



SOUTH AFRICA

**ELECTORAL COMMISSION  
BID SPECIFICATIONS  
TAMPER-EVIDENT SEALING TAPE  
ePROCUREMENT AUCTION NUMBER:0010499078**

*It is strongly recommended that the bidder prints this document, scrutinises it carefully in order to ensure compliance with requirements and retain for reference purpose!*

**ITEM DESCRIPTION: TAMPER-EVIDENT SEALING TAPE**

**1. BACKGROUND**

The Electoral Commission is desirous to procure the following item:

- **Tamper Evident Sealing Tape**

Bidders must be registered and approved on Electoral Commission's eProcurement system (<https://votaquotes.elections.org.za>) in order to place a bid online.

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

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

Further bid details are available on the Electoral Commission's eProcurement system and the National Treasury eTender Portal.

## 2. ITEM SPECIFICATION

ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY REQUIRED	COLOUR
Tamper-Evident Sealing Tape	Each	68,000	Will be decided at the time of contracting the successful bidder.

- The tamper-evident sealing tape must be of the total transfer type, without liner.
- The tape must be supplied in a roll of around 15 meters.
- The width of the tamper-evident sealing tape must be of a minimum of 45mm and maximum of 50mm.
- The tape must be perforated at 50 cm intervals, to form strips of tape, with a tolerance of 5cm on either side.
- The perforation must separate under mild tension applied by the user.
- After being applied to a surface, when the tape is peeled from surface and the tamper-evident is activated, a security alert message must be revealed both on the tape and the sealed surface (carrier and substrate).
- The tape must demonstrate good initial tack and must perform effectively when used on
  - Plain corrugated board (cartons)
  - Printed corrugated board (cartons)
- Service providers must submit a letter explaining the features of the tape including the expected shelf life of the product.

## 3. COLOUR

- The final primary colour will be decided at the time of contracting the successful bidder.
- The finished product must appear as a primary colour, with white or clear printing.

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

- The tamper-evident sealing tape should carry customized wording and symbols to identify it as Electoral Commission property, for example, IEC logo.
- Final printing specification will be provided by the Electoral Commission as part of the service level agreement (SLA/contract).

#### **5. DELIVERY DATE AND LOCATION**

Deliveries of goods to the selected Electoral Commission warehouse must be completed not later than 1 February 2024.

- Deliveries to Electoral Commission warehouse should be made from Monday to Friday during office working hours (08:30-17:00).
- The required point of delivery is the Electoral Commission warehouse as per Section 17.
- The site details are given on Section 17 for ease of reference.
- Prior notification must be given to ensure availability of receiving staff. The service provider must notify the appropriate Electoral Commission contact person of the delivery schedule and intended times of delivery, as per Section 17.
- Deliveries must be made in the name of the service provider – no third party deliveries will be accepted.
- Late deliveries will not be accepted nor paid for.
- Partial deliveries will not be accepted, unless prior agreement and approval by the Electoral Commission.

#### **6. PACKAGING AND PREPARATIONS FOR DISPATCH**

The tamper-evident sealing tape must be packed for delivery as follows, to facilitate handling and storage:

- The tamper-evident sealing tape must be securely packed in individual small boxes.
- The small boxes must be sealed with a separate adhesive tamper evident seal.
- The small boxes must be packed in cardboard cartons containing 100 units.
- Cartons (each containing 100 units) must be then be stacked on (1,000mm X 1,200mm) four-way entry single sided pallets, and strapped to the pallet.
- Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- The cartons must be clearly marked by means of labels:
  - Contents: **TAMPER-EVIDENT SEALING TAPE**
  - Quantities of tape rolls contained
  - Weight
  - Service provider's details
- Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.
- Strict attention must be paid to stable and secure packaging to withstand the rigours of transportation by road.

## 7. QUALITY CONTROL

- The Electoral Commission reserves the right to conduct inspections at the service provider's premises for quality and adherence to bid specifications during production and before deliveries are made.
- The service provider must undertake and warrant that all goods shall, at the time of delivery, be according to specifications, in good condition, order and ready for use.
- The service provider has the primary responsibility to ensure that quantity and quality are in accordance with the specification.

## **8. COSTING AND PRICING**

- Bidders must take care to estimate and calculate their costs and prices correctly before placing a bid on the Electoral Commission's eProcurement system.
- Erroneous low bids cannot be removed or adjusted upwards. Common errors include the entering of a unit price instead of a total price in the case of a batch requirement, or accidentally omitting zeros (e.g. R50.00 instead of R5,000).
- All prices must include VAT.
- Amounts as they appear on eProcurement on the date and time of auction closure, will be valid until awarding.
- Amounts/total cost must include all variables involved in the production of this item. Service providers must note that prices cannot be negotiated or amended after auction closure.
- Amounts on the auction and/or official purchase order will be considered as the final and total cost, and thus cannot be changed/amended at any given time by the service provider during and after the service has been rendered.
- Bids must be placed for the correct unit of measure, i.e. "per roll of tape".
- NB: Bidders must note that the cost of packaging and delivery must be included in the bid price, and all packaging materials (including delivery pallets) remain the property of the Electoral Commission after delivery.

## **9. DURATION OF THE CONTRACT**

The contract for the supply and delivery of the tamper-evident sealing tape as per this bid is a 'once off' requirement.

## 10. TECHNICAL EVALUTION OF SAMPLES

Bidders must not the following key provisions:

- Before a contract is entered into with any service provider that service provider will be required to prove conformance of the offered goods to the stated specification.
- The Electoral Commission reserves the right to inspect samples or examples of the offered materials to establish conformance before awarding a contract.
- The Electoral Commission, furthermore, reserves the right to consider at its sole discretion alternative options to exact specifications outlined in the auction or otherwise stipulated that may be offered by service providers should the Electoral Commission be of the opinion that such alternative options that are being offered are economically viable and/or may be a practical solution and/or may be generally beneficial in respect of promoting and reaching the Electoral Commission's goals, target dates and objectives.
- For evaluation purposes, all bidders will be required to submit a sample for inspection and testing by the Electoral Commission. Note that reminders will not be sent out by the Electoral Commission – it is the responsibility of each service provider to submit the sample as required.
- The sample must conform to the bid specifications as set out in sections 2, 3 and 4.
- The sample must fully demonstrate the design and materials to be used by the service provider in order to meet the bid specification requirements.
- The sample must be full size, of correct dimensions, made of the intended materials and components for use in full scale manufacture.
- The individual small packaging box and the seal must be demonstrated, as specified in section 6.
- The sample should carry printing to demonstrate the service provider's printing capability, but need not be as stipulated in section 4.

- Service providers must submit a letter together with the sample, explaining the features of the tape including the expected shelf life of the product.
- The official purchase order will be issued to the successful service provider in compliance to the bid terms and condition and whose sample conforms to the bid specifications.
- Bids must be placed online not later than the closing date and time as stipulated on the eProcurement system.
- Written proposals and samples must be submitted not later than the closing date and time as stipulated on the eProcurement system.
- Failure to submit a sample and the required written proposal within the specified period will exclude that service provider from further consideration.
- No late written proposals or samples will be considered.
- The written proposals and samples must be delivered directly to:

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

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

- Note that the samples will not be returned to bidders after the award.

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

- It will be necessary for the successful service provider to develop production strategies to ensure successful performance of the work.
- Therefore, bidders must be established in the relevant industry and must have direct control over the product design and production process.
- Written confirmation and explanation of this capacity/ability to control the design and production process will be required by the Electoral Commission not later than the closing date and time as stipulated on the eProcurement system.
- The Electoral Commission will use the detail provided in the written submission together with the sample and any due diligence audit provisions and other information at its disposal to determine compliance of any prospective service provider with the Electoral Commission's requirements.

## **12. POST EVALUATION ACTIVITIES/DUE DILIGENCE**

- Before the auction is awarded, the recommended service provider(s) will be subjected to due diligence audit requirements of the Electoral Commission.
- A due diligence audit will be conducted at the recommended bidder's premises and subcontractors premises (only if subcontracting has been detailed in the written submission).
- The due diligence audit will include, but not limited to, site inspection where items will be manufactured, packaged and dispatched, and viewing of equipment and machinery.



### **13. SERVICE PROVIDER PERFORMANCE**

- Before a contract is awarded the successful bidder will be required to enter into a service level agreement (SLA/contract) with the Electoral Commission.
- The purpose of the SLA is to fix performance criteria within the key requirements of this auction, namely quantity, quality - including final specifications and delivery date.
- The SLA will contain elements such as service provider's progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- The Electoral Commission reserves the right to reject any deliveries not conforming to the above, including damaged units/parcels.
- Where previously agreed delivery schedules are not met by a service provider, the Electoral Commission shall have the right to appoint an alternative service provider (such as the next highest ranking bidder on this auction for example or any other service provider able to deliver) to make good the shortfall in supply in order to ensure delivery of elections. Any extra costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting service provider. As such, any costs already incurred by the initially appointed service provider shall, at the sole discretion of the Electoral Commission, be for the account of that service provider since it failed to deliver! The normal penalties provided for on the Electoral Commission's purchase order shall also apply!

NOTE: Service providers are not allowed to amend/change the ordered items after approval of the sample and receipt of an official purchase order. Any recommendations for improvement on the ordered items/products must first be agreed with and approved in writing by the Electoral Commission, at no additional cost.

### **14. DELIVERY NOTES**

- Bidders must take note that a proper delivery note system is crucial.

- The delivery notes must be signed by both the service provider and the Electoral Commission's warehouse receiving staff.
- Deliveries will not be accepted at the warehouses if delivery notes do not clearly state the name of the service provider, quantity of items delivered, that is, number of pallets, boxes and actual quantities delivered.
- The Electoral Commission will not accept waybills as delivery notes.

## **15. PAYMENT**

- No payment will be made by the Electoral Commission before the required goods have been delivered successful according to the bid specifications.
- No payment will be made without an original invoice and copies of signed delivery notes.
- No payment will be processed before full delivery is completed and accepted.
- Payment will be made within 30 days of receipt of the valid tax invoice and copies of signed delivery notes from the service provider, provided that the Electoral Commission is satisfied with the quality and standard of the service provider's performance.

## **16. TECHNICAL ENQUIRIES**

Attention: Suzette Thato Ndala / Vusi Langa

Election House  
Riverside Office Park  
1303 Heuwel Avenue  
Centurion, 0157  
Tel: (012) 622-5851/5201

email: [ndalas@elections.org.za](mailto:ndalas@elections.org.za) / [langav@elections.org.za](mailto:langav@elections.org.za)

## 17. ELECTORAL COMMISSION WAREHOUSE AND CONTACT DETAIL TAMPER-EVIDENT SEALING TAPE

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	QUANTITY (Rolls)
IEC National Warehouse	288 Kwanbi Crescent Icon Industrial Park Sunderland Ridge Centurion	Robert Niemack / Vusi Langa	012 666-7283 012 622-5851	68,000

The above delivery address is subject to change. The warehouse will, however be located in central Gauteng.

## 18. DOCUMENT AND INFORMATION REQUIRED FOR SUBMISSION

The following submissions must be submitted with the sample:

- Letter explaining the features of the tape including the expected shelf life of the product
- Written confirmation and explanation of this capacity/ability to control the design and production process.

## 19. BID EVALUATION PROCESS

### Bid Evaluation Process

#### Stage 1: Assessment of Bid Compliance and Bidder's Disclosure

All bids received will be evaluated and assessed in respect of the mandatory information provided in the Bidder's Disclosure (SBD4) as well as the register for restricted suppliers and tender defaulters.

Any potential issues that may arise or transgressions that may identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in

procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, attached as Annexure B, was extended to all entities which were invited to participate in the RFQ process.

As part of the evaluation of the procurement process, the information provided by a person on the SBD4 form must be evaluated.

In so doing, it must be noted that if the bid evaluation establishes that:

- (a) a person within the bidding entity is an employee of the State, the Electoral Commission's Accounting Officer/accounting authority must request the relevant accounting officer/accounting authority whether the person-
  - (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
  - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
- (b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
- (c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- (d) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

If it is established that a person has committed a transgression in terms of the above, or any other transgression of SCM prescripts, the bid may be rejected and the person may be restricted.

The Electoral Commission's Accounting Officer/accounting authority must inform National Treasury of any action taken against a person within 30 days of implementing the action.

During the bid evaluation process, the Electoral Commission must in addition to other due diligence measures, establish if a person is not listed in-

- (a) the Register of Tender Defaulters; and
- (b) the list of restricted suppliers.

A bid related to a restricted bidder or tender defaulter shall be rejected.

The under-mentioned assessment criteria will be used to evaluate the elements relating to the bid submission, SBD4, CSD registration, tax compliance, restricted suppliers and tender defaulters:

Assessment Criteria	Bidder Requirement (YES/NO)	Comments
Bidder is tax compliant. *		
The bidder is not an employee of the state.		
Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act.		
Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		
The bidder is not a tender defaulter as per the register published on the National Treasury website.		
The bidder is not a restricted supplier as per the register published on the National Treasury website.		

\* A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification.

## **Stage 2: Evaluation Based on Functionality**

Bids received in respect of this auction will be assessed/evaluated for compliance with technical specifications/functionality in accordance with the following evaluation criteria:

Key requirements for evaluation.

If the answer is NO to any of the questions the bid will be disqualified.

\* Any bid that fails to meet the criteria for functionality will be regarded as unacceptable and set aside/disqualified.

<b>EVALUATION CRITERIA - TAMPER-EVIDENT SEALING TAPE</b>			
<b>PHASE ONE</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
1. Did the service provider bid on the auction?			
2. Was the sample submitted as required, i.e. within the required time frame? (section 10)			
3. Is the sample accompanied by letter explaining the features of the tape, including the expected shelf life? (section 2 and 10)			
4. Is the written submission, explaining the capacity/ability to control the design and production process submitted? (Section 11)			

<b>PHASE TWO</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
1. Is the tape of the total transfer type, without liner? (section 2)			
2. Is the tape supplied in a roll? (section 2)			
3. Is the width of the tape of a minimum of 45mm and a maximum of 50mm? (section 2))			
4. Is the tape perforated at 50cm intervals, to form strips of tape, with a tolerance of 5cm on either side? (section 2)			
5. Does the tape perforation separate under mild tension if used? (section 2)			
6. When the tape is peeled from surface and the tamper-evident sealing tape is activated, does the tape reveal a security alert message on both the tape and the sealed surface (carrier and substrate)? (section 2)			
7. Does the tape perform effectively when used on plain corrugated board and printed corrugated board (cartons)? (section 2)			
8. Is the individual small packaging box demonstrated? (section 10)			

PHASE TWO	YES	NO	Comments
9. Is the packaging box seal demonstrated? (section 10)			
10. Is printing demonstrated on the tape? (section 10)			
FINAL RESULT	QUALIFIES	DISQUALIFIED	

### STAGE 3: BID ADJUDICATION PROCESS

Bids will be adjudicated as set out below.

### Stage 3 – Adjudication of Bids

Only bids that comply with the requirements and conditions of the bid and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid.

Only bids that comply with the requirements and conditions of the bid and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.

Acceptable bids must be market related.

This bid is deemed not to exceed R50 million including VAT.

Therefore, the 80/20 preference point system (PPPFA scoring) in terms of the Preferential Procurement Policy Framework Act, 2005 (PPPFA) and the Preferential Procurement Regulations, 2022 shall apply in the adjudication process of this auction where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:

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

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

Bid Evaluation Committee Member	Sign Off	
	Signature	Date