

ELECTORAL COMMISSION OF SA
BID SPECIFICATIONS
PROCUREMENT AND PRINTING OF SUBLIMATION COFFEE MUGS
AUCTION #10439260

1. BACKGROUND

The Electoral Commission invites service providers to submit bids for the corporate gift to supply and print branded Sublimation Coffee Mugs for the IEC.

The Electoral Commission is a permanent body created in terms of the Constitution to promote and safeguard democracy in South Africa. Although publicly funded and accountable to Parliament, the Electoral Commission is independent of the Government. Its immediate task is the impartial management of free and fair elections in all spheres of government.

2. ITEM SPECIFICATION

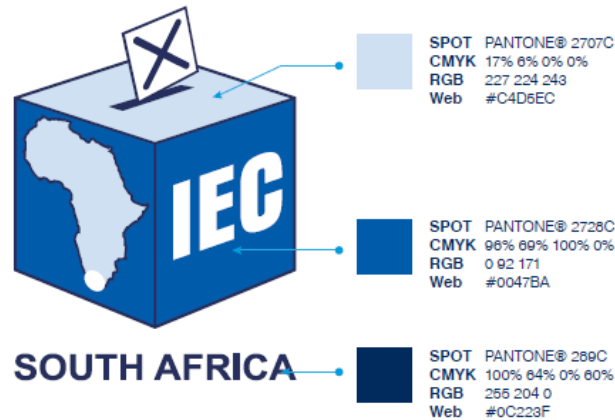
- Sublimation Coffee Mug
- With slimline effect
- Two (2) tone contrast
- White with navy contrast
- Printed with logo and message

3. COLOUR/PRINTING

- Full colour print on white background
- Corporate colours: Pantone 2707C, 2728C, and 269C (see image below).

ELECTORAL COMMISSION COLOUR SWATCH BOOK

Always refer to the Electoral Commission colour swatch book which is the accepted standard of colour on a range of materials. Regardless of the print process, colours need to be matched to this swatch book as adherence to colour accuracy will be measured against this reference book.



SOUTH AFRICA

4. PRINTING REQUIREMENTS

- IEC corporate logo on one side AND message on the other side of the mug.
- Artwork will be supplied to the winning bidder.

5. QUANTITY

- 1,100 sublimation coffee mugs.

6. PACKAGING FOR DELIVERY

Mugs to be individually wrapped for protection within the box.

- At least 20 mugs per box.
- Boxes must be labelled with a description of the content, the quantity, weight and the supplier's details.

- Bidders must note that the cost of packaging and delivery must be included in the bid price including VAT and all packaging materials.

7. DELIVERIES

The successful supplier will be responsible for delivering the mugs on **Friday, 6 November 2020**, to the specified addresses as per Annexure A.

Deliveries should be made during working hours (08:30-16:00) and prior notification must be given to ensure availability of receiving staff.

The Electoral Commission may, at its discretion, negotiate alternative delivery options with the successful service provider should it be required.

8. QUALITY CONTROL

- The awarding of the auction is subject to a due diligence audit on the successful bidder as well as a vetting/screening that may be required, including all other suppliers in the production process.
- The successful supplier must be able to demonstrate an established and stable business in the corporate gifting industry.
- The Electoral Commission will have the right to conduct inspections at the supplier's premises for quality and adherence to specifications before deliveries are made.
- The supplier 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 supplier has the primary responsibility to ensure that quantity and quality is in accordance with the specification.

9. SPECIAL REQUIREMENTS

- Before an order is placed, the bidder will be required to prove conformance to the stated specification. For this purpose, the bidder is required to submit a sample/specimen for inspection by the Electoral Commission.
- **Sample Mug**
For evaluation purpose, bidders must submit sample of the mug as follows:
 - Sublimation Coffee Mug
 - With slimline effect

- Two (2) tone contrast
- **The sample mug can be of any colour. The purpose of sample is to demonstrate the quality of printing on the sample coffee mug and the materials to be used by the supplier in order to meet the specifications. Printing on the mug need not necessarily contain IEC related printing but must resemble the printing ability of the supplier.**
- Samples must be submitted on **Tuesday, 29 September 2020 at 16h00.**
- Samples **MUST** be clearly marked with the suppliers' details for identification purposes. The Electoral Commission will not accept responsibility for samples that are submitted and that cannot be identified in respect of the supplier that submitted it.
- Failure to submit a sample and/or failure to submit samples that conform to the specifications shall invalidate the quotation.
- Samples will not be returned since it must be kept for audit purposes for at least five (5) years.
- The samples must be delivered directly to:
 - Rachel Malele,**
 - Procurement Department,**
 - Election House,**
 - Riverside Office Park,**
 - 1303 Heuwel Avenue,**
 - CENTURION**
- Should the highest ranking bid on this auction not be able to satisfactorily meet the Electoral Commission's requirements the next qualifying bid will be considered for adjudication purposes, subject to a market related price.
- Pricing must include VAT, packaging and delivery.

10. SUPPLIER PERFORMANCE

- The successful bidder may be required to enter into a Service Level Agreement contract(SLA) with specific attention to delivery timeframes that shall apply.
- The purpose of the SLA is to fix performance criteria within the key requirements of this auction, namely quantity, quality and delivery dates. It will also contain elements

such as supplier progress milestones, delivery schedules, quality checkpoints, and invoicing procedures.

- The Electoral Commission reserves the right to reject any deliveries not conforming to its specifications, including, but not limited to, damaged parcels.
- Where previously agreed production and/or 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 in order to ensure delivery of the registration weekends and the elections. Any extra costs incurred by the Electoral Commission in undertaking any corrective actions from another source will be for the account of the defaulting supplier. In addition to any other penalties that may apply.

11. SHORT DELIVERIES

- Short deliveries will not be accepted.
- No payment will be processed before full delivery.

12. IMPORTANT DATES

- The cut-off date for the submission of bids is **Wednesday, 23 September 2020 at 11:00.**
- The deadline for submission of sample mug is **Tuesday, 29 September 2020 at 16h00.**
- The cut-off date for the delivery of printer's proofs for sign-off is **16:00, Friday, 6 October 2020.**
- The cut-off date for delivery of all 1 100 mugs is 16:00, **Friday, 6 November 2020.**

13. TECHNICAL ENQUIRIES

Enquiries concerning submission of bids should be directed to **Mbalenhle Goqo in Supply Chain Management Department (SCM)** at: Tel: (012) 622-5550; email: votaquotes@elections.org.za

Enquiries concerning product specification should be directed to **Ms Tumi Sethoba in Communications Department** at Tel: (012) 622-5593; or send email to sethobat@elections.org.za

14. DELIVERY SCHEDULE

The items are required for delivery as per the delivery schedule below

ANNEXURE A

| DELIVERY ADDRESSES | | | | |
|--------------------|--------------------|----------|--------------|--|
| IEC Office | Contact Person | Quantity | Telephone | Physical Address |
| Centurion | Tumi Sethoba | 160 | 082 325 2512 | Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion |
| Eastern Cape | Khuthala Mlanjana | 180 | 083 287 9295 | The Mansions, 14 Ganteaume Crescent, Quigney, East London |
| Free State | Mmathabo Rasengane | 90 | 083 5079 895 | 1 st Floor, College Acre Building, 197 Nelson Mandela Avenue, Bloemfontein |
| Gauteng | Boitumelo Monaki | 90 | 084 993 0231 | 1st floor Old Trafford 4, The Isle of Houghton, Houghton Estate, 36 Boundary Road, Parktown, Johannesburg |
| KwaZulu-Natal | Thabani Ngwira | 150 | 084 5055 117 | Westville Civic Centre, Main Building, William Lester Drive, Westville, Durban |
| Limpopo | Motsiri Ramafalo | 100 | 082 548 2134 | 5 Dimitri Crescent, Platinum Park, Bendor, Polokwane |
| Mpumalanga | Sibusiso Nkosi | 70 | 072 919 0704 | 23 Roodt Street, Nelspruit, Mbombela |
| North West | Kealeboga Molale | 90 | 073 077 5543 | Protea Office Park, 103 Sekame Street, Mmabatho, Mafikeng |
| Northern Cape | Ntswaki Sebeela | 70 | 082 699 9273 | Block 4, Morningridge Office Park, cnr. Kekewich & Memorial Roads, Monument Heights, Kimberley |

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|--------------|--------------------|-----|--------------|---|
| Western Cape | Noluvo Plaatjie | 100 | 072 211 8692 | The Bridge, 1 st Floor, Unit 4, 304 Durban Road, Bellville, Cape Town |
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Annexure B

Bid Evaluation Criteria

Sublimation Coffee Mugs

NAME OF BIDDER:

| Stage 1 Evaluation Qualification / Disqualification Criteria (If the answer is NO to any of the questions below, the bid will be disqualified) | YES | NO | COMMENT |
|--|------------|-----------|----------------|
| 1. Did the bidder submit a printed sample mug for inspection by Tuesday, 29 September 2020 at 16h00 (Item 9) | | | |
| 2. Is the bidder able to deliver printer's proofs of the mug to the Electoral Commission's National Office in Centurion by no later 16:00, Friday, 6 October 2020 for sign-off (Item 12) | | | |
| 3. Is the bidder able to print and deliver 1100 mugs to ten (10) IEC offices as per delivery schedule (Item 14) | | | |
| 4. Does the mug have a full colour print on white background? | | | |
| 5. Is a sample submitted a sublimation coffee mug? | | | |
| 6. Does the mug have a slimline effect? | | | |
| 7. Does the sample mug have a two (2) tone contrast? | | | |

Result: Bid qualifies/Bid does not qualify for further evaluation

| STAGE 2 EVALUATION: ADJUDICATION OF QUALIFYING BIDS |
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| Only acceptable bids that comply with the requirements and conditions of the auction and that meet the minimum criteria in the bid evaluation process will be considered for bid adjudication purposes. Adjudication of qualifying bids will be done in accordance with the 80/20 preference point system provided for in the Preferential Procurement Regulations, 2017. Pre-scoring of bids on the eProcurement system is illustrative only in respect of the potential outcome of the 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 of ranking of the qualifying bids may change depending on the final outcome of the scoring applicable to acceptable bids only. |

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| BID EVALUATION COMMITTEE OUTCOME: | QUALIFIED | DISQUALIFIED |
| BID EVALUATION TEAM | SIGNATURE | |

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