

Subject	Specification for Security Plastic Seals
Project Name	Appointment of a Supplier to Supply and Deliver Security Plastic Seals
Reference	RFQ/24/25/23/Supply and Delivery of Security Plastic Seals/RM



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1. Background

SAPO procures an estimate of 5 different kinds of Plastic Seals per annum. The Plastic Seals are used by SAPO for tying of bags and Rolltainers to various Mail hubs and Post Office retail outlets throughout the country. The quantities are estimates and may change depending on the customer demand.

2. Objectives of Bid

To appoint a service provider for supply and delivery of Plastic Seals on an as and when required basis for the period of twelve (12) months to the Supply Chain Management in Silverton.

3. Scope of Work

Item Description and Quantities

Material	Material Descriptions	Dimensions	Reference	Seal colours	Estimated Monthly Volumes	Estimated Annual Volumes
SEC020003	SEAL/SECURE/BLUE/GRIP RIP/MAIL/CAR 1000	See Figure 1 for Dimensions	Figure 1	Blue	25	300
SEC020004	SEAL/SECURIT/BLACK/INTERNATIONAL/CAR1000	See Figure 1 for Dimensions	Figure 1	Black	25	300
SEC020005	SEAL/SECURITY/RED/SECUREMAIL/CAR 1000	See Figure 1 for Dimensions	Figure 1	Red	25	300
SEC020006	SEAL/SECURITY/WHITE/RETAIL/CAR 1000	See Figure 2 for Dimensions	Figure 2	White	25	300
SEC020007	SEAL/SECURE/ORANGE/SPEED SERVICE/CAR1000	See Figure 1 for Dimensions	Figure 1	Orange	25	300

3.1 Material

No.	Description	Fabric Type	Strength Characteristics indicated below	Reference
1.	Security Seal	Polypropylene	Average pull-apart force 47 kg or more	See Figure 1 below
2	Grip Rip Seal	Polypropylene	Average pull-apart force 24kg or more with any easy open mechanism when unlocking -	See Figure 2 below

NB: Supplier has an option to supply the seal as per the pictures indicated below, alternatively any seal that has the characteristics indicated herein.

Suppliers have an option to supply the seal as per the pictures indicated below (Technical Specification), alternatively any seal that has the functional characteristics indicated herein (Functional Specification).

SEAL FEATURES

Locking Mechanism: The locking mechanism shall provide a secure grip for the strap and shall protect the seal against tampering.

The Seal Head

Should have the following information:

- Be embossed with self-colour Post Office envelope icon.
- Heat name e.g. SS for (speed Services).
- Number range of seven digits or more.

Note: This graphic indicated below is only an example of the security seal, for correct colour and printing please refer to table under the scope of work.

FIGURE 1: SECURITY SEALS

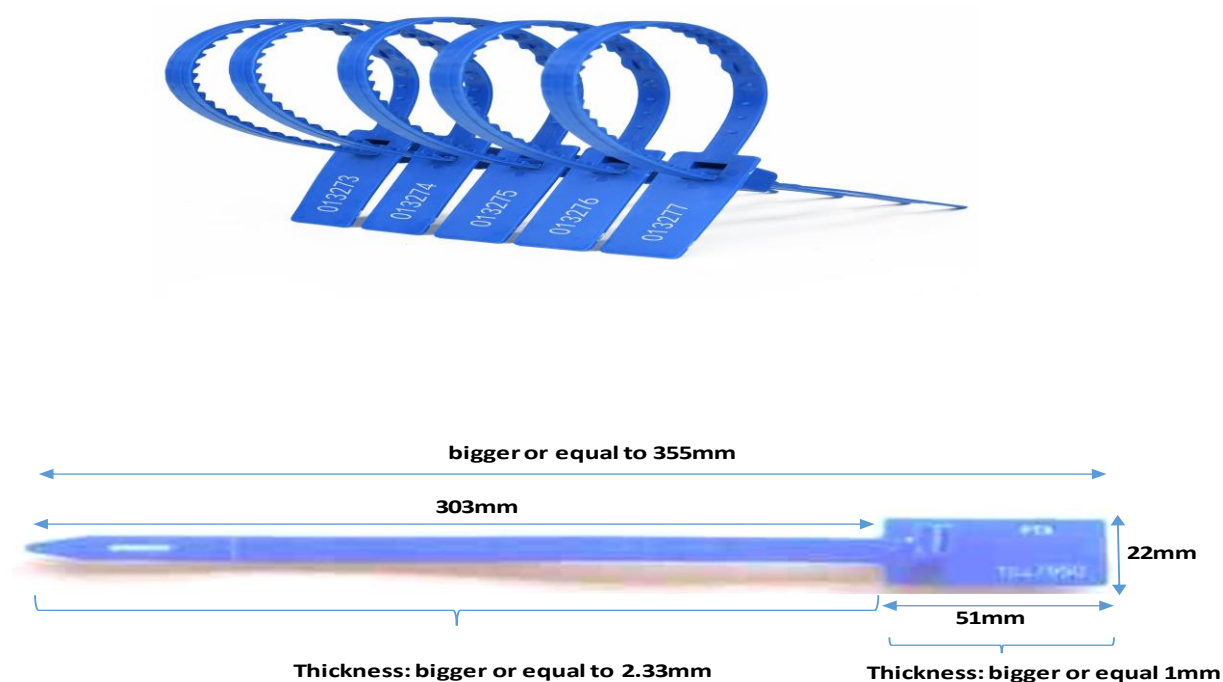
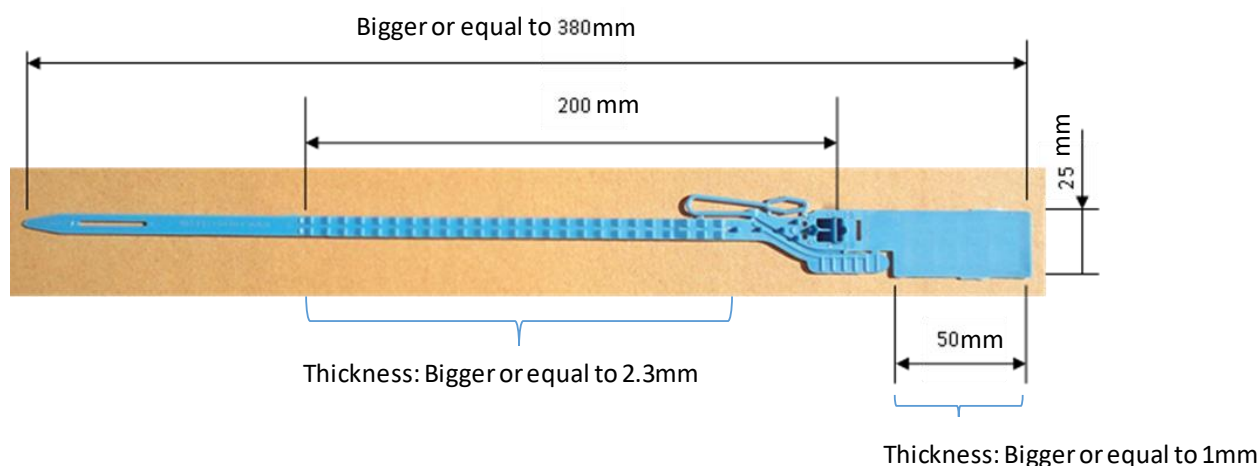


FIGURE 2: GRIP SEALS



3.2 Proofs / Prototype and Delivery of Goods

The successful bidder must provide SCM – Quality Management Department, Silverton with proofs/prototype of the completed manufactured Seals within two (2) weeks after being notified of their preferred bidder status for final. The successful bidder will deliver goods within two (2) weeks after being provided with the purchase order.

4. Packaging and Marking

- Order/ Contract number
- Material number and product description shall be indicated on the packaging label of each carton.
- Each box should state the colour of the seal.
- Must be packed into corrugated boxes, packed in numerical sequence
- Each box should be numbered and indicate quantities and serial number range.

5. Delivery Address

South African Post Office
Supply Chain Management
246 James Drive and Moreleta Street
Silverton
0184