

ELECTORAL COMMISSION

BID SPECIFICATIONS CARDBOARD BALLOT BOXES

ePROCUREMENT AUCTION #0010453204

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

ITEM DESCRIPTION: CARDBOARD BALLOT BOXES

1. BACKGROUND:

- The Electoral Commission requires a quantity of 85,854 (Eighty-five thousand eight hundred and fifty-four) packs of 3 **Cardboard Ballot Boxes printed with the Electoral Commission Logo** to be used during the LGE2021 Electoral events.
- The Cardboard Ballot Boxes are required on **30 July 2021**.
- This auction calls for the supply and delivery of the goods stated above.
- Note that samples will not be returned to bidders after the award.
- 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

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.

- Ballot Boxes must be supplied in flat (collapsed) form.
- Assembly must not require the use of any tools or additional materials such as tape.
- The ballot box must be manufactured from white-faced recyclable fluted cardboard.
- Clear assembly instructions and/or diagrams must be printed on each item.
- The assembled Ballot Box must be of robust construction able to hold and carry an internal load of 25kg, without distorting, tearing or collapsing when lifted and transported.
- All ballot box joints must be stapled or similar method. The use of glue as the **only** method of securing a joint is **not** acceptable.
- The top of the box, in particular, must be designed to provide strength and resistance to caving in during use, for example, under inadvertent pressure when ballots are deposited.

- The box must be of rectangular dimensions (i.e. square cornered and flat-topped) when assembled, to permit easy stacking after use.
- The box when assembled must be of a size capable of holding 1,700 A4 size ballot papers (folded) with 30% of the capacity spare – approximately 0.07 cubic meters (70 litres) total capacity.
- The suggested fluted cardboard specification, for comparative purposes is:
Single wall cardboard (“B” flute) with nominal grammage of 450gsm.
- Assembly and sealing methods must make use of polypropylene pull-through seals – “cable tie” style - 230mm long x 8mm wide. (Please note: these seals are procured separately by the Electoral Commission and are not part of the ballot box auction.)
- The lid, base and sides of the box must form a sealed compartment when the box is assembled, in such a manner that no ballots or other objects can be inserted, (except via the ballot deposit slot) or removed from the box. This sealing must result primarily from the ballot box design, and must require no more than two (2) pull-through seals. The ballot box must have a rectangular slot (approximately 15cm x 2cm) with a tolerance not exceeding 3cm x 1cm, in the top face (the lid), where a ballot paper can be deposited.
- The ballot box must incorporate a closing mechanism for the deposit slot – for example, a sliding panel – which must be capable of being sealed once the box is full, using no more than one (1) pull-through seal.
- **NB: The Unit of Measure for bidding purposes is a pack of 3 ballot boxes.**

3. DIMENSIONS

- The box when assembled should have a square horizontal cross section of approximately 34cm x 34cm, and the height of the box should not exceed 60cm.

4. COLOUR

- The base material colour of the fluted cardboard must be **WHITE**.

5. PRINTING REQUIREMENTS

- The exterior panels of the ballot box must be finished in white (white-faced cardboard) and printed with the Electoral Commission logos and lettering in **BLUE**, using the standard Electoral Commission colours (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 ballot box.
- An A4–size label block must be printed on the left and right side faces of the ballot box. Design of the label block will be supplied to the successful service provider.

- **NB: Final design details for printing will be provided by the Electoral Commission in electronic format at the time of order, but will be substantially as per Annexure B.**

6. QUANTITY

- **85,854 packs of 3 ballot boxes i.e. 3 x 85,854 individual ballot boxes of 257,562**
- **The Unit of Measure is a Pack of 3 ballot boxes, for bidding purposes.**

7. DELIVERY LOCATION AND DATE:

- The required points of delivery are the Electoral Commission warehouses as per Annexure A.
- The sites details are given in Annexure A for reference.
- Deliveries of goods to the specified Electoral Commission warehouses must be completed no later than **30 July 2021**.
- **NB: Prices must include delivery of the specified quantities to the various warehouses.**

8. PACKAGING FOR DELIVERY

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

- **These items must be supplied in packs of three (3), contained in protective wrapping, with at least two (2) supportive strappings.**
- The “packs of 3” must be supplied stacked on (1000mm X 1200 mm Four Way Entry Single Sided) pallets and strapped to the pallet.
- **Strict attention must be paid to stable and secure packaging to withstand the rigours of transportation by road.**
- Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- The pallets must be labelled with a **GREEN A4 label**.
- The pallets must be clearly labelled indicating:
 - Contents: **CARDBOARD BALLOT BOXES**
 - Quantities
 - Weight
 - Service provider’s details
- Pallets must be plastic wrapped and strapped to prevent contents shifting or falling during movement.

9. COSTING AND BIDDING

- Service provider must take care to estimate and calculate their costs and prices **CORRECTLY** before placing a bid on the system.
- Erroneous low bids can not 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 R5000).
- **All prices must include VAT.**
 - **Bids must be placed for the correct unit of measure, i.e. packs of 3 boxes.**
 - NB: Service providers 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 the 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.
- 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 Annexure A below
- Deliveries must be made in the name of the service provider– no third party deliveries will be accepted.

NB: No deliveries will be accepted without submission of signed delivery notes.

NB: Waybills will not be accepted as delivery notes.

11. QUALITY CONTROL

- The Electoral Commission will have the right to conduct inspections at the service provider's premises for quality and adherence to specifications before deliveries are made.
- The service provider must undertake and warrant that all goods shall, at the time of delivery, be according to specifications, in good condition, order and ready for use.
- The service provider has the primary responsibility to ensure that **quantity and quality** are in accordance with the specifications.

12. SPECIAL REQUIREMENTS

- It may be necessary for the successful service provider to carry out detail design improvements and/or production adjustments in order to achieve completion of the work in accordance with specifications.
- **Therefore, service providers on this auction must be an established manufacturing entity and MUST HAVE DIRECT CONTROL OVER THE DESIGN AND PRODUCTION/PRINTING PROCESS of the product.**
- Written confirmation and explanation of this capacity/ability to control the design and production process must be submitted to the Electoral Commission before the awarding of the auction will be considered and concluded.

- The written confirmation must form part of this bid.
The letter must either be submitted with the sample or uploaded with the auction documents not later than **25 June 2021** The Electoral Commission will use the detail provided in the written submission together with the sample and any due diligence audit provisions and other information at its disposal to determine compliance with the Electoral Commission's requirements.

13. TECHNICAL EVALUATION – SAMPLES

- Before an order is placed with any service provider, the service provider will be required to prove conformance of the offered goods 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 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 promoting and reaching the Electoral Commission's goals, target dates and objectives.
- For evaluation purposes, **ALL SERVICE PROVIDERS ON THIS AUCTION** who have placed a bid will be required to submit 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 as a matter of course.**
- The sample must conform to the auction specifications as set out in sections 2, 3 and 4 above.
- The sample must consist of at least **THREE** BALLOT BOXES.
- **NOTE: Three similar samples of the product offered are required - not two alternative designs. If alternative designs are offered they must be 'sampled' separately.**
- The samples must fully demonstrate the design and materials to be used by the service provider in order to meet the auction specification requirements. The samples must be full size, of correct dimensions, and made of the intended material for use.
- The samples need not carry the exact proposed Electoral Commission's printing, as this will be finalised in the Service Level Agreement with the successful service provider.
Service providers must, however, illustrate their ability to print in colour on cardboard.
- **Bids must be placed online by not later than the stipulated time on 22 June 2021. Written proposals and samples must be submitted by no later than 11h00 on 25 June 2021.**
- Failure to submit a sample within the specified period will exclude that service provider from further consideration.
- Failure to submit a written submission indicating that the service provider on this auction is an established manufacturer and has direct

control over the design and production / printing process will result in the service provider be excluded from further consideration.

- The samples must be delivered directly to:
Ms Rachel Malele
Electoral Commission
Procurement and Asset Management Department
Riverside Office Park
Election House
1303 Heuwel Avenue
Centurion
Tel: 012 622-5525
- Samples should be clearly marked with the name of the submitting service provider, to avoid loss or confusion. The Electoral Commission takes no responsibility for the loss of unmarked samples.
- The samples will be stringently tested for quality compliance to **specifications and will not be returned to the service providers.**
- The order will be awarded to a successful service provider in terms of the auction specifications and whose samples conform to the auction specifications and ability to deliver as well as the provisions of the Preferential Procurement Policy Framework Act 2000 that apply.
- Successful service providers may be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before an official purchase order is issued.

14. SERVICE PROVIDER PERFORMANCE

- Before an order is awarded the successful service provider will be required to enter into a Service Level Agreement (SLA) with the Electoral Commission.
- The purpose of the SLA is to fix performance criteria within the key requirements of this auction, namely **QUANTITY, QUALITY INCLUDING FINAL SPECIFICATIONS, AND DELIVERY DATE.**
- The SLA will contain elements such as service provider progress milestones, delivery schedules, quality checkpoints, and invoicing procedures.
- The Electoral Commission reserves the right to reject any deliveries not conforming to the above, including damaged 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 service provider on this auction for example or any other service provider able to deliver) to make good the shortfall in supply in order to ensure the 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!

15. DELIVERY NOTES

- Service providers must note that a proper delivery notes system is crucial.
- **NB:** No deliveries will be accepted without submission of delivery notes.
- The delivery note must be signed both by the service provider and the 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, i.e. number of pallets, boxes and actual quantities delivered
- **The Electoral commission will not accept waybills as delivery notes.**

16. 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 valid tax invoice and copies of signed delivery notes from service provider, provided that the Electoral Commission is satisfied with the quality and standard of the service provider's performance.

17. RECYCLING

- The ballot boxes are intended to be recyclable where **possible**.
- To encourage recycling, the Universal Recycling Symbol must be printed on each of the boxes in one of the spot colours.
- Printed size to be approximately 30mm x 30mm diameter.



18. TECHNICAL ENQUIRIES

Ms Suzette Thato Ndala / Mr Molwelang Mathibe

Electoral Commission

Logistics Department

Tel: (012) 622-5851/ 5723

Fax: (012) 622-5252

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

ANNEXURE A
ELECTORAL COMMISSION WAREHOUSES AND CONTACT NUMBERS
DELIVERY OF BALLOT BOXES

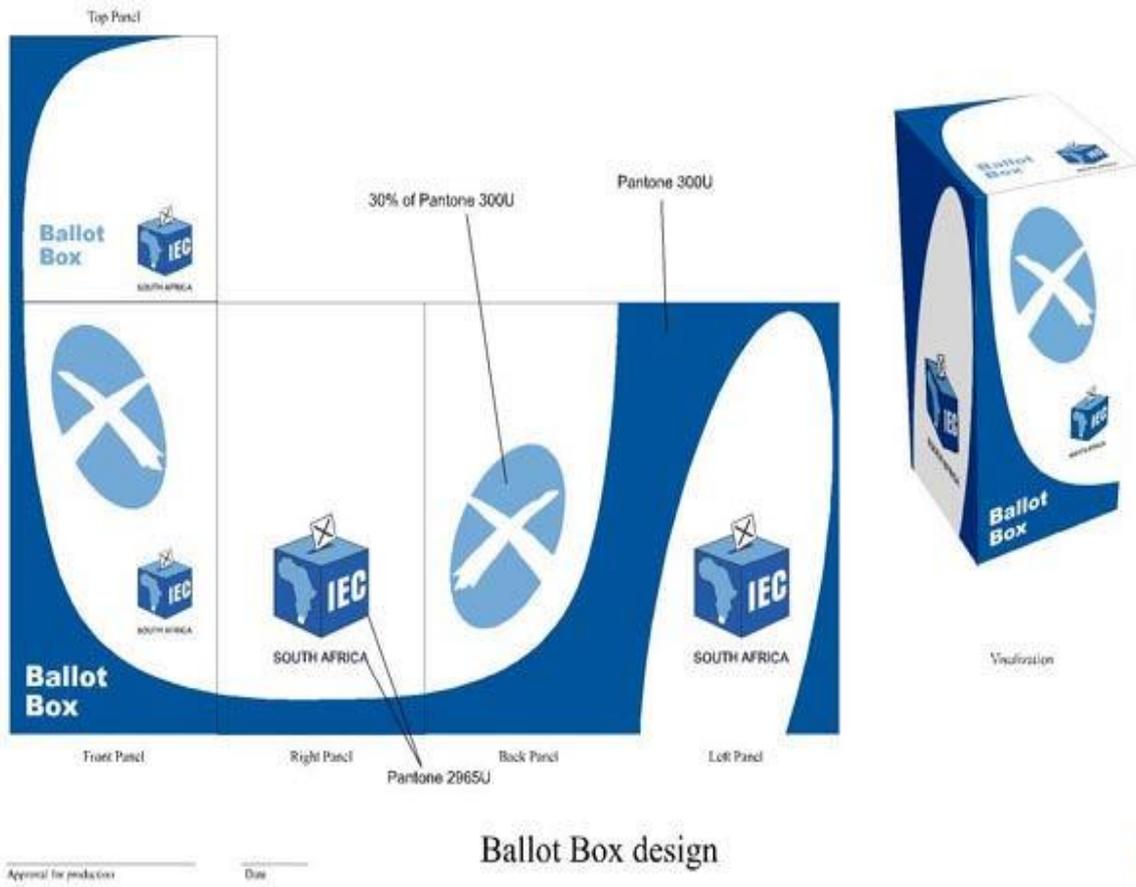
| PROVINCE | WAREHOUSE ADDRESS | CONTACT PERSON | CONTACT NUMBERS | LATITUDE (S) | LONGITUDE (E) | QUANTITIES Pack of 3 |
|-------------------------|---|---|--|--------------|---------------|----------------------|
| Eastern Cape Warehouse | Farm 923; Portion 2; Buffalo Pass; Collondale East London | Masindi Mosehana Thobeka Dakela Busi Mlola | 043 736 4025 043 736 4058 043 736 4004 | -33.0464610 | 27.8063220 | 12,702 |
| Free State Warehouse | 50 Monument Road, Uitsig, Bloemfontein | Andre Rauch Mbekokazi Hume | 051 447 3543 | -29.138434 | 26.213753 | 4,353 |
| Gauteng Warehouse | Unit B2, 60 First Street, Goldref Industrial Park, Booyens Reserve, Johannesburg | Mosue Nozulu Hlokotsi Moipone | 011 496 1725 011 496 1784 | -26.237558 | 28.023757 | 12,247 |
| Kwazulu-Natal Warehouse | 41 Ashfield Close, Springfield Park, Durban | Cheryl Venter Mongezi Khumalo T Mshentshela | 031 579 4829 031 579 4206 031 579 5404 | -29.806932 | 31.002666 | 16,070 |
| Mpumalanga Warehouse | 9 Blackberry Blvd Riverside Park Ext 22, Nelspruit | Thuli Mbethe Vukile Ndyalivani | 013 757 1201 013 757 0621 | -25.43062 | 30.96263 | 5,607 |
| Northern Cape Warehouse | No. 7 Delfos Street, Kimdustria, Kimberly | Sarah Ubisi Kagiso Makoloi | 053 841 0142 | -28.756689 | 24.783402 | 2,048 |
| Limpopo Warehouse | 11 Kobalt Street Nirvana, Polokwane | Tendani Maselesele Daniel Magalatshetshe | 015 292 0152 015 292 0149 | -23.88719 | 29.43751 | 9,375 |
| North West Warehouse | Rizvi House, 50/52 First Street (CNR: First Street & Aerodrome Road), Industrial Sites, Mafikeng, | Bogosi Judi | 018 381 4054 018 391 0800 | -25.841743 | 25.633314 | 5,523 |
| Western Cape | 95 Bofors Circle, Epping Industrial, Epping 2, Cape Town | Phillip Verlaat | 021 951 3350 | -33.933312 | 18.564204 | 6,330 |
| National Warehouse | 288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion | Robert Niemack Maite Matsebatlela | 012 666 7283 012 622 5700 | -25.842761 | 28.101921 | 11,599 |
| | | | | | TOTAL | 85,854 |

Bidders 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

ILLUSTRATION OF BALLOT BOXES

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



- Navy = Pantone 289
- Midblue = Pantone 2728
- Light blue = 2707

ANNEXURE C

EVALUATION CRITERIA – CARDBOARD BALLOT BOXES

AUCTION NUMBER:

Service Provider Name:

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 service provider bid on the auction? | | | |
| 2. Was the sample submitted on time? <i>[Item 13 – bullet 10 & 11]</i> | | | |
| 3. Was a written confirmation submitted? <i>(Item 12 – bullet 4 and Item 13 – bullet 10 & 12)</i> | | | |
| 4. Is the sample supplied in a pack of three (3) with a protective wrapping and at least two (2) supportive strappings? <i>(Item 8 – bullet 1)</i> | | | |
| STAGE ONE OUTCOME | QUALIFIED | DISQUALIFIED | Comments |
| | | | |
| STAGE TWO | YES | NO | Comments |
| 1. Is the sample supplied in a flat (collapsible) form? <i>(Item 2 – bullet 1)</i> | | | |
| 2. Is the sample manufactured from white-faced flute cardboard? <i>(Item 2 – bullet 3)</i> | | | |
| 3. Are the assembly instructions and/or diagrams printed on the items? <i>(Item 2 –bullet 4)</i> | | | |
| 4. Ability to carry internal load of 25kg? <i>(Item 2 –bullet 5)</i> | | | |
| 5. Are the ballot box joints stapled or similar? <i>(Item 2 – bullet 6)</i> | | | |
| 6. Is the box of rectangular dimensions when assembled? <i>(Item 2 –bullet 8)</i> | | | |
| 7. Does the ballot box incorporate a closing mechanism for the deposit slot? <i>2?(Item 2 – bullet 13)</i> | | | |
| 8. Rectangular slot dimension (15cm x 2cm) with a tolerance not exceeding 3cm x 1cm <i>(Item 2 – bullet 12)</i> | | | |
| 9. Is the box dimension when assembled (34 cm x 34 cm with a height | | | |

| | | | |
|--|--|--|--|
| of 60 cm)? <i>(Item 3)</i> | | | |
| 10. Are printing capabilities demonstrated? <i>(Item 5 and Item 13 – bullet 9)</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 | QUALIFIES | DISQUALIFIES |
|---|------------------|---------------------|
| | | |
| Bid Evaluation Committee Names | Signature | |
| | | |
| | | |

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|--|--|
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