SOUTH AFRICA

ELECTORAL COMMISSION

BID SPECIFICATIONS

VOTING COMPARTMENTS

ePROCUREMENT AUCTION NUMBER: 0010497926

It is strongly recommended that the bidder prints this document, scrutinises it carefully in order to ensure compliance with requirements and retain for reference purpose!

ITEM DESCRIPTION: VOTING COMPARTMENTS (PACK OF 3)

1. BACKGROUND

The Electoral Commission is desirous to procure the following item:

- Voting compartments (Pack of 3) for use in Voting Stations.

Bidders must be registered and approved on IEC's eProcurement system (https://votaquotes.elections.org.za) in order to place a bid online.

Interested parties are welcome to attend the non-compulsory briefing session scheduled as follows:

- Date – 07 June 2023
- Time – 11:00
- Venue – 1303 Heuwel Avenue, Election House, Riverside Park, Centurion

Further bid details of an auction are available on eProcurement system and National Treasury eTender Portal.

1.1 **DESIGN OPTIONS**

- This document provides general specifications for the item. The sketches in Section 20 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 SPECIFICATION

ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY REQUIRED	COLOUR	DIMENSIONS
Voting compartmets	Pack of 3 (2 standard and 1 special voting compartment)	18,800 Packs that is 56,400 individual voting compartments	Base material: White	(Detailed dimensions) in Section 3
Printing colours will be communicated to the successful bidder and may include: • Navy = Pantone 2965u • Mid Blue = Pantone 300u • Light Blue = 30% of pantone 300u				

Note:

This document provides general specifications for the item.

Service providers are free to develop and submit their own designs within the parameters of these specifications. Service providers will be entirely responsible for the validity of any design 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 providers.

- 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 – that is 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.
- 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.
- 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.

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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. 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 colors (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 Section 20.

5. DELIVERY DATE AND LOCATION

- Deliveries of goods to the selected Electoral Commission warehouses must be completed no later than **29 February 2024**.
- Deliveries to the Electoral Commission warehouses should be made during working hours (08h30-16h00) Monday to Friday.
- The required point of delivery is the Electoral Commission warehouses as per Section 19.
- The service provider must notify the appropriate Electoral Commission contact person of the delivery schedule and intended times of delivery, as per Section 19.
- Partial deliveries will not be accepted, unless prior agreement and approval by the Electoral Commission.
- Late deliveries will not be accepted.
- Prices must include delivery of the specified quantities to the specified sites as per Section 19.

6. COSTING AND PRICING

- 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 (for example R50 instead of R5,000).

- All bid prices must include VAT.
- 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.
- Amounts/total cost must include all variables involved in the production of the items.
- 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.
- Bids must be placed for the correct unit of measure that is Pack of 3.

NB: Bidders must note that the cost of packaging and delivery must be included in the bid price.

7. 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.

8. PACKAGING AND PREPARATIONS FOR DISPATCH

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: 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.
- Pallets must be shrink-wrapped to prevent contents shifting or falling during movement
- The pallets must be labelled with a **GREEN A4 label**. The pallets must be clearly labelled indicating:

  ✓Contents: **VOTING COMPARTMENTS: NPE2024**
  ✓Quantities
  ✓Weight
  ✓Service provider's details

- Separate consignments must be packed and delivered for each provincial quantity allocation as shown in Section 19.

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

9. DURATION

The contract for the supply and delivery of the voting compartments - Packs of 3 as per this auction is a 'once off' requirement.

10. SAMPLES

- For evaluation purposes, all bidders who has placed a bid on this auction 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 bidder to submit the sample as a matter of course.
- The sample must conform to the auction specifications as in section 2, 3 and 4.
- The sample must be full size and of correct dimensions and colour as stated in sections 2, 3 and 4. The sample must be made of the specified materials (that is fluted cardboard) 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 8.
- The sample need not carry any printing other than the assembly instructions.
- The Electoral Commission reserves the right to inspect samples or examples of the offered materials to establish conformance before awarding a purchase 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.
- Bids must be placed online not later than the closing date (**that is 04 July 2023 at 11:00)** as stipulated on the ePROCUREMENT system.
- Samples must be submitted not later than the closing date **(that is 07 July 2023 at 11:00)** as stipulated on the ePROCUREMENT system.
- Failure to submit a sample within the specified period and time will disqualify the bid proposal.
- No late samples will be considered.
- The samples and written proposal must be delivered directly to:

  Ms Mbali Goqo
  Electoral Commission
  Supply Chain Management
  Election House
  Riverside Office Park
  1303 Heuwel Avenue
  Centurion, PRETORIA
  Tel: (012) 622-5916

- Samples must 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.

- The samples will be stringently tested for quality compliance to specifications and will not be returned to service providers at any point.
- Successful bidder shall be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before contract is awarded.

11. WRITTEN PROPOSAL

- Therefore, bidders on this auction must be established operators in the relevant industry and MUST HAVE DIRECT CONTROL OVER THE PRODUCT DESIGN AND PRODUCTION PROCESS. Such confirmation must be included in the written proposal.
- The capacity/ability to control the design and production process must be explained in the written proposal and must be submitted to the Electoral Commission for evaluation purposes.
- Sub-contracting will not be permitted except in the case of a consortium or joint venture in which case the specific arrangements entered into by the parties must be stated in a written submission and must be submitted to the Electoral Commission together with the bid. Failure to submit the required detail shall lead to disqualification of the bid.
- The Electoral Commission will use the detail 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.
- Bidders must illustrate their ability to print in colour on cardboard in their written proposals.
- Written Proposal must be submitted not later than the closing date **(that is 07 July 2023 at 11:00)** as stipulated on the ePROCUREMENT system.

- Failure to submit a written proposal within the specified period and time will disqualify the bid proposal.
- No late written proposal will be considered.
- **NB: It will be necessary for the successful service provider to develop production strategies to ensure successful performance of the work.**

12. PROOFS

Proofs must be supplied for approval before commencing with bulk production to:

Attention: Mr Molwelang Mathibe / Ms Maite Matsebatlela
Election House
Riverside Office Park
Heuwel Avenue
Centurion
e-Mail – mathibem@elections.org.za / matsebatlelam@elections.org.za
Tel: (012) 622-5723 / 5878

13. DUE DILIGENCE

- Before the auction is awarded, the recommended service provider(s) will be subjected to due diligence audit requirements of the Electoral Commission.
- A due diligence audit will be conducted at the recommended service providers premises and subcontractors premises (only if subcontracting has been detailed in the written submission)
- 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

- Before a contract 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's 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!

  NOTE: Service providers are not allowed to amend/change the ordered items after approval of the sample and receipt of the official purchase order. Any recommendations for improvement on the ordered items/products must first be agreed with and approved in writing by the Electoral Commission, at no additional cost.

15. DELIVERY NOTES

- Bidders must take note that a proper delivery notes system is crucial.
- Deliveries must be made in the name of the service provider – no third party deliveries will be accepted.

- The delivery notes must be signed by both the service provider and the Electoral Commission's 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 that is number of pallets, boxes and actual quantities delivered.
- **NB: The Electoral Commission will not accept waybills without submission of delivery notes.**

16. PAYMENT

- No payment will be made by the Electoral Commission before the required goods and services have been rendered successfully.
- 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.

17. RECYCLING

- The voting station arrow signs are intended to be recycled after use where possible.
- To encourage recycling, the universal recycling symbol must be printed on the items.
- Printed size of the symbol to be approximately 30mm x 30mm.

18. TECHNICAL ENQUIRIES

Attention: Thato Ndala / Molwelang Mathibe

Election House

Riverside Office Park

1303 Heuwel Avenue

Centurion, 0157

Tel: (012) 622-5201/5327

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

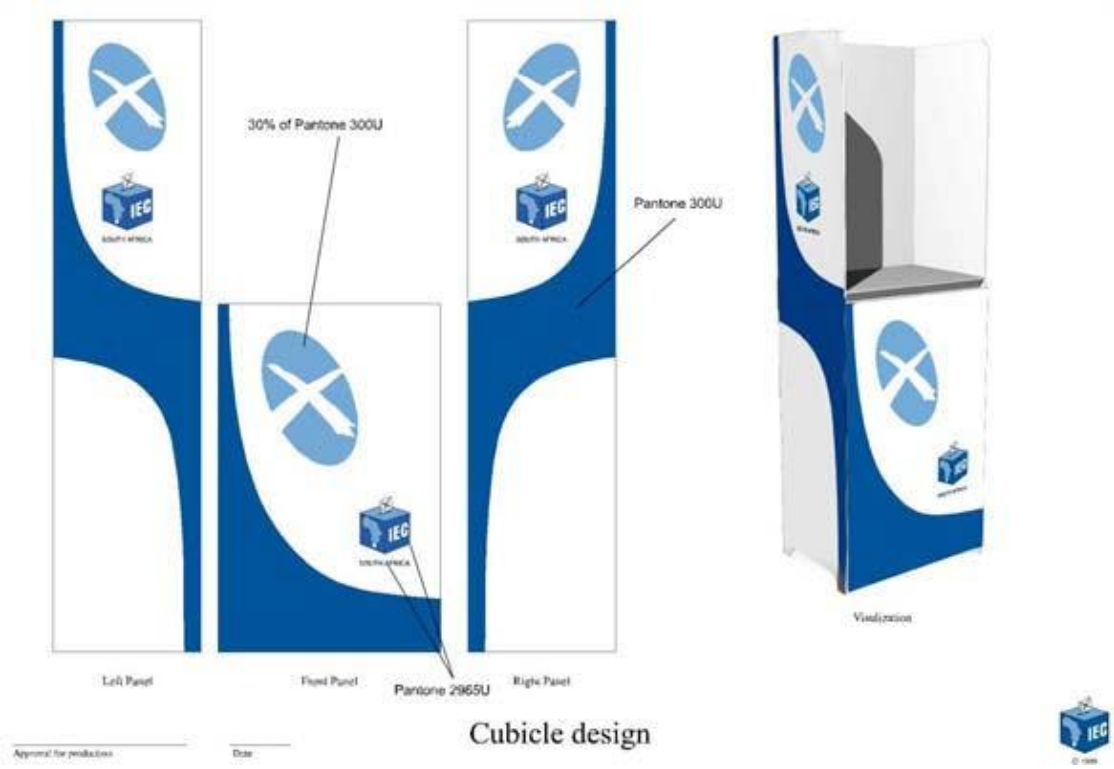
19. ELECTORAL COMMISSION WAREHOUSES AND CONTACT NUMBERS - VOTING COMPARTMENTS - PACK OF 3

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	QUANTITIES (pack of 3)
Eastern Cape Warehouse	Farm 923; Portion 2; Buffalo Pass; Collondale; East London	Masindi Mosehana Busi Mlola	043 736 4004 043 736 4025 043 736 4058	**300**
Free State Warehouse	50 Monument Road, Uitsig Bloemfontein	Andre Rauch Mbekokazi Hume	051 447 3543	**1,900**
Gauteng Warehouse	Unit B2 60 First Street Gold Reef Industrial Park Booysens Reserve	Moipone Hlokotsi Kabelo Khabane Justice Mihlanga	011 496 1725 011 496 1784	**5,400**
Kwazulu-Natal Warehouse	41 Ashfield Close, Springfield Park, Durban	Cheryl Venter Mongezi Khumalo	031 579 4829 031 579 4206 031 579 5404	**4,830**
Mpumalanga Warehouse	9 Blackberry Blvd Riverside Park Ext 22, Nelspruit	Thuli Mbethe	013 754 0200	**1,100**
Limpopo Warehouse	11 Kobalt Street Nirvana Polokwane	Tendani Maselele Daniel Magalatshetshe	015 292 0152 015 292 0149	**2,470**
North West Warehouse	Rizvi House, 50/52 First Street (CNR: First Street & Aerodrome Road), Industrial Sites, Mafikeng,	Bogosi Judi Lucky Leyane	018 381 4054 018 391 0800	**700**
Western Cape Warehouse	95 Bofors Circle Epping Industrial Epping 2 Cape Town	Philip Verlaat Vukile Ndyalivani	021 951 3350	**2,100**
			TOTAL	**18,800**

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 municipality.

20. 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

21. BID EVALUATION PROCESS

Bid Evaluation Process

Stage 1: Assessment of Bid Compliance and 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 may 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 RFQ 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 Accounting Officer/accounting authority 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 Accounting Officer/accounting authority 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 the bid submission, SBD4, CSD registration, tax compliance, restricted suppliers and tender defaulters:

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

* 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 Compartments			
Auction number:			
Bidder:			
PHASE ONE	**YES**	**NO**	**COMMENTS**
1. Did the bidder place a bid on the auction? ***(Section 1)***			
2. Was the sample submitted as required that is within the required time frame? ***(Section 10)***			
3. Written proposal submitted as per the required specification? ***(Section 11)***			
4. Is the bidder established in the relevant industry and/or have direct control over the product design and production process? ***(Section 11)***			
5. Is written proposal/confirmation explaining the capacity/ability to control the product design and production process submitted? ***(Section 11)***			
6. 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? ***(Section 10)***			
7. Is the ability to print in colour on cardboard illustrated? **(Section 11)**			
PHASE ONE OUTCOME	**QUALIFIED**	**DISQUALIFIED**	**COMMENTS**

PHASE 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? ***(Section 8)***			
2. Is the packaging box able to be loaded into a small sedan or hatchback? ***(Section 8)***			

VOTING COMPARTMENTS	YES	NO	COMMENTS
3. Is the sample manufactured from white-faced recyclable fluted cardboard? ***(Section 2)***			
4. Is the sample supplied in a flat (collapsed) form? ***(Section 2)***			
5. Is the material a double walled cardboard (DBW) with white outer facing? ***(Section 2)***			
6. Is the nominal grammage 1.050kgs per square meter? (Suggested: nominal)? ***(Section 2)***			
7. Is the base material colour (White)? ***(Section 2)***			
8. Have the assembly instructions and/or diagrams been printed on the items? ***(Section 10)***			
STANDARD VOTING COMPARTMENT	**YES**	**NO**	**COMMENTS**
9. Writing surface above the ground (1.0m above the ground)? ***(Section 3)***			
10. Overall height (between 1.7m and 1.8m? ***(Section 3)***			
11. Width (at least 0.6m)? ***(Section 3)***			
12. Is the minimum writing surface 60cm wide x 50cm deep? ***(Section 3)***			
SPECIAL VOTING COMPARTMENT	**YES**	**NO**	**COMMENTS**
13. Writing surface above the ground (0.8m above the ground)? ***(Section 3)***			
14. Overall height (1.6m)? ***(Section 3)***			
15. Width (at least 0.6m? ***(Section 3)***			
16. Is there space for the partial ingress of a wheelchair? ***(Section 3)***			
17. Is the minimum writing surface 60cm wide x 50cm deep? ***(Section 3)***			

FINAL RESULT	QUALIFIES	DISQUALIFIED

Phase 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.

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 Team Member	Sign Off	
	Signature	Date