



**ELECTORAL COMMISSION
BID SPECIFICATIONS
COLLAPSIBLE BOX FILES
ePROCUREMENT AUCTION NUMBER: 0010487399**

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

ITEM DESCRIPTION: COLLAPSIBLE BOX FILES (PACK OF 5)

1. BACKGROUND

The Electoral Commission is desirous to procure the following items:

- Collapsible Box Files (Pack of 5) for ease of storage and transportation of documents.

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

Interested parties are welcome to attend the briefing scheduled as follows:

- Date – 25 November 2022
- Time – 11:00
- Venue – 1303 Heuwel Avenue, Election House, Riverside Office Park, Centurion

Further auction details are available on eProcurement system and National Treasury eTender Portal.

2. ITEM SPECIFICATION

ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY REQUIRED	COLOUR	DIMENSIONS
Collapsible Box Files (Pack of 5)	Pack of 5	23,700 packs	Buff Brown	31cm(L) x 24cm(W) x 7,5cm(H)

- The Collapsible Box Files must be supplied in a flat form for ease of storage and transport, and must be easily assembled at the point of use.
- The box files must be manufactured of corrugated cardboard class: 140Liner /112Flute or similar.
- Unit of measure is bundles of 5 box files.
- The Collapsible Box Files must carry clear and simple assembly instructions and/or diagrams printed on the box surface, i.e. not loose leaflets.
- The base material must be Buff Brown.

3. DIMENSIONS

- The overall size of each box file must be 31cm(L) x 24cm(W) x 7,5cm(H).
- Each box file must accept A4 size documents when assembled.

4. PRINTING REQUIREMENTS

- Clear and simple assembly instructions and/or diagrams must be printed on the box.
- A label block must be printed in black on the outer spine of the box containing the following:
 - IEC Logo
 - 8 entry blocks for a VD number

- “Box No_of _”

(See Section 20 for layout illustration)

- Final artwork will be supplied by the Electoral Commission to the successful bidder
- The printed font must be as bold as possible within the dimensions of the sign.

5. PROOFS

- Proofs must be supplied before printing commences to:

Attention: Mr Molwelang Mathibe

Election House

Riverside Office Park

Heuwel Avenue

Centurion

Tel: (012) 622-5723

Fax (012) 622-5394

6. DELIVERY LOCATION AND DATE

- Deliveries of goods to the selected Electoral Commission warehouses must be completed no later than 30 June 2023.
- Deliveries to the Electoral Commission warehouses should be made during working hours (08h30-17h00).
- The required point of delivery is the Electoral Commission warehouse as per Section 19.
- The site details are given on Section 19 for reference.
- Prior notification must be given to ensure availability of receiving staff. The service provider must notify the appropriate Electoral Commission contact

person of the delivery schedule and intended times of delivery, as per Section 19 below.

- Deliveries must be made in the name of the service provider – no third party deliveries will be accepted.
- Partial deliveries will not be accepted, unless prior agreement and approval by the Electoral Commission.
- Late deliveries will not be accepted nor paid for.
- Bidders must take note that a proper delivery notes system is crucial. Refer section below on delivery notes requirements.
- Prices must include delivery of the specified quantities to the specified sites as per Section 19.

7. COSTING AND BIDDING

- Bidders must take care to estimate and calculate their costs and prices correctly before placing a bid on the Electoral Commission's eProcurement system.
- Erroneous low bids cannot be removed or adjusted upwards. Common errors include the entering of a unit price instead of a total price in the case of a batch requirement, or accidentally omitting zeros (e.g. R50 instead of R5,000).
- All prices must include VAT.
- The bid amount as it appears on the eProcurement auction on the date and time of auction closure will be valid as stipulated for purposes of awarding of a contract and payment for delivery of the required goods and services.
- Amounts/total cost must include all variables involved in the production of the items.

- Amounts on the auction and/or official purchase order will be considered as the final and total cost, and thus cannot be changed/amended at any given time by the service provider during and after the service has been rendered.
- Bids must be placed for the correct unit of measure, i.e. Pack of 5.
- NB: Bidders must note that the cost of packaging and delivery must be included in the bid price, and all packaging materials (including pallets) remain the property of the Electoral Commission after delivery.

8. QUALITY CONTROL

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

9. PACKAGING AND PREPARATIONS FOR DISPATCH

the collapsible box files must be packed for delivery as follows, to facilitate handling and storage:

- The collapsible box files must be securely strapped in bundles (i.e. 5 packs) with two (2) supporting straps, which must then be stacked on (1,000mm X1,200mm four way entry single sided pallets), and strapped to the pallet.

- Each bundle of five (5) packs must carry a label clearly marked “Collapsible Box Files”, quantity, name of service provider and weight of the bundle.
- The pallets must be labeled with a A4 label.
- Strict attention must be paid to stable and secure packaging to withstand the rigors of transportation by road.
- Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- The pallets must be clearly labeled indicating stating the following:
 - Contents: Collapsible Box Files
 - Quantities
 - Weight
 - Service provider’s details.
- Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.

10. DURATION

The contract for the supply and delivery of the Collapsible Box Files - Pack of 5 as per this auction is a ‘once off’ requirement.

11. TECHNICAL EVALUATION OF SAMPLES AND WRITTEN PROPOSAL

Before a contract is entered into with any service provider that service provider will be required to prove conformance of the offered goods to the stated specification.

- The Electoral Commission reserves the right to inspect samples or examples of the offered materials to establish conformance before awarding a purchase order.

- The Electoral Commission, furthermore, also reserves the right to consider at its sole discretion alternative options to exact specifications outlined in the auction or otherwise stipulated that may be offered by service providers should the Electoral Commission be of the opinion that such alternative options that are being offered are economically viable and/or may be a practical solution and/or may be generally beneficial in respect of promoting and reaching the Electoral Commission's goals, target dates and objectives.
- For evaluation purposes, all bidders who has placed a bid on this auction will be required to submit a sample for inspection and testing by the Electoral Commission. Note that reminders will not be sent out by the Electoral Commission – it is the responsibility of each bidder to submit the sample as a matter of course.
- The sample must conform to the auction specifications as in section 2, 3, and 4 above, except that a single Box File shall suffice.
- The sample must be full size and of correct dimensions and colour as stated in sections 2, 3 and 4.
- The sample should carry printing to demonstrate the bidder's printing capability, but need not be as stipulated in Section 4. The sample must be made of the specified materials and components for use in full scale manufacture.
- Bids must be placed online not later than the stipulated closing (i.e. **12:00 on 14 December 2022**) **at the time stipulated on the auction on the eProcurement system.**
- Written proposals and samples must be submitted not later (i.e. **11:00 on 15 December 2022**) **at the time stipulated on the auction on the eProcurement system.**
- Failure to submit a sample and the required written proposal within the specified period will exclude that service provider from further consideration.

- No late written proposals or samples will be considered.
- The written proposals and samples must be delivered directly to:

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

- Samples must be clearly marked with the name of the bidder and the auction number, to avoid loss or confusion. In cases where more than one sample is included in a box, all auction numbers that may be applicable must be listed. The Electoral Commission takes no responsibility for unmarked samples that cannot be linked to a specific bid.
- The samples will be stringently tested for quality compliance to specifications and will not be returned to service providers.
- Note that the samples will not be returned to bidders after the award.
- Successful bidder shall be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before a contract is awarded.

12. ADDITIONAL REQUIREMENTS: SERVICE PROVIDER INDUSTRY

- It will be necessary for the successful service provider to develop production strategies to ensure successful performance of the work.
- Therefore, bidders on this auction must be established operators in the relevant industry and must have direct control over the product design and

production process. Such confirmation must be included in the written proposal.

- Sub-contracting will not be permitted except in the case of a consortium or joint venture in which case the specific arrangements entered into by the parties must be stated in a written submission and must be submitted to the Electoral Commission together with the bid. Failure to submit the required detail shall lead to disqualification of the bid
- The Electoral Commission will use the detail provided in the written submission/proposal together with the sample and any due diligence audit provisions and other information at its disposal to determine compliance of any prospective service provider with the Electoral Commission's requirements.

13. POST EVALUATION ACTIVITIES

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

14. SERVICE PROVIDER PERFORMANCE

- Before a contract is awarded the successful bidder will be required to enter into a Service Level Agreement (SLA) with the Electoral Commission.

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

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

15. DELIVERY NOTES

- Bidders must take note that a proper delivery note system is crucial.
- The delivery notes must be signed by both the service provider and the Electoral Commission's warehouse receiving staff.

- Deliveries will not be accepted at the warehouses if delivery notes do not clearly state the name of the service provider, quantity of items delivered, i.e. number of pallets, boxes and actual quantities delivered.
- The Electoral Commission will not accept waybills as delivery notes.

NB: No deliveries will be accepted without submission of delivery notes

16. PAYMENT

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

17. RECYCLING

- The Collapsible Box Files are intended to be recycled after use where possible.
- To encourage recycling, the universal recycling symbol must be printed on the items.
- Printed size of the symbol to be approximately 30mm x 30mm.



18. TECHNICAL ENQUIRIES

Attention: Vusi Langa / Molwelang Mathibe

Election House
Riverside Office Park
1303 Heuwel Avenue
Centurion, 0157
Tel: (012) 622-5201/5327

eMail: langav@elections.org.za / mathibem@elections.org.za


19.ELECTORAL COMMISSION WAREHOUSES AND CONTACT NUMBERS COLLAPSIBLE BOX FILE - PACK OF 5

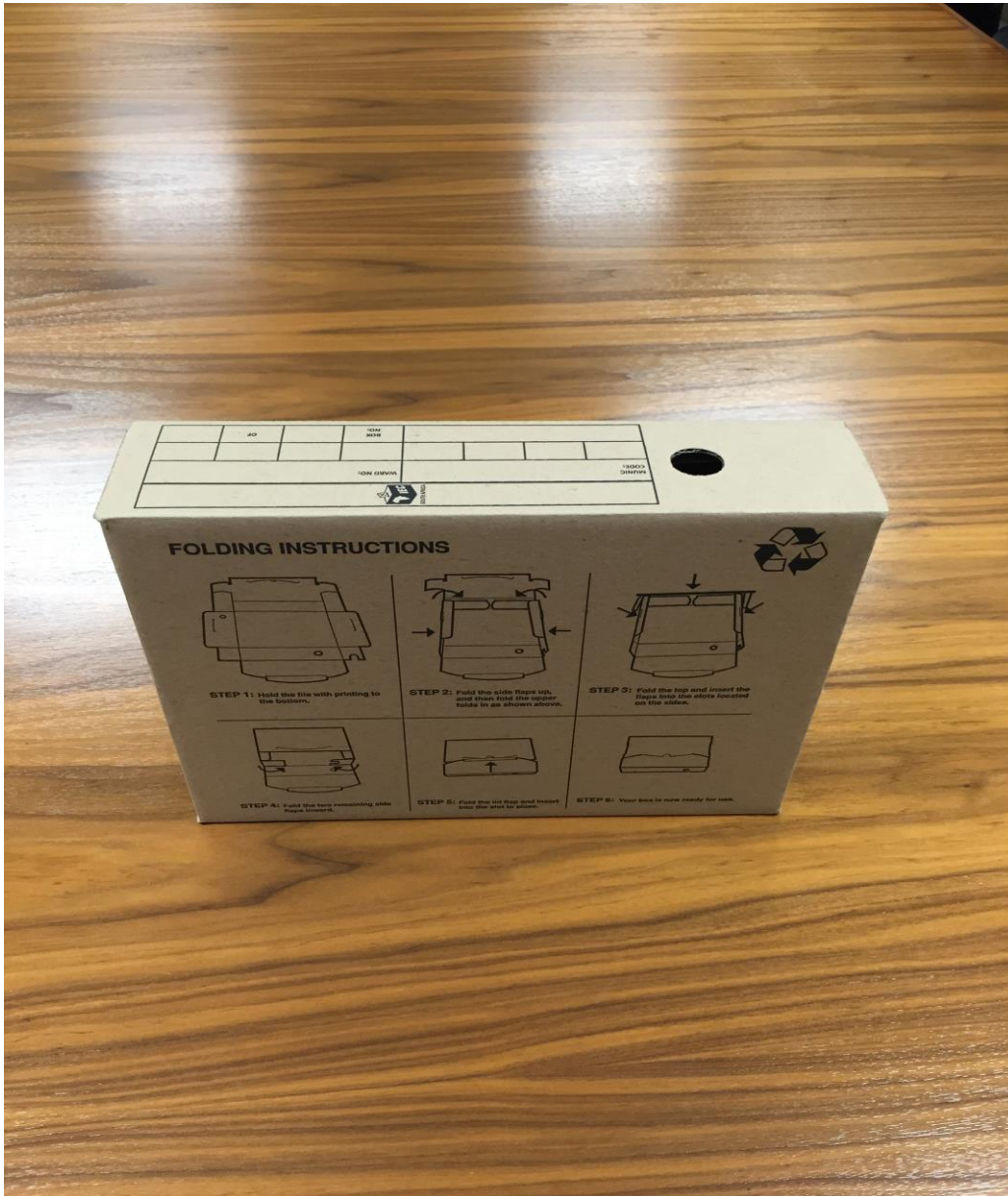
PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	LATITUDE	LONGITUDE	QUANTITIES
Eastern Cape Warehouse	Farm 923; Portion 2; Buffalo Pass; Collondale; East London	Masindi Mosehana Busi Mlola	043 736 4004 043 736 4025 043 736 4058	-33.046461	27.806322	4,850
Free State Warehouse	50 Monument Road, Uitsig Bloemfontein	Andre Rauch Mbekokazi Hume	051 447 3543	-29.138434	26.213753	1,600
Gauteng Warehouse	Unit B2 60 First Street Gold Reef Industrial Park Booysens Reserve	Moipone Hlokotsi Kabelo Khabane Justice Mhlanga	011 496 1725 011 496 1784	-26.237558	28.023757	2,900
Kwazulu-Natal Warehouse	41 Ashfield Close, Springfield Park, Durban	Cheryl Venter Mongezi Khumalo	031 579 4829 031 579 4206 031 579 5404	-29.806932	31.002666	5,000

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	LATITUDE	LONGITUDE	QUANTITIES
Mpumalanga Warehouse	9 Blackberry Blvd Riverside Park Ext 22, Nelspruit	Thuli Mbethe	013 754 0200	-25.43062	30.96263	1,800
Northern Cape Warehouse	No. 7 Delfos Street, Kimdustria: Kimberley	Thuso Phokojoe Sarah Ubisi Awie Seekoei	053 838 5000 053 838 5029	-28.756689	24.783402	750
Limpopo Warehouse	11 Kobalt Street Nirvana Polokwane	Tendani Maselele D Magalatshetshe	015 292 0152 015 292 0149	-23.88719	29.43751	3,200
North West Warehouse	Rizvi House, 50/52 First Street (CNR: First Street & Aerodrome Road), Industrial Sites, Mafikeng,	Bogosi Judi Lucky Leyane	018 381 4054 018 391 0800	-27.841743	25.633314	1,800
Western Cape Warehouse	95 Bofors Circle Epping Industrial Epping 2 Cape Town	Philip Verlaat Vukile Ndyalivani	021 951 3350	--33.933312	18.564204	1,600
Central Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack Maite Matsebatlela	012 646 1017 012 622 5201	-25.842761	28.101921	200
					TOTAL	23,700

Service providers should please note that these addresses are correct at the time of advertising this bid. Changes may occur as a result of operational requirements. Warehouse will, however remain within the relevant municipality.

20. EXAMPLE OF LABEL LAYOUT AND ILLUSTRATION OF BOX FILE:

			
			OF
			Box number



21. BID EVALUATION PROCESS

Bid Evaluation Process

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

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

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

In this regard, the following must be noted:

The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.

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

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

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

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

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

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

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

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

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

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

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

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

Stage 2: Evaluation Based on Functionality

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

Key requirements for evaluation.

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

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

Evaluation Criteria: Collapsible Box Files (Pack of 5)			
Auction number:			
Bidder:			
PHASE ONE	YES	NO	COMMENTS
1. Did the bidder place a bid on the auction (<i>Item 1 bullet 2</i>)?			
2. Was the sample submitted as required, i.e. within the required time frame? (<i>Item 11 – Bullet 8</i>)			
3. Is the bidder established in the relevant industry and/or have direct control over the product design and production process? (<i>Item 12 – Bullet 2</i>)			
4. Is written proposal/confirmation explaining the capacity/ability to control the product design and production process submitted? (<i>Item 12 – Bullet 2</i>)			
PHASE ONE OUTCOME	QUALIFIED	DISQUALIFIED	COMMENTS

PHASE TWO	YES	NO	COMMENTS
5. Is the Box File manufactured of corrugated cardboard class 140liner/112Flute or similar? (<i>Item 2 bullet 2</i>)			
6. Is the overall size of each Collapsible Box File 31cm(L) x 24cm(W) x 7,5cm(H) (<i>Item 3 bullet 1</i>)			
8. Does the Box File accept A4 documents when assembled? (<i>Item 3 bullet 2</i>)			
9. Is base colour material Buff Brown (<i>Item 2 bullet 5</i>)?			
10. Is the label block printed in Black (<i>Item 4 bullet 2 & Section 20</i>)?			

FINAL RESULT	QUALIFIES	DISQUALIFIED

Stage 3: Bid Adjudication Process

Bids will be adjudicated as set out below.

Stage 3 – Adjudication of Bids
<p>Only bids that comply with the requirements and conditions of the auction and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid</p> <p>Only bids that comply with the requirements and conditions of the auction and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.</p> <p>Only market related bids will be acceptable.</p> <p>Adjudication of qualifying bids will be done in accordance with the 80/20 preference point system provided for in the Preferential Procurement Regulations, 2017. Pre-scoring of bids on the eProcurement system is illustrative only in respect of the potential outcome of the auction and serves to enhance transparency in the bidding process as well as to encourage competitive bidding and B-BBEE compliance. Qualifying bids will be scored to conclude the bid evaluation process and final price and total bid points may change accordingly. Ranking of the qualifying bids in terms of the scoring will be confirmed. The order or ranking of qualifying bids may change should the formula depicted in the Regulations result in such change. Bidders must, therefore, only use the order of bids on the auction to guide their bidding process and not as the definitive outcome of the tender process.</p>

Bid Evaluation Team Member	Sign Off	
	Signature	Date