



SOUTH AFRICA

**BID SPECIFICATIONS FOR
VOTING STATION ARROW SIGNS
ePROCUREMENT AUCTION NUMBER: 0010549178**

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

1. ITEM DESCRIPTION: VOTING STATION ARROW SIGNS

The Electoral Commission is desirous to procure the following item:

- 1.1. Voting Station Arrow Signs (Pack of 5) for outdoor use in directing potential voters to Voting Stations.
- 1.2. Note that all the samples submitted will not be returned to bidders after the award.
- 1.3. Bidders must be registered and approved on IEC's eProcurement system (<https://votaquotes.elections.org.za>) in order to place a bid online.
- 1.4. A non-compulsory briefing session is scheduled for:

Date – 16 July 2025

Time – 11:00

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

2. ITEM SPECIFICATION

- 2.1. The signs must be manufactured of ordinary flute cardboard material of minimum thickness of three millimeters (3mm).
- 2.2. Signs must be sufficiently robust to withstand seven (7) days of exposure outdoors.
- 2.3. Signs must be supplied in sets of five (5) in a pack, which is the unit of measure (UOM).
- 2.4. The signs must be punched with 4 x 10mm diameter holes (with 1mm tolerance) to facilitate mounting; two holes along the top edge must be approximately 300mm apart, and two holes on the bottom edge, also approximately 300mm apart.
- 2.5. Base colour of the arrow signs must be White.
- 2.6. Holes must be approximately 30mm from the edge.
- 2.7. No mounting strings are required.

3. DIMENSIONS

- 3.1. The overall size of each sign must be 50cm x 60cm. (A tolerance of 2,5cm is permitted in either dimension).

4. PRINTING REQUIREMENTS

- 4.1. The signs must be printed in three (3) spot colours.
- 4.2. The printing must be on both sides of the sign.

- 4.3. The printing must be in landscape format.
- 4.4. All grooves of fluting to be fully covered with printed image (no hollows or voids).
- 4.5. The printing will include, (but not limited to) the Electoral Commission logo, wording and others.
- 4.6. The printed font must be as bold as possible within the dimensions of the sign.

NB: Final design for printing will be provided by the Electoral Commission in electronic format at the time of the issuance of the official purchase order but will be substantially as per Section 19.

5. QUANTITY REQUIRED

- 5.1. The total quantity required of arrow signs must be **74,750** (Packs of 5) that is **373,750** individual voting station arrow signs.

6. DELIVERY LOCATION AND DATE

- 6.1. Deliveries of arrow signs to the selected Electoral Commission Warehouses must be completed no later than **02 February 2026**
- 6.2. Deliveries to the Electoral Commission warehouses should be made during working hours (08h30-17h00).
- 6.3. The required point of delivery is the Electoral Commission warehouses as per Section 18.

- 6.4. 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 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 nor paid for.
- 6.8. Bidders must take note that a proper delivery notes system is crucial.
- 6.9. Prices must include delivery of the specified quantities to the specified sites as per Section 18.
- 6.10. The delivery notes must be signed by both the service provider and the warehouse receiving staff.
- 6.11. Deliveries will not be accepted at the warehouse if delivery notes do not clearly state the name of the service provider, quantity of the items delivered, that is number of pallets, boxes/bottles and actual quantities delivered.

NB: No deliveries will be accepted without submission of signed delivery notes, and Waybills will not be accepted as delivery notes.

7. COSTING AND PRICING

- 7.1. Bidders must take care to estimate and calculate their costs and prices correctly before placing a bid on the Electoral Commission's eProcurement 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 (for example R50 instead of R5,000).
- 7.3. All bids prices must include VAT.
- 7.4. 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.
- 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 Pack of 5.

NB: Bidders must 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

The voting station arrow signs must be packed for delivery as follows, to facilitate handling and storage:

- 9.1. Each pack of 5 must be securely strapped in packs.
- 9.2. Each pack of 5 packs must carry a label clearly marked "**VOTING STATION ARROW SIGNS**", quantity, name of service provider and weight of the bundle.
- 9.3. The voting station arrow signs must be securely strapped in bundles of 25 (example 5 packs of 5) with supporting straps.
- 9.4. The bundles (each containing 25 signs) must then be stacked on (1,000mm X1,200mm four-way entry single sided pallets), and strapped to the pallet.

- 9.5. Strict attention must be paid to stable and secure packaging to withstand the rigors of transportation by road.
- 9.6. Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- 9.7. Pallets must be shrink-wrapped to prevent contents shifting or falling during movement.
- 9.8. The pallets must be labeled with a **green A4** label stating the following:
- Contents: **VOTING STATION ARROW SIGNS**
 - Quantities
 - Weight
 - Service provider's details
- 9.9. Separate consignments must be packed and delivered for each provincial quantity allocation as shown in Section 18.

NB: Service providers must note that all packaging materials including pallets remain the property of the Electoral Commission after delivery.

10. DURATION

- 10.1. The contract for the supply and delivery of the voting station arrow signs - Packs of 5 as per this auction is a 'once off' requirement.

11. SUPPLIER PERFORMANCE

- 11.1. 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.
- 11.2. 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.
- 11.3. 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.
- 11.4. 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.
- 11.5. The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 11.6. The Electoral Commission reserves the right to reject any services delivered not conforming to the above, including damaged units/parcels.

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.

12. PAYMENT

- 12.1. No payment will be made by the Electoral Commission before a service has been rendered.
- 12.2. No payment will be made without an original invoice and copies of signed delivery notes.
- 12.3. No payment will be processed before delivery is completed and accepted.
- 12.4. 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.

13. TECHNICAL EVALUATION / SAMPLES

- 13.1. 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.
- 13.2. The Electoral Commission reserves to inspect samples or examples of the offered materials to establish conformance before awarding an order.
- 13.3. 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.

- 13.4. For evaluation purposes, **ALL SERVICE PROVIDER'S 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.
- 13.5. **The sample consisting of (pack of 5 arrow signs) must conform to the auction specifications as set out in sections 1, 2, 3 and 4 above.**
- 13.6. **The sample must be full size, correct colour and dimensions as stated in sections 2, 3 and 4. The sample must be made of the specified materials and components for use in full scale manufacture but need not carry the exact proposed Electoral Commission printing. The sample must, however, demonstrate the service provider's ability to print on the arrow sign cardboard material.**
- 13.7. **Bids must be placed online by not later than the stipulated date and time on eProcurement system.**
- 13.8. **Sample consisting of a (pack of 5 arrow signs) and the written proposal must be submitted not later than the date and time as stipulated on eProcurement system.**
- 13.9. Failure to submit the sample within the specified period will exclude that service provider from further consideration.

13.10. No late samples will be considered.

13.11. The samples must be delivered directly to:

Electoral Commission
Procurement and Asset Management Department
Riverside Office Park
Election House
1303 Heuwel Avenue
Centurion
Tel: (012) 622 – 5700 / 5550

13.12. Samples should be clearly marked with the name of the submitting service provider and the auction number, to avoid loss or confusion.

13.13. The Electoral Commission takes no responsibility for unmarked samples.

13.14. The samples will be stringently tested for quality compliance to specifications and will not be returned to service providers.

13.15. 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. ADDITIONAL REQUIREMENTS: SERVICE PROVIDER INDUSTRY

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

- 14.2. Therefore, bidders on this auction must be established operators in the relevant industry. For the purpose of this requirement, established operators refers to existing entities with the ability and capability to render a service of this magnitude. Such confirmation must be included in the written proposal.
- 14.3. Sub-contracting will not be permitted.
- 14.4. The Electoral Commission will use the detail provided in the written 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.

15. POST EVALUATION ACTIVITIES

- 15.1. Before the auction is awarded, the recommended service provider(s) will be subjected to an administrative and/or technical due diligence audit.
- 15.2. A due diligence audit will be conducted at the recommended service providers premises.
- 15.3. 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.
- 15.4. The Electoral Commission will enter into Service Level Agreement with the successful bidder.

16. RECYCLING

- 16.1. The voting station arrow signs 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. Printed size of the symbol to be approximately 30mm x 30mm.



17. ALL ENQUIRIES

Attention: Richard Ramolemi

Election House

Riverside Office Park

1303 Heuwel Avenue

Centurion, 0157

Tel: (012) 622-5281

eMail: ramolemir@elections.org.za

18. ELECTORAL COMMISSION WAREHOUSES AND CONTACT NUMBERS: VOTING STATION ARROW SIGNS - PACK OF 5

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	QUANTITIES
Eastern Cape Warehouse	Farm 923, Portion 2; Buffalo Pass, Collondale, East London	Busi Mlola Kamo Modibe	043 736 4004 043 736 4025 043 736 4058	15,000
Free State Warehouse	50 Monument Road, Uitsig Bloemfontein	Mbekokazi Hume Edward Macala	051 447 3543	4,800
Gauteng Warehouse	Unit B2 60 First Street, Gold Reef Industrial Park, Booysens Reserve	Moipone Hlokotsi Kabelo Khabane	011 496 1725 011 496 1784	8,700
Kwazulu-Natal Warehouse	41 Ashfield Close, Springfield Park, Durban	Mongezi Khumalo Bongani Bukhosini Dumisane Mbuli	031 579 4829 031 579 4206 031 579 5404	15,000
Mpumalanga Warehouse	9 Blackberry Blvd Riverside Park Ext 22, Nelspruit	Thuli Mbethe Lucky Leyane	013 754 0200	5,700
Northern Cape Warehouse	13 Elliott Street, Kimberley	Thuso Phokojoe Sarah Ubisi Awie Seekoei	053 838 5000 053 838 5029	2,400
Limpopo Warehouse	25 Hyacinth Street Unit 5 Corporate Park Polokwane	Tendani Maselele Dan Magalatshetshe	015 292 0152 015 292 0149	9,900
North West Warehouse	Rizvi House, 50/52 First Street (CNR: First Street & Aerodrome Road), Industrial Sites, Mafikeng,	Bogosi Judi Thato Mdali	018 381 4054 018 391 0800	5,400
Western Cape Warehouse	95 Bofors Circle Epping Industrial Epping 2 Cape Town	Philip Verlaat Vukile Ndyalivani	021 951 3350	4,800
Central Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack Maite Matsebatlela	012 646 1017 012 622 5201	3,050
			TOTAL	74,750

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

19. ILLUSTRATION OF VOTING STATION ARROW SIGNS

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

- NOTE #1: PRINTING ON BOTH SIDES
- NOTE #2: PUNCHED HOLES ARE SHOWN IN ILLUSTRATION
- NOTE #3: BINDING WIRE / STRING IS NOT REQUIRED



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.		

	Assessment Criteria	Bidder Requirement (YES/NO*)	Comments
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 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.

NB: If the answer is NO to any of the Phase one or Phase two questions, the bid will be disqualified.

Evaluation Criteria: Voting Station Arrows			
Auction number:			
Bidder:			
PHASE ONE	YES	NO	COMMENTS
1. Did the service provider bid on the auction? (<i>Section 1</i>)			
2. Was the sample submitted as required, that is within the required time frame? (<i>Section 13</i>)			
3. Is the written proposal submitted as per the required specification? (<i>Section 13 and 14</i>)			
4. Is the bidder established in the relevant industry and/or have direct control over the product design and production process? (<i>Section 14</i>)			
PHASE ONE OUTCOME	QUALIFIED	DISQUALIFIED	COMMENTS

PHASE TWO	YES	NO	COMMENTS
5. Are the signs manufactured of ordinary flute cardboard material of minimum thickness of 3mm? <i>(Section 2)</i>			
6. Are the punched holes: 4 holes by 10mm diameter with 1mm tolerance <i>(Section 2)</i>			
7. Are the two holes 300mm apart? <i>(Section 2)</i>			
8. Are the holes approximately 30mm from the edge? <i>(Section 2)</i>			
9. Is the size of the sign 50cm x 60cm with a 2.5cm tolerance? <i>(Section 3)</i>			
10. Does the sample carry printing to demonstrate the service provider printing capabilities? <i>(Section 13)</i>			
11. Is the base colour material white? <i>(Section2)</i>			
FINAL RESULT	QUALIFIES	DISQUALIFIED	

Stage 3: Bid Adjudication Process

Bids will be adjudicated as set out below.

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.

Acceptable bids must be market related.

This bid is deemed not to exceed R50 million including VAT.

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:

B-BBEE Status Level of Contributor	Number of Points	
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

Failure to submit the required supporting documents for preference claims will lead to zero (0) points for the claim.

Bid Evaluation Committee	Sign Off	
	Signature	Date