



REFERENCE: IEC/LG-04/2023

CLOSING DATE: 15 NOVEMBER 2023

ENQUIRIES

TECHNICAL SPECIFICATIONS: Marius Steyn/Thato Ndala

Tel: (012) 622-5700 or eMail: steynm@elections.org.za / ndalas@elections.org.za

ADMINISTRATIVE ENQUIRIES: Mr Vincent Qwabe

Tel: (012) 622-5576 / (012) 622-5700

TENDER IEC/LG-04/2023

SERVICE DESCRIPTION: PRINTING OF BALLOT PAPERS FOR NPE2024

Kindly furnish the Electoral Commission with a bid for the printing of ballot papers for the 2024 national and provincial elections 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.

Tender briefing sessions will be held at 11:00 on the dates and at the venues set out hereunder:

1 November 2023	30 October 2023	31 October 2023
Election House	Westville Civic Centre	The Bridge
Riverside Office Park	Main Building	1st Floor, Unit 4
1303 Heuwel Avenue	William Leister Drive	304 Durban Road
Centurion	Westville, Durban	Bellville, Cape Town

Kindly submit your bid by completing the relevant forms and deposit the bid in the tender box 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 M. Moepya (Chairperson) | Ms J.Y. Love | Mr G. Mashini | Dr N.P. Masuku | Judge D. Pillay
National Office: Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0157 | P/Bag X112, Centurion, 0046
info@elections.org.za | www.elections.org.za
Tel (+27) 12 622 5700

TENDER NUMBER: IEC/LG-04/2023

SERVICE DESCRIPTION: BALLOT PAPER PRINTING FOR LGE2024

**CLOSING TIME: 11:00
2023**

CLOSING DATE: 15 NOVEMBER

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 TENDER FORMS (**PAGE 2 THROUGH TO PAGE 81**) 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-04/2023**) ON THE ENVELOPE/ CONTAINER.

TENDERERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS AND PLACED IN THE TENDER BOX. BID SUBMISSIONS MUST ONLY BE DEPOSITED IN THE TENDER BOX(ES) 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:

Election House	1st Floor	The Bridge
Riverside Office Park	1 Langford Road	1st Floor, Unit 4
1303 Heuwel Avenue	Westville	304 Durban Road
Centurion	Durban	Bellville, Cape Town

THE TENDER BOXES WILL BE OPEN DURING OFFICE HOURS.

IMPORTANT NOTE: THE ELECTORAL COMMISSION'S PROVINCIAL OFFICE IN KWAZULU-NATAL IS RELOCATING FROM THE WESTVILLE CIVIC CENTRE, WILLIAM LEISTER DRIVE, WESTVILLE, DURBAN TO 1ST FLOOR, 1 LANGFORD ROAD, WESTVILLE, DURBAN. THE RELOCATION IS SCHEDULED TO BE COMPLETED BY THE END OF OCTOBER 2023. BIDS MUST, THEREFORE, BE SUBMITTED AT THE NEW ADDRESS.

BIDS SUBMITTED IN THE INCORRECT TENDER BOX(ES) OF THE ELECTORAL COMMISSION, AND NOT IN THE BOX 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) 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.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

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.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

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;
 - (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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

- (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.

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

- (s) “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
- (t) “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 bidder’s own conditions of tender. Failure to comply with this requirement shall invalidate the bid.
7. Failure on the part of the bidder to *sign/initial all applicable pages* 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 bidder 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 bidder to sign/initial any alterations and/or corrections made to information provided in this tender form may invalidate the tender submission.
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. 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.
13. Bidders 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.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

14. 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.
15. 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.
16. 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.
17. 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 bidder that is not registered on the CSD.
18. It is an absolute requirement that the tax affairs of the successful bidder must be in order.
19. An entity's tax compliance status is indicated on the Central Supplier Database (CSD). The Electoral Commission will only contract bidders whose tax status is compliant. This means that if a bidder has a non-compliant tax status before the award is completed the bid will be disqualified if that bidder'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.
20. Bids must be submitted based on firm tender prices and delivery periods, unless otherwise stated in the bid specifications. Consequently, bidders must clearly state whether prices and delivery periods will remain firm for the duration of the SLA/contract or not.
21. When the SLA/contract is awarded on the basis of firm prices, contract prices may be adjusted during the contract period only if:
 - (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 bidder.
22. 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 bidder 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 bidder 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 bidder in the net cost of the supplies on which the tender price was based. When any such increase or reduction in costs occurs, the bidder 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.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

23. Where prices are subject to exchange rate fluctuations, bidders 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.
24. 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.
25. Unconditional discounts offered by any bidder 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 bidder will be taken into consideration for payment purposes.
26. The bid specifications form an integral part of the tender document and bidders shall indicate in the space/s provided whether the specific goods and/or services offered are according to specification or not.
27. 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.
28. Unless specifically provided for in the tender document, no bids transmitted by facsimile or email will be considered.
29. Bidders are requested to promote local content as far as possible.
30. A service level agreement (SLA/contract) shall be entered into with the successful bidder.
31. Unless otherwise stipulated, all tools/equipment needed must be supplied by the successful bidder.
32. Any bidder found to be influencing the tender adjudication process shall be automatically disqualified and not accepted for consideration.
33. 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.
34. 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.
35. 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 bidder if and when relevant with due regard to any statutory provisions imposed by National Treasury at the time of considering such.
36. 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.
37. All information supplied by the Electoral Commission will be in the strictest confidence and will remain the proprietary information of the Electoral Commission. No bidder 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.
38. Should the bidder 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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
 The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

- (b) recover all costs, losses or damages it has incurred or suffered as a result of the bidder'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.
39. 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 bidder 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 bidder will not be entitled to any cancellation fees.
 - (c) Part deliveries will only be accepted on prior arrangement with the Electoral Commission.
 - (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 bidder's conduct.
 - (e) No price adjustments shall be accepted unless stipulated in the tender document received and agreed to by the Electoral Commission. The bidder 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 bidder.
 - (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 bidder'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 bidder has not resolved their incorrect banking details on the CSD.
40. No damages shall be claimable by the Electoral Commission in respect of any reasonable period of delay which the bidder can prove to the satisfaction of the Electoral Commission to be directly due to unforeseen events and/or any *force majeure*.
41. 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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

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.

42. 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.
43. Bidders 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.
44. 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.
45. 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.
46. **The value of this tender is estimated to exceed R50,000,000 (all applicable taxes included) and therefore the 90/10 scoring system shall be applicable.**
47. 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).
48. 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

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

49. In terms of Regulation 3(b) of the Preferential Procurement Regulations, 2022 preference points must be awarded to a bidder 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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

50. Bidders 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 bidder must submit a B-BBEE document in compliance with the applicable sector code.
51. Bidders 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.
52. Bidders 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.
53. Failure on the part of a bidder 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.
54. 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.
55. 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.
56. 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.
57. 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.
58. 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.
59. A person will not be awarded points 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.
60. 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.
61. The Electoral Commission reserves the right to require of a bidder, 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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

received from the issuer of the certificate after 48 hours or the bidder, no specific goal points will be allocated in the final scoring.

62. A bidder 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.
63. Points scored will be rounded off to the nearest two (2) decimal places.
64. 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.
65. Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.
66. Any legal person may make an offer or offers in terms of this invitation to bid.
67. 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 bidder or his/ her authorised representative declare his/ her position in relation to the evaluating/ adjudicating authority, where:
 - (a) the bidder 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.
68. 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. This Act will take effect on a date still to be determined by the President. Should your bid be submitted on a date after such determination by the President, you may be disqualified in terms of this Act.
69. The Electoral Commission reserves the right not to award the tender to a bidder that has affiliations with any registered political party/parties, candidate or contestant.
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 bidder 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.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

BID SUBMISSION

This standard bidding document must be completed by the bidder 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 (pages 14 to 23).

Separate forms must be used in each case.

Failure to complete and sign/initial all pages 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 bidder 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 bidders 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 bidder's tax affairs must be in order to be considered in the adjudication of this tender. A bidder's tax compliance status is reflected on the national treasury central supplier database (CSD).

A bidder'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 bidder 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 bidders are, therefore, encouraged to continuously monitor their tax compliance status on the CSD and must ensure that their status reflects as tax compliant. bidders 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.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

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 (bidder):
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 bidder):
5. Contact number:
6. Cellphone number:
7. eMail address:.....
8. Physical address of bidder:
.....
.....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:.....

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

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 bidders 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 bidder being deemed as a non-compliant contributor and a status level of zero (0) will be allocated.

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

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 bidders 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 bidder being deemed as non-compliant and zero points (0) will be allocated for specific goals. If the bidder 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	
Are you a foreign based supplier for the goods/ services/ works offered? [If YES, answer the questionnaire below]	YES		NO	
Is the entity a resident of the republic of South Africa (RSA)?	YES		NO	
Does the entity have a branch in the RSA?	YES		NO	
Does the entity have a permanent establishment in the RSA?	YES		NO	
Does the entity have any source of income in the RSA?	YES		NO	
Is the entity liable in the RSA for any form of taxation?	YES		NO	

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 bidder (tick one box)

Principal bidder		
Subcontractor	% of work will be subcontracted*
Consortium		
Joint venture (JV)		
Other, specify		

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).

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

Separate forms must be used in each case.

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.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

- 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. Important: The EEA requirements stipulated in paragraphs 21.2, 27.1 and 27.2 will come into effect once the President has approved the Employment Equity Amendment Bill (B14 – 2022).
31. Bidders must monitor developments around the EEA in order to be informed of any changes in the statutory requirements.
32. In the event of subcontractors being used to render the services required in terms of this tender, the principal bidder 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:

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

FINANCIAL INFORMATION

33. 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. 2021, 2022, 2023)	Annual Turnover	Gross Asset Value	Net Asset Value
	R	R	R
	R	R	R
	R	R	R
	R	R	R

34. 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)

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

35. Is your company listed on the Stock Exchange?

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

36. 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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

DELIVERABLES AND GUARANTEES

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

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

38. 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	
-----	--	----	--

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

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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

**BIDDER'S DISCLOSURE AND DECLARATION
(SBD4)
INCLUDING POPIA CONSENT**

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 disclosure, declaration and provide consent 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
-----	----

- 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:

.....

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.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

- 2.4 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?

YES	NO
-----	----

- 2.4.1 If so, furnish particulars:

.....

3. POPIA Consent

3.1 Consent to Process Information According to the Protection of Personal Information Act (POPI Act) - POPIA

- a) 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.
- b) 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.
- c) The bidder accepts that the Electoral Commission may share their personal data with third parties to support its internal and external audit processes.
- d) 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.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

4. 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:

- 4.1 I have read and I understand the contents of this disclosure and declaration.
- 4.2 I understand that the accompanying bid will be disqualified if this disclosure and or declaration is found not to be true and complete in every respect.
- 4.3 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.
- 4.4 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.
- 4.5 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.
- 4.6 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.
- 4.7 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 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 2 and 4 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.

In addition to the above I, the undersigned, in submitting the accompanying bid in response to the invitation for the bid made by The Electoral Commission do hereby make the following statements that I certify to be true and complete in every respect.

I certify, that:

1. I have read and I understand the contents of this disclosure and declaration as well as consent to the provisions set out in respect of the Protection of Personal Information Act (POPIA).
2. I certify that the information furnished in this bid submission, which includes the information stated in respect of the applicable SBD 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 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.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

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.
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.
5. 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 180 days; and
 - d) the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid.
6. 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 contract/service level agreement and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.....

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

PENALTIES

1. PENALTIES AS PER THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022

If the Electoral Commission is of the view that a bidder 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 bidder or terminate the contract in whole or in part; and
- if applicable, claim damages from the bidder.

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.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

BID EVALUATION

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:

- Non-compliance with tender rules.
- Failure to attend a compulsory briefing session (if applicable).
- Failure to return all pages of the tender document that must be signed/initialled.
- Failure to complete tender forms in original ink.
- Failure to sign/ initial all applicable pages 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.
- 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.
- Any changes to the tender specifications (unless formally agreed to by the Electoral Commission and recorded as such before the closure of the tender).
- Failure to complete and sign all affidavits, certificates, declarations and annexures contained in the tender in original ink.
- Failure to register on the Central Supplier Database (CSD).
- 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 bidder, which the Electoral Commission may consider to be material.

Incomplete bid submission:

- The following shall lead to disqualification:
- Rates and prices – schedules not completed as required.
- Failure to submit obligatory written proposals/ explanations/ samples/ prototypes/ certificates or similar requirements.
- In respect of subcontractors (>25%) or joint ventures or consortiums, failure to complete and submit the required tender forms (pages 14-23 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.

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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

General questionnaire (for completion by the bidder) 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 and Declaration</i> been completed and signed?		
Have separate forms (pages 14-23) 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?		

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**



SOUTH AFRICA

Bid Specifications

**TENDER
IEC/LG-04/2023**

**BALLOT PAPER PRINTING
LGE2024**

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

Tender IEC/LG-04/2023

**BALLOT PAPER PRINTING
2024 NATIONAL AND PROVINCIAL ELECTIONS
(NPE2024)**

1 Background

The Electoral Commission (IEC) is preparing for the national and provincial elections to be held in 2024.

The forthcoming national and provincial elections will require the printing of nineteen (19) different ballot papers, one being for the national assembly, nine (9) ballots for the provincial legislatures (one per province) and nine (9) regional ballots (one per province).

The national and the provincial legislature ballot papers will carry the names of the political parties contesting the elections, their logos, acronyms and photos of the party leaders whilst the regional ballot papers will carry names and images (photos) of independent candidates and names of political parties contesting regional elections.

The total number of ballot papers to be printed will be approximately 81.5 million (see subsequent schedules for provisional estimated quantities per ballot paper).

1.1 The objective of this tender is to appoint printers that can:

- Produce quality printing at the required scale within a maximum of 30 calendar days (excluding delivery).
- Provide ballot paper quality assurance throughout the printing process that includes the correct labelling, packaging and allocation of ballot papers in accordance with the printing schedule provided by the Electoral Commission.
- Deliver ballot papers timeously to predetermined delivery points as specified by the Electoral Commission.

Only printers with a proven track record in large complex projects and the technical capability, capacity and expertise to print ballot papers will be considered for this tender. Bidders must provide detailed company credentials and a description of production capabilities which are relevant to this tender. For example accreditation

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

by recognised bodies in the printing industry, previous related experience, availability and capacity of the proposed suitable printing plant, transport resources, *et cetera*.

2. Important Aspects of the Bid Requirements

Important aspects of this bid requirement which must be noted are as follows:

- 2.1 Printing of the ballot papers must only take place in South Africa.
- 2.2 All references to 'days' in this bid requirement refer to calendar days – weekends and public holidays included.
- 2.3 Bidders are invited to submit pricing for the provision of ballot papers with numbered perforated counterfoils at a scale that is in accordance with the resources and equipment at their disposal within the prescribed printing time-frame. It serves no purpose to bid for work that is beyond realistic capability and capacity of a printer. For that reason, the Electoral Commission will allocate the printing of ballot papers to printers that have proven capability and capacity to print ballot papers. To mitigate risks associated with the overall ballot paper printing demand, work will as far as possible be allocated to multiple printers.
- 2.4 However, it is preferred not to have any one (1) of the nineteen (19) individual ballot papers printed by more than one (1) printer, so as to avoid variances in the final ballot. Accordingly, it is preferred that the approximately 27.2 million ballot papers to be used for the national elections be printed by one printer, if such capacity exists.
 - If that is not possible, a division of the print allocation may be considered on the following basis as an example:
 - Approximately 13.5 million ballot papers for the five (5) provinces which include Gauteng, Limpopo, Mpumalanga, North West and Northern Cape to be allocated to a specific printer.
 - Approximately 13.7 million ballot papers for the four (4) provinces that include the Free State, KwaZulu-Natal, Eastern Cape and the Western Cape to be allocated to a specific printer.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

- Should that not be feasible then the allocation of the national ballot to be used in each province, or any combinations of provinces, could be awarded to different printers by the Electoral Commission.

A similar approach could be applied by the Electoral Commission to the allocation of printing requirements in respect of the nine (9) provincial and nine (9) regional ballot papers in the event that limited printing capacity necessitates such.

- 2.5 The Electoral Commission reserves the right to appoint any number of printers for this service.
- 2.6 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 2024 national and provincial elections the Electoral Commission reserves the right to publish an additional tender(s) to supplement the desired printing capacity.
- 2.7 It is imperative that all ballot books contain exactly 100 ballot papers. A service level agreement (SLA/contract) with substantial penalties for any deviation from this will be entered into with successful bidders. The methodology and the equipment used to ensure adherence to 100 ballot papers per book will be a fundamental consideration in the awarding of the bid and full details must be provided by bidders. (See also sections 3.5 and 10.2)
- 2.8 The previous points must be seen in the context that a maximum of 30 calendar days (including 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 that they can produce within this timeframe taking the non-negotiable quality and quantity requirements into account. This is particularly important as bidders will not be permitted to withdraw or reduce the quantity offering after award of the bid.
- 2.9 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 between the members must be disclosed and stated upfront as part of the bid response.
- 2.10 Pricing must include the provision of the necessary paper and also delivery of the ballot papers as specified within the bid requirements.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

3. Ballot Paper Specifications

3.1 Paper

An 80gsm bond-type white paper will be utilised for the printing of the ballot papers.

All paper must be provided by the printer and, therefore, must be included in the bid price.

Bidders must note the envisaged timeframe during which printing of the ballot papers is expected and take into consideration any factors that may influence the price of the paper to be supplied. Such factors should be accommodated in the bid pricing in order to curtail any fluctuation in prices when printing commences.

3.2 Quantities

Nineteen (19) different ballot papers, i.e. one (1) national ballot paper, nine (9) provincial ballot papers and nine (9) regional ballots are required.

- Total ballot paper printing requirement is approximately 81.5 million ballot papers in total, consisting of the following estimated quantities:

Province	National Ballot	Provincial Ballot	Regional Ballot
Eastern Cape	3,462,700	3,462,700	3,462,700
Free State	1,467,700	1,467,700	1,467,700
Gauteng	6,265,100	6,265,100	6,265,100
KwaZulu-Natal	5,679,900	5,679,900	5,679,900
Mpumalanga	1,985,200	1,985,200	1,985,200
Northern Cape	649,300	649,300	649,300
Limpopo	2,762,600	2,762,600	2,762,600
North West	1,758,600	1,758,600	1,758,600
Western Cape	3,165,400	3,165,400	3,165,400
TOTAL	27,196,500	27,196,500	27,196,500

TOTAL BALLOT PAPERS TO BE PRINTED	81,589,500
--	-------------------

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

- Refer to Schedule E and Schedule F for a provisional breakdown of ballot paper quantities per province and within each province.

Note: Final quantities may vary because of ensuing changes in the number of registered voters. The Electoral Commission reserves the right to vary accordingly the final quantity of any ballot papers in order to provide for the number of registered voters in each province. Bidders must accept a pro-rata adjustment of the price(s) in such a case.

3.3 Paper Size

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

- Two sizes of ballot papers are specified in this bid requirement for the purposes of pricing:
 - 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 should that arise.
 - 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.
- 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 for quotations to print such ballots.

3.4 Counterfoil, Numbering and Perforation of Ballot Papers

- A counterfoil of approximately 25mm depth must be provided at the top of each ballot paper, separated by horizontal perforation across the sheet.
- Each ballot paper must be numbered sequentially, using eight (8) digits, in the top right or left hand corner of the counterfoil, so as to be visible after binding.
- The counterfoil perforation must be approximately 25mm from the top of the sheet.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

3.5 Binding

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

The required binding method is stapling with two (2) wire staples at the top of the ballot book approximately 10 mm from the top-edge of the paper.

3.6 Numbering of Ballot Books

Each ballot book of 100 ballot papers must be sequentially numbered, per ballot series. That is, the first ballot book of each ballot type will be No. 00000001.

The number of the ballot book is to be printed on the top cover.

3.7 Printing

The ballot paper will require printing on both sides of the paper, as follows:

- Front side: Full colour printing with full coverage.
- Reverse side: A mono-coloured security stripe(s) or equivalent marking, running the length of the paper as an identifier. Approximate width of marking: 20mm to 35mm.

Printers must demonstrate their ability to print full colour by presenting samples as specified in this bid requirement.

Printers must explain in their written submissions what method they will utilise to ensure colour standardization throughout the printing process.

3.8 Ballot Paper Design and Inherent Security Features

The Electoral Commission will supply successful printers with the necessary ballot paper images for printing.

The ballot papers will incorporate a full-colour background and four-colour process imagery for party logos and photo image.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

The background 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 print, micro text, security microcline structures and a secure user-defined screen.

Printers must be capable of accurately producing ballot papers of this nature.

3.9 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, inset approximately 5mm.

3.10 Production Time

Bidders are required to complete the table in Schedule D to indicate their production time.

Total production time including packaging (but excluding delivery) must not exceed 30 calendar days.

4. Submission of Sample Ballot Papers

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 ballots must demonstrate the specified width and length as depicted in section 3.3 above.
- b) 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*.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

- c) Perforated counterfoil and numbering must be demonstrated.
- d) The sample ballot papers must be bound in a ballot book of exactly 100 ballot papers.
- e) The sample must demonstrate the correct binding method.

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

5. Contingency and Disaster Planning

The ballot paper printing project is fundamental to the successful delivery of the national and provincial elections.

Contingency and disaster planning will be an important consideration in the awarding of the bid.

Full details of such contingency planning relating to the project must be submitted as part of the written submission, covering elements such as:

- a) Labour unrest within the plant (strikes)
- b) Fire
- c) Extensive power disruptions
- d) Machinery breakdowns

Contingency planning may involve the use of alternative printing sites. This will not be construed as sub-contracting for the purposes of the bid evaluation.

6. Specifications – Physical Security of Printing Facility

Prospective printers must have a production facility that includes adequate security to protect the ballot paper printing process. This must be demonstrated adequately to the satisfaction of the Electoral Commission and will be tested during due diligence audit inspections of printing facilities, prior to the award of any contract in terms of this bid.

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

- a) Controlled access to premises.
- b) Stock management and control.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

- c) Security measures during printing.
- d) Security measures during handling and packaging.
- e) Security measures during dispatch of ballot papers.
- f) Secure physical storage and dispatch facilities.
- g) Proper control and disposal of spoilt or unusable ballot papers.
- h) Security measures for disposal of ballot paper waste and spoiled prints.

The security arrangements must be described in the required written submission and this will be tested during the due diligence audit.

7. Specifications – Production and Quality Control

The production and delivery specifications as set out below must be adhered to by prospective printers.

The required written submission must contain the required descriptions and/or explanations.

7.1 Quality Assurance

Prospective printers must have an established and reliable online quality assurance process.

This will be confirmed during the due diligence audit process.

- a) The service provider must explain how they will manage 'on-line' quality assurance during printing, collating and packaging.
- b) The service provider must explain 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.
- c) The service provider must explain the methodology that will be used to ensure colour standardization throughout the printing process.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

7.2 Electoral Commission Oversight

The Electoral Commission reserves the right to observe and check quality and quality control processes during production and processing of the required ballot papers and may appoint a suitable qualified agency and supporting capacity for this purpose. Such agency will perform ballot papers quality assurance independently from the quality assurance processes that must also be provided by printers appointed for the printing of the required ballot papers.

Printers must be prepared to communicate and cooperate with this agency and support staff after appointment.

8. Specifications – Packaging and Delivery

The Electoral Commission requires ballot papers to be packaged at the point of origin to suit the final planned destination, which in this case is the individual voting stations.

Approximately 23,700 voting stations will be in operation for the elections.

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

Ballot papers are destined for further distribution to municipal offices within each province, in predetermined quantities according to their voting stations. The Electoral Commission will 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 municipal offices and voting stations by the Electoral Commission without breaking and re-packing loads.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

8.1 Packaging and Labelling

The ballot books of 100 ballot papers each must be assembled in packs of five (5) ballot books (500 ballot papers) and plastic-wrapped. This has been found to be the optimal handling unit.

The packs of five (5) must be packed in a carton (box) to a maximum of two (2) packs of five (5) side-by-side, i.e. 1,000 ballots in a box per voting station.

The box of 1,000 ballots must be clearly labelled with a description of the ballot paper and its planned destination (voting station).

The wrapped packs are to be packed in cartons to permit safe transportation, with a maximum weight of 20kg per carton. Cartons must be clearly labelled with a description of the contents and its planned destination (voting station).

Cartons must in turn be stacked on pallets (preferred size of 1 metre x 1,2 metre four-way entry), 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. These label layouts will provide sufficient space for insertion of a barcode to be used for tracking the movement of the ballot papers.

NOTE: All packaging materials are to remain the property of the Electoral Commission after delivery.

8.2 Preparation and Staging for Dispatch

Ballot papers are destined for further distribution to the Electoral Commission's municipal offices within each province, in predetermined quantities according to their voting districts. The requirement is to have shipping consignments that can be forwarded to municipal offices and eventually voting stations, without breaking and re-packing loads. The Electoral Commission will be responsible for second and third stage

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

distribution, beyond the first point of delivery by the printer, i.e. The Electoral Commission will deliver to the municipal offices and voting stations.

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

- Only ballot papers for one municipal office may be packed on any one pallet.
- Mixing of ballot papers for different municipal offices on a pallet is not permitted, as this will defeat the delivery requirements.

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

8.3 Barcode Tracking During Delivery

The Electoral Commission has devised a mechanism whereby ballot papers can be tracked from the point of production to the point of delivery.

The preferred method of marking and tracking will be by means of simple barcodes.

Printers will be required to print barcodes provided by the Electoral Commission onto the following:

- Ballot book
- 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 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 distribution cycle.

Service providers must submit alternate “mark and track” systems, provided that the required goals of tracking are achieved.

The Electoral Commission will provide the device for scanning purposes.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

8.4 Delivery Requirements

Printed ballot papers must be delivered by the printer directly to the destination as determined by the Electoral Commission. The delivery of ballot papers must be completed within a maximum of two (2) calendar days.

This will normally be the relevant Electoral Commission warehouse in the province for which the ballot paper is printed. A list of provincial warehouses with locations is provided in Schedule G for reference.

The national ballot paper will be delivered to all nine provincial warehouses in similar quantities to the provincial and regional ballot papers.

The final delivery strategy, including timing and specific delivery points, will be timeously communicated to successful printers appointed through this bid process. It should be noted that the pricing schedules for delivery, as provided in Schedule C4, provides for 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 for the delivery of ballot papers, should it be necessary in order to ensure adherence to election deadlines.

8.5 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 production without being damaged or tampered with in any way.

Active cellphone contact with delivery vehicles will be a minimum requirement (e.g. driver of delivery vehicle must be provided with a functional cellphone number and airtime to receive or make calls). Other options such as GPS-based tracking are advisable and should be described in the written submission.

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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

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

8.6 Electoral Commission Oversight

Overall project management and additional independent quality assurance for ballot production will be provided by an agency and support staff to be appointed by the Electoral Commission. Printers must be prepared to communicate and cooperate with this agency and support staff after appointment to ensure that effective quality assurance is provided at the point of production.

9. Ballot Paper Design and Ballot Paper Image Data Transfer

9.1 Data Transfer

Time is of the essence in the period preceding the start of printing. A critical success factor in this period will be swift and effective communication of the ballot paper image data from the Electoral Commission to the successful printers.

Printers must clearly indicate the electronic format(s) in which they are able to accept data for printing. This includes the availability of FTP capability.

The Electoral Commission will co-ordinate the final data transfer requirements with the printers appointed for the printing of the required ballot papers.

10. Special Conditions and Requirements for Bid Submissions

Where specific detail in the required written submissions are called for in this bid requirement, bidders must note that it is mandatory and must be provided. Assessment of the detailed written submissions by the Electoral Commission will form a part of the formal bid evaluation and adjudication processes in respect of bids received.

Failure to submit the necessary detail, correct written documentation and/or evidence may, therefore, lead to disqualification of a bid submission.

The Electoral Commission will not request additional information for evaluation purposes in the event of the bidder's failure to include essential information. Bid responses will be evaluated as submitted and should, therefore, be as comprehensive as possible.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

The Electoral Commission does, however, reserve the right to verify and/or clarify the information provided. If information is found to be factually incorrect, misrepresented or is not provided, the bid will be disqualified.

- 10.1** The bidder must provide detailed company credentials, a description of production capabilities, plant structure and machinery / equipment, which are relevant to this bid.

Plant layout concerns the arrangement of machines, work areas and service areas within the printing establishment.

Detail must be included on accreditation by recognised bodies, previous related experience, availability for printing of the required ballot papers, capability and capacity of suitable printing plants, transport resources, et cetera.

- 10.2** The bidder must include with the bid submission, a sample ballot book(s) of 100 printed ballot papers. The ballot book(s) must demonstrate completely the product as proposed by the bidder and fully comply with the specifications of the bid. The ballot book(s) must contain:

- a) 100 ballot papers each.
- b) The reverse side marking.
- c) The counterfoil as specified.
- d) A demonstration of the ballot paper counterfoil numbering as specified.
- e) The appropriate binding as specified.
- f) A top cover as specified.
- g) A backing board as specified.
- h) Example of the ballot book numbering to be applied to the ballot book cover.

The main purpose of these samples is to test and demonstrate the bidder's ability to produce a ballot book of ballot papers of acceptable quality, incorporating the attributes of the physical printed product. Specific reference is made in terms of size requirements (section 4A).

- 10.3** 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

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

compromised or becomes impossible, for example, in the event of mechanical failure, load shedding, labour unrest or any other disruptive cause beyond the normal control of a successful bidder. The critical time available for printing of ballot papers is extremely limited and may not allow for corrective repairs, *et cetera*. Production must be immediately transferable to the contingency resource, which may require standby and/or alternative printing plants.

10.4 The bidder must provide a detailed explanation of security arrangements that will be applied during the project. Included in this must be, *inter alia*:

- a) Restricted and controlled access to production premises during printing.
- b) Surveillance measures at the production site(s) and the storage site(s).
- c) Safeguard and control of electronic imagery/plates/litho positives, *et cetera*.
- d) Safeguard and control over ballot papers throughout the production process.
- e) Safeguard and control over ballot paper waste and over-runs, *et cetera*.
- f) Safeguard against hijack and other threats during transportation to Electoral Commission destinations.

10.5 The bidder must provide a detailed explanation of the quality assurance (QA) process that will be applied by the printer in order to achieve the necessary degree of accuracy and quality in the production process. Particular reference must be made to:

- a) Overall quality of the final product.
- b) Conformance to the number of ballot papers per ballot book (zero deviation from stipulated 100 ballot papers per ballot book).
- c) Stability and consistency of print colours.

10.6 Barcoding / Tracking

The bidder must provide details of the methodology (sticker, label, durability, *et cetera*) that will be used to supply and insert barcodes at the various packaging levels prescribed in Section 8.3.

10.7 The bidder must provide details of security arrangements that will be applied during delivery of the ballot papers, as called for in section 8.5.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

10.8 Printers must clearly indicate the electronic format(s) in which they are able to accept data for printing. This includes the availability of a secure FTPS (FTP – Secure) capability.

10.9 Pricing

Bidders are required to complete all the tables in Schedule C to indicate their pricing.

All stated prices must include VAT.

10.10 Production Time

Bidders are required to complete the table in Schedule D to indicate their production time.

11. Exclusivity of Contract

The successful service provider(s) appointed in terms of this bid will be considered as “Preferred Supplier(s)” and will not have exclusive rights to render ballot paper printing services for 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 bid, as and when deemed necessary to ensure the success of the elections.

12. Performance Guarantees / Penalties

The service provider(s) appointed in terms of this bid will be required to guarantee performance levels. Accordingly, the following penalties may be applied by the Electoral Commission:

- 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 jeopardise election-related processes, the Electoral Commission shall have the right to appoint an alternative service provider(s) in order to complete or rectify the work.
- The Electoral Commission reserves the right, in such a case, to recover additional costs arising from such actions from the defaulting service provider.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

13. 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 bid.

14. Confidentiality and Security

The successful service provider will be required to enter into a confidentiality agreement.

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 who will respond to such enquiries.

15. Recycling

The Electoral Commission actively encourages recycling of materials in the interest of a safer and greener environment.

- Ballot paper designs may incorporate a discreet recycling logo.
- Service providers are encouraged to mark cartons and other packaging materials with the appropriate recycling logos where applicable.

16. Validity of the Bid Submissions and Work Allocation

Bid submissions and rates offered therein shall be valid for six (6) months from the date of closing of this bid, during which time evaluation and award of the bid will take place.

It is anticipated that the 2024 national and provincial elections will be held in May 2024, whilst the latest possible date to hold the elections can be August 2024.

Should a bidder's price change at any point, 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 service provider was appointed to print a particular provincial ballot and their price is amended due to the elections being held at a date post the six (6) month period it may imply that their bid is no longer the

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

highest ranking bid. Bidders should, therefore, ensure that their bids take into consideration any 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 Schedule C, 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 allocation of work to printers in respect of the national, provincial and regional ballot papers.

However, to mitigate risks work may be allocated to the next highest ranking bidder in the event that the same bidder qualifies for all the ballot paper printing requirements or 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, i.e. printing of the national, provincial or regional ballot papers. 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.

17. Bid Evaluation

Bid submissions received in response to this tender will be evaluated for adherence to the requirements of the technical specifications and in accordance with the evaluation criteria contained in Appendix H.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

SCHEDULE C

PRICING

Important Instructions:

Pricing must be stated including VAT.

Pricing schedules are mandatory and must all be completed to allow evaluation of the bid received. If the schedules are not completed the bid shall be disqualified.

Bidders are not obliged to bid for all ballot papers to be printed as stipulated in the pricing schedules, but if a specific ballot paper is not priced in the pricing schedules it cannot be considered for award to the bidder. For example, if a bidder only has the capability and capacity to print ballot papers for a specific province the bidder only has to complete the pricing schedules printing of the ballot papers as well as delivery applicable to that province. Bidders can complete the various pricing schedules based on their capacity and capability to print and delivery the required ballot papers. The bidder will then only be considered for the printing of ballot papers for their stated option.

Please give prices per ballot in the written submission for the respective ballot paper printing requirements.

- For example, a price of 15.5 cents per ballot will equate to R15.50 per ballot book of 100 ballots in the pricing schedules.

Printing (Pricing Schedules C-1 to C-3) includes the provision of all necessary materials and services, including:

- Paper
- Production
- Finishing
- Labelling
- Packaging in accordance with Section 8
- Security requirements

Delivery costs must be provided in pricing schedules C4.1 to C4.5. The delivery cost provided in these pricing schedules will be used together with the cost for printing in the determination of the final print allocation per printer.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

TABLE C-1

PRICING TABLE

PRINTING OF NATIONAL BALLOT PAPER

NB: Please give prices based on ballot books (100 ballot papers each).

- For example, a price of R15.50 including VAT per ballot book of 100 ballots represents 15.5 cents including VAT per ballot paper.

The Electoral Commission will prefer the appointment of a single service provider for the national ballot paper to ensure uniformity in the ballots to be printed. In the event that this is not possible, the Electoral Commission may decide to appoint any two or more printers based on the outcome of the tender process and completion of the pricing schedule below.

- Bidders may submit pricing for all or any of the provincial segments stated below.
- Bidders are not obliged to bid for all provincial segments, but if a specific segment is not priced it cannot be considered for award to the bidder.
- The ballot paper design and printing is the same for all provincial segments cases.

		PRICE PER BALLOT BOOK INCLUDING VAT			
ITEM		SIZE A	SIZE B	SIZE C	SIZE D
Ballot	Quantity of Ballot Books	Single Column Ballot Paper: Width up to 165mm and Length up to 305mm	Single Column Ballot Paper: Width up to 165mm and Length up to 450mm	Single Column Ballot Paper: Width up to 165mm and Length up to 610mm	Two Column Ballot Paper: Width up to 305mm and Length up to 610mm
Eastern Cape	34,627	R	R	R	R
Free State	14,677	R	R	R	R
Gauteng	62,651	R	R	R	R
KwaZulu-Natal	56,799	R	R	R	R
Mpumalanga	19,852	R	R	R	R
Northern Cape	6,493	R	R	R	R
Limpopo	27,626	R	R	R	R
North West	17,586	R	R	R	R
Western Cape	31,654	R	R	R	R
Totals	271,965	R	R	R	R

NOTE: Three (3) ballot variations for SINGLE COLUMN BALLOTS with the same width of 165mm but different lengths (Size A, B and C)

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

TABLE C-2

PRICING TABLE **PRINTING OF PROVINCIAL BALLOT PAPERS**

NB: Please give prices based on ballot books (100 ballot papers each).

- For example, a price of R15.50 including VAT per ballot book of 100 ballots represents 15.5 cents including VAT per ballot paper.

The Electoral Commission will prefer the appointment of a single service provider for each of the provincial ballot papers to ensure uniformity in the ballots to be printed. In the event that this is not possible, the Electoral Commission may decide to appoint any two or more printers based on the outcome of the tender process and completion of the pricing schedule below.

- Bidders may submit pricing for all or any of the provincial segments stated below.
- Bidders are not obliged to bid for all provincial segments, but if a specific segment is not priced it cannot be considered for award to the bidder.
- The ballot paper design and printing is the same for all provincial segments cases.

		PRICE PER BALLOT BOOK INCLUDING VAT			
ITEM		SIZE A	SIZE B	SIZE C	SIZE D
Ballot	Quantity of Ballot Books	Single Column Ballot Paper: Width up to 165mm and Length up to 305mm	Single Column Ballot Paper: Width up to 165mm and Length up to 450mm	Single Column Ballot Paper: Width up to 165mm and Length up to 610mm	Two Column Ballot Paper: Width up to 305mm and Length up to 610mm
Eastern Cape	34,627	R	R	R	R
Free State	14,677	R	R	R	R
Gauteng	62,651	R	R	R	R
KwaZulu-Natal	56,799	R	R	R	R
Mpumalanga	19,852	R	R	R	R
Northern Cape	6,493	R	R	R	R
Limpopo	27,626	R	R	R	R
North West	17,586	R	R	R	R
Western Cape	31,654	R	R	R	R
Totals	271,965	R	R	R	R

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

TABLE C-3**PRICING TABLE**
PRINTING OF REGIONAL BALLOT PAPERS

NB: Please give prices based on ballot books (100 ballot papers each).

- For example, a price of R15.50 including VAT per ballot book of 100 ballots represents 15.5 cents including VAT per ballot paper.

The Electoral Commission will prefer the appointment of a single service provider for each of the regional ballot papers to ensure uniformity in the ballots to be printed. In the event that this is not possible, the Electoral Commission may decide to appoint any two or more printers based on the outcome of the tender process and completion of the pricing schedule below.

- Bidders may submit pricing for all or any of the provincial segments stated below.
- Bidders are not obliged to bid for all provincial segments, but if a specific segment is not priced it cannot be considered for award to the bidder.
- The ballot paper design and printing is the same for all provincial segments cases.

		PRICE PER BALLOT BOOK INCLUDING VAT			
ITEM		SIZE A	SIZE B	SIZE C	SIZE D
Ballot	Quantity of Ballot Books	Single Column Ballot Paper: Width up to 165mm and Length up to 305mm	Single Column Ballot Paper: Width up to 165mm and Length up to 450mm	Single Column Ballot Paper: Width up to 165mm and Length up to 610mm	Two Column Ballot Paper: Width up to 305mm and Length up to 610mm
Eastern Cape	34,627	R	R	R	R
Free State	14,677	R	R	R	R
Gauteng	62,651	R	R	R	R
KwaZulu-Natal	56,799	R	R	R	R
Mpumalanga	19,852	R	R	R	R
Northern Cape	6,493	R	R	R	R
Limpopo	27,626	R	R	R	R
North West	17,586	R	R	R	R
Western Cape	31,654	R	R	R	R
Totals	271,965	R	R	R	R

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

TABLE C – 4.1

PRICING TABLE
DELIVERY OF BALLOT PAPERS
(NATIONAL/PROVINCIAL/REGIONAL OPTION)

NB: Please state prices per size of ballot paper for total delivery requirement per province.

- E.g. If the delivery cost is R0.30 including VAT per ballot book of 100 Size A ballots for Free State the total will be calculated as $R0.30 \times 14,677 = R4,403.10$ including VAT total delivery cost for the Free State shipment.

Note that this pricing will apply, separately, depending on the actual final ballot paper size to be printed and delivered.

		TOTAL DELIVERY PRICE PER BALLOT BOOK INCLUDING VAT			
ITEM		SIZE A	SIZE B	SIZE C	SIZE D
Ballot Component	Estimated Provincial Component Quantity of Ballot Books (National, Provincial and Regional Ballot Papers)	Single Column Ballot Paper: Width up to 165mm and Length up to 305mm	Single Column Ballot Paper: Width up to 165mm and Length up to 450mm	Single Column Ballot Paper: Width up to 165mm and Length up to 610mm	Two Column Ballot Paper: Width up to 305mm and Length up to 610mm
Eastern Cape	103,881	R	R	R	R
Free State	44,031	R	R	R	R
Gauteng	187,953	R	R	R	R
KwaZulu-Natal	170,397	R	R	R	R
Mpumalanga	59,556	R	R	R	R
Northern Cape	19,479	R	R	R	R
Limpopo	82,878	R	R	R	R
North West	52,758	R	R	R	R
Western Cape	94,962	R	R	R	R
Totals	815,895	R	R	R	R

This pricing schedule applies in instances where a bidder is able to print and deliver national, provincial and regional ballot papers for all or any particular province. Allocation of the printing of the national ballot paper will only be split if overall capacity and capability to print the national ballot cannot be vested with one printer.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

TABLE C – 4.2

PRICING TABLE
DELIVERY OF BALLOT PAPERS
(NATIONAL AND PROVINCIAL OR REGIONAL OPTION)

NB: Please state prices per size of ballot paper for total delivery requirement per province.

- E.g. If the delivery cost is R0.30 including VAT per ballot book of 100 Size A ballots for Free State the total will be calculated as $R0.30 \times 14,677 = R4,403.10$ including VAT total delivery cost for the Free State shipment.

Note that this pricing will apply, separately, depending on the actual final ballot paper size to be printed and delivered.

		TOTAL DELIVERY PRICE PER BALLOT BOOK INCLUDING VAT			
ITEM		SIZE A	SIZE B	SIZE C	SIZE D
Ballot Component	Estimated Provincial Component Quantity of Ballot Books (National and Provincial or Regional Ballot Papers)	Single Column Ballot Paper: Width up to 165mm and Length up to 305mm	Single Column Ballot Paper: Width up to 165mm and Length up to 450mm	Single Column Ballot Paper: Width up to 165mm and Length up to 610mm	Two Column Ballot Paper: Width up to 305mm and Length up to 610mm
Eastern Cape	69,254	R	R	R	R
Free State	29,354	R	R	R	R
Gauteng	125,302	R	R	R	R
KwaZulu-Natal	113,598	R	R	R	R
Mpumalanga	39,704	R	R	R	R
Northern Cape	12,986	R	R	R	R
Limpopo	55,252	R	R	R	R
North West	35,172	R	R	R	R
Western Cape	63,308	R	R	R	R
Totals	543,930	R	R	R	R

This pricing schedule applies in instances where a bidder is able to print and deliver a combination of national and provincial or regional ballot papers for any particular province(s). Quantity of ballot books is national ballots plus either the provincial ballots or regional ballots. Bidders can explain their capability in their written proposals.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

TABLE C – 4.3

PRICING TABLE **DELIVERY OF BALLOT PAPERS** **(NATIONAL OPTION ONLY)**

NB: Please state prices per size of ballot paper for total delivery requirement per province.

- E.g. If the delivery cost is R0.30 including VAT per ballot book of 100 Size A ballots for Free State the total will be calculated as $R0.30 \times 14,677 = R4,403.10$ including VAT total delivery cost for the Free State shipment.

Note that this pricing will apply, separately, depending on the actual final ballot paper size to be printed and delivered.

		TOTAL DELIVERY PRICE PER BALLOT BOOK INCLUDING VAT			
ITEM		SIZE A	SIZE B	SIZE C	SIZE D
Ballot Component	Estimated Provincial Component Quantity of Ballot Books (National Ballot Papers)	Single Column Ballot Paper: Width up to 165mm and Length up to 305mm	Single Column Ballot Paper: Width up to 165mm and Length up to 450mm	Single Column Ballot Paper: Width up to 165mm and Length up to 610mm	Two Column Ballot Paper: Width up to 305mm and Length up to 610mm
Eastern Cape	34,627	R	R	R	R
Free State	14,677	R	R	R	R
Gauteng	62,651	R	R	R	R
KwaZulu-Natal	56,799	R	R	R	R
Mpumalanga	19,852	R	R	R	R
Northern Cape	6,493	R	R	R	R
Limpopo	27,626	R	R	R	R
North West	17,586	R	R	R	R
Western Cape	31,654	R	R	R	R
	271,965	R	R	R	R

This pricing schedule applies in instances where a bidder is able to print and deliver national ballot papers only for all or any particular province(s). Allocation of the printing of the national ballot paper will only be split if overall capacity and capability to print the national ballot cannot be vested with one printer.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

TABLE C - 4.4

PRICING TABLE

DELIVERY OF BALLOT PAPERS

(PROVINCIAL OPTION)

NB: Please state prices per size of ballot paper for total delivery requirement per province.

- E.g. If the delivery cost is R0.30 including VAT per ballot book of 100 Size A ballots for Free State the total will be calculated as $R0.30 \times 14,677 = R4,403.10$ including VAT total delivery cost for the Free State shipment.

Note that this pricing will apply, separately, depending on the actual final ballot paper size to be printed and delivered.

		TOTAL DELIVERY PRICE PER BALLOT BOOK INCLUDING VAT			
ITEM		SIZE A	SIZE B	SIZE C	SIZE D
Ballot Component	Estimated Provincial Component Quantity of Ballot Books (Provincial Ballot Papers)	Single Column Ballot Paper: Width up to 165mm and Length up to 305mm	Single Column Ballot Paper: Width up to 165mm and Length up to 450mm	Single Column Ballot Paper: Width up to 165mm and Length up to 610mm	Two Column Ballot Paper: Width up to 305mm and Length up to 610mm
Eastern Cape	34,627	R	R	R	R
Free State	14,677	R	R	R	R
Gauteng	62,651	R	R	R	R
KwaZulu-Natal	56,799	R	R	R	R
Mpumalanga	19,852	R	R	R	R
Northern Cape	6,493	R	R	R	R
Limpopo	27,626	R	R	R	R
North West	17,586	R	R	R	R
Western Cape	31,654	R	R	R	R
	271,965	R	R	R	R

This pricing schedule applies in instances where a bidder is able to print and deliver provincial ballot papers only for all or any particular province(s).

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

TABLE C-4.5

PRICING TABLE **DELIVERY OF BALLOT PAPERS** **(REGIONAL OPTION)**

NB: Please state prices per size of ballot paper for total delivery requirement per province.

- E.g. If the delivery cost is R0.30 including VAT per ballot book of 100 Size A ballots for Free State the total will be calculated as $R0.30 \times 14,677 = R4,403.10$ including VAT total delivery cost for the Free State shipment.

Note that this pricing will apply, separately, depending on the actual final ballot paper size to be printed and delivered.

		TOTAL DELIVERY PRICE PER BALLOT BOOK INCLUDING VAT			
ITEM		SIZE A	SIZE B	SIZE C	SIZE D
Ballot Component	Estimated Provincial Component Quantity of Ballot Books (Regional Ballot Papers)	Single Column Ballot Paper: Width up to 165mm and Length up to 305mm	Single Column Ballot Paper: Width up to 165mm and Length up to 450mm	Single Column Ballot Paper: Width up to 165mm and Length up to 610mm	Two Column Ballot Paper: Width up to 305mm and Length up to 610mm
Eastern Cape	34,627	R	R	R	R
Free State	14,677	R	R	R	R
Gauteng	62,651	R	R	R	R
KwaZulu-Natal	56,799	R	R	R	R
Mpumalanga	19,852	R	R	R	R
Northern Cape	6,493	R	R	R	R
Limpopo	27,626	R	R	R	R
North West	17,586	R	R	R	R
Western Cape	31,654	R	R	R	R
	271,965	R	R	R	R

This pricing schedule applies in instances where a bidder is able to print and deliver regional ballot papers only for all or any particular province(s).

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

SCHEDULE D

PRODUCTION TIME

(Excluding Delivery)

TABLE D-1 **PRODUCTION TIME TABLE**

Production time stated in this table must include printing of numbered ballot papers with counterfoils, perforations and staple-binding ballot books of 100 ballots plus packaging in parcels of 500 ballot papers and palletising as per Section 8.

This information will be used by the Electoral Commission to evaluate overall capacity and capabilities arising from the bid.

Quantity of Ballot Papers to be Printed	PRODUCTION – PRINTING, BINDING AND PACKAGING	
	Required Working Days* (Weekends Included)	Comments
1 to 2 million		
2 to 3 million		
3 to 4 million		
5 to 6 million		
6 to 7 million		
7 to 8 million		
8 to 9 million		
9 to 10 million		
10 to 12 million		
12 to 15 million		
15 to 18 million		
18 to 22 million		
22 to 27 million		

* Any production time exceeding the thirty (30) calendar day window period shall result in the disqualification of a bid.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

SCHEDULE E

BALLOT PAPER QUANTITIES

- This schedule provides a breakdown of ballot paper quantities per province.
- Total requirement = Approximately 81.5 million ballot papers as set out below.

TABLE E.1 – NATIONAL BALLOT PAPER

Allocation per Province	Ballots Required
Eastern Cape - National Ballot Paper	3,462,700
Free State - National Ballot Paper	1,467,700
Gauteng - National Ballot Paper	6,265,100
KwaZulu-Natal - National Ballot Paper	5,679,900
Mpumalanga - National Ballot Paper	1,985,200
Northern Cape - National Ballot Paper	649,300
Limpopo - National Ballot Paper	2,762,600
North West - National Ballot Paper	1,758,600
Western Cape - National Ballot Paper	3,165,400
National Ballot Paper: Total	27,196, 500

TABLE E.2 – PROVINCIAL BALLOT PAPERS

Allocation per Province	Ballots Required
Eastern Cape - Provincial Ballot Paper	3,462,700
Free State - Provincial Ballot Paper	1,467,700
Gauteng - Provincial Ballot Paper	6,265,100
KwaZulu-Natal - Provincial Ballot Paper	5,679,900
Mpumalanga - Provincial Ballot Paper	1,985,200
Northern Cape - Provincial Ballot Paper	649,300
Limpopo - Provincial Ballot Paper	2,762,600
North West - Provincial Ballot Paper	1,758,600
Western Cape - Provincial Ballot Paper	3,165,400
Provincial Ballot Paper: Total	27,196,500

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

TABLE E.3 – REGIONAL BALLOT PAPERS

Allocation per Province	Ballots Required
Eastern Cape - Regional Ballot Paper	3,462,700
Free State - Regional Ballot Paper	1,467,700
Gauteng - Regional Ballot Paper	6,265,100
KwaZulu-Natal - Regional Ballot Paper	5,679,900
Mpumalanga - Regional Ballot Paper	1,985,200
Northern Cape - Regional Ballot Paper	649,300
Limpopo - Regional Ballot Paper	2,762,600
North West - Regional Ballot Paper	1,758,600
Western Cape - Regional Ballot Paper	3,165,400
Regional Ballot Paper: Total	27,196,500

TABLE E.4 – OVERALL BALLOT PAPER REQUIREMENT

Province	National Ballot	Provincial Ballot	Regional Ballot
Eastern Cape	3,462,700	3,462,700	3,462,700
Free State	1,467,700	1,467,700	1,467,700
Gauteng	6,265,100	6,265,100	6,265,100
KwaZulu-Natal	5,679,900	5,679,900	5,679,900
Mpumalanga	1,985,200	1,985,200	1,985,200
Northern Cape	649,300	649,300	649,300
Limpopo	2,762,600	2,762,600	2,762,600
North West	1,758,600	1,758,600	1,758,600
Western Cape	3,165,400	3,165,400	3,165,400
TOTAL	27,196,500	27,196,500	27,196,500
TOTAL BALLOT PAPERS TO BE PRINTED			81,589,500

Note: Final quantities may vary in response to ensuing changes in the number of registered voters. The Electoral Commission reserves the right to vary accordingly the final quantity of any ballot paper, for example, adding 15% of the stated current estimates in the schedules presented above. Bidders must accept a pro-rata adjustment of the price(s) in such a case.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

SCHEDULE F

ELECTORAL COMMISSION MUNICIPAL SITES SHOWING VOTING STATIONS AND BALLOT PAPER QUANTITIES

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

- An approximate indication of ballot books required to be packed per municipal consignment, with the provisional number of voting stations per municipality, is shown in this schedule for planning purposes.
- These quantities may not total the overall estimate of 81.5 million ballot papers. Final quantities will definitely differ from the quantities contained in this table. Outer estimates are around 96 million ballot papers.
- The printer will be responsible for the packaging of the municipal consignments, packed per voting station and delivered to the Electoral Commission's provincial warehouse(s). This is the final delivery destination for the appointed service provider(s).
- Distribution of ballot papers to the municipal offices of the Electoral Commission and the voting stations will be the responsibility of the Electoral Commission.

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

SCHEDULE F.1
EASTERN CAPE PROVINCE

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
BUF - Buffalo City	Metro Council	398,202	4,163	Buffalo City
EC101 - Dr. Beyers Naude	Local Council	38,544	408	Dr. Beyers Naude
EC102 - Blue Crane Route	Local Council	17,730	191	Blue Crane Route
EC104 - Makana	Local Council	42,925	449	Makana
EC105 - Ndlambe	Local Council	32,818	345	Ndlambe
EC106 - Sundays River Valley	Local Council	24,564	267	Sundays River Valley
EC108 - Kouga	Local Council	58,747	606	Kouga
EC109 - Kou-Kamma	Local Council	20,599	221	Kou-Kamma
EC121 - Mbhashe	Local Council	121,517	1 366	Mbhashe
EC122 - Mnquma	Local Council	118,698	1 326	Mnquma
EC123 - Great Kei	Local Council	17,499	199	Great Kei
EC124 - Amahlathi	Local Council	48,305	531	Amahlathi
EC126 - Ngqushwa	Local Council	35,133	396	Ngqushwa
EC129 - Raymond Mhlaba	Local Council	78,734	858	Raymond Mhlaba
EC131 - Inxuba Yethemba	Local Council	29,050	304	Inxuba Yethemba
EC135 - Intsika Yethu	Local Council	74,047	827	Intsika Yethu
EC136 - Emalahleni	Local Council	58,485	661	Emalahleni
EC137 - Engcobo	Local Council	70,362	773	Engcobo
EC138 - Sakhisizwe	Local Council	29,380	323	Sakhisizwe
EC139 - Enoch Mgijima	Local Council	116,565	1 252	Enoch Mgijima
EC141 - Elundini	Local Council	60,400	690	Elundini
EC142 - Senqu	Local Council	59,632	645	Senqu

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
EC145 - Walter Sisulu	Local Council	35,658	378	Walter Sisulu
EC153 - Ngquza Hill	Local Council	138,138	1,497	Ngquza Hill
EC154 - Port St Johns	Local Council	76,848	831	Port St. Johns
EC155 - Nyandeni	Local Council	132,644	1,433	Nyandeni
EC156 - Mhlontlo	Local Council	93,333	1,027	Mhlontlo
EC157 - King Sabata Dalindyebo	Local Council	219,065	2,371	King Sabata Dalindyebo
EC441 - Matatiele	Local Council	97,683	1,063	Matatiele
EC442 - Umzimvubu	Local Council	106, 406	1,180	Umzimvubu
EC443 - Mbizana	Local Council	132,404	1,463	Mbizana
EC444 - Ntabankulu	Local Council	67,463	741	Ntabankulu
NMA - Nelson Mandela Bay	Metro Council	572,029	5,842	Nelson Mandela Bay

SCHEDULE F.2 **FREE STATE PROVINCE**

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
MAN - MANGAUNG	Metro Council	405,289	4,227	Mangaung
FS161 - Letsemeng	Local Council	18,931	201	Letsemeng
FS162 - Kopanong	Local Council	24,296	259	Kopanong
FS163 - Mohokare	Local Council	17,582	195	Mohokare
FS181 - Masilonyana	Local Council	29,270	312	Masilonyana

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
FS182 - Tokologo	Local Council	13,418	145	Tokologo
FS183 - Tswelopele	Local Council	25,359	273	Tswelopele
FS184 - Matjhabeng	Local Council	192,864	2,004	Matjhabeng
FS185 - Nala	Local Council	37,136	388	Nala
FS191 - Setsoto	Local Council	55,065	584	Setsoto
FS192 - Dihlabeng	Local Council	71,713	755	Dihlabeng
FS193 - Nketoana	Local Council	28,378	304	Nketoana
FS194 - Maluti a Phofung	Local Council	174,249	1,849	Maluti a Phofung
FS195 - Phumelela	Local Council	23,807	261	Phumelela
FS196 - Mantsopa	Local Council	27,385	294	Mantsopa
FS201 - Moqhaka	Local Council	75,364	800	Moqhaka
FS203 - Ngwathe	Local Council	62,872	668	Ngwathe
FS204 - Metsimaholo	Local Council	82,045	851	Metsimaholo
FS205 - Mafube	Local Council	29,327	307	Mafube

SCHEDULE F.3 **GAUTENG PROVINCE**

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
EKU - Ekurhuleni	Metro Council	1,556,938	15,884	Ekurhuleni
GT421 - Emfuleni	Local Council	343,419	3,523	Emfuleni
GT422 - Midvaal	Local Council	57,332	643	Midvaal
GT423 - Lesedi	Local Council	48,035	554	Lesedi

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
GT481 - Mogale City	Local Council	186,376	1,920	Mogale City
GT484 - Merafong City	Local Council	93,785	980	Merafong City
GT485 - Rand West City	Local Council	130,044	1 340	Rand West City
JHB - City of Johannesburg	Metro Council	2,193, 880	22,370	City of Johannesburg
TSH - Tshwane Metro	Metro Council	1,514,732	15,541	Tshwane Metro

SCHEDULE F.4 **KWAZULU-NATAL PROVINCE**

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
ETH - eThekweni	Metro Council	1,886,480	19,320	eThekweni
KZN212 - uMdoni	Local Council	72,030	766	uMdoni
KZN213 - uMzumbe	Local Council	76,758	824	uMzumbe
KZN214 - uMuziwabantu	Local Council	45,379	481	uMuziwabantu
KZN216 - Ray Nkonyeni	Local Council	170,894	1,793	Ray Nkonyeni
KZN221 - uMshwathi	Local Council	55,765	591	uMshwathi
KZN222 - uMngeni	Local Council	53,689	560	uMngeni
KZN223 - Mpofana	Local Council	16,930	183	Mpofana
KZN224 - iMpendle	Local Council	17,086	185	iMpendle

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
KZN225 - Msunduzi	Local Council	337,627	3 498	Msunduzi
KZN226 - Mkhambathini	Local Council	30,895	326	Mkhambathini
KZN227 - Richmond	Local Council	32,628	350	Richmond
KZN235 - Okhahlamba	Local Council	61,970	662	Okhahlamba
KZN237 - iNkosi Langalibalele	Local Council	99,083	1,058	iNkosi Langalibalele
KZN238 - Alfred Duma	Local Council	162,436	1,709	Alfred Duma
KZN241 - eNdumeni	Local Council	30,312	319	eNdumeni
KZN242 - Nqutu	Local Council	81,164	872	Nqutu
KZN244 - uMsinga	Local Council	86,453	939	uMsinga
KZN245 - uMvoti	Local Council	60,184	645	uMvoti
KZN252 - Newcastle	Local Council	179,904	1 861	Newcastle
KZN253 - eMadlangeni	Local Council	15,016	168	eMadlangeni
KZN254 - Dannhauser	Local Council	50,521	540	Dannhauser
KZN261 - eDumbe	Local Council	40,402	435	eDumbe
KZN262 - uPhongolo	Local Council	63,977	681	uPhongolo
KZN263 - AbaQulusi	Local Council	97,046	1,028	AbaQulusi
KZN265 - Nongoma	Local Council	983,12	1,045	Nongoma
KZN266 - Ulundi	Local Council	94,940	1,022	Ulundi
KZN271 - uMhlabuyalingana	Local Council	86,627	915	uMhlabuyalingana
KZN272 - Jozini	Local Council	1039,60	1,096	Jozini
KZN275 - Mtubatuba	Local Council	101,288	1,059	Mtubatuba
KZN276 - Big Five Hlabisa	Local Council	56,199	597	Big Five Hlabisa

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
KZN281 - uMfolozi	Local Council	73,252	771	uMfolozi
KZN282 - uMhlathuze	Local Council	192,253	1,995	uMhlathuze
KZN284 - uMlalazi	Local Council	106,955	1,145	uMlalazi
KZN285 - Mthonjaneni	Local Council	46,165	496	Mthonjaneni
KZN286 - Nkandla	Local Council	59,025	640	Nkandla
KZN291 - Mandeni	Local Council	74,991	785	Mandeni
KZN292 - KwaDukuza	Local Council	139,970	1,438	KwaDukuza
KZN293 - Ndwedwe	Local Council	73,750	793	Ndwedwe
KZN294 - Maphumulo	Local Council	50,205	554	Maphumulo
KZN433 - Greater Kokstad	Local Council	45,487	473	Greater Kokstad
KZN434 - uBuhlebezwe	Local Council	56,761	600	uBuhlebezwe
KZN435 - uMzimkhulu	Local Council	89,707	977	uMzimkhulu
KZN436 - Dr. Nkosazana Dlamini Zuma	Local Council	56,381	604	Dr. Nkosazana Dlamini Zuma

SCHEDULE F.5 **MPUMALANGA PROVINCE**

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
MP301 - Chief Albert Luthuli	Local Council	91,843	979	Chief Albert Luthuli
MP302 - Msukaligwa	Local Council	68,734	722	Msukaligwa

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
MP303 - Mkhondo	Local Council	71,920	760	Mkhondo
MP304 - Dr Pixley Ka Isaka Seme	Local Council	37,287	390	Dr Pixley Ka Isaka Seme
MP305 - Lekwa	Local Council	50,191	522	Lekwa
MP306 - Dipaleseng	Local Council	20,791	221	Dipaleseng

MP307 - Govan Mbeki	Local Council	139,230	1 442	Govan Mbeki
MP311 - Victor Khanye	Local Council	34,833	363	Victor Khanye
MP312 - Emalahleni	Local Council	186,147	1 916	Emalahleni
MP313 - Steve Tshwete	Local Council	107,683	1,113	Steve Tshwete
MP314 - Emakhazeni	Local Council	26,181	284	Emakhazeni
MP315 - Thembisile Hani	Local Council	151,072	1,580	Thembisile Hani
MP316 - Dr JS Moroka	Local Council	123,678	1,294	Dr JS Moroka
MP321 - Thaba Chweu	Local Council	50,934	530	Thaba Chweu
MP324 - Nkomazi	Local Council	172,305	1,803	Nkomazi
MP325 - Bushbuckridge	Local Council	248,362	2,616	Bushbuckridge
MP326 - City of Mbombela	Local Council	317,753	3,317	City of Mbombela

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

SCHEDULE F.6
NORTHERN CAPE PROVINCE

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
NC061 - RICHTERSVELD	Local Council	7,299	78	Richtersveld
NC062 - NAMA KHOI	Local Council	28,749	298	Nama Khoi
NC064 - KAMIESBERG	Local Council	7,409	82	Kamiesberg
NC065 - HANTAM	Local Council	13,482	145	Hantam
NC066 - KAROO HOOGLAND	Local Council	7,190	87	Karoo Hoogland
NC067 - KHÂI-MA	Local Council	7,720	85	Khâi-MA
NC071 - UBUNTU	Local Council	9,507	107	Ubuntu
NC072 - UMSOBOMVU	Local Council	14,564	161	Umsobomvu
NC073 - EMTHANJENI	Local Council	22,092	234	Emthanjeni
NC074 - KAREEBERG	Local Council	7,553	82	Kareeberg
NC075 - RENOSTERBERG	Local Council	6,784	77	Renosterberg
NC076 - THEMBELIHLE	Local Council	9,046	98	Thembelihle
NC077 - SIYATHEMBA	Local Council	12,283	132	Siyathemba
NC078 - SIYANCUMA	Local Council	18,876	203	Siyancuma
NC082 - KAI !GARIB	Local Council	32,225	345	Kai !Garib
NC084 - !KHEIS	Local Council	9,787	105	!Kheis
NC085 - TSANTSABANE	Local Council	17,879	190	Tsantsabane
NC086 - KGATELOPELE	Local Council	9,269	98	Kgatelopele
NC087 - Dawid Kruiper	Local Council	57,925	607	Dawid Kruiper
NC091 - Sol Plaatje	Local Council	126,528	1,299	Sol Plaatje
NC092 - Dikgatlong	Local Council	22,056	235	Dikgatlong
NC093 - Magareng	Local Council	11,322	119	Magareng
NC094 - Phokwane	Local Council	31,517	329	Phokwane

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
NC451 - Joe Morolong	Local Council	49,649	538	Joe Morolong
NC452 - GA-SEGONYANA	Local Council	50,227	524	Ga-Segonyana
NC453 - GAMAGARA	Local Council	22,776	235	Gamagara

SCHEDULE F.7 **LIMPOPO PROVINCE**

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
LIM331 - Greater Giyani	Local Council	129,170	1,358	Greater Giyani
LIM332 - Greater Letaba	Local Council	110 811	1 176	Greater Letaba
LIM333 - Greater Tzaneen	Local Council	183,553	1,926	Greater Tzaneen
LIM334 - Ba-Phalaborwa	Local Council	76,290	813	Ba-Phalaborwa
LIM335 - Maruleng	Local Council	55,575	587	Maruleng
LIM341 - Musina	Local Council	46,424	502	Musina
LIM343 - Thulamela	Local Council	233,221	2,468	Thulamela
LIM344 - Makhado	Local Council	181,982	1,917	Makhado
LIM345 - Collins Chabane	Local Council	162,452	1,708	Collins Chabane
LIM351 - Blouberg	Local Council	83,247	903	Blouberg

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
LIM353 - Molemole	Local Council	59,667	638	Molemole
LIM354 - Polokwane	Local Council	326 456	3,424	Polokwane
LIM355 - Lepele-Nkumpi	Local Council	109,015	1,160	Lepele-Nkumpi
LIM361 - Thabazimbi	Local Council	45,587	485	Thabazimbi
LIM362 - Lephalale	Local Council	65,731	694	Lephalale
LIM366 - Bela-Bela	Local Council	31,445	332	Bela-Bela
LIM367 - Mogalakwena	Local Council	140,870	1,516	Mogalakwena
LIM368 - Modimolle/Mookgopong	Local Council	50,501	538	Modimolle/Mookgopong
LIM471 - Ephraim Mogale	Local Council	58,984	629	Ephraim Mogale
LIM472 - Elias Motsoaledi	Local Council	120,179	1,288	Elias Motsoaledi
LIM473 - Makhuduthamaga	Local Council	129,065	1,385	Makhuduthamaga
LIM476 - Greater Tubatse/Fetakgomo	Local Council	202,727	2,179	Greater Tubatse/Fetakgomo

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

SCHEDULE F.8
NORTH WEST PROVINCE

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
NW371 - Moretele	Local Council	93,982	1,004	Moretele
NW372 - Madibeng	Local Council	23, 200	2,322	Madibeng
NW373 - Rustenburg	Local Council	289,262	2,982	Rustenburg
NW374 - Kgetlengrivier	Local Council	22,043	233	Kgetlengrivier
NW375 - Moses Kotane	Local Council	123,789	1,316	Moses Kotane
NW381 - Ratlou	Local Council	46,768	502	Ratlou
NW382 - Tswaing	Local Council	48,265	523	Tswaing
NW383 - Mafikeng	Local Council	131,377	1,369	Mafikeng
NW384 - Ditsobotla	Local Council	71,815	766	Ditsobotla
NW385 - Ramotshere Moiloa	Local Council	68,044	734	Ramotshere Moiloa
NW392 - Naledi	Local Council	31,607	337	Naledi
NW393 - Mamusa	Local Council	28,068	295	Mamusa
NW394 - Greater Taung	Local Council	86 690	931	Greater Taung
NW396 - Lekwa-Teemane	Local Council	23,536	247	Lekwa-Teemane
NW397 - Ganyesa/Pomfret	Local Council	52,715	573	Ganyesa/Pomfret
NW403 - Matlosana	Local Council	181,317	1,873	Matlosana
NW404 - Maquassi Hills	Local Council	36,549	383	Maquassi Hills
NW405 - JB Marks	Local Council	113,600	1,196	JB Marks

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

SCHEDULE F.9
WESTERN CAPE PROVINCE

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
CPT - City of Cape Town	Metro	1,955,369	19,954	City of Cape Town
WC011 - Matzikama	Local Council	31,658	333	Matzikama
WC012 - Cederberg	Local Council	27,382	287	Cederberg
WC013 - Bergrivier	Local Council	27,197	281	Bergrivier
WC014 - Saldanha Bay	Local Council	61,402	627	Saldanha Bay
WC015 - Swartland	Local Council	49,554	517	Swartland
WC022 - Witzenberg	Local Council	46,936	491	Witzenberg
WC023 - Drakenstein	Local Council	130,071	1 340	Drakenstein
WC024 - Stellenbosch	Local Council	95,065	976	Stellenbosch
WC025 - Breede Valley	Local Council	76,166	791	Breede Valley
WC026 - Langeberg	Local Council	43,047	449	Langeberg
WC031 - Theewaterskloof	Local Council	59,312	616	Theewaterskloof
WC032 - Overstrand	Local Council	59 922	616	Overstrand
WC033 - Cape Agulhas	Local Council	21,271	220	Cape Agulhas
WC034 - Swellendam	Local Council	20,756	216	Swellendam
WC041 - Kannaland	Local Council	14,641	154	Kannaland
WC042 - Hessequa	Local Council	33,031	344	Hessequa
WC043 - Mossel Bay	Local Council	64,682	660	Mossel Bay
WC044 - George	Local Council	105,697	1,087	George
WC045 - Oudtshoorn	Local Council	51,376	535	Oudtshoorn

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Municipality	Municipality Type	Number of Voters	Potential Number of Ballot Books of 100 Ballot Papers Each	Delivery Location
WC047 - Bitou	Local Council	30,643	315	Bitou
WC048 - Knysna	Local Council	42,090	435	Knysna
WC051 - Laingsburg	Local Council	4,743	52	Laingsburg
WC052 - Prince Albert	Local Council	8,105	84	Prince Albert
WC053 - Beaufort West	Metro	26,280	274	Beaufort West

CONTENTS OF THIS PAGE NOTED:

SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

SCHEDULE G

ELECTORAL COMMISSION PROVINCIAL WAREHOUSES

This information is provided to assist bidders in calculating pricing for delivery of ballot papers to the Electoral Commission's respective provincial warehouses.

Exact details of physical addresses and contact persons will be provided to the successful printers at the time of order placement. An address may be subject to change but the warehouse will remain within the same municipal area.

PROVINCE	WAREHOUSE STREET ADDRESS	CONTACT PERSON	CONTACT NUMBER
EASTERN CAPE	FARM 923, PORTION 2, BUFFALO PASS, COLLONDALE, EAST LONDON	Busi Mlola Kamo Modiba	043 736 4025
FREE STATE	50 MONUMENT ROAD, UITSIG, BLOEMFONTEIN	Andre Rauch Mbekokazi Hume	051 447 3543
GAUTENG	UNIT B2 60 FIRST STREET, GOLD REEF INDUSTRIAL PARK, BOOYSENS RESERVE, JOHANNESBURG	Justice Mihlanga Moipone Hlokotsi Kabelo Khabane	011 496 1725
KWAZULU-NATAL	41 ASHFIELD CLOSE, SPRINGFIELD PARK, DURBAN	Cheryl Venter Mongezi Khumalo Bongani Bukhosini	031 579 4829
MPUMALANGA	9 BLACKBERRY BLVD RIVERSIDE PARK, EXT 22, NELSPRUIT	Thuli Mbethe Lucky Leyane	013 757 1201
NORTHERN CAPE	13 ELLIOTT STREET KIMBERLY	Sarah Ubisi Thuso Phokojoe	053 841 0142
LIMPOPO	25 HYACINTH STREET UNIT 5, CORPERATE PARK POLOKWANE	Tendani Maselesele Daniel Magalatshetshe	015 292 0152
NORTH WEST	RIZVI HOUSE, 50/52 FIRST STREET (CNR: FIRST STREET & AERODROME ROAD INDUSTRIAL SITES), MAFIKENG	Judi Bogosi Kealeboga Maleshane	018 381 4054
WESTERN CAPE	UNIT CDF KASSELSVLEI INDUSTRIAL PARK, BELVILLE SOUTH, CAPE TOWN	Vukile Ndyalivani Philip Verlaat	021 951 3350
CENTRAL WAREHOUSE (FOR CONTINGENCY USE ONLY)	288 KWAMBI CRESCENT, ICON INDUSTRIAL PARK, SUNDERLAND RIDGE, CENTURION	Robert Niemack	012 622 5700

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

**Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!**

SCHEDULE H

BID EVALUATION CRITERIA

Stage One – Bid Qualifies for Further Evaluation Purposes

Ref	Mandatory Requirement	Compliant		Comments
A	Written proposal submitted.	YES	NO	* Non-compliance results in disqualification.
B	Sample ballot book submitted.	YES	NO	
C	Pricing schedules for printing (C.1, C.2 and/or C.3) completed.	YES	NO	
D	Pricing schedules for delivery (C-4.1, C-4.2, C-4.3, C-4.4 and/or C-4.5) completed.	YES	NO	

Stage Two – Technical Requirements

No.	Bid Evaluation Criteria	Source Reference	Sub Score	Max Score	Bidder Score	Comments
1	Detailed Statement of Company Credentials and Production Capabilities Provided - Relevant to Ballot Paper Printing	Section 1 / 10.1 / Schedule D		20		
	1.1 Company Credentials (10 points)					
	1.1.1 Relevant and related experience		4			<i>Experience in the mass printing industry:</i> 1 3 years = 1 point 2 5 years = 2 points 3 6 – 7 years = 3 points 4 > 7 years = 4 points.
	1.1.2 Experience in similar size projects – Include two (2) references		4			
	1.1.3 Accreditation by recognised bodies – Include certificates		1			(Details of similar project = 1 point; Reference letter of similar project = 1 point) 1 point per certificate

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!!
 The use of any correction fluid, tape or similar products may invalidate your tender submission!!

No.	Bid Evaluation Criteria	Source Reference	Sub Score	Max Score	Bidder Score	Comments
	1.2 Production Capabilities (7 points)	Section 10.1				
	1.2.1 Plant / structure		3			Plant / Structure: 1 Point for each per element: <ul style="list-style-type: none">• Arrangement of machines• Description of work areas• Description of service areas
	1.2.2 Machinery and equipment	Section 10.1	4			Machinery and equipment 2 Points for category of machines listed 2 Points for category of equipment listed
	1.2.3 Staff		2			2 Points for a description of the staff employed at the printing plant(s):
	2.1 Delivery Schedule (2 points)		2			Completion of Schedule D
5	Sample Ballot Book Correctly Submitted (See Separate Sample Evaluation Checklist)	Section 4 / 10.2		20		
	2.1 Quality and Physical Attributes as per Requirements (8 points) <ul style="list-style-type: none">• Ballot book• Reverse side marking• Counterfoil• Counterfoil numbering• Binding• Top cover• Backing board• Ballot numbering		18			2 Points for each element

CONTENTS OF THIS PAGE NOTED:

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!!
The

.....
SERVICE PROVIDERS INITIALS / SIGNATURE
 tial any alterations or corrections made may also invalidate your tender!!
 on fluid, tape or similar products may invalidate your tender submission!!

No.	Bid Evaluation Criteria	Source Reference	Sub Score	Max Score	Bidder Score	Comments
	<ul style="list-style-type: none"> Width 					
	2.1 Acceptable Print Quality <ul style="list-style-type: none"> Explanation on how it will be assured 		2			2 Points if explanation assures acceptable print quality
3	Detailed Explanation of Contingency Plans to Ensure Ballot Production in Event of Difficulty <ul style="list-style-type: none"> Labour unrest within the plant (strikes) Fire Extensive power disruptions Machinery breakdowns Availability of any other materials Machinery breakdowns 	Section 5 / 10.3	12	12		2 Points for an explanation on each element
4	Detailed Explanation of Security Arrangements for Ballot Production Process and Delivery	Section 6 / 8.5 / 10.4		20		
	4.1 Restricted and Controlled Access to Production Premises <ul style="list-style-type: none"> Isolated printing area Security presence for project duration Controlled access of personnel to printing area 		3			1 Point for each security measure
	4.2 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
	4.3 Sensitive Information		3			1 Point for each element

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!! The use of any correction fluid, tape or similar products may invalidate your tender submission!!

No.	Bid Evaluation Criteria	Source Reference	Sub Score	Max Score	Bidder Score	Comments
	Security <ul style="list-style-type: none"> Imagery Plates Litho Positives 					
	4.4 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 Security measures for disposal of ballot paper waste and spoiled prints 		7			1 Point for explanation on each element
	4.5 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
5	Detailed Explanation of Quality Assurance of Ballot Production Process	Section 7 /		10		
	5.1 Quality Assurance Plan <ul style="list-style-type: none"> On-line quality 		6			2 Points per required segment plan

CONTENTS OF THIS PAGE NOTED:

Important: Failure to complete/sign/initial this

Validate your tender!!
The

SERVICE PROVIDERS INITIALS / SIGNATURE

No.	Bid Evaluation Criteria	Source Reference	Sub Score	Max Score	Bidder Score	Comments
	assurance <ul style="list-style-type: none"> Quantity verification Colour standardised throughout printing 	10.5				
	5.1 Stability and Consistency of Printing Colours <ul style="list-style-type: none"> Quality of final product Conformance to required number system Stability and consistency of colours 		4			1 Point relating to quality 2 Points for conformance to numbering system 1 Point for stability and consistency of colours
6	Detailed Description of Methodology to Ensure 100 Ballots per Book During Ballot Production	Section 7.1 / 10.5		8		
	6.1 Explanation of Process		4			How, where, when, why?
	6.2 Reference to Machinery being Used		4			How, where, when, why?
7	Detailed statement of Barcoding and Tracking System and Methodology	Section 8.3 / 10.6		10		
	7.1 Methodology (e.g. stickers, labels, et cetera) and Durability of Barcodes (e.g. waterproof, et cetera.) as well as Display for the following Ballot Packaging: <ul style="list-style-type: none"> Ballot book parcel Carton Pallet 		9			3 Points for methodology 3 Points for durability 3 Points for display on final product Bid submission must explain these requirement in respect of each of the ballot packaging elements
	7.2 Ability to Retrieve the Information and Details of the Parcel (including		1			1 Point for capability

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

No.	Bid Evaluation Criteria	Source Reference	Sub Score	Max Score	Bidder Score	Comments
	the ballot books contained in the parcel and the planned destination)					
	TOTAL POINTS SCORED OUT OF MAXIMUM 100			100		

Minimum points to be scored for further consideration = 75 (75%).

PROPOSED RESULT	QUALIFIES FOR FURTHER CONSIDERATION	DISQUALIFIED
Select Applicable Result	YES	NO

Stage 3

Ballot Printing Capacity Offered Within Available Election Time Table Period (Page 18 Schedule D - Table D1):

TYPE	QUANTITY	PRODUCTION TIME PERIOD*
National		
Provincial		
Regional		

* Any production time exceeding the thirty (30) calendar day window period shall result in the disqualification of a bid.

The available capacity of bids received will be assessed and the outcome will be used as the basis for the allocation of work in order to mitigate risks to both the Electoral Commission and bidders. The objective is to achieve a balance in the allocation of work to different printers for the various ballot paper printing requirements based on available capacity and capability to print and delivery the ballot papers.

Stage 4

Bid Adjudication Process

Qualifying and acceptable bids will be adjudicated as set out below.

Stage 4 – Adjudication of Bids
Only bids that comply with the requirements and conditions of the bid specifications and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Stage 4 – Adjudication of Bids

adjudication purposes.

Only market related bids will be acceptable.

Adjudication of qualifying bids will be done in accordance with the preference point system provided for in the Preferential Procurement Regulations, 2022 and as set out in the tender document.

A matrix will be compiled comprising of capability, capacity and bid prices to make the assessment used for ballot allocation to printers.

Allocation will be based on the ranking of qualifying and acceptable bids following the application of the applicable preferential point system, subject to available capacity amongst qualifying bids.

Risk mitigation will be critical and in national interest. Refer Section 16 above: *Validity of the Bid Submission*. The Electoral Commission reserves the right to allocate ballot paper printing to any printer that qualifies for the printing of a specific category of ballot papers, for example one printer to print the national ballot papers and one printer to each print the provincial and or regional ballot papers or any combination of printers to ensure that the ballot papers are printed accurately and the capability and ability exists to deliver all the ballot papers in time for the elections. Risk mitigation is also in the interest of printers as it serves no purpose to expect any printer to be able to print and deliver approximately 81.5 million ballot papers within the limited time available before the elections.

The outcome of the bid evaluation process will determine the allocation of printers and the ranking of bids in accordance with Stage 4 of the bid evaluation process will be used for that purpose. However, a bidder that ranked first for all the printing of the national, provincial and regional ballot papers will not be allocated all the work. Risk mitigation and ultimately a balanced allocation in accordance with capability, capacity and ability will primary determine the final allocation of the ballot paper printing categories or segments.

General Comments:

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!

Bid Evaluation Committee Proposal:

Bid Evaluation Committee (BEC)

BEC Member	Department/Office	Signature

CONTENTS OF THIS PAGE NOTED:

.....
SERVICE PROVIDERS INITIALS / SIGNATURE

Important: Failure to complete/sign/initial this page in original ink will invalidate your tender!! Failure to sign/initial any alterations or corrections made may also invalidate your tender!!
The use of any correction fluid, tape or similar products may invalidate your tender submission!!