate to 12,5 cents per ballot.

The width of the ballot papers is 165mm with 3% less tolerance permitted.

Pricing Table F.1 - Printing includes the provision of all necessary materials, including paper, production, finishing, labelling and packaging in accordance with Section 9.

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BALLOT PAPER PRINTING PRICING
[COMPLETION IS MANDATORY]

PAPER SIZE	BALLOT PAPER WIDTH	BALLOT PAPER LENGTH (Including Counterfoil)	BALLOT QUANTITY	NUMBER OF BOOKS (100 Ballot Papers per Book)	PRICE PER BOOK Including VAT
SIZE A	165 mm	Single Column Ballot Paper Length 130 mm and less	1,000	10	R
			1,100 – 2,000	11 – 20	R
			2,100 – 5,000	21 – 50	R
			5,100 – 10,000	51 - 100	R
			10,100 – 50,000	101 - 500	R
			50,100 – 100,000	501 -1,000	R
			100,100 – 200,000	1,001 - 2,000	R
			200,100 – 300,000	2001 - 3,000	R
SIZE B	165 mm	Single Column Ballot Paper Length 131mm to 305mm	1,000	10	R
			1,100 – 2,000	11 – 20	R
			2,100 – 5,000	21 – 50	R
			5,100 – 10,000	51 - 100	R
			10,100 – 50,000	101 - 500	R
			50,100 – 100,000	501 -1,000	R
			100,100 – 200,000	1,001 - 2,000	R
			200,100 – 300,000	2001 - 3,000	R
SIZE C	165 mm	Single Column Ballot Paper	1,000	10	R
			1,100 – 2,000	11 – 20	R
			2,100 – 5,000	21 – 50	R

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PAPER SIZE	BALLOT PAPER WIDTH	BALLOT PAPER LENGTH (Including Counterfoil)	BALLOT QUANTITY	NUMBER OF BOOKS (100 Ballot Papers per Book)	PRICE PER BOOK Including VAT
		Length 306mm to 450mm	5,100 – 10,000	51 - 100	R
			10,100 – 50,000	101 - 500	R
			50,100 – 100,000	501 -1,000	R
			100,100 – 200,000	1,001 - 2,000	R
			200,100 – 300,000	2001 - 3,000	R
			300,100 and above	3001 and above	R

PAPER SIZE	BALLOT PAPER WIDTH	BALLOT PAPER LENGTH (Including Counterfoil)	BALLOT QUANTITY	NUMBER OF BOOKS (100 Ballot Papers per Book)	PRICE PER BOOK Including VAT
Size D	165 mm	Single Column Ballot Paper Length 451mm to 610mm	1,000	10	R
			1,100 – 2,000	11 – 20	R
			2,100 – 5,000	21 – 50	R
			5,100 – 10,000	51 – 100	R
			10,100 – 50,000	101 – 500	R
			50,100 – 100,000	501 -1,000	R
			100,100 – 200,000	1,001 – 2,000	R
			200,100 – 300,000	2001 - 3,000	R
			300,100 and above	3001 and above	R

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PAPER SIZE	BALLOT PAPER WIDTH	BALLOT PAPER LENGTH (Including Counterfoil)	BALLOT QUANTITY	NUMBER OF BOOKS (100 Ballot Papers per Book)	PRICE PER BOOK Including VAT
Size E	305 mm	Double/Two Column Ballot Paper Length up to 367mm	1,000	10	R
			1,100 – 2,000	11 – 20	R
			2,100 – 5,000	21 – 50	R
			5,100 – 10,000	51 – 100	R
			10,100 – 50,000	101 – 500	R
			50,100 – 100,000	501 -1,000	R
			100,100 – 200,000	1,001 – 2,000	R
			200,100 – 300,000	2001 - 3,000	R
			300,100 and above	3001 and above	R

PAPER SIZE	BALLOT PAPER WIDTH	BALLOT PAPER LENGTH (Including Counterfoil)	BALLOT QUANTITY	NUMBER OF BOOKS (100 Ballot Papers per Book)	PRICE PER BOOK Including VAT
Size F	305 mm	Double/Two Column Ballot Paper Length From 368mm up to 490mm	1,000	10	R
			1,100 – 2,000	11 – 20	R
			2,100 – 5,000	21 – 50	R
			5,100 – 10,000	51 – 100	R
			10,100 – 50,000	101 – 500	R
			50,100 – 100,000	501 -1,000	R
			100,100 – 200,000	1,001 – 2,000	R
			200,100 – 300,000	2001 - 3,000	R
			300,100 and above	3001 and above	R

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	BALLOT PAPER WIDTH	BALLOT PAPER LENGTH (Including Counterfoil)	BALLOT QUANTITY	NUMBER OF BOOKS (100 Ballot Papers per Book)	PRICE PER BOOK Including VAT
Size G	305 mm	Double/Two Column Ballot Paper Length From 491mm up to 610mm	1,000	10	R
			1,100 – 2,000	11 – 20	R
			2,100 – 5,000	21 – 50	R
			5,100 – 10,000	51 – 100	R
			10,100 – 50,000	101 – 500	R
			50,100 – 100,000	501 -1,000	R
			100,100 – 200,000	1,001 – 2,000	R
			200,100 – 300,000	2001 - 3,000	R
			300,100 and above	3001 and above	R

In the event of a particular ballot paper being of a width greater than 305mm and a length exceeding 610mm, the Electoral Commission will approach bidders that qualified for this tender to submit quotations to print such ballot paper variants. Bidders are, therefore, encouraged to include in their bid proposals their capacity and capability to be able to print bigger size ballot paper variants.

Similarly, where variants arise and ballot papers with requirements over and above these provisions are necessitated, the Electoral Commission will also approach printers that qualified for this tender for quotations to handle that eventuality.

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SCHEDULE F.2

**BALLOT PAPER DELIVERY
[COMPLETION IS MANDATORY]**

The prices stated in this section refer to delivery to Electoral Commission warehouses in accordance with the bid specifications in respect of which the following applies:

- Delivery prices must be stated per kilogram, including VAT.
- Each municipal batch of ballot papers will be classified as a delivery.
- Deliveries will be made to Electoral Commission provincial warehouse by the printer.
- The minimum mass to be delivered for any municipal consignment of ballot papers will be deemed to be twenty-five (25) kilograms.
- The Electoral Commission is responsible for final distribution of ballot papers to municipal sites and voting stations. If necessitated a printer may be required to delivery to municipal sites as part of a flexible delivery strategy.

SCHEDULE F.2 - BALLOT PAPER DELIVERY PRICING

[COMPLETION IS MANDATORY]

Category	Delivery to Electoral Commission Sites Within the Stipulated Radius from Printing Plants	Delivery Price per Kg Including VAT
A	Radius of 1 to 50 km	R / kg
B	Radius of 51 to 100 km	R / kg
C	Radius of 101 to 150 km	R / kg
D	Radius of 151 to 250 km	R / kg
E	Radius of 251 to 500 km	R / kg
F	Radius greater than 500 km	R / kg

In cases where the actual mass of a municipal consignment is less than 25 kgs, the mass of that consignment for billing purposes by the service provider will be deemed to be 25 kgs.

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ESTIMATED PROJECT TIMELINE

Bidders who wish to be considered for a ballot paper printing contract must be able to respond to the demands of the timeline set out herein.

It must be noted that this is an estimated timeline suitable for broad planning purpose only.

The final timeline will be dependent on the official Election Timetable, particularly the finalisation of the candidate nomination project, which in turn is dictated by the proclaimed election date.

- The planned election date is 4 November 2026.
- The extremely limited period of twenty one (21) calendar days available for ballot paper printing **will not be increased**.
- Notwithstanding the printing period of twenty-one (21) calendar days (excluding delivery), the Electoral Commission may be required to pause the printing of ballots, in whole or in part, due to circumstances beyond its control. The printer is required to provide in their written proposal, an explanation on how this pause will be addressed without extending and/or impacting the printing window.

The estimated timeline, based on the earliest possible election date, for planning purpose is as follows:

ACTIVITY	ESTIMATED DATE
NOTIFICATION BY ELECTORAL COMMISSION OF INTENTION TO PLACE ORDER	31 August 2026
CONFIRMATION BY ELECTORAL COMMISSION OF PRINT REQUIREMENT (QUANTITIES PER BALLOT, <i>ET CETERA</i>)	September 2026
BALLOT PRINTING PLAN RELEASED TO PRINTERS BY ELECTORAL COMMISSION	September 2026
BALLOT DESIGNS RELEASED BY ELECTORAL COMMISSION	September 2026
PRINTING COMMENCES	September 2026
PRINTING COMPLETED	October 2026

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DELIVERIES BY PRINTER COMPLETED	26 October 2026
PLANNED ELECTION DAY	4 November 2026
BILLING AND ADMINISTRATIVE MATTERS COMPLETED	15 December 2026

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PRODUCTION TIME / CAPACITY

PRODUCTION TIMETABLE

Production time and corresponding capacity stated in this table must include printing of ballot papers with numbered counterfoils, perforation and staple-binding books of 100, plus packaging ballot papers in ward parcels and palletising as per Section 9.

The Electoral Commission acknowledges that this information is highly dependent on the number of set-ups and print runs required. An average print run of 10,000 ballot papers may be assumed for estimate purposes. Delivery is excluded from this schedule.

This information will not be contractually binding but will be used by the Electoral Commission to evaluate overall capacity and capabilities arising from the tender.

PRODUCTION TIME/CAPACITY [COMPLETION IS MANDATORY]

Quantity of Ballots to be Printed	PRODUCTION – PRINTING, BINDING and PACKAGING	
	Required Working Days (Weekends and Public Holidays Included)	Comments
1,000 to 1 million		
1 to 2 million		
2 to 3 million		
3 to 4 million		
4 to 5 million		
5 to 6 million		
6 to 8 million		
8 to 10 million		
10 to 12 million		
12 to 15 million		
15 to 20 million		
Above 20 million		

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Bid Evaluation Criteria

BALLOT PAPER PRINTING FOR LGE 2026

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

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(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:

	Assessment Criteria	Bidder Requirement (YES/NO*)	Comments
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.		
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 remains non-compliant as per the provisions of National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification.

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BID EVALUATION CRITERIA

Bid Evaluation
BALLOT PAPER PRINTING LGE2026

Bid Reference Number		Bidder Name:	
-----------------------------	--	---------------------	--

PHASE 1: Mandatory requirements: A finding of “NO” is an results in a failure to comply which shall lead to bid disqualification.

1	Written submission submitted Section 5.1	YES	NO
2	Sample ballot book submitted Section 5.2	YES	NO
3	Pricing Schedules completed for Printing and Delivery (F.1 and F.2)	YES	NO
4	Completion of printing time/capacity (schedule H)	YES	NO

PHASE 2: Tender and written proposals/submissions assessed, and points allocated as set out below.

No	Bid Evaluation Criteria	Source Reference	Sub Score	Max Score	Bid Score	Comments
1	Detailed statement of company credentials and production capabilities provided, relevant to ballot production.			14		
	1.1 Company credentials (8 points)					

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	1.1.1	Relevant and related experience	Section 2.1 Schedule C-5	4			<i>(Experience in the mass printing industry: 1 – 3 years = 1 point 4 – 5 years = 2 points 6 – 7 years = 3 points > 7 years = 4 points 1 point for submission of 2 letters 1 point each for relevance</i>
	1.1.2	Experience in similar size projects – Include two (2) references		3			
	1.1.3	Accreditation by recognised bodies – Include certificate(s)		1			
	1.2	Production capabilities (6 points)					
	1.2.1	Plant / structure	2	<i>2 points for submitting the plant structure/plan 0 points for not submitting. 1 point for list of machinery 2 points for machinery relevant to the printing of ballot 1 point for list of staff resources</i>			
	1.2.2	Machinery and equipment	3				
1.2.3	Staff resources	1					
2	Detailed explanation of quality assurance of ballot production process (9)		Section 8 Schedule C-1		9		
	2.1	Quality assurance plan <ul style="list-style-type: none"> On-line quality assurance Quantity verification Colour standardised throughout printing 					
	2.2	Methodology to ensure stability and consistency of printing colours <ul style="list-style-type: none"> Quality of final product Conformance to required numbering system Stability and consistency of colours 		3		<i>1 Points per each item discussed</i>	
3	Sample book of ballot submitted (see separate sample evaluation checklist for scoring).		Section 5.2	18	20		
	3.1	Quality and physical attributes as per requirements (8 points) <ul style="list-style-type: none"> Ballot book 					

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	<ul style="list-style-type: none"> Reverse side marking Counterfoil Counterfoil numbering Binding Top cover Backing board Ballot numbering Width 						
	3.2 Print quality and colour demonstrated		2			2 Points for colour & quality	
4	<p>Detailed explanation of contingency plans to ensure ballot production in event of difficulty (10)</p> <ul style="list-style-type: none"> Labour unrest within the plant (strikes) Fire Extensive power disruptions Machinery Breakdowns Temporary pause printing 	Section 6 Schedule C-3	10	10		2 Points for an explanation on each element	
5	Detailed explanation of security arrangements for ballot production process and delivery (19).	Section 7 Schedule C-4					
	5.1 Restricted and controlled access to production premises		2			2 points for explanation of security measures in the production premises	
	5.2 Monitoring and surveillance capabilities <ul style="list-style-type: none"> CCTV Monitoring Recording (back-up) 		3			1 Point for explanation on each monitoring and surveillance aspect	
	5.3 Sensitive information security <ul style="list-style-type: none"> Imagery Plates Litho Positives 		3			1 Point for explanation on how to handle each element	
	5.4 Plant/production security <ul style="list-style-type: none"> Stock management and control Security measures during printing Security measures during handling and packaging Security measures during dispatch of ballot papers. Secure physical storage and dispatch facilities. Proper control and disposal of spoilt or unusable ballot papers 		7	19		1 Point for explanation on each element	

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	<ul style="list-style-type: none"> Security measures for disposal of ballot paper waste and spoiled prints 						
	5.5 Safeguard during transportation <ul style="list-style-type: none"> Active cell phone contact GPS based tracking Weatherproofed Vehicles Ballot paper transportation not shared with other service providers 		4			1 Point per method of safeguard	
6	Detailed description of methodology to ensure 100 ballot papers per book during ballot production.	Section 8 Schedule C-2		4			
	6.1 Explanation of process		2			2 points for explanation on how to ensure 100 ballot papers per book	
	6.2 Reference to machinery being used		2			List of machinery/equipment to be used to ensure 100 ballot papers per book	
7	Detailed statement of barcoding and tracking system and methodology.	Section 9.3 Schedule C-7		5			
	7.1 Methodology (e.g. stickers, labels, etc.) and durability of barcodes (e.g. waterproof, etc.) and display for the following ballot packaging: <ul style="list-style-type: none"> Ballot book parcel Carton Pallet 		5			1 Point for methodology. 1 Point for durability. 1 Point each for display on final product	2
TOTAL POINTS SCORED OUT OF MAXIMUM 81							

Minimum points to be scored for further consideration = **75,31% (61/81)**.

BID EVALUATION OUTCOME	QUALIFIES OR DOES NOT QUALIFY FOR FURTHER CONSIDERATION		YES	NO

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General Comments:	
PROGRESSES TO PHASE 3: BID ADJUDICATION	YES / NO

Bids will be adjudicated as set out below:

<u>Stage 3 – Adjudication of Bids</u>
<p>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.</p> <p>Acceptable bids must be market related.</p> <p>The provisions of the Preferential Procurement Regulations, 2022 are applicable for the adjudication of this tender.</p> <p>In this instance, the Electoral Commission has resolved to rely on Regulations 3(2) and 3(2)(b) of the Preferential Procurement Regulations that provides 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.</p> <p>The required detail applicable to either the 80/20 or 90/10 preference point system (PPPFA scoring).in terms of the Preferential Procurement Policy Framework Act, 2005 (PPPFA) and the Preferential Procurement Regulations, 2022 are set out and explained in the tender document. That shall apply in the adjudication process of this tender which includes the preference points that will be allocated as follows.</p>

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Stage 3 – Adjudication of Bids		
B-BBEE Status Level of Contributor	Number of Points 80/20	Number of Points 90/10
<u>1</u>	<u>20</u>	<u>10</u>
<u>2</u>	<u>18</u>	<u>9</u>
<u>3</u>	<u>14</u>	<u>6</u>
<u>4</u>	<u>12</u>	<u>5</u>
<u>5</u>	<u>8</u>	<u>4</u>
<u>6</u>	<u>6</u>	<u>3</u>
<u>7</u>	<u>4</u>	<u>2</u>
<u>8</u>	<u>2</u>	<u>1</u>
<u>Non-compliant contributor</u>	<u>0</u>	<u>0</u>

Bid Evaluation Committee

Bid Evaluation Committee (BEC)		
BEC Members	Signature	Date

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