



SOUTH AFRICA

BID SPECIFICATIONS

STATIONERY PACKS - REGISTRATION & VOTING

ePROCUREMENT AUCTION NUMBER: #0010549095

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

1. ITEM DESCRIPTION: STATIONERY PACKS

The Electoral Commission is desirous to procure the following items:

- 1.2. Stationery Packs - Registration
- 1.3. Stationery Packs - Voting
- 1.4. Bidders must be registered and approved on IEC's eProcurement system <https://votaquotes.elections.org.za>) in order to place a bid online.
- 1.5. A non-compulsory briefing session is scheduled for:

Date – 09 July 2025

Time – 11:00

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

IMPORTANT TO NOTE:

- ✓ Bidders will be required to submit samples for testing and evaluation purposes.

- ✓ All samples submitted will not be returned to bidders during the evaluation and after the award.

2. ITEM SPECIFICATION

2.1. Registration Stationery Pack

Each registration stationery pack will contain the following items:

ITEM #	ITEM DESCRIPTION	ITEM SPECIFICATION	QUANTITY
1	A5 Short Hand Note Pad	30 Sheets with faint lines. No front or rear cover required (glue binded).	1 each
2	Ruler	Plastic ruler. Shatterproof. 30cm in length.	2 each
3	Ballpoint Pen	Medium point with cap, or retractable. Black ink. Must conform to requirements of SANS 785. Will be physically tested for a minimum requirement of drawing 2,000 lines, 150mm in length.	4 each
4	Plastic Refuse Bags	Black Plastic bags – Dimensions 750mm X 950mm [with 10% (i.e. 75mm and 95mm) acceptable tolerance on either side]. Heavy duty folded/rolled into size not exceeding approximately 100mm X 100mm and secured with tape/rubber band. <i>(The bags should be folded or rolled as small as possible so as not to obscure the other items in the stationery pack.)</i>	4 each
5	Scissors	Paper scissors with rounded blades made from stainless steel – for right- and left-hand use. Size: Approximately 21cm.	1 each
6	Polypropylene Binding	Thickness must be between 1mm – 5mm 50g spools. Any colour.	1 each
7	Permanent Marker	Permanent marking pen. BLACK . Waterproof. Instant drying. Xylene free Length of pen with cap: 130mm – 145mm.	1 each
8	Packaging Tape; Clear	Size 48mm x 50m. Tough high-quality polypropylene with adhesive for parcel and carton sealing.	1 each

ITEM #	ITEM DESCRIPTION	ITEM SPECIFICATION	QUANTITY
9	Adhesive Rubber Putty	White re-usable adhesive putty. 50gram.	1 each
10	A4 Checklist Sheet	To be provided by service provider as per the content list and section 12.1 below. White - A4 size.	1 each

2.2. Voting Stationery Pack

Each voting stationery pack will contain the following items:

ITEM #	ITEM DESCRIPTION	ITEM SPECIFICATION	QUANTITY
1	Packaging Tape; Clear	Size 48mm x 50m. Tough high-quality polypropylene with adhesive for parcel and carton sealing.	1 each
2	A4 Examination Note Pad	40 Sheets with faint lines. No front or rear cover required.	1 each
3	Pens, Permanent Marker	Permanent marking pen. BLACK. Waterproof. Instant drying. Xylene free Length of pen with cap: 130mm – 145mm.	1 each
4	Pens, Whiteboard markers	RED (Return of ballot boxes). Length of pen with cap: 130mm – 160mm.	1 each
5	Paper Clips	Metal paper clips. (medium size) Minimum 50mm length. Quantity of 100 paper clips. Packaging in a Zip-lock bag (preferably).	1 each
5	Adhesive rubber putty	White re-usable adhesive putty. 50gram.	1 each
7	Rubber Bands	Size No. 32. 75mm Double Flat X 3mm wide - Reasonable manufacturing tolerance permitted. Packet of 50g (5% tolerance either side).	1 each
8	Ruler	Plastic ruler. Shatterproof. 30cm in length.	2 each

ITEM #	ITEM DESCRIPTION	ITEM SPECIFICATION	QUANTITY
9	Ballpoint Pen	Medium point; with cap, or retractable. Black ink. Must conform to requirements of SANS 785. Will be physically tested for a minimum requirement of drawing 2,000 lines, 150mm in length against ruler.	6 each
10	Envelopes: C4	C4. Size: 229mm x 324mm. Colour: Buff or white.	5 each
11	Plastic Refuse Bags	Black Plastic bags – Dimensions 750mm X 950mm [with 10% - (i.e 75mm and 95mm) acceptable tolerance on either side]. Heavy duty folded/rolled into size not exceeding 100mm X 100mm (approximately) and secured with tape/rubber band. <i>(The bags should be folded or rolled as small as possible so as not to obscure the other items in the stationery pack.)</i>	4 each
12	Scissors	Paper scissors with rounded blades made from stainless steel – for right- and left-hand use. Size: Approximately 21cm.	1 each
13	Polypropylene Binding	Thickness must be between 1mm – 5mm 50g spools. Any colour	1 each
14	A4 Checklist Sheet	To be provided by service provider as per the content list and section 12.1 below. Yellow - A4 size	1 each

3. ESTIMATED WEIGHT

3.1. The estimated weight of each pack – for planning purposes is approximately 1kg.

4. QUANTITY

4.1. Registration stationery pack

4.1.1. The total quantity of registration stationery packs is 55,000.

4.2. Voting stationery pack

- 4.2.1. The total quantity of voting stationery packs is 47,000 stationery packs.
The Unit of Measure is “Per Pack”.

5. DELIVERY LOCATION AND DATE

- 5.1 Deliveries of stationery packs to the selected Electoral Commission warehouses must be completed no later than
- 5.1.1 Registration stationery pack – 30 January 2026
- 5.1.2 Voting stationery pack – 15 May 2026
- 5.2 Deliveries to the Electoral Commission warehouses should be made during working hours (08:30-17:00).
- 5.3 The required point of delivery is the Electoral Commission warehouses as per Section 21.
- 5.4 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 21 below.
- 5.5 Deliveries must be made in the name of the service provider – no third party deliveries will be accepted.
- 5.6 Partial deliveries will not be accepted. Any short deliveries will be regarded as breach of contract and will be penalized by the Electoral Commission.
- 5.7 Late deliveries will not be accepted nor paid for.
- 5.8 Bidders must take note that a proper delivery notes system is crucial. Refer section below on delivery notes and requirements.
- 5.9 Prices must include delivery of the specified quantities to the specified sites as per Section 21.

6. COSTING AND BIDDING

- 6.1 Bidders must take care to estimate and calculate their costs and prices correctly before placing a bid on the Electoral Commission's eProcurement system.
- 6.2 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 (e.g. R50 instead of R5,000).
- 6.3 All prices must include VAT.
- 6.4 Bidders must bid for the total quantity of two (2) stationery packs, that is
 - 6.4.1 Registration stationery pack
 - 6.4.2 Voting stationery pack
- 6.5 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.
- 6.6 Amounts/total cost must include all variables involved in the production of the items.
- 6.7 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.
- 6.8 Bids must be placed for the correct unit of measure, i.e. per pack.

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.

7. QUALITY CONTROL

- 7.1 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.
- 7.2 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.
- 7.3 The service provider has the primary responsibility to ensure that quantity and quality are in accordance with the specification.

8. PREREQUISITE RELEVANT EXPERIENCE

- 8.1 Before being considered for this auction, bidders are required to provide (in their written proposal) evidence of prior expertise and experience consisting of the following:
 - 8.1.1 Details – including scope/scale and value of previous projects of similar nature. Projects must have been undertaken and completed within the last ten (10) years.
 - 8.1.2 Note - This does not imply simply the supply of bulk stationery, but also the individual creation of the necessary packs and their packaging and delivery, *et cetera*.
 - 8.1.3 Contactable references for the project(s) undertaken (minimum two contactable references). References will be used to determine if the projects were successfully delivered within the timeline and quality. References must include name, company/organisation, email address, contact number and the value of the project.
- 8.2 In the case of a joint venture, the relevant details must be supplied for both parties.

NB: Written proposal, contactable references for the project(s) undertaken must be submitted together with the sample, as required in section 13 below.

9. ADDITIONAL REQUIREMENTS: SERVICE PROVIDER INDUSTRY

- 9.1 It will be necessary for the successful service provider to develop production strategies to ensure successful performance of the work.
- 9.2 Bidders must be established operators in the relevant industry and must have direct control over the product design and production process. For the purpose of this requirement, established operators refer to existing entities with the ability and capability to render a service of this magnitude. Such confirmation must be included in the written proposal, including the experience in similar projects, undertaken and completed within the last ten (10) years.
- 9.3 In a case of a partnership, specific arrangements (including the roles of different service providers) entered into by the parties must be stated in a written submission and must be submitted to the Electoral Commission. Failure to submit the required detail shall lead to disqualification of the bid.
- 9.4 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 of any prospective service provider with the Electoral Commission's requirements.

10. CONTINGENCY AND DISASTER PLANNING

- 10.1 The stationery packs are fundamental to the successful delivery of the electoral events. Contingency and disaster planning will be an important consideration in the awarding of the bid.

10.2 Full details of such contingency planning relating to the project must be submitted, covering elements such as:

10.2.1 Labour unrest within the plant (strikes)

10.2.2 Fire

10.2.3 Extensive power disruptions

10.2.4 Machinery breakdowns

10.2.5 Lockdown as a result of the global pandemic

10.3 Contingency planning may involve the use of alternative sites. This will not be construed as sub-contracting for the purposes of the bid evaluation.

11. REQUIREMENTS FOR BID SUBMISSION

11.1 Written proposals are called for in this bid requirement and must be provided.

11.2 All the submitted documents, including samples provided will form part of the evaluation and adjudication of this bid.

11.3 Failure to submit the correct written documentation and/or evidence will therefore lead to disqualification of a bid submission.

11.4 The following must be submitted:

11.4.1 A detailed company profile, and a description of production capabilities, which are relevant to this bid requirement, together with previous related experience, equipment, transport resources, *et cetera*.

11.4.2 Written confirmation and explanation of the capacity/ability to control the production process.

- 11.4.3 Proven evidence and track record demonstrating the required expertise, capability and experience of a project in similar size, complexity and scope. Submission to also include the value of the contract.
- 11.4.4 Two or more contactable references for similar project(s) undertaken in the last ten (10) years.
- 11.4.5 Methodology to be followed in ensuring that the correct items and quantities are picked and packed for each item in the stationery pack.
- 11.4.6 Provide a detailed explanation of the contingency plans that are or would be available in the event that scheduled production is compromised or becomes impossible (for example, labour unrest, fire, extensive power disruptions or any other disruptive cause).
- 11.4.7 Provision of bidder's ability to source the required items and quantities from the manufacturer(s), in case of a bidder being a supplier or distributor, and not a manufacturer of the required stationery items.
- 11.4.8 Where a bidder is a distributor or supplier (i.e. not a manufacturer), letters of the bidder's individual stationery supplier(s) will be required.
- 11.4.9 Provide a detailed explanation in the written submission of the quality assurance (QA) process that will be applied in order to achieve the necessary high degree of accuracy and quality in the production process. That includes, but is not limited to, ensuring that:
 - 11.4.9.1 The ink of the ball point pen does not dry-out.
 - 11.4.9.2 Quantity of the paper clips in a pack.
 - 11.4.9.3 Size and weight of the rubber bands.

- 11.4.9.4 Refuse bag is folded into a size not exceeding 100mm X 100mm and rolled as small as possible so as not to obscure the other items in the stationery pack.
- 11.4.9.5 Confirm the availability and/or ability to source a secure facility, equipment, transport resources.

NB: The Electoral Commission will not request additional information for evaluation purposes in the event of the bidder's failure to include essential information. Bid responses will be evaluated as submitted and should therefore be as comprehensive as possible.

12. PACKAGING AND PREPARATIONS FOR DISPATCH

12.1 FIRST LEVEL PACKAGING

The stationery packs must be packed for delivery as follows, to facilitate handling and storage:

- 12.1.1 Each parcel must contain A4 size checklist sheet to allow checking of contents and quantities.
- 12.1.2 The content must be wrapped in a secure, transparent clear plastic sheath which permits visual inspection of the contents.
- 12.1.3 The clear plastic must be minimum 75 microns.
- 12.1.4 The packaging must be sufficiently strong to hold the contents during handling, without tearing.
- 12.1.5 The sheath must be sealed to secure the contents from loss or pilferage by heat-sealing or similar means (stapling is not acceptable).
- 12.1.6 The sheath must be of a shape and nature that allows visibility of all the contents, and checking of the quantities, without being opened.

12.2 SECOND LEVEL PACKAGING

- 12.2.1 The individual stationery packs must be packed for delivery as follows to facilitate handling and storage:
 - 12.2.1.1 The stationery packs must be packed in double-walling cardboard boxes containing 20 packs each per box.
 - 12.2.1.2 The boxes must be stacked on 1,000mm X 1,200mm four-way entry single sided pallets and strapped to the pallet.
 - 12.2.1.3 The pallets must be labelled with a blue A4 label.
 - 12.2.1.4 Strict attention must be paid to stable and secure packaging to withstand the rigours of transportation by road.
 - 12.2.1.5 Maximum height to stack must be 1,500mm. Maximum weight permitted per pallet is 500 kg.
- 12.2.2 The pallets must be labelled with a green A4 label stating the following:
 - 12.2.2.1 Contents: **REGISTRATION STATIONERY PACKS or VOTING STATIONERY PACK**
 - 12.2.2.2 Quantities
 - 12.2.2.3 Weight
 - 12.2.2.4 Service provider's details.
- 12.2.3 Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.

13. TECHNICAL EVALUATION/SAMPLES

- 13.1 Before a contract is awarded to 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 the right to inspect samples or examples of the offered materials to establish conformance before awarding an order.
- 13.3 For evaluation purposes, all bidders will be required to submit samples for inspection and testing by the Electoral Commission as part of their bid submission. Note that reminders will not be sent out by the Electoral Commission – it is the responsibility of each bidder to submit the sample as required.
- 13.4 At least one (1) sample of each stationery pack must be submitted for testing of compliance with the bid specifications, that is
- 13.4.1 One (1) sample stationery pack - Registration
- 13.4.2 One (1) sample stationery pack - Voting
- 13.5 The sample must conform to the bid specifications as set out in sections 2, 3 and 12.1 above.
- 13.6 The sample must be full size and of correct dimensions as stated in sections 2,3 and 12.1. The sample must be made of the specified materials and components for use in full scale manufacture and packaged as stated in section 2 and 12.1.
- 13.7 Bids must be placed on the Electoral Commission's eProcurement system not later than the closing date and time as stipulated on the system.
- 13.8 Written proposals and samples must be submitted not later the closing date and time as stipulated on the Electoral Commission's eProcurement system.
- 13.9 Failure to submit a samples and a written proposal within the specified period will exclude that bidder from further consideration.
- 13.10 No late written proposal and samples will be considered.
- 13.11 The samples and written proposals must be delivered directly to:

SCM
Election House
Riverside Office Park
1303 Heuwel Avenue
Centurion, Pretoria
Tel: (012) 622-5550

- 13.12 Samples must be clearly marked with the name of the bidder and 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.
- 13.13 The samples will be stringently tested for quality compliance to specifications and will not be returned to service providers at any point.
- 13.14 The purchase order will be awarded to a successful bidder in terms of the auction conditions and whose sample conforms to the auction specifications and ability to deliver as well as the provisions of the Preferential Procurement Policy Framework Act 2000, that apply.
- 13.15 Successful bidders shall be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before a contract is awarded.

14. DOCUMENTS AND INFORMATION REQUIRED FOR SUBMISSION

- 14.1 Written proposal (*refer to section 8,9,10 &11*)
- 14.2 Samples (*refer to section 13.5*)

15. POST EVALUATION ACTIVITIES

- 15.1 Before the bid is awarded, the qualifying bidder(s) will be subjected to due diligence audit requirements of the Electoral Commission.
- 15.2 A due diligence audit will be conducted at the recommended service providers' premises and partners' premises (only if partnership has been detailed in the written proposal).
- 15.3 The due diligence audit will include, but not be limited to, site inspections where items will be manufactured, packaged and dispatched as well as viewing of equipment and machinery.
- 15.4 The Electoral Commission will enter into the service level agreement (SLA/contract) with the recommended bidder.

16. DURATION

- 16.1 The contract for the supply and delivery of the stationery packs as per this auction is a 'once off' requirement.

17. SUPPLIER PERFORMANCE

- 17.1 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.
- 17.2 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.

- 17.3 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.
- 17.4 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.
- 17.5 The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 17.6 The Electoral Commission reserves the right to reject any services delivered not conforming to the above, including damaged units/parcels.
- 17.7 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.

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.

18. DELIVERY NOTES

- 18.1 Bidders must take note that a proper delivery note system is crucial.
- 18.2 Important: No deliveries will be accepted without submission of delivery notes.

18.3 The delivery notes must be signed by both the service provider and the Electoral Commission's warehouse receiving staff.

18.4 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.

18.5 The Electoral Commission will not accept waybills as delivery notes.

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

19. PAYMENT

19.1 No payment will be made by the Electoral Commission before goods/services have been rendered.

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

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

19.4 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.

20. ENQUIRIES

All enquiries must be directed to:

Mr Richard Ramolemi / Votaquotes Helpdesk

Tel: (012) 622-5281/5782

eMail: ramolemir@elections.org.za / votaquotes@elections.org.za

21. ELECTORAL COMMISSION WAREHOUSE AND CONTACT NUMBERS STATIONERY PACKS

21.1 Registration

Delivery phase 1

Date: 30 January 2026

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBER(S)	QUANTITIES
Eastern Cape	Farm 923;Portion 2 Buffalo Pass; Collondale East London	Busi Mlola Kamo Modiba	043 736 4004 043 736 4025 043 736 4058	9 800
Free State	50 Monument Road Uitsig Bloemfontein	Andre Rauch Mbekokazi Hume	051 447 3543	3 200
Gauteng	Unit B2 60 First Street Gold Reef Industrial Park Booysens Reserve	Moipone Hlokotsi Kabelo Khabane	011 496 1725 011 496 1784	6200
Kwazulu-Natal	41 Ashfield Close Springfield Park Durban	Mongezi Khumalo Bongani Bukhosini Dumisani Mbuli	031 579 4829 031 579 4206 031 579 5404	11000
Mpumalanga	9 Blackberry Blvd Riverside Park Ext 22 Nelspruit	Thuli Mbethe Lucky Leyane	013 754 0200	4 000
Northern Cape	13 Elliott Street, Kimberley	Thuso Phokojoe Sarah Ubisi Awie Seekoei	053 838 5000 053 838 5029	1 800
Limpopo	25 Hyacinth Street Unit 5;Corporate Park Polokwane	Tendani Maselele Daniel Magalatshetshe	015 292 0152 015 292 0149	7 200
North West	Rizvi House 50/52 First Street (Cnr: First Street & Aerodrome Road);Industrial Sites Mafikeng	Bogosi Judi Thato Mdali	018 381 4054 018 391 0800	2 000
Western Cape	95 Bofors Circle Epping Industrial; Epping 2 Cape Town	Philip Verlaat Vukile Ndyalivani	021 951 3350	3 600
National Warehouse	288 Kwanbi Crescent Icon Industrial Park Sunderland Ridge; Centurion	Robert Niemack Maite Matsebatlela	012 646 1017 012 622 5878	4 200
				55,000

21.2 Voting Stationery Pack

Delivery phase 2

Date: 15 May 2026

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBER(S)	QUANTITIES
Eastern Cape	Farm 923 Portion 2;Buffalo Pass Collondale East London	Busi Mlola Kamo Modiba	043 736 4004 043 736 4025 043 736 4058	5 500
Free State	50 Monument Road Uitsig Bloemfontein	Andre Rauch Mbekokazi Hume	051 447 3543	2 900
Gauteng	Unit B2 60 First Street Gold Reef Industrial Park Booyens Reserve	Moipone Hlokotsi Kabelo Khabane	011 496 1725 011 496 1784	9 600
Kwazulu-Natal	41 Ashfield Close Springfield Park Durban	Mongezi Khumalo Bongani Bukhosini Dumisani Mbuli	031 579 4829 031 579 4206 031 579 5404	11 800
Mpumalanga	9 Blackberry Boulevard Riverside Park Ext 22 Nelspruit	Thuli Mbethe Lucky Leyane	013 754 0200	3 000
Northern Cape	13 Elliott Street Kimberley	Thuso Phokojoe Sarah Ubisi Awie Seekoei	053 838 5000 053 838 5029	900
Limpopo	25 Hyacinth Street Unit 5 Corporate Park Polokwane	Tendani Maselele D Magalatshetshe	015 292 0152 015 292 0149	5 200
North West	Rizvi House 50/52 First Street (Corner First Street & Aerodrome Road);Industrial Sites Mafikeng	Bogosi Judi Thato Mdali	018 381 4054 018 391 0800	3 000
Western Cape	95 Bofors Circle Epping Industrial; Epping 2 Cape Town	Philip Verlaat Vukile Ndyalivani	021 951 3350	4300
National Warehouse	288 Kwanbi Crescent Icon Industrial Park Sunderland Ridge Centurion	Robert Niemack Maite Matsebatlela	012 646 1017 012 622 5201	800
				47,000

Bidders should please note that these addresses are correct at the time of advertising the bid. Changes may occur as a result of operational requirements. Warehouses will, however remain within the relevant municipality.

22. CONTENTS OF STATIONERY PACK (UNPACKED)

PLEASE NOTE THAT THIS PICTURE IS AN EXAMPLE ONLY.
SPECIFIC BRANDS ARE NOT SPECIFIED.



23. BID EVALUATION PROCESS

BID EVALUATION CRITERIA

NAME OF BIDDER: BID REFERENCE NUMBER:

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 registered on the National Treasury Central Supplier Database (CSD*.		
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.		

Assessment Criteria	Bidder Requirement (YES/NO)	Comments
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.		

* 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.

If the answer is **NO** to any of the questions, the bid will be disqualified.

EVALUATION CRITERIA – STATIONERY PACKS

Criteria			
PHASE ONE	YES	NO	Comments
1. Did the bidder place a bid on the auction? (<i>section 1.4 & section 13.7</i>)			
2. Was the sample submitted on time? <i>section 13.8</i>)			
3. Was the written proposal, contactable references submitted on time? (<i>section 11 & item 13.8</i>)			
PHASE ONE OUTCOME	QUALIFIES	DISQUALIFIED	

PHASE TWO	YES	NO	Comments
1. Detailed company profile and description of production capabilities which are relevant to this bid requirement (<i>Section 11.4</i>)			
2. Is the bidder an established operator in the relevant industry and have direct control over the product design and production process, i.e. experience in similar projects, undertaken and completed within the last 10 years? (<i>section 9.2</i>)			
3. Evidence with proven track record, demonstrating the necessary expertise and experience of a project in similar			

PHASE TWO	YES	NO	Comments
size, complexity and scope, including value. (<i>section 11.3.3</i>)			
4. Minimum of two (2) contactable references for the project(s) undertaken. (<i>section 11.4.4</i>)			
5. Detailed explanation of the contingency plan that are or would be available in the event that scheduled production is compromised or becomes impossible (for example labour unrest, fire, extensive power disruptions or any other disruptive cause). (<i>section 10</i>)			
6. Detailed explanation of the quality assurance (QA) process that will be applied in order to achieve the necessary high degree of accuracy and quality in the production process. (<i>section 11.4.9</i>)			
7. Confirm the availability and/or ability to source a secure facility, equipment, transport resources, <i>et cetera</i> . (<i>section 11.4.10</i>)			
8. Bidder's ability to source the required items and quantities from the manufacturer(s), in case of a bidder being a supplier or distributor, and not a manufacturer of the required stationery items. (<i>section 11.4.7</i>)			
PHASE TWO OUTCOME	QUALIFIES	DISQUALIFIED	Comments

PHASE THREE - REGISTRATION STATIONERY PACK	YES	NO	Comments
1. Was the stationery pack supplied in a secure transparent clear plastic sheath? (<i>section 12.1.2</i>)			
2. Does the plastic comply with the requirement? i.e. 75 microns? (<i>section 12.1.3</i>)			
3. Is the plastic sheath sealed in accordance with			

PHASE THREE - REGISTRATION STATIONERY PACK	YES	NO	Comments
specifications? (section 12.1.5)			
4. Contents of Registration Stationery Pack (section 2.1)			
a. A5 Short Hand Note Book			
Are there thirty (30) sheets per book?			
b. Ruler			
Is the material plastic and shatterproof?			
Is the length 300mm?			
c. Ballpoint Pen			
Is the ink colour black?			
Is it a medium point pen?			
Is the pen provided with a cap or retractable?			
d. Plastic Refuse Bags			
Does the refuse bag comply with specifications?			
Does the size when folded not exceed 100mm x100mm?			
Are the plastic bags black?			
e. Scissors			
Are the scissors provided with non-slip handles and rounded blades made from stainless steel?			
Does the scissors measure approximately 210mm?			
f. Polypropylene Binding			
Is it a 50g spool?			
Is the thickness approximately 1mm - 5mm?			
g. Permanent Marker			
Is the colour black?			
Is the length of the pen with cap 130mm - 145mm			
h. Packaging Tape			
Is the tape size in accordance with the specifications?			
Is the material polypropylene?			
i. Re-usable rubber putty (50g)			
Is the product of a good quality and does it comply with specifications?			

PHASE THREE - REGISTRATION STATIONERY PACK	YES	NO	Comments
j. A4 Checklist			
Is the colour white?			

PHASE THREE - VOTING STATIONERY PACK	YES	NO	Comments
1. Was the stationery pack supplied in a secure transparent clear plastic sheath? <i>(section 12.1.2)</i>			
2. Does the plastic comply with the requirement i.e. 75 microns? <i>(section 12.1.3)</i>			
3. Is the plastic sheath sealed in accordance with specifications? <i>(section 12.1.5)</i>			
4. Contents of Voting Stationery Pack (section 2.2)			
a. Packaging Tape			
Is the tape size in accordance with the specifications?			
Is the material polypropylene?			
b. A4 Note Pad			
Are there forty (40) sheets per pad?			
c. Permanent Marker			
Is the colour black?			
Is the length of the pen with cap 130mm - 145mm?			
d. Pens, Whiteboard Markers			
Is the colour red?			
Is the length of the pen with cap 130mm - 160mm?			
e. Paper Clips			
Is the material metal?			
Is the length 50mm?			
Are there 100 paper clips?			
f. Re-usable Rubber Putty (50g)			
Is the product of a good quality and does it comply with specifications?			
g. Rubber Bands			
Are the dimensions 75mm double flat X 3mm wide X 1.5mm thick?			
Is the size of the rubber bands No. 32?			

PHASE THREE - VOTING STATIONERY PACK	YES	NO	Comments
Is the packet 50g?			
h. Ruler			
Is the material plastic and shatterproof?			
Is the length 300mm?			
i. Ballpoint pen			
Is the ink colour black?			
Is it a medium point pen?			
Is the pen provided with a cap or retractable?			
j. Envelopes: C4			
Is the size 229mm x 324mm?			
Is the colour buff brown?			
k. Plastic Refuse Bags			
Does the refuse bag comply with specifications?			
Does the size when folded not exceed 100mm x 100mm?			
Are the plastic bags black?			
l. Scissors			
Are the scissors non-slip handles and rounded blades made from stainless steel?			
Do the scissors measure approximately 210mm?			
m. Polyethylene Binding			
Is it a 50g spool?			
Is the thickness approximately 1mm - 5mm?			
n. A4 Checklist			
Is the checklist colour yellow?			

FINAL RESULT	QUALIFIES	DISQUALIFIED

Stage 3: Bid Adjudication Process

Bids will be adjudicated as set out below.

Stage 3 – Adjudication of Bids

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

Bid Evaluation Committee	Sign Off	
	Signature	Date