



**BID SPECIFICATIONS FOR  
THE COLLAPSIBLE BOX FILES  
ePROCUREMENT AUCTION NUMBER: 0010571619**

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

**1. ITEM DESCRIPTION: COLLAPSIBLE BOX FILES A4 SIZE**

The Electoral Commission is desirous to procure the following items:

- 1.1. Collapsible Box Files A4 size for ease of storage and transportation of documents.
- 1.2. Note that all the samples submitted will not be returned to bidders after the award.
- 1.3. Bidders must be registered and approved on IEC's eProcurement system (<https://votaquotes.elections.org.za>) in order to place a bid online.

**2. ITEM SPECIFICATION**

- 2.1. 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.
- 2.2. The box files must be manufactured of corrugated cardboard class: 140Liner /112Flute or similar.

- 2.3. Unit of measure is per box (each).
- 2.4. The Collapsible Box Files must carry clear and simple assembly instructions and/or diagrams printed on the box surface, no loose leaflets will be accepted.
- 2.5. The base material of collapsible box files must be **Buff Brown**.

### 3. DIMENSIONS

- 3.1. The overall size of each Box file must be **31cm(L) x 24cm(W) x 7,5cm(H)**
- 3.2. Each Box file must accept A4 size documents when assembled.

### 4. PRINTING REQUIREMENTS

- 4.1. 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 section 19 for layout illustration)**
- 4.2. Clear and simple assembly instructions and/or diagrams must be printed on the box.
- 4.3. The printed font must be as bold as possible within the dimensions of the sign.
- 4.4. FINAL ARTWORK WILL BE SUPPLIED BY THE ELECTORAL COMMISSION TO THE SUCCESSFUL BIDDER.

### 5. QUANTITY

- 5.1 The total quantity of collapsible box files must be **27,255 (pack of 5)**.

### 6. DELIVERY LOCATION AND DATE

- 6.1. Deliveries of box files to the selected Electoral Commission Warehouses must be completed no later than **30 September 2026**

- 6.2. Deliveries to the Electoral Commission warehouses should be made during working hours (08h30-17h00).
- 6.3. The required point of delivery is the Electoral Commission warehouses as per section 18.
- 6.4. Prior notification must be given to ensure availability of receiving staff. The service provider must notify the appropriate Electoral Commission contact person of the delivery schedule and intended times of delivery, as per section 18 below.
- 6.5. Deliveries must be made in the name of the service provider – no third-party deliveries will be accepted.
- 6.6. Partial deliveries will not be accepted, unless prior agreement and approval by the Electoral Commission.
- 6.7. Late deliveries will not be accepted nor paid for.
- 6.8. Bidders must take note that a proper delivery notes system is crucial.
- 6.9. Bid prices must include delivery of the specified quantities to the specified sites as per section 18.
- 6.10. The delivery notes must be signed by both the service provider and the warehouse receiving staff.
- 6.11. Deliveries will not be accepted at the warehouse if delivery notes do not clearly state the name of the service provider, quantity of the items delivered, example number of pallets, boxes/bottles and actual quantities delivered.

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

## **7. COSTING AND BIDDING**

- 7.1. Bidders must take care to estimate and calculate their costs and prices correctly before placing a bid on the Electoral Commission's eProcurement system.
- 7.2. Erroneous low bids cannot be removed or adjusted upwards. Common errors include the entering of a unit price instead of a total price in the case of a batch requirement, or accidentally omitting zeros (example R50 instead of R5000).
- 7.3. All prices must include VAT.
- 7.4. Amounts as they appear on the eProcurement auction on the date and time of auction closure will be valid until awarding of the bid and delivery of the required disposable plastic bags.
- 7.5. Amounts/total cost must include all variables involved in the production of this item.
- 7.6. Service providers must note that prices cannot be negotiated or amended after auction closure.
- 7.7. 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.
- 7.8. Bids must be placed for the correct unit of measure that is (Pack of 5).

**NB: Bidders must note that the cost of packaging and delivery must be included in the bid price, and all packaging materials (including pallets) remain the property of the Electoral Commission after delivery.**

## **8. QUALITY CONTROL**

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

## **9. PACKAGING AND PREPARATIONS FOR DISPATCH**

- 9.1. The Collapsible Box Files must be packed for delivery as follows, to facilitate handling and storage.
- 9.2. The Collapsible Box Files must be securely strapped in **bundles of 25** with 2 (two) supporting straps, which must then be stacked on (**1000mm X1200mm four-way entry single sided pallets**) and strapped to the pallet.
- 9.3. Each bundle consisting of 25 collapsible box files must carry a label clearly marked "Collapsible Box Files", **quantity, name of service provider and weight of the bundle.**
- 9.4. The pallets must be labeled with a **green A4 label.**
- 9.5. **Strict attention must be paid to stable and secure packaging to withstand the rigours of transportation by road and stable storage.**
- 9.6. Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- 9.7. The pallets must be clearly labeled indicating:

- Contents: **Collapsible Box Files**
- Quantities:
- Weight:
- Service Provider's details:

9.8. Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.

## **10. DURATION**

10.1. The contract for the supply and delivery of the Collapsible Box Files - as per this auction is a 'once off' requirement.

## **11. TECHNICAL EVALUATION OF SAMPLES AND WRITTEN PROPOSAL**

11.1. Before a purchase order is placed with any service provider that service provider will be required to prove conformance of the offered goods to the stated specification.

11.2. The Electoral Commission reserves the right to inspect samples or examples of the offered materials to establish conformance before awarding a purchase order.

11.3. The Electoral Commission, furthermore, also reserves the right to consider at its sole discretion alternative options to exact specifications outlined in the auction or otherwise stipulated that may be offered by service providers should the Electoral Commission be of the opinion that such alternative options that are being offered are economically viable and/or may be a practical solution and/or may be generally beneficial in respect of promoting and reaching the Electoral Commission's goals, target dates and objectives.

11.4. For evaluation purposes, **ALL BIDDERS ON THIS AUCTION** who has 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 bidder to submit the sample as a matter of course.**

- 11.5. The sample must conform to the auction specifications as in section 2, 3, and 4 above, **a single Box File as a sample shall suffice.**
- 11.6. The sample must be full size and of correct dimensions and colour as stated in sections 2, 3 and 4.
- 11.7. The sample should carry printing to demonstrate the bidder's printing capability, but need not be as stipulated in Section 4. The sample must **be made of the specified materials and components for use in full scale manufacture.**
- 11.8. **Bids must be placed online not later than the stipulated date and time on eProcurement system.**
- 11.9. **Written proposals and samples must be submitted not later than the stipulated date and time on eProcurement system.**
- 11.10. Failure to submit a sample and the required written proposal within the specified period will exclude that service provider from further consideration.
- 11.11. No late samples will be considered.
- 11.12. The samples and written proposal must be delivered directly to:

**Electoral Commission  
Supply Chain Management Department  
Election House  
Riverside Office Park  
1303 Heuwel Avenue  
Centurion, PRETORIA  
Tel: (012) 622 – 5700 / 5550**

11.13. Samples must be clearly marked with the name of the bidder and the auction number, to avoid loss or confusion. The Electoral Commission takes no responsibility for unmarked samples.

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

11.15. Successful bidder may be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before an official purchase order is issued.

## **12. ADDITIONAL REQUIREMENTS: SERVICE PROVIDER INDUSTRY**

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

12.2. **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.**

12.3. **Sub-contracting will not be permitted.**

12.4. The Electoral Commission will use the detail provided in the written proposal together with the sample and any due diligence audit provisions and other information at its disposal to determine compliance of any prospective service provider with the Electoral Commission's requirements.

## **13. POST EVALUATION ACTIVITIES**

13.1. Before the auction is awarded, the recommended service provider(s) will be subjected to an administrative and/or technical due diligence audit.

13.2. A due diligence audit will be conducted at the recommended service providers premises.

- 13.3. Due diligence audit will include, but not limited to, site inspection where items will be manufactured, packaged and dispatched, and viewing of equipment and machinery.
- 13.4. Signing of the Service Level Agreement.

#### **14. SERVICE PROVIDER PERFORMANCE**

- 14.1. Before a purchase order is awarded the successful bidder will be required to enter into a Service Level Agreement (SLA) with the Electoral Commission.
- 14.2. 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.
- 14.3. The SLA will contain elements such as service provider's progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 14.4. The Electoral Commission reserves the right to reject any deliveries not conforming to the above, including damaged units/parcels.
- 14.5. 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 provider is 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 be first discussed and approved in writing by the Electoral Commission, at no additional cost.**

## **15. PAYMENT**

- 15.1 No payment will be made by the Electoral Commission before a service has been rendered.
- 15.2 No payment will be made without an original invoice and copies of signed delivery notes.
- 15.3 No payment will be processed before full delivery is completed and accepted.
- 15.4 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.

## **16. RECYCLING**

- 16.1. The Collapsible Box Files are intended to be recycled after use where possible.
- 16.2. To encourage recycling, the universal recycling symbol must be printed on each Collapsible Box Files.

16.3. Printed size of the symbol to be approximately 30mm x 30mm.



## **17. ALL ENQUIRIES**

All enquiries must be directed to:

Votaquotes Helpdesk

Tel: (012) 622-5700

eMail: [votaquotes@elections.org.za](mailto:votaquotes@elections.org.za)

## 18. ELECTORAL COMMISSION WAREHOUSES AND CONTACT NUMBERS

| PROVINCE                | WAREHOUSE ADDRESS                                                                                            | CONTACT PERSON                                         | CONTACT NUMBERS                              | QUANTITIES     |
|-------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------|----------------|
| Eastern Cape Warehouse  | Farm 923;Portion 2;<br>Buffalo Pass;Collondale;<br>East London                                               | Busi Mlola<br>Kamo Modiba                              | 043 736 4004<br>043 736 4025<br>043 736 4058 | <b>4,979</b>   |
| Free State Warehouse    | 50 Monument Road, Uitsig<br>Bloemfontein                                                                     | Andre Rauch<br>Mbekokazi Hume                          | 051 447 3543                                 | <b>1,604</b>   |
| Gauteng Warehouse       | Unit B2;60 First Street<br>Gold Reef Industrial Park<br>Booyens Reserve                                      | Moipone Hlokotsi<br>Kabelo Khabane                     | 011 496 1725<br>011 496 1784                 | <b>2,834</b>   |
| Kwazulu-Natal Warehouse | 41 Ashfield Close,<br>Springfield Park,<br>Durban                                                            | Mongezi Khumalo<br>Bongani Bukhosini<br>Dumisane Mbuli | 031 579 4829<br>031 579 4206<br>031 579 5404 | <b>5,029</b>   |
| Mpumalanga Warehouse    | 9 Blackberry Blvd<br>Riverside Park Ext 22, Nelspruit                                                        | Thuli Mbethe<br>Lucky Leyane                           | 013 754 0200                                 | <b>1,846</b>   |
| Northern Cape Warehouse | 13 Elliott Street,<br>Kimberley                                                                              | Thuso Phokojoe<br>Sarah Ubisi<br>Awie Seekoei          | 053 838 5000<br>053 838 5029                 | <b>739</b>     |
| Limpopo Warehouse       | 25 Hyacinth Street, Unit 5<br>Corporate Park<br>Polokwane                                                    | Tendani Maselele<br>D Magalatshetshe                   | 015 292 0152<br>015 292 0149                 | <b>3,315</b>   |
| North West Warehouse    | Rizvi House,50/52 First Street<br>(CNR: First Street & Aerodrome<br>Road),<br>Industrial Sites,<br>Mafikeng, | Bogosi Judi<br>Thato Mdali                             | 018 381 4054<br>018 391 0800                 | <b>1,730</b>   |
| Western Cape Warehouse  | 95 Bofors Circle<br>Epping Industrial<br>Epping 2;Cape Town                                                  | Philip Verlaat<br>Vukile Ndyalivani                    | 021 951 3350                                 | <b>1,623</b>   |
| Central Warehouse       | 288 Kwanbi Crescent, Icon<br>Industrial Park,<br>Sunderland Ridge,<br>Centurion                              | Robert Niemack<br>Maite Matsebatlela                   | 012 646 1017<br>012 622 5201                 | <b>3,556</b>   |
| <b>TOTAL</b>            |                                                                                                              |                                                        |                                              | <b>27, 255</b> |

**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.**

## 19. EXAMPLE OF LABEL LAYOUT:

|                                                                                    |  |  |               |
|------------------------------------------------------------------------------------|--|--|---------------|
|  |  |  |               |
|                                                                                    |  |  |               |
|                                                                                    |  |  | OF            |
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|                                                                                    |  |  |               |
|                                                                                    |  |  |               |
|                                                                                    |  |  | Box<br>number |

## 20. BID EVALUATION PROCESS

### BID EVALUATION CRITERIA

NAME OF BIDDER: .....BID REFERENCE NUMBER: .....

#### **Stage 1: Assessment of Bidder's Disclosure**

All bids received will be evaluated and assessed in respect of the mandatory information provided in the Bidder's Disclosure (SBD4) as well as the register for restricted suppliers and tender defaulters.

Any potential issues that may arise or transgressions that maybe identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, attached as Annexure B, was extended to all entities which were invited to participate in the bid process.

As part of the evaluation of the procurement process, the information provided by a person on the SBD4 form must be evaluated.

In so doing, it must be noted that if the bid evaluation establishes that:

- (a) a person within the bidding entity is an employee of the State, the Electoral Commission's CEO must request the relevant accounting officer/accounting authority whether the person-
  - (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
  - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
- (b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
- (c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- (d) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

If it is established that a person has committed a transgression in terms of the above, or any other transgression of SCM prescripts, the bid may be rejected and the person may be restricted.

The Electoral Commission's CEO must inform National Treasury of any action taken against a person within 30 days of implementing the action.

During the bid evaluation process, the Electoral Commission must in addition to other due diligence measures, establish if a person is not listed in-

- (a) the Register of Tender Defaulters; and
- (b) the list of restricted suppliers.

A bid related to a restricted bidder or tender defaulter shall be rejected.

The under-mentioned assessment criteria will be used to evaluate the elements relating to SBD4 and restricted suppliers and tender defaulters:

|   | <b>Assessment Criteria</b>                                                                                                                                         | <b>Bidder Requirement (YES/NO*)</b> | <b>Comments</b> |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------|
| 1 | Bidder is registered on the National Treasury Central Supplier Database (CSD*.                                                                                     |                                     |                 |
| 2 | Bidder is tax compliant.**                                                                                                                                         |                                     |                 |
| 3 | The bidder is not an employee of the state.                                                                                                                        |                                     |                 |
| 4 | Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act. |                                     |                 |
| 5 | Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.                                 |                                     |                 |
| 6 | The bidder is not a tender defaulter as per the register published on the National Treasury website.                                                               |                                     |                 |
| 7 | The bidder is not a restricted supplier as per the register published on the National Treasury website.                                                            |                                     |                 |

\* No bid shall be accepted if a supplier is not registered on the National Treasury Central Supplier Database (CSD).

\* A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification.

## Stage 2: Bid Evaluation for Technical Compliance

Key requirements for evaluation.

If the answers is NO to any of the questions the bid will be disqualified.

\* Any bid that fails to meet the criteria for functionality will be regarded as unacceptable and set aside/disqualified

| Evaluation Criteria for functionality: Collapsible Box Files                                                                                           |           |              |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|----------|
| PHASE ONE                                                                                                                                              | YES       | NO           | COMMENTS |
| 1. Did the bidder place a bid on the auction ( <i>Section 1</i> )?                                                                                     |           |              |          |
| 2. Was the sample submitted as required, that is within the required time frame? ( <i>Section 11</i> )                                                 |           |              |          |
| 3. Is written proposal explaining the capacity/ability to control the product design and production process submitted? ( <i>Section 12</i> )           |           |              |          |
| 4. Is the bidder established in the relevant industry and/or have direct control over the product design and production process? ( <i>Section 12</i> ) |           |              |          |
| PHASE ONE OUTCOME                                                                                                                                      | QUALIFIES | DISQUALIFIED | COMMENTS |
|                                                                                                                                                        |           |              |          |
| PHASE TWO                                                                                                                                              | YES       | NO           | COMMENTS |
| 5. Is the sample submitted as required, that is in a flat form? ( <i>Section 2</i> )                                                                   |           |              |          |
| 6. Is the Box File manufactured of corrugated cardboard class                                                                                          |           |              |          |

|                                                                                                              |                  |                     |  |
|--------------------------------------------------------------------------------------------------------------|------------------|---------------------|--|
| 140liner/112Flute or similar? ( <b>Section 2</b> )                                                           |                  |                     |  |
| 7. Is the overall size of each Collapsible Box File <b>31cm(L) x 24cm(W) x 7,5cm(H)</b> ( <b>Section 3</b> ) |                  |                     |  |
| 8. Does the Box File accept A4 documents when assembled? ( <b>Section 3</b> )                                |                  |                     |  |
| 10. Is base colour material <b>Buff Brown</b> ( <b>Section 2</b> )?                                          |                  |                     |  |
| 11. Is the label block printed in Black ( <b>Section 4</b> )?                                                |                  |                     |  |
| 12. Are you able to deliver the required products by the required date ( <b>Section 5 and 6</b> )?           |                  |                     |  |
| <b>FINAL RESULT</b>                                                                                          | <b>QUALIFIES</b> | <b>DISQUALIFIED</b> |  |
|                                                                                                              |                  |                     |  |

### **Stage 3: Bid Adjudication Process**

Bids will be adjudicated as set out below.

Only bids that comply with the requirements and conditions of the bid and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.

Acceptable bids must be market related.

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

Therefore, the 80/20 preference point system (PPPFA scoring) in terms of the Preferential Procurement Policy Framework Act, 2005 (PPPFA) and the Preferential Procurement Regulations, 2022 shall apply in the adjudication process of this auction where all acceptable bids received are equal to or below R50 million including VAT. Preference points will be allocated as follows:

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

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

| Bid Evaluation Committee | Sign Off  |      |
|--------------------------|-----------|------|
|                          | Signature | Date |
|                          |           |      |
|                          |           |      |
|                          |           |      |
|                          |           |      |