



SOUTH AFRICA

**ELECTORAL COMMISSION
BID SPECIFICATIONS
SPECIAL VOTING ENVELOPES: B5 (MARKED) AND C5 (UNMARKED)
Auction 0010571143**

Bidders are strongly advised to print and thoroughly review this document to ensure full compliance with the requirements and to retain it for reference purposes!

1. ITEM DESCRIPTION: PRINTED BLUE (ANY SHADE) SPECIAL VOTING ENVELOPES B5 (MARKED) AND C5 (UNMARKED) 80GSM

The Electoral Commission is desirous to procure the following:

- 1.1. Printed (any shade) blue special voting envelopes: B5 (Marked) and C5 (Unmarked) to be used for the purposes of home visits during special voting.
- 1.2. Note that samples submitted will not be returned to bidders at any point.
- 1.3. Bidders must be registered and approved on Electoral Commission's Votaquotes system (<https://votaquotes.elections.org.za>) to place a bid online.
- 1.4. A briefing session is scheduled for:

Date – 7 July 2026

Time – 11:00

Venue – 1303 Heuwel Avenue, Election House, Riverside Park, Centurion

2. ITEM SPECIFICATION

- 2.1. General specifications for the required items are herewith provided. Bidders may develop and submit designs within the parameters of these specifications, proposed

design, and illustration. Bidders are to ensure that their bid submissions do not infringe on any third-party rights, inclusive of proprietary rights. In the event of any infringement the bidder or service provider awarded a contract will be held liable.

2.2. Bidders acknowledge that the final agreed upon design, product and associated intellectual property in the development and manufacturing of the items shall remain the exclusive property of the Electoral Commission for its election specific purposes, and where necessary the relevant non-disclosure agreements and clauses will be finalised during the contracting phase with the successful bidder.

2.3. Specifications:

Printed blue (any shade) special voting envelopes B5 (Marked) and C5 (Unmarked):

2.3.1 Must be any shade of blue base, recyclable material.

2.3.2 Must be windowless type.

2.3.3 Must be “peel and seal” to permit sealing when closed.

2.3.4 Must be manufactured from blue base 80gsm paper.

2.3.5 Must be supplied in packs of 50 envelopes.

2.3.6 Must carry clear and simple instructions printed directly on the envelope surface.

2.3.7 It is important to note that the unit of measure for bidding purposes is per **pack of 50** envelopes.

2.4. It is important to note that the unit of measure for bidding purposes is per pack of fifty (50) printed blue special voting envelopes: B5 (Marked) and C5 (Unmarked) respectively.

3. DIMENSIONS

3.1. The dimension of the printed blue special voting envelopes must be:

3.2. B5 (Marked) envelope = 176mm by 250mm

3.3. C5 (Unmarked) envelope = 162mm by 229mm

4. PRINTING REQUIREMENTS

- 4.1. Printing as illustrated in Section 19 will be finalized with the successful bidder.
- 4.2. Printing will be in black ink on blue special voting envelopes: B5 (Marked) and C5 (Unmarked).
- 4.3. Instructions must be printed on the surface of the blue envelopes as illustrated in Section 19 and must be done in the approximate center of each envelope using a font size of at least 8mm high.
- 4.4. Final design details for printing will be provided by the Electoral Commission in an electronic format at the time of the issuance of the purchase order but will be substantially as per section 19.

5. QUANTITY REQUIRED

The required quantity of printed blue special voting envelopes:

- 5.1. B5 (Marked) envelopes (pack of 50) = 15,000 packs i.e., 750,000 individual envelopes.
- 5.2. C5 (Unmarked) envelopes (pack of 50) = 15,000 packs i.e., 750,000 individual envelopes.

6. DELIVERY LOCATION AND DATE

- 6.1. Deliveries of goods to the selected Electoral Commission warehouses must be completed not later than **9 October 2026**.
- 6.2. Delivery to the Electoral Commission warehouses should be made during working hours (08:30 – 16:00) Monday to Friday.
- 6.3. The required point of delivery is the Electoral Commission warehouses as per section 18.

- 6.4. The service provider must notify the appropriate Electoral Commission contact person of the delivery schedule and intended times of delivery, as per section 18.
- 6.5. Deliveries must be made in the name of the service provider – no third-party deliveries will be accepted.
- 6.6. Partial deliveries will not be accepted unless prior agreement and approval by the Electoral Commission.
- 6.7. Late deliveries will not be accepted.
- 6.8. Prices must include delivery of the specified quantities to the specified sites as per section 18.

7. COSTING AND BIDDING

- 7.1. Bidders must take care to estimate and calculate their costs and prices correctly before placing a bid on the Electoral Commission's Votaquotes system.
- 7.2. 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 (example R50 instead of R5,000).
- 7.3. All prices must include VAT.
- 7.4. The bid amount as it appears on the 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.
- 7.5. Amounts/total cost must include all variables involved in the production of the items.
- 7.6. 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.
- 7.7. Bids must be placed for the correct unit of measure, that is per pack of fifty (pack of 50) printed blue special voting envelopes: B5 (Marked) and C5 (Unmarked) respectively.

It is important to note that the cost of packaging and delivery must be included in the bid price.

8. QUALITY CONTROL

- 8.1. 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.
- 8.2. 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.
- 8.3. 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

- 9.1. The printed blue special voting envelopes: B5 (Marked) and C5 (Unmarked) must be supplied in packs of fifty (50), contained in protective wrapping, with at least two (2) supportive strappings.
- 9.2. The packs of 50 envelopes must be packed in carton boxes containing not more than 20 packs (1,000 envelopes) per box.
- 9.3. The cartons must then be stacked on 1,000mm by 1,200mm four-way entry single sided pallets and strapped to the pallet.
- 9.4. Maximum height to stack is 1,5m.
- 9.5. Maximum weight permitted per pallet is 500kg.
- 9.6. Strict attention must be paid to stable and secure packaging to withstand the rigors of transportation by road, safe and stable storage.
- 9.7. The pallets must be clearly labeled with a green A4 label indicating or stating the following:
 - ✓ Contents: **Special voting envelopes: B5 and C5 envelopes**

- ✓ Quantity
- ✓ Weight
- ✓ Service Provider's details

9.8. Pallets must be plastic-wrapped and securely strapped to prevent contents shifting or falling during movement.

9.9. Separate consignments must be packed and delivered for each provincial quantity allocation as shown in Section 18.

10. DURATION

10.1. The contract for the supply and delivery of the printed blue special voting envelopes: B5 (Marked) and C5 (Unmarked) as per this bid is a 'once off' requirement.

10.2. However, should the Electoral Commission at any point require additional special voting envelopes, such additional quantities will be ordered from the service provider that is appointed to supply the items.

11. EVALUATION OF SAMPLES AND WRITTEN PROPOSAL

11.1. Before a contract is awarded, the bidder will be required to prove conformance of the goods offered to the stated specification.

11.2. Bidders are required to place a bid on Votaquotes before the stated closing date and time indicated.

11.3. Bidders are required to submit a **written proposal** and a **sample** for evaluation purposes.

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

11.5. For bid evaluation purposes, all bidders who have submitted a bid for this auction will be required to submit a **sample** of both printed blue special voting envelopes: B5 (Marked) and C5 (Unmarked) as well as **written proposal** for

inspection and testing by the Electoral Commission. Note that reminders will not be sent out by the Electoral Commission, and it remains the responsibility of bidders to submit their samples and written proposals.

- 11.6. The sample must conform to the auction specifications as set out in sections 2, 3 and 4 above.
- 11.7. The sample must fully demonstrate the design and materials to be used by the bidder to meet the auction specification requirements.
- 11.8. The sample must carry printing to demonstrate the bidder's printing capability but need not be as stipulated in section 4.
- 11.9. Bids must be placed online not later than the closing date and time as stipulated on the Electoral Commission's Votaquotes system.
- 11.10. Written proposals and samples must be submitted not later than the closing date and time as stipulated on the Electoral Commission's Votaquotes system.
- 11.11. Failure to submit a written proposal and sample within the specified period will result in the disqualification of a bid.
- 11.12. No late samples and written proposal will be considered.
- 11.13. The samples must be delivered directly to:
- Electoral Commission**
SCM
Riverside Office Park
Election House
1303 Heuwel Avenue
Centurion
0157
- 11.14. Samples should 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.

11.15. The samples will be stringently tested for quality compliance to specifications and will not be returned to any bidder at any point.

11.16. Qualifying bidder(s) 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

12.1. It will be necessary for the successful service provider to develop production strategies to ensure successful performance of the work.

12.2. Therefore, bidders on this auction should be established operators in the relevant industry and/or have direct control over the product design and production process. Such confirmation must be included in the written proposal.

12.3. Because of the stringent control over the product design and production process, **sub-contracting is not preferred**. However, the Electoral Commission may, at its sole discretion, consider subcontracting on condition that the bidder has the necessary capacity and capability to execute the contract, and that the bidder has the necessary proven experience to execute projects of this magnitude.

The subcontracting arrangement may be required to be a formal written contract that clearly defines the scope of work, deliverables, timelines, and performance specifications.

12.4. The Electoral Commission will use the details 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

- 13.1. Before the auction is awarded, the recommended bidder(s) will be subjected to due diligence audit requirements of the Electoral Commission.
- 13.2. A due diligence audit will be conducted at the recommended bidders' premises.
- 13.3. 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

- 14.1. Contracting of any service provider to render goods and/or services to the Electoral Commission are subject to the fulfillment of the Electoral Commission's due diligence audit requirements.
- 14.2. An essential component of the Electoral Commission's due diligence audit requirements may involve site visits to potential suppliers/ contractors as well as inspection of various key documents underpinning the establishment of the companies involved in bids of the Electoral Commission. This also includes confirmation of capability and capacity as well as ability to execute the services specified in such bids.
- 14.3. Upon notification of the Electoral Commission's intention to award a contract, the successful bidder may be required to enter into a service level agreement (SLA/contract) with the Electoral Commission.
- 14.4. The purpose of the SLA (if applicable other than what the Electoral Commission's standard purchase orders provide for) is to fix performance criteria within the key requirements of this auction, namely quantity, quality, and delivery.
- 14.5. The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 14.6. The Electoral Commission reserves the right to reject any services delivered not conforming to the above, including damaged units/parcels.

14.7. Where previously agreed delivery schedules are not met by a supplier, the Electoral Commission shall have the right to appoint an alternative supplier to make good the shortfall in supply. Any additional costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting supplier.

15. PAYMENT

15.1. No payment will be made by the Electoral Commission before a service has been rendered.

15.2. No payment will be made without an original invoice and copies of signed delivery notes.

15.3. No payment will be processed before delivery is completed and accepted.

15.4. Payment will be made within thirty (30) days of receipt of a 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 and that no disputes arise around the invoice.

16. RECYCLING

16.1. The printed blue special voting envelopes: B5 (Marked) and C5 (Unmarked) are intended to be recycled after use where possible.

16.2. To encourage recycling, the universal recycling symbol must be printed on the items.

16.3. The printed size of the symbol must be 30mm x 30mm with a permissible tolerance of 2mm in either dimension.



17. ENQUIRIES

All enquiries regarding this bid must be submitted exclusively through the VotaQuotes platform. This requirement supports the principles of fairness, openness, and transparency in the procurement process.

All questions and the official responses will be published on the public VotaQuotes website (<https://votaquotes.elections.org.za>) where the bid is advertised.

Bidders are responsible for regularly monitoring the platform for any updates, clarifications, or additional information published during the bidding period.

No telephone, email, or other forms of communication regarding bid enquiries will be accepted or responded to.

An enquiry cut-off date applies to all bids. The final date and time for submitting enquiries is published on the VotaQuotes platform under the specific bid listing.

18. ELECTORAL COMMISSION WAREHOUSE DETAIL

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	QUANTITIES B5 (Pack of 50)	QUANTITIES C5 (Pack of 50)
Eastern Cape Warehouse	Farm 923, Portion 2 Buffalo Pass Collondale East London	Busi Mlola Kamo Modiba	043 736 4004 043 736 4025 043 736 4058	600	600
Free State Warehouse	50 Monument Road Uitsig Bloemfontein	Mbekokazi Hume Edward Macala	051 401 5002	1000	1000
Gauteng Warehouse	Unit B2 60 First Street Gold Reef Industrial Park; Booyens Reserve	Moipone Hlokotsi Kabelo Khabane	011 496 1725 011 496 1784 011 496 1070	2400	2400
Kwazulu-Natal Warehouse	41 Ashfield Close Springfield Park Durban	Mongezi Khumalo Bongani Bukhosini Bongani Thusi	031 279 2227 031 279 2228 031 279 2221	3300	3300
Mpumalanga Warehouse	9 Blackberry Blvd Riverside Park Ext 22 Nelspruit	Thuli Mbethe Lucky Leyane	013 757 1201 013 757 0621	1100	1100
Northern Cape Warehouse	13 Elliot Street Kimberley	Thuso Phokojoe Sarah Ubisi Awie Seekoei	053 838 5043 053 838 5032	1000	1000
Limpopo Warehouse	ERF20971, 18 DANUTE CRESCENT ,N1 INDUSTRIAL PARK MAGNA VIA ,POLOKWANE .	Tendani Maselele Dan Magalatshetshe	015 292 0152 015 292 0149	2500	2500
North West Warehouse	Rizvi House 50/52 First Street (Corner First Street & Aerodrome Road) Industrial Sites Mafikeng	Bogosi Judi Thato Mdali	018 381 4054 018 391 0800	1300	1300
Western Cape Warehouse	95 Bofors Circle Epping Industrial Epping 2; Cape Town	Philip Verlaat Vukile Ndyalivani	021 951 3350	1500	1500
Central Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack	012 646 1017	300	300
			TOTAL	15,000 (packs of 50)	15,000 (packs of 50)

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 municipal area.

19. ILLUSTRATION

The sketch is for illustration purposes only.

The final product will be approved by the Electoral Commission.

SPECIAL VOTE ENVELOPE (B5) OUTER COVER

MARKED ENVELOPE B (B5)

1) Place Unmarked Envelope A inside Envelope B

Complete the details below:

Name of Voter:

Voter ID Number:

Voting District (VD) Number:/...../.... /..../

SPECIAL VOTE ENVELOPE (C5) OUTER COVER

UNMARKED ENVELOPE A (C5)

The voter must insert marked and folded ballots into this envelope, then seal and place this envelope inside Marked Envelope (B), after ballots have been inserted.

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

20. BID EVALUATION PROCESS

BID EVALUATION CRITERIA

NAME OF BIDDER: BID REFERENCE NUMBER:

Stage 1: Assessment of 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 maybe 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 bid 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 CEO 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 CEO 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 SBD4 and restricted suppliers and tender defaulters:

	Assessment Criteria	Bidder Requirement (YES/NO*)	Comments
1	Bidder is registered on the National Treasury Central Supplier Database (CSD*).		
2	Bidder is tax compliant. **		
3	The bidder is not an employee of the state.		
4	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.		
5	Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		
6	The bidder is not a tender defaulter as per the register published on the National Treasury website.		
7	The bidder is not a restricted supplier as per the register published on the National Treasury website.		

* No bid shall be accepted if a supplier is not registered on the National Treasury Central Supplier Database (CSD).

* A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder's tax affairs remain 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.

BID EVALUATION CRITERIA

Criteria	YES	NO	Comments
PHASE ONE			
1. Did the bidder bid on the auction? (Section 1)			
2. Was the sample (Blue B5 & C5 envelopes) submitted as required? (Section 11)			
3. Was the written proposal submitted as required? (Section 11 and 12)			
PHASE ONE OUTCOME	QUALIFIED	DISQUALIFIED	Comments

PHASE TWO	YES	NO	Comments
1. Are the envelopes samples (B5 & C5) windowless types? (Section 2)			
2. Are the samples made of blue base recyclable material? (Section 2)			
3. Are the instructions printed on the envelope's surface? (Section 2)			
4. Are the instructions clear and simple to follow? (Section 2)			
5. Does the printing on the envelope demonstrate the required printing capability? (Section 4 and 11)			
6. Is the B5 envelope size 176mm x 250mm? (Section 3)			
7. Is the C5 envelope size 162mm x 229mm? (Section 3)			
8. Are the envelopes "peel and seal" to permit sealing when closed? (Section 2)			

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 bid and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.</p>																				
<p>Acceptable bids must be market related.</p>																				
<p>This bid is deemed not to exceed R50 million including VAT.</p>																				
<p>Therefore, the 80/20 preference point system (PPPFA scoring) in terms of the Preferential Procurement Policy Framework Act, 2005 (PPPFA) and the Preferential Procurement Regulations 2022 shall apply in the adjudication process of this auction where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:</p>																				
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Bid Evaluation Committee	Sign Off	
	Signature	Date