



SOUTH AFRICA

**ELECTORAL COMMISSION
BID SPECIFICATIONS
STATIONERY PACKS
ePROCUREMENT AUCTION NUMBER: 0010487328**

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!

Special attention must be paid to the provisions of section 8, 9 and 11.

ITEM DESCRIPTION: STATIONERY PACKS

1. BACKGROUND

The Electoral Commission is desirous to procure the following item:

- Stationery Packs

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 briefing scheduled as follows:

- Date - 25 November 2022
- Time - 11:00
- Venue – 1303 Heuwel Avenue; Election House; Centurion

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

2. ITEM SPECIFICATION

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	80 Sheets with feint lines.	1 each
3	Pens, Permanent Marker	Permanent marking pen. BLUE/BLACK. Waterproof. Instant drying. Xylene free Length of pen with cap: 130mm – 145mm.	1 each

ITEM #	ITEM DESCRIPTION	ITEM SPECIFICATION	QUANTITY
4	Paper Clips	Metal paper clips. (medium size) Minimum 50mm length. Quantity of 100 paper clips. Packaging in small Zip-lock bag (preferably).	1 each
5	Prestick or Equivalent	White re-usable adhesive putty. 50gram.	1 each
6	Rubber Bands	Size No.32; 75mm Double Flat X 3mm wide - Reasonable manufacturing tolerance permitted; Packet of 50g (5% tolerance either side).	1 each
7	Ruler	Plastic ruler. Shatterproof. 30cm in length.	2 each
8	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
9	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
10	Scissors	Paper scissors with rounded blades made from stainless steel – for right- and left-hand use. Size: Approximately 21cm.	1 each
11	Polypropylene Binding	Thickness must be between 1mm – 5mm 50g spools. Any colour	1 each
12	A4 Checklist Sheet	To be provided by service provider as per the content list and section 12.1 below. pink A4 size	1 each
13	Instruction Sheet	To be provided by service provider as per Section 22	1 each

3. ESTIMATED WEIGHT

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

4. QUANTITY

- 89,877 Stationery packs.

- The Unit of Measure is “Per Pack”.

5. DELIVERY LOCATION AND DATE

- Deliveries of goods to the selected Electoral Commission warehouses must be completed no later than 30 June 2023.
- Deliveries to the Electoral Commission warehouses should be made during working hours (08h30-17h00).
- The required point of delivery is the Electoral Commission warehouses as per Section 20.
- The site details are given on Section 20 for reference.
- 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.
- Deliveries must be made in the name of the service provider – no third party deliveries will be accepted.
- Partial deliveries will not be accepted. Any short deliveries will be regarded as breach of contract and will be penalized by the Electoral Commission.
- Late deliveries will not be accepted nor paid for.
- Bidders must take note that a proper delivery notes system is crucial. Refer section below on delivery notes and requirements.
- Prices must include delivery of the specified quantities to the specified sites as per Section 20.

6. COSTING AND BIDDING

- Bidders must take care to estimate and calculate their costs and prices correctly before placing a bid on the Electoral Commission’s eProcurement system.
- Erroneous low bids cannot be removed or adjusted upwards. Common errors include the entering of a unit price instead of a total price in the case of a batch requirement, or accidentally omitting zeros (e.g. R50 instead of R5,000).

- All prices must include VAT.
- 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, 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

- 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. PREREQUISITE RELEVANT EXPERIENCE

- 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:

- Details – including scope / scale and value of previous projects of similar nature. Projects must have been undertaken and completed within the last 10 years.
- 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*.
- Letters of contactable references for the project(s) undertaken (at least two letters). Letters will be used to determine if the projects were successfully delivered within the timeline and quality.
- In the case of a joint venture, the relevant details must be supplied for both parties.

NB: Written proposal, letters of contactable references for the project(s) undertaken must be submitted together with the sample, as required in section 12 below.

9. ADDITIONAL REQUIREMENTS: SERVICE PROVIDER INDUSTRY

- It will be necessary for the successful service provider to develop production strategies to ensure successful performance of the work.
- 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. 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 submission, including the experience in similar projects, undertaken and completed within the last ten (10) years.
- 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.
- 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

- 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.
- Full details of such contingency planning relating to the project must be submitted, covering elements such as –
 - Labour unrest within the plant (strikes)
 - Fire
 - Extensive power disruptions
 - Machinery breakdowns
 - Lockdown as a result of the global pandemic
- 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

- Written submissions are called for in this bid requirement, and must be provided.
- All the submitted documents, including provided samples will form part of the formal evaluation and adjudication of this bid. Failure to submit the correct written documentation and/or evidence will therefore lead to disqualification of a bid submission.
- The following must be submitted;
 - 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*.
 - Written confirmation and explanation of the capacity/ability to control the production process.

- 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.
- Two or more letters of contactable references for similar project(s) undertaken in the last ten (10) years.
- Methodology to be followed in ensuring that the correct items and quantities are picked and packed for each item in the stationery pack.
- 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).
- 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.
- 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.
- 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 not limited to ensuring that:
 - The ink of the ball point pen does not dry-out.
 - Quantity of the paper clips in a pack.
 - Size and weight of the rubber bands.
 - 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.
- 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:

- Each parcel must contain a pink A4 size checklist sheet to allow checking of contents and quantities.
- Each parcel must contain a white A4 instruction sheet.
- The content must be wrapped in a secure, transparent clear plastic sheath which permits visual inspection of the contents.
- The clear plastic must be minimum 75 microns.
- The packaging must be sufficiently strong to hold the contents during handling, without tearing.
- The sheath must be sealed to secure the contents from loss or pilferage by heat-sealing or similar means (stapling is not acceptable).
- 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

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

- The stationery packs must be packed in double-walling cardboard boxes containing 20 packs each per box.
 - The boxes must be stacked on 1,000mm X1,200mm four-way entry single sided pallets and strapped to the pallet.
 - The pallets must be labelled with a blue A4 label.
 - Strict attention must be paid to stable and secure packaging to withstand the rigours of transportation by road.
 - Maximum height to stack must be 1,5m. Maximum weight permitted per pallet is 500 kg.
- The pallets must be labelled with an a blue A4 label stating the following:
 - Contents: **STATIONERY PACKS**
 - Quantities
 - Weight
 - service provider's details.
 - Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.

13. TECHNICAL EVALUATION/SAMPLES

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

- For evaluation purposes, all bidders who have placed a bid on this auction are required to submit a sample for inspection and testing by the Electoral Commission. Note that reminders will not be sent out by the Electoral Commission – it is the responsibility of each bidder to submit the sample as a matter of course.
- The sample must conform to the auction specifications as set out in sections 2 and 3 above.
- The sample must be full size and of correct dimensions as stated in sections 2 and 3. 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 11.1.
- Bids must be placed online not later than the stipulated closing date and time.
- Written proposals and samples must be submitted not later than the stipulated closing date and time, (i.e. **11:00 on 15 December 2022**) as stipulated on the **auction on the eProcurement system**.
- Failure to submit a sample and written proposal within the specified period will exclude that bidder from further consideration.
- No late written proposal and samples will be considered.
- The samples and written proposals must be delivered directly to:
 - Ms Mbalenhle 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 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.
- 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.
- Successful bidders shall be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before a contract is awarded.

14. POST EVALUATION ACTIVITIES

- 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 subcontractor's 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.
- Signing of the service level agreement (SLA).

15. DURATION

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

16. SUPPLIER PERFORMANCE

- 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.

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

17. DELIVERY NOTES

- Bidders must take note that a proper delivery note system is crucial.

- NB: No deliveries will be accepted without submission of delivery notes.
- The delivery notes must be signed by both the service provider and the 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, i.e. number of pallets, boxes and actual quantities delivered.
- The Electoral Commission will not accept waybills as delivery notes.

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

18. PAYMENT

- No payment will be made by the Electoral Commission before goods/services have been rendered.
- No payment will be made without an original invoice and copies of signed delivery notes.
- No payment will be processed before 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.

19. TECHNICAL ENQUIRIES

- Attention: Vusi Langa / Molwelang Mathibe

Election House
 Riverside Office Park
 1303 Heuwel Avenue
 Centurion, 0157
 Tel: (012) 622-5201/5327

eMail: Langav@elections.org.za / mathibem@elections.org.za

20. ELECTORAL COMMISSION WAREHOUSE AND CONTACT NUMBERS STATIONERY PACKS

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	LATITUDE	LONGITUDE	QUANTITIES
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	-33.046461	27.806322	10,600
Free State Warehouse	50 Monument Road, Uitsig Bloemfontein	Andre Rauch Mbekokazi Hume	051 447 3543	-29.138434	26.213753	3,450
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	-26.237558	28.023757	6,200
Kwazulu-Natal Warehouse	41 Ashfield Close, Springfield Park, Durban	Cheryl Venter Mongezi Khumalo	031 579 4829 031 579 4206 031 579 5404	-29.806932	31.002666	10,900
Mpumalanga Warehouse	9 Blackberry Blvd Riverside Park Ext 22, Nelspruit	Thuli Mbethe	013 754 0200	-25.43062	30.96263	3,950
Northern Cape Warehouse	No. 7 Delfos Street, Kimustria: Kimberley	Thuso Phokojoe Sarah Ubisi Awie Seekoei	053 838 5000 053 838 5029	-28.756689	24.783402	1,620
Limpopo Warehouse	11 Kobalt Street Nivana Polokwane	Tendani Maselele D Magalatshetshe	015 292 0152 015 292 0149	-23.88719	29.43751	7,040
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	-27.841743	25.633314	3,860
Western Cape Warehouse	95 Bofors Circle Epping Industrial Epping 2 Cape Town	Philip Verlaat Vukile Ndyalivani	021 951 3350	--33.933312	18.564204	3,500
Central Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack Maite Matsebatlela	012 646 1017 012 622 5201	-25.842761	28.101921	38,757
					TOTAL	89,877

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

21. CONTENTS OF STATIONERY PACK (UNPACKED)

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



22. INSTRUCTION SHEET - STATIONERY PACK

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

ITEM DESCRIPTION	USED FOR	ILLUSTRATION
Packaging Tape; Clear	Taping of boxes	
Pens, Permanent Marker (SHORT)	Only for marking boxes BLUE NOT TO BE USED FOR FINGER MARKING	
Prestick or Equivalent	White re-usable rubber adhesive. 50gram. NEW SIZE – 50g	
Plastic Refuse Bags	WASTE MATERIAL ONLY	
Polyethylene Binding	FOR HANGING ARROW SIGN, ETC (Previously used twine) 50g ball	

NB: THE FINAL INSTRUCTION LIST WILL BE SUPPLIED BY THE ELECTORAL COMMISSION AT THE TIME OF PLACING AN ORDER.

23. 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.

If the answer 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 – STATIONERY PACKS

Criteria			
PHASE ONE	YES	NO	Comments
KEY REQUIREMENTS FOR EVALUATION (If the answer is NO to any of the questions, the bid is disqualified).			
1. Did the bidder place a bid on the auction? (item 1 bullet 2 & item 13 bullet 7)			
2. Was the sample submitted as required? (Item 13 bullet 8)			
3. Was the written proposal, letters of reference, and/or contactable references submitted as required? (Item 11 & item 13 bullet 8)			
PHASE ONE OUTCOME	QUALIFIES	DISQUALIFIED	Comments

PHASE TWO (If the answer is NO to any of the questions, the bid is disqualified).	YES	NO	Comments
1. Detailed company profile and description of production capabilities which are relevant to this bid requirement (Item 11-Bullet 1)			
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? (Item 9 Bullet 2)			
3. Evidence with proven track record, demonstrating the necessary expertise and experience of a project in similar size, complexity and scope, including value. (Item 11 Bullet 3)			
4. Two or more letters of contactable references for the project(s) undertaken. (Item 11 -Bullet 4)			

PHASE TWO (If the answer is NO to any of the questions, the bid is disqualified).	YES	NO	Comments
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). (Item 10)			
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. (Item11 Bullet 9)			
7. Confirm the availability and/or ability to source a secure facility, equipment, transport resources; etc. (Item 10 - Bullet 10)			
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. (Item 10 -Bullet 7)			
PHASE TWO OUTCOME	QUALIFIES	DISQUALIFIED	Comments
PHASE THREE (If the answer is NO to any of the questions, the bid is disqualified).	YES	NO	Comments
1. Was the stationery pack supplied in a secure transparent CLEAR plastic sheath? (Item 12.1 bullet 3)			
2. Does the plastic comply with the requirement? i.e. 75 microns? (Item 12.1 bullet 4)			
3. Is the plastic sheath sealed in accordance with specifications? (Item 12.1)			
4. CONTENTS (Item 2)			
a. Packaging tape			
Is the tape size in accordance with the specifications?			
Is the material Polypropylene?			
b. A4 note pad			
Is the number of sheets 80 sheets per pad?			
c. Permanent marker			
Is the colour BLUE/BLACK?			
Is the length of the pen with cap (130mm-145mm)			
d. Paper clips)			
Is the material metal?			

PHASE TWO (If the answer is NO to any of the questions, the bid is disqualified).	YES	NO	Comments
Is the length 50mm?			
Are there 100 paper clips?			
e. Re-usable rubber putty (50g)			
Is the product of a good quality and does it comply with specifications?			
f. Rubber bands			
Are the dimensions 75mm double flat X 3mm wide X 1.5mm thick?			
Is the size of the rubber bands No.32?			
Is the packet 50g?			
g. Ruler			
Is the material (plastic and shatterproof)?			
Is the length 300mm?			
h. Ballpoint pen			
Is the ink colour black?			
Is it a medium point pen?			
Is the pen with cap or retractable?			
i. 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			
j. Scissors			
Are the scissors non-slip handles and rounded blades made from stainless steel?			
Do the scissors measure approximately 21cm?			
k. Polyethylene binding			
Is it a 50g spool? Is it approximately 1mm-5mm?			
l. A4 checklist			
Is the colour pink?			
m. A4 Instruction Sheet			
Is the colour white?			

FINAL RESULT	QUALIFIES	DISQUALIFIED

Stage 3: Bid Adjudication Process

Bids will be adjudicated as set out below.

Stage 3 – Adjudication of Bids
<p>Only bids that comply with the requirements and conditions of the auction and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid</p>
<p>Only bids that comply with the requirements and conditions of the auction and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.</p>
<p>Only market related bids will be acceptable.</p>
<p>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 auction 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 terms 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.</p>

Bid Evaluation Team Member	Sign Off	
	Signature	Date