

ELECTORAL COMMISSION

BID SPECIFICATIONS

LGE2021 DISPUTED BALLOT ENVELOPES:

B5 (MARKED) AND C5 (UNMARKED)

e-PROCUREMENT AUCTION # 0010457076

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

Special attention must be paid to the provisions of section 12.

ITEM DESCRIPTION: PRINTED ENVELOPES B5 (MARKED) AND C5 (UNMARKED)

1. BACKGROUND

- The Electoral Commission requires a quantity of **80,000 PRINTED ENVELOPES B5 (MARKED) and C5 (UNMARKED)** as specified to be used for the purposes of: Disputed Ballots .
- PRINTED ENVELOPES B5 (MARKED) and C5 (UNMARKED) must be delivered on **30 September 2021**
- This auction calls for the supply and delivery of the stated goods.
- **NB: The Unit of Measure (UOM) for bidding purposes is a pack of 50 envelopes. i.e. 50 packs of B5 (marked) and 50 packs of C5 (unmarked) envelopes.**
- Note that the samples will not be returned to bidders after the award.
- Bidders must be registered and approved on IEC's eProcurement system (<https://votaquotes.elections.org.za>) in order to place a bid online

2. ITEM SPECIFICATION

- Paper envelopes are required – windowless type.
- The size of the required envelopes must be:
 - B5 (176mm x 250mm)

- C5 (162mm x 229mm)
- Envelopes must be a “peel and seal” to permit sealing when closed.

3. COLOUR

The colour of the envelopes must be **pink**

4. QUANTITY

- (40,000 packs of 50 envelopes), i.e. **2,000,000** (Two million) B5 envelopes.
- (40,000 packs of 50 envelopes), i.e. **2,000,000** (Two million) C5 envelopes.

5. PRINTING REQUIREMENTS

- Printing as illustrated in Annexure B is required in black ink on the B5 envelopes.
- Printing as illustrated in Annexure C is required in black ink on the C5 envelopes.
- Printing should be done in the approximate centre of each envelope using a font size of at least 8mm high.

The final design for printing will be confirmed with the successful bidder, by the Electoral Commission.

6. COSTING AND BIDDING

- Bidders 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. R50.00 instead of R5,000.00).
- Bids must be placed for the correct unit of measure, i.e. “per pack of 50”.
- All prices must include VAT.

- **Amounts as they appear on eProcurement on the date and time of auction closure, will be valid until awarding.**
- Amounts/Total cost must include all variables involved in the production of this item. Service providers must note that prices cannot be negotiated or amended after auction closure.
- Amounts on the auction and/or official purchase order will be considered as the final and total price, and thus cannot be amended/changed at any given time by the service provider during and after the service has been rendered.
- **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.**

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

8. DELIVERY LOCATION AND DATE

- The required point of delivery is the Electoral Commission warehouse as per Annexure A.
- The warehouse details are given in Annexure A for reference.
- Deliveries of goods to the specified Electoral Commission warehouse must be completed no later than **30 September 2021**.
- **NB: Prices must include delivery of the specified quantity to the indicated warehouse.**

9. PACKAGING FOR DELIVERY

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

- The envelopes must be packed in packs of 50.
- The packs of 50 envelopes must be packed in carton boxes containing not more than 20 packs (1,000 envelopes) per box.
- The boxes must be clearly marked with **BLUE LABELS** indicating the contents, quantities, weight and supplier's details.
- The cartons must then be stacked on (1000mm X 1200mm Four Way Entry Single Sided pallets), 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. Maximum weight permitted per pallet is 500kg.
- The pallets must be clearly labeled indicating:
 - Contents **LGE2021 Disputed Ballot Envelopes B5 (Marked) / C5 (Unmarked)**
 - Quantities
 - Weight and
 - Service provider's details.
- Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.
- All packaging materials and pallets if used, remain the property of the Electoral Commission after delivery.

10. DELIVERIES

- Deliveries to the Electoral Commission warehouse should be made from Monday to Friday during working hours (08h30-17h00).
- The goods must be delivered to the Electoral Commission warehouse as per Annexure A below.

- Prior notification must be given to ensure availability of receiving staff. The service provider must notify the appropriate Electoral Commission contact person on the delivery schedule and intended times of delivery, as per Annexure A below.
- 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. DELIVERY NOTES

- Service providers must take note that a proper delivery notes system is required.
- 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 warehouse 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 a delivery note.**

12. TECHNICAL EVALUATION - SAMPLES

- Before an order is placed with any service provider that service provider will be required to prove conformance of the offered goods to the stated specification.
- The Electoral Commission requires to inspect samples or examples of the offered materials to establish conformance before awarding an 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 SERVICE PROVIDERS ON THIS AUCTION** who have placed a bid will be required to submit sample of both envelopes B5 (Marked) and C5 (Unmarked) 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 and 5 above.
- The sample must fully demonstrate the design and materials to be used by the Service provider in order to meet the auction specification requirements.
- The sample should carry printing to demonstrate the service provider's printing capability, but need not be as stipulated in section 5.
- **Bids must be placed online by not later than the stipulated time on 30 August 2021. Samples must be submitted not later than 11:00 on 2 September 2021.**
- Failure to submit a sample within the specified period will exclude that service provider from further consideration.
- No late samples will be considered.
- The samples must be delivered directly to:

Ms Mbali Goqo

Electoral Commission

Procurement and Asset Management Department

Riverside Office Park

Election House

1303 Heuwel Avenue

Centurion

Tel: (012) 622 – 5916

- **Samples should be clearly marked with the name of the submitting service provider and the auction number 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 provider.**
- 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.

13. 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 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 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 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!

14. 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 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.

15. TECHNICAL ENQUIRIES

- Technical enquiries can be directed to:-

Attention: Ms Thato Ndala/Mr Vusi Langa

Election House

Riverside Office Park

Heuwel Avenue

Centurion

Tel: (012) 622 5851/5201

Fax (012) 622 5252

E-mail: ndalas@elections.org.za / Langav@elections.org.za

ANNEXURE A

ELECTORAL COMMISSION WAREHOUSE CONTACT DETAILS AND DELIVERY

QUANTITIES - B5 AND C5 ENVELOPES: DISPUTED BALLOTS

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	LATITUDE	LONGITUDE	B5 – Pack of 50's	C5 – Pack of 50's
Eastern Cape Warehouse	Farm 923, Portion 2, Buffalo Pass, Collondale, East London	Masindi Mosehana Busi Mlola Thobeka Dakela	043 736 4025 043 736 4058 043 736- 4004	-33.046461	27.806322	7,000	7,000
Free State Warehouse	50 Monument Road, Uitsig, Bloemfontein.	Andre Rauch Mbekokazi Hume	051 447 3543	-29.138434	26.213753	1,600	1,600
Gauteng Warehouse	Unit B2,60 First Street, Gold Reef Industrial Park, Booyens Reserve	Mosue Nozulu Moipone Hlokotsi	011 496 1725 011 496 1784	-26.237558	28.023757	7,300	7,300
Kwazulu-Natal Warehouse	41 Ashfield Close, Springfield Park, Durban	Cheryl Venter Mongezi Khumalo	031 579 4829 031 579 4206	-29.806932	31.002666	7,000	7,000
Mpumalanga Warehouse	9 Blackberry Blvd Riverside Park Ext 22, Nelspruit	Vukile Ndyalivani Thuli Mbethe	013 757 1201 013 757 0621	-25.43062	30.96263	4,600	4,600
Northern Cape Warehouse	No. 7 Delfos Street Kimdustria, Kimberly	Sarah Ubisi	053 841 0142	-28.756689	24.783402	1,500	1,500
Limpopo Warehouse	11 Kobalt Street Nirvana, Polokwane	Tendani Maselele Daniel Magalatshetshe	015 292 0152 015 292 0149	-23.88719	29.43751	4,000	4,000
North West Warehouse	Rizvi House, 50/52 First Street (CNR: First Street & Aerodrome Road), Industrial Sites, Mafikeng, 2745	Bogosi Judi Lucky Leyane	018 381 4054 018 381 0605	-25.841743	25.633314	2,500	2,500
Western Cape Warehouse	Unit CDF Kasselsvlei Industrial Park Bellville South Cape Town	Phillip Verlaat	021 951 3350	-33.913664	18.645469	4,500	4,500
					TOTAL	40,000	40,000

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

LGE2021 DISPUTED BALLOT

MARKED ENVELOPE (B5)

1) Place Unmarked Envelope inside this envelope

2) Complete the details below:

- Name of Voter:
- Voter ID Number:
- Voting District (VD) Number:/...../...../...../

ANNEXURE C

LGE2021 DISPUTED BALLOT

UNMARKED

ENVELOPE (C5)

**The voter must insert marked and folded ballot into this envelope
Seal and place this envelope inside Marked Envelope after ballot has been
Inserted.**

NB: DO NOT PLACE ANY VOTER DETAILS ON THIS ENVELOPE!

ANNEXURE D

BID EVALUATION CRITERIA – PRINTED ENVELOPES

B5 AND C5 FOR LGE2021 DISPUTED BALLOT

AUCTION NUMBER:

Service provider Name:	Ranked:
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Criteria: KEY REQUIREMENTS FOR EVALUATION <i>(If the answer is NO to any of the questions, the bid is disqualified).</i>			
STAGE ONE	YES	NO	Comments
1. Did the service provider bid online (eProcurement) as required?			
2. Did the bidder submit samples of both B5 (Marked) and C5 (Unmarked) (Item 12)			
3. Is the B5 envelope sample submitted as required, i.e. within the required time frame (item 12 – bullet 8)			
4. Is the C5 envelope sample submitted as required, i.e. within the required time frame (item 12 – bullet 8)			
STAGE TWO – B5 ENVELOPE	YES	NO	Comments

1. Is the envelope windowless type? <i>(Item 2 – bullet 1)</i>			
2. Is the envelope size 176mm x 250mm? <i>(Item 2 – bullet 2)</i>			
3. Is the envelope a “peel and seal” to permit sealing when closed ? <i>(Item 2 – bullet 3)</i>			
4. Is the colour of the envelope pink? <i>(Item 3)</i>			
5. Does printing on the envelope demonstrate the required capability? <i>(Item 12 – bullet 7)</i>			
STAGE TWO – C5 ENVELOPE	YES	NO	Comments
1. Is the envelope windowless type? <i>(Item 2 – bullet 1)</i>			
2. Is the envelope size 162mm x 229mm? <i>(Item 2 – bullet 2)</i>			
3. Is the envelope a “peel and seal” to permit sealing when closed? <i>(Item 2 – bullet 3)</i>			
4. Is the colour of the envelope pink? <i>(Item 3)</i>			
5. Does printing on the envelope demonstrate the required capability? <i>(Item 12– bullet 7)</i>			
EVALUATION COMMITTEE RESULT/ OUTCOME	QUALIFIES	DISQUALIFIES	
STAGE 3: 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.

Evaluation Committee Names and Signature	<i>Date:</i>