

ELECTORAL COMMISSION

BID SPECIFICATIONS VOTING COMPARTMENTS ePROCUREMENT AUCTION #0010453206

It is strongly recommended that the service provider print this document, scrutinize it carefully and retain for reference purposes!

ITEM DESCRIPTION

**VOTING COMPARTMENTS (INCLUDING DISABLED VOTING FACILITY)
MADE OF DISPOSABLE CARDBOARD.**

1. BACKGROUND

- The Electoral Commission requires a quantity of 54,700 (Fifty-four thousand seven hundred) packs of 3 **Voting Compartments** to be used for voting on voting day at voting stations.
- The **Voting Compartments** must be made from disposable cardboard material to easily dispose after use.
- Voting compartments are intended to provide –
 - ✓ a writing surface where voters can mark their ballots, and
 - ✓ a screen to shield their actions from the view of any other persons in the vicinity.
- Disabled voters must be provided for, by means of one special voting compartment with a lowered writing surface in each pack.
- This auction calls for the supply and delivery of the stated goods.
- Note that samples will not be returned to bidders after the award.
- Bidders must be registered and approved on the IEC's eProcurement (<https://votaquotes.elections.org.za>) in order to place a bid online.

1.1 DESIGN OPTIONS

- This document provides general specifications for the item. The sketches in Annexure B are provided as an illustrative guideline only.
- **Service providers are free and in fact, encouraged, to develop and submit their own designs within the parameters of the specifications. Alternative designs that offer more economical storage space solutions (in packaged format) will be welcomed.**
- **Service providers will be entirely responsible for the validity of any designs submitted by them for this auction, and for the use of**

any proprietary knowledge pertaining thereto. The Electoral Commission accepts no responsibility for designs proposed or used by service provider.

2. ITEM SPECIFICATIONS

- The Voting Compartments must be manufactured from white-faced recyclable fluted cardboard, and must be supplied in flat (collapsed) form.
- The voting compartments must be covered on three sides to ensure secrecy of the vote during voting – i.e. to the front, left and right of the voter.
- The main writing surface must be large enough to comfortably accommodate marking of an A3-sized ballot paper.
- The voting compartments must be strong enough and stable enough to resist falling or collapsing, if accidentally leaned on by an adult.
- In the case of the **special** voting compartment, the lower front section of the unit must provide space for the partial ingress of a wheelchair (that is, the front footrest section).
- The voting compartments must be made from recyclable fluted cardboard material, to be as light as possible within the above limits and to be fully disposable.
- For comparative purposes, the following material specification is suggested:
 - ✓ Double walled cardboard, with white facings on both sides.
 - ✓ Nominal grammage of 1,050 kgs per square metre.
- Voting compartments must be supplied in flat form, capable of easy assembly.
- **NB: The Unit of Measure (UOM) for bidding purposes is a pack of three (3).**

3. DIMENSIONS

Both voting compartments must be designed to provide a stable writing surface and have the following dimensions:

3.1 STANDARD VOTING COMPARTMENT

- The writing surface must be 1.0m above the ground, to suit a standing person of average height.
- The voting compartment must be between 1.7m and 1.8m in overall height.
- The width of both the voting compartments must be at least 0.6m.
- Recommended minimum writing surface is 60cm wide x 50cm deep.

3.2 SPECIAL VOTING COMPARTMENT

- The writing surface must be 0.8m above the ground, to suit wheelchair voters.
- The overall height of the unit must be 1.6m high.
- The width of both the voting compartments must be at least 0.6m.

- Recommended minimum writing surface is 60cm wide x 50cm deep.

4. COLOUR

- The base material must be **WHITE**.

5. PRINTING REQUIREMENTS

- The exterior panels of the voting compartment must be finished in white (white-faced cardboard) and printed with Electoral Commission logos and lettering; using the standard Electoral Commission colours (3-colour printing). The printing will range over the full surface of the box, except horizontal working surfaces, and will cover approximately one third of the area.
- **Assembly instructions and/or diagrams must be printed on the voting compartment.**
NB: Final print design details will be provided by the Electoral Commission in electronic format at the time of order, but will be generally as illustrated in Annexure B.

6. QUANTITY

- **54,700** packs of 3: each pack consisting of two (2) standard voting compartments, and one (1) special voting compartment i.e. **164,100** voting compartments in total.

7. DELIVERY LOCATION AND DATE

- Deliveries to specified Electoral Commission warehouses as given in Annexure A.
- The sites details are given in Annexure A.
- Deliveries of goods to the specified Electoral Commission warehouses must be completed no later than **30 July 2021**.
- **NB: Prices must include delivery of the specified quantities to the various warehouses.**

8. PACKAGING FOR DELIVERY

The Voting Compartments must be packed for delivery as follows, to facilitate handling and storage:

- The items must be supplied in packs of three (3) consisting of **two (2) standard** voting compartments and **one (1) special** voting compartment each, contained in a protective cardboard box, with at least 2 supportive strappings.
- A protective cardboard packaging box of between 1m – 1.3m in length and 0.6m - 0.7m width.
- The protective cardboard packaging box must be able to be loaded into a small sedan or hatchback.

- The protective box must be labelled with the name of the service provider and the contents, namely: **“VOTING COMPARTMENTS 2021: PACK OF 3”**.
- The “packs of 3” must be supplied stacked on Four Way Entry Single Sided pallets of suitable dimensions, and strapped to the pallet.
- **Strict attention must be paid to stable and secure packaging to withstand the rigours of transportation by road.**
- Maximum height to stack is 1,5m but this must be judged against upright stability.
- Maximum weight permitted per pallet is 500kg.
- Boxes and pallets must be clearly labelled.
- The pallets must be labelled with a **GREEN A4 label**. The pallets must be clearly labelled indicating:
 - ✓ Contents: **VOTING COMPARTMENTS: LGE2021**
 - ✓ Quantities
 - ✓ Weight
 - ✓ Service provider’s details
- Separate consignments must be packed and delivered for each provincial quantity allocation as shown in Annexure A.

A MORE ECONOMICAL STORAGE SPACE SOLUTION (IN A PACKAGED FORMAT) IS EMPHASIZED.

9. COSTING AND BIDDING

- Service providers must take care to estimate and calculate their costs and prices **CORRECTLY** before placing a bid on the 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 R5000).
- All prices must include VAT.
- Bids must be placed for the correct Unit of Measure that is, a pack of 3.
- NB: Service providers 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.

10. DELIVERIES

- Deliveries to Electoral Commission warehouses should be made from Monday to Friday during working hours (08h30-17h00).
- Voting Compartments must be delivered directly to the Electoral Commission Provincial Warehouses as per Annexure A.
- Prior notification must be given to ensure availability of receiving staff. The service provider must notify the appropriate Electoral Commission Warehouse Manager/Contact person of the delivery schedule and intended times of delivery.

- The service providers must provide the Electoral Commission with a production and delivery schedule, to permit effective arrangement for receiving and handling of the goods.
- Deliveries must be made in the name of the service provider – no third party deliveries will be accepted.
- NB: No deliveries will be accepted without submission of signed delivery notes.
- **NB: Waybills will not be accepted as delivery notes.**

11. QUALITY CONTROL

- The Electoral Commission will have 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, in order and ready for use.
- The service provider has the primary responsibility to ensure that **quantity and quality** are in accordance with the specification.

12. SPECIAL REQUIREMENTS

- It may be necessary for the successful service provider to carry out detail design improvements and/or production adjustments in order to achieve completion of the work in complete accordance with specifications.
- **Therefore, service providers on this auction must be an established manufacturing entity and MUST HAVE DIRECT CONTROL OVER THE DESIGN AND PRODUCTION/PRINTING PROCESS of the product.**
- Written confirmation and explanation of this capacity/ability to control the design and production process must be submitted to the Electoral Commission before the awarding of the auction will be considered and concluded.
- The written confirmation may accompany the sample submission. The letter must either be submitted with the sample or uploaded with the auction documents by no later than **25 June 2021**.
- The Electoral Commission will use the detail provided in the written submission together with the sample and any due diligence audit provisions and other information at its disposal to determine compliance of any prospective service provider with the Electoral Commission's requirements.

13. TECHNICAL EVALUATION / SAMPLES

- Before an order is placed with any service provider, the 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 an order.
- The Electoral Commission, 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 provider 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 SERVICE PROVIDERS ON THIS AUCTION** who have placed a bid will be required to submit a sample for inspection and testing by the Electoral Commission. **Note that reminders will not be sent out by the Electoral Commission – it is the responsibility of each service provider to submit the sample as a matter of course.**
- **The sample must conform to the auction specifications as set out in sections 2, 3, 4 and 5 above.**
- The samples need not carry any printing other than the assembly instructions, but bidders must illustrate their ability to print in colour on cardboard.
- The sample must be full size and of correct dimensions as stated in **Sections 2 and 3 above**. The sample must be made of the specified materials and components for use in full scale manufacture.
- The sample must consist of at least two Standard and one Special Voting Compartment and must demonstrate the correct packaging as per section 3.
- **Bids must be placed online by not later than the stipulated time on 22 June 2021. Written proposals and samples must be submitted by no later than 11h00 on 25 June 2021**
- Failure to submit a sample within a specified period will exclude that service provider from further consideration.
- Failure to submit a written submission indicating that the service provider on this auction is an established manufacturer and has direct control over the design and production / printing process will result in the service provider be excluded from further consideration.
- No late samples will be considered.
- The samples must be delivered directly to:
Ms Rachel Malele
Procurement and Asset Management Department
Riverside Office Park
Election House
1303 Heuwel Avenue,
Centurion
Tel: (012) 622 – 5525
- Samples should be clearly marked with the name of the submitting service providers, to avoid loss or confusion. The Electoral Commission takes no responsibility for unmarked samples.

- **The samples will be stringently tested for quality compliance to specifications and will not be returned to service providers.**
- The order will be awarded to a successful service provider in terms of the auction conditions and whose sample conforms to the auction specifications and ability to deliver as well as the provisions of the Preferential Procurement Policy Framework Act 2000, that apply.
- Successful service provider may be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before an official purchase order is issued.

14. SERVICE PROVIDER PERFORMANCE

- Before an order is awarded the successful service provider 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 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 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 service provider on this auction for example or any other service provider able to deliver) to make good the shortfall in supply in order to ensure the 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!

15. DELIVERY NOTES

- Service provider must take note that a proper delivery notes system is crucial.
- **NB:** No deliveries will be accepted without submission of delivery notes.
- The delivery notes must be signed by both the service provider and the 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.

16. PAYMENT

- No payment will be made by the Electoral Commission before a service has been rendered.
- 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 original 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 voting compartments are intended to be recyclable where possible.
- To encourage recycling, the universal recycling symbol must be printed on each compartment in one of the spot colours.
- Printed size to be approximately 30mm x 30mm diameter.



18. TECHNICAL ENQUIRIES

Ms Suzette Thato Ndala / Mr Molwelang Mathibe

Electoral Commission

Logistics Department

Tel: (012) 622-5851/ 5723

Fax: (012) 622-5252

E-Mail: ndalas@elections.org.za / mathibem@elections.org.za

ANNEXURE A

ELECTORAL COMMISSION WAREHOUSES AND CONTACT NUMBERS. FOR THE DELIVERY OF VOTING COMPARTMENTS

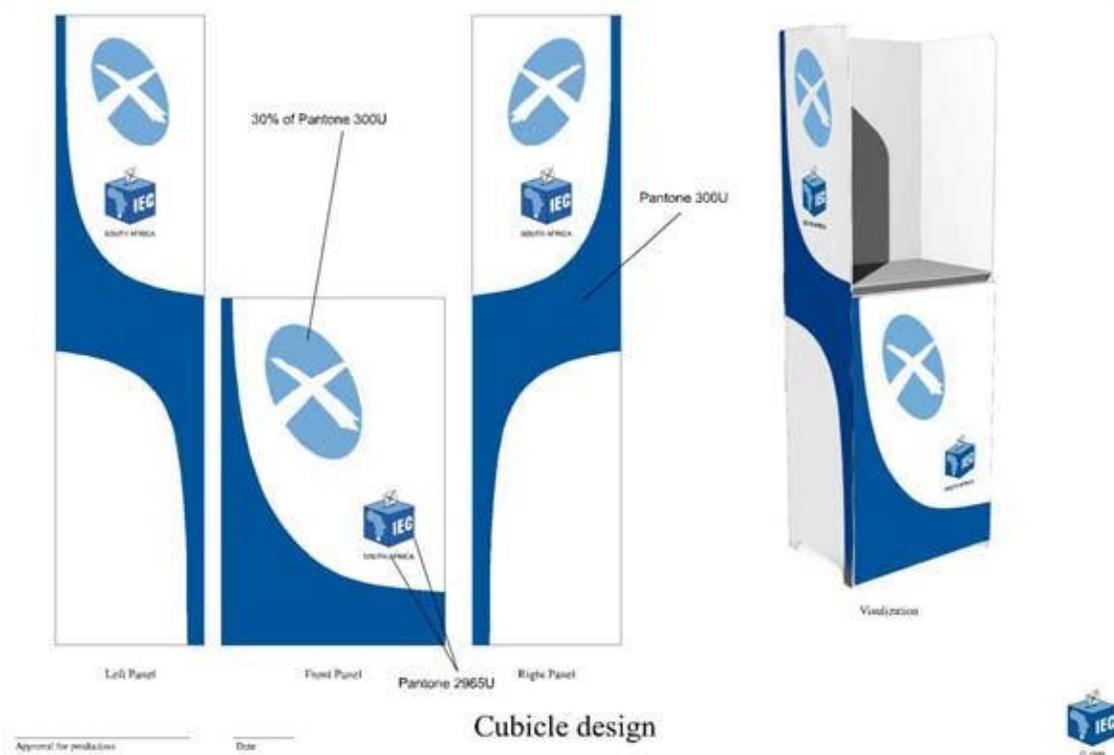
PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	LATITUDE (S)	LONGITUDE (E)	QUANTITIES UOM (PACK OF 3)
Eastern Cape Warehouse	Farm 923; Portion 2; Buffalo Pass; Collondale; East London	Masindi Mosehana Thobeka Dakela Busi Mlola	043 736 1024 043 736 1127 043 736 4004	-33.0464610	27.8063220	9,300
Free State Warehouse	50 Monument Road, Uitsig Bloemfontein	Andre Rauch Mbekokazi Hume	051 447 3543	-29.138434	26.213753	3,500
Gauteng Warehouse	Unit B2 60 First Street Gold Reef Industrial Park, Booyens Reserve Jhb	Mosue Nozulu Hlokotsi Moipone	011 496 1725 011 496 1784	-26.237558	28.023757	6,200
Kwazulu-Natal Warehouse	41 Ashfield Close, Springfield Park, Durban	Cheryl Venter Mongezi Khumalo Trevor Mshentshela	031 579 4829 031 579 4206 031 579 5404	-29.806932	31.002666	7,000
Mpumalanga Warehouse	9 Blackberry Blvd Riverside Park Ext 22, Nelspruit	Thuli Mbethe Vukile Ndyalivani	013 757 1201 013 757 0621	-25.43062	30.96263	4,500
Northern Cape Warehouse	No. 7 Delfos Street, Kimdustria: Kimberley	Sarah Ubisi Kagiso Makoloi	053 841 0142	-28.756689	24.783402	2,000
Limpopo Warehouse	11 Kobal Street Nirvana Polokwane	Tendani Maselele Daniel Magalatshetshe	015 292 0152 015 292 0149	-23.88719	29.43751	7,000
North West Warehouse	Rizvi House, 50/52 First Street (CNR: First Street & Aerodrome Road), Industrial Sites, Mafikeng	Bogosi Judi	018 381 4054 018 391 0800	-25.841743	25.633314	4,000
Western Cape Warehouse	Unit CDF Kasselsvlei Industrial Park Cnr Kasselsvlei Road & Glucose Street, Bellville South, Cape Town	Phillip Verlaat	021 951 3350	-33.913664	18.645469	3,500
Central Warehouse	288 Kwambi Crescent, Icon Industrial Park, Sunderland Ridge Centurion	Robert Niemack	012 646 1017	-25.842761	28.101921	11,599
					TOTAL	54,700

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, between the date of advert and the delivery date agreed with the successful service provider. Warehouses will, however remain within the relevant municipality.

ANNEXURE B

ILLUSTRATION OF VOTING COMPARTMENTS

(THIS IS FOR DEMONSTRATION PURPOSES ONLY AS THE FINAL ARTWORK WILL BE SUPPLIED BY THE ELECTORAL COMMISSION TO THE SUCCESSFUL BIDDER)



- Navy = Pantone 2965u
- Midblue = Pantone 300u
- Light blue = 30% of pantone 300u

ANNEXURE C

EVALUATION CRITERIA - VOTING COMPARTMENTS

AUCTION NUMBER:

Service Provider Name:

Ranked:

Criteria			
STAGE ONE	YES	NO	Comments
KEY REQUIREMENTS FOR EVALUATION (If the answer is NO to any of the questions, the bid is disqualified).			
1. Did the service provider bid on the auction?			
2. Was the sample submitted on time? <i>(Item 13 – bullet 9 & 10)</i>			
3. Written submission submitted? <i>(Item 13 – bullet 9 & 11)</i>			
4. Is the sample supplied in a pack of three (3) consisting of two (2) standard voting compartments and one (1) special voting compartment, packaged in a protective cardboard box with at least two (2) supportive strappings? <i>(Item 8 – bullet 1 and Item 13 – bullet 8)</i>			
STAGE ONE OUTCOME	QUALIFIED	DISQUALIFIED	Comments
STAGE TWO	YES	NO	COMMENTS
PACKAGING			
1. Is the size of the protective cardboard packaging box 1.0m – 1.3m in length and 0.6m - 0.7m width? <i>(Item 8 – bullet 2)</i>			
2. Is the packaging box able to be loaded into a small sedan or hatchback? <i>(Item 8 – bullet 3)</i>			
VOTING COMPARTMENTS	YES	NO	COMMENTS
3. Is the sample manufactured from white-faced recyclable fluted cardboard? <i>(Item 2-bullet 1)</i>			
4. Is the sample supplied in a flat (collapsed) form? <i>(Item 2-bullet 1)</i>			
5. Is the material a double walled cardboard (DBW) with white outer facing? <i>(Item 2-bullet 7)</i>			

6. Is the nominal grammage 1.050kgs per square meter? (Suggested: nominal)? <i>(Item 2 - bullet 7)</i>			
7. Is the base material colour (White)? <i>(Item 4)</i>			
8. Have the assembly instructions and/or diagrams been printed on the items? <i>(Item 5 –bullet 2)</i>			
9. Have the service provider’s printing capabilities been demonstrated? <i>(Item 13 – bullet 6)</i>			
STANDARD VOTING COMPARTMENT	YES	NO	COMMENTS
10. Writing surface above the ground (1.0m above the ground)? <i>(Item 3.1 – bullet 1)</i>			
11. Overall height (between 1.7m and 1.8m? <i>(Item 3.1 – bullet 2)</i>			
12. Width (at least 0.6m)? <i>(Item 3.1 – bullet 3)</i>			
13. Is the minimum writing surface 60cm wide x 50cm deep? <i>(Item 3.1 – bullet 4)</i>			
SPECIAL VOTING COMPARTMENT	YES	NO	COMMENTS
14. Writing surface above the ground (0.8m above the ground)? <i>(Item 3.2 – bullet 1)</i>			
15. Overall height (1.6m)? <i>(Item 3.2 – bullet 2)</i>			
16. Width (at least 0.6m)? <i>(Item 3.2 – bullet 3)</i>			
17. Is there space for the partial ingress of a wheelchair? <i>(Item 2 – bullet 5)</i>			
18. Is the minimum writing surface 60cm wide x 50cm deep? <i>(Item 3.2 – bullet 4)</i>			

STAGE THREE: Adjudication of Qualifying and Acceptable Bids

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

BID EVALUATION COMMITTEE OUTCOME		QUALIFIES	DISQUALIFIES
Bid Evaluation Committee Names	<i>Signature</i>	<i>Date:</i>	