

ELECTORAL COMMISSION

BID SPECIFICATIONS COLLAPSIBLE BOX FILES

ePROCUREMENT AUCTION #0010451061

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

ITEM DESCRIPTION COLLAPSIBLE BOX FILES - A4 SIZE

1. BACKGROUND

- The Electoral Commission requires a quantity of 23, 200 (twenty three thousand and two hundred Collapsible Box Files for effective management of documents and roll-back of electoral materials at voting stations.
- The Collapsible Box Files are required on the **30 July 2021**
- This auction calls for the supply and delivery of the goods stated above.
- Note that samples will not be provided for removal.
- Bidders must be registered and approved on the IEC's eProcurement (<https://votaquotes.elections.org.za>) in order to place a bid online.

2. ITEM SPECIFICATION

- 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 pack 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.

3. DIMENSIONS

- The overall size of each box file must be: **31cm x 24cm x 7,5cm**.
- Each box file must accept A4 size documents when assembled.

4. COLOUR

- **BUFF BROWN**.

5. QUANTITY

- **23,200 (Twenty three thousand and two hundred)** pack of 5 i.e. **116,000 (One hundred and sixteen thousand)** individual box files.
- **The Unit of Measure is “Pack of 5”.**

6. 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 Annexure B for layout illustration)

7. DELIVERY LOCATION AND DATE

- Deliveries of goods to the selected Electoral Commission Warehouses must be completed no later than **30 July 2021.**
- The required points of delivery are the Electoral Commission warehouse as per Annexure A.
- The sites details are given in Annexure A for reference.
- Late deliveries will not be accepted nor paid for.

NB: Prices must include delivery of the specified quantities to the various warehouses or alternative sites within the relevant municipality but within the vicinity of the provincial warehouse.

8. PACKAGING FOR DELIVERY

- 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 of 5**, with 2 supportive strappings, and then stacked on (**1000mm x 1200mm** four way entry single sided pallets), and strapped to the pallet.

- The pallets must be labeled with a **GREEN A4 label**.
- **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: **COLLAPSIBLE BOX FILES**
 - Quantities
 - Weight
 - Bidder's details
- Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.

9. 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.
- 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.**

10. DELIVERIES

- Deliveries to Electoral Commission sites should be made from Monday to Friday during working hours (08h30-17h00).
- The goods must be delivered to the Electoral Commission warehouses 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 in the name of the service provider – no third party deliveries will be accepted.
- Staggered deliveries are permitted, prior to the completion date, in view of the large volumes of materials.
- 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 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.

12. TECHNICAL EVALUATION / SAMPLES

- Before an order is placed with any service provider that service provider will be required to prove conformance 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, furthermore, also reserves the right to consider at its sole discretion alternative options to the 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 ON THIS AUCTION** who has placed a bid are 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 sections 2, 3 and 4 above, except that a single box file shall suffice.**
- **The sample must contain printing similar to the requirements stated in item 6 above.**
- **For sample purposes (only) the clear and simple assembly instructions and/or diagram, need not be printed on the box surface. A leaflet will suffice. However, it must be a reflection of the final assembly instructions and/or diagram to be used on the final product.**
- **The sample must be made of the specified materials and components for use in full scale manufacture.**
- **Bids must be placed online by not later than the stipulated time on 21 May 2021. Samples must be submitted not later than 11:00 on 26 May 2021.**
- **Failure to submit a sample within the specified period will exclude that bidder from further consideration.**
- **No late samples will be considered.**
- **The samples must be delivered directly to:**
Ms Rachel Malele
Electoral Commission
Procurement and Asset Management Department
Election House
Riverside Office Park
1303 Heuwel Avenue
Centurion
PRETORIA
Tel: (012) 622-5525
- **Samples must be clearly marked with the name of the bidder, 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 bidder in terms of the auction conditions and whose sample conforms to the auctions specifications and ability to deliver as well as the provisions of the Preferential Procurement Policy Framework Act 2000, that apply
- Successful bidders 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 a purchase order 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 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!

14. DELIVERY NOTES

- Bidders 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 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.

15. 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 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.

16. RECYCLING

- The box files are intended to be recycled after use where possible.
- To encourage recycling, the universal recycling symbol must be printed on each box file in one of the spot colours.
- Printed size to be approximately 30mm x 30mm.



17. TECHNICAL ENQUIRIES

Technical enquiries can be directed to:-

Mr Molwelang Mathibe / Ms Suzette Thato Ndala
Electoral Commission
Logistics Department

Tel: (012) 622-5723

Fax: (012) 622-5252

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

ANNEXURE A
ELECTORAL COMMISSION WAREHOUSE AND CONTACT NUMBERS
DELIVERY OF COLLAPSIBLE BOX FILES

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	LATITUDE (S)	LONGITUDE (E)	QUANTITIES Pack of 5
National Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack	012 666 7283 012 622 5700	-25.842761	28.101921	23,200
					TOTAL	23,200 Packs of 5

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

EXAMPLE OF LABEL LAYOUT:

			
			OF
			Box number

ANNEXURE C

BID EVALUATION CRITERIA – COLLAPSIBLE BOX FILES

AUCTION NUMBER:		
DATE:		
NAME OF BIDDER:	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 bidder place a bid on the auction?			
2. Was the sample submitted as required? (<i>Item 12</i>)			
STAGE ONE OUTCOME	QUALIFIED	DISQUALIFIED	Comments
STAGE TWO	YES	NO	Comments
(If the answer is NO to any of the questions, the bid is disqualified).			
1. Is the sample supplied in a flat (collapsed) form? (<i>Item 2 – bullet 1</i>)			
2. Is the box made of corrugated cardboard class of 140 liner /112 flute or similar? (<i>Item 2 – bullet 2</i>)			
3. Are the dimensions 31cm x 24cm x 7,5cm? (<i>Item 3 – bullet 1</i>)			
4. Does each box file accept A4 documents when assembled? (<i>Item 3 – bullet 2</i>)			
STAGE TWO	YES	NO	Comments

(If the answer is NO to any of the questions, the bid is disqualified).			
5. Is the base material colour buff brown? <i>(Item 4)</i>			
6. Are there clear and simple instructions and/or diagrams been provided? <i>(Item 2 – bullet 4)</i>			
7. Does the sample contain a label block printed in similar requirements as stated in Item 6 of the specifications, i.e. IEC Logo & 8 entry blocks for VD number and box no _ of _ ? <i>(Item 6 – bullet 2)</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	QUALIFIED	DISQUALIFIED
Bid Evaluation Committee Names:	Signature:	
