

## ELECTORAL COMMISSION

### BID SPECIFICATIONS DISPOSABLE SANITIZER WIPES

**ePROCUREMENT AUCTION 0010444249**

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

#### ITEM DESCRIPTION: DISPOSABLE SANITIZER WIPES

##### 1. BACKGROUND

- The Electoral Commission requires a quantity **(26,450)** of **Disposable Sanitizer Wipes** for hand sanitization at voting stations.
- The Disposable Sanitizer Wipes must be delivered on **23 April 2021**.
- This auction calls for the supply and delivery of the goods stated above.
- Note that samples will be required for bid evaluation purposes and will not be returned to bidders after the award.

##### 2. ITEM SPECIFICATION

- Disposable Sanitizer Wipes.
- The **Disposable Sanitizer Wipes** must be supplied in 500 per container/bucket.
- Item must contain at least 70% alcohol based formula that has the ability to disinfect and kill at least 99.9% bacteria.
- Item must not have hazardous chemicals.
- Container must be recyclable.

##### 3. DIMENSIONS

- **The overall size of each bucket/container must be 5 litres.**

#### 4. QUANTITY

- **26,450 (twenty-six thousand, four hundred and fifty) individual buckets/containers.**
- **The Unit of Measure is 5 litre bucket.**

In some instances, and should the need arise, the Electoral Commission may increase the auction quantity within a range of 15% of the **total bid amount**, at the discretion of the Electoral Commission. Should this be necessary, a quotation will be requested in writing and prior approval of the quotation will be issued by the Electoral Commission, before production commences.

#### 5. PRINTING REQUIREMENTS

The outside of the bucket/container must display the following:

- Disposable Sanitizer Wipes.
- Size of the bucket - 5 litre.
- Indicate the ingredients contained/used and the strength e.g. (70% alcohol) etc.
- Manufacturing date and expiry.
- Usage instructions.
- Warning and steps to be taken if default occurs.
- Recycling logo.

#### 6. DELIVERY LOCATION AND DATE

- Deliveries of goods to the selected Electoral Commission Warehouse must be completed no later than **23 April 2021**.
- The required point of delivery is the Electoral Commission warehouse as per Annexure B.
- Late deliveries will not be accepted nor paid for.

**NB: Prices must include delivery of the specified quantities to the warehouse in Centurion or alternative site within the relevant municipality.**

## 7. PACKAGING FOR DELIVERY

- The pallets must be labeled with an **ORANGE A4 label**.
- **Strict attention must be paid to stable and secure packaging to withstand the rigours of transportation by road.**
- Maximum height to stack is 1,5m. Maximum weight permitted per pallet is 500kg.
- The pallets must be clearly labeled indicating:
  - ✓ Contents: **Disposable Sanitizer Wipes**
  - ✓ Quantities
  - ✓ Weight
  - ✓ Bidder's details
- Pallets must be plastic-wrapped and strapped to prevent contents shifting or falling during movement.

## 8. 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.
- Amounts/total cost must include all variables involved in the production of this item. Service providers must note that prices cannot be negotiated or amended after auction closure.
- 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. “5 litre bucket”.

**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.**

## **9. DELIVERIES**

- Deliveries to Electoral Commission site should be made from Monday to Friday during working hours (08h30-17h00).
- The goods must be delivered to the Electoral Commission warehouse as per Annexure B below.
- Prior notification must be given to ensure availability of receiving staff. The service provider must notify the appropriate Electoral Commission contact person on the delivery schedule and intended times of delivery, as per Annexure A below.
- Deliveries must be in the name of the service provider – no third party deliveries will be accepted.
- No partial delivery will be accepted unless prior agreement and approval by the Electoral Commission.

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

NB: Waybills will not be accepted as delivery notes.

## **10. 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.

## 11. TECHNICAL EVALUATION / SAMPLES

- Before an order is placed with any bidder, that bidder 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 quotation 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 ON THIS AUCTION** who have placed a bid by **19 February 2021** at **11:30** 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 be made of the specified materials and components for use in full scale manufacture.**
- **Samples must be submitted not later than 11:00 on 24 February 2021.**
- A sample of a bucket/container with Disposable Sanitizer Wipes must be submitted.
- Failure to submit a **SAMPLE** and the required written proposal within the specified period will exclude that bidder from further consideration.
- The samples must be delivered directly to:

**Ms Mbali Goqo**

**Electoral Commission**

**Procurement and Asset Management Department**  
**Election House**  
**Riverside Office Park**  
**1303 Heuwel Avenue**  
**Centurion**  
**PRETORIA**  
**Tel: (012) 622-5916**

- **Samples will be stringently tested for quality compliance to specifications and will not be returned to service providers.**
- The contract will be awarded to a successful bidder in terms of the bid conditions and whose sample conforms to the bid specifications and ability to deliver as well as the provisions of the Preferential Procurement Policy Framework Act 2000, that apply
- Successful bidders 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**

- 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. For the purpose of this requirement, established operators refers to existing entities with the ability and capability to render a service of this magnitude. Such confirmation must be included in the written submission.
- In case of sub-contracting, consortium or joint venture, 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 together with 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.

### **13. POST EVALUATION ACTIVITIES**

- Before the auction is awarded, the recommended service provider(s) will be subjected to an administrative and/or technical due diligence audit.
- A due diligence audit will be conducted at the recommended service provider's premises and subcontractors' premises (only if subcontracting has been mentioned in the written submission)
- 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.

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

- Before a purchase order is awarded the successful bidder will be required to enter into a Service Level Agreement (SLA) with the Electoral Commission.
- The purpose of the SLA is to fix performance criteria within the key requirements of this auction, namely QUANTITY, QUALITY – INCLUDING FINAL SPECIFICATIONS AND DELIVERY DATE.
- The SLA will contain elements such as service provider progress milestones, delivery schedules, quality checkpoints, and invoicing procedures.
- The Electoral Commission reserves the right to reject any deliveries not conforming to the above, including damaged units/parcels.
- Where previously agreed delivery schedules are not met by a service provider, the Electoral Commission shall have the right to appoint an alternative service provider (such as the next highest 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. DELIVERY NOTES**

- Bidders must take note that a proper delivery notes system is crucial.
- The delivery notes must be signed by both the service provider and the warehouse receiving staff.
- Deliveries will not be accepted at the warehouse if delivery notes do not clearly state the name of the service provider, quantity of items delivered, i.e. number of pallets, boxes/bottles and actual quantities delivered.
- The Electoral Commission will not accept waybills as a delivery note.

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

#### **16. PAYMENT**

- No payment will be made by the Electoral Commission before a service has been rendered.
- No payment will be made without an original invoice and copies of signed delivery notes.



- No payment will be processed before full delivery is completed and accepted.
- Payment will be made within 30 days of receipt of 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.

## 17. RECYCLING

- The buckets are intended to be recycled after use where possible.
- To encourage recycling, the universal recycling symbol must be printed on each bucket/container in one of the spot colours.
- Printed size to be approximately 30mm x 30mm.



## 18. TECHNICAL ENQUIRIES

Technical enquiries can be directed to:-

Ms Suzette Thato Ndala / Mr Molwelang Mathibe

Electoral Commission

Logistics Department

Tel: (012) 622-5851 / 5723

Fax: (012) 622-5252

E-mail: [ndalas@elections.org.za](mailto:ndalas@elections.org.za) / [mathibem@elections.org.za](mailto:mathibem@elections.org.za)

**ANNEXURE B**  
**ELECTORAL COMMISSION WAREHOUSE AND CONTACT NUMBERS**  
**DELIVERY OF DISPOSABLE SANITIZER WIPES**

PROVINCE	WAREHOUSE ADDRESS	CONTACT PERSON	CONTACT NUMBERS	LATITUDE	LONGITUDE	QUANTITIES
Central Warehouse	288 Kwanbi Crescent, Icon Industrial Park, Sunderland Ridge, Centurion	Robert Niemack Maite Matsebatiela	012 646 1017 012 622 5878	25.842761	28.101921	<b>26,450</b>  <b>buckets /containers</b>
					<b>TOTAL</b>	<b>26,450</b>

Service providers should please note that this address is 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.

## ANNEXURE C

PLEASE NOTE THAT THIS PICTURE IS AN **EXAMPLE** ONLY



**ANNEXURE D**  
**BID EVALUATION CRITERIA – DISPOSABLE SANITIZER WIPES**

<b>AUCTION NUMBER:</b>		
<b>DATE:</b>		
<b>NAME OF BIDDER:</b>		

Criteria			
<b>PHASE ONE</b>	YES	NO	Comments
<b>KEY REQUIREMENTS FOR EVALUATION (If the answer is NO to any of the questions, the bid is disqualified).</b>			
1. Did the bidder submit a bid as required?			
2. Was the sample submitted as required? ( <i>Item 11 bullet 6</i> )			
<b>PHASE ONE OUTCOME</b>	QUALIFIED	DISQUALIFIED	Comments
<b>PHASE TWO</b>	YES	NO	Comments
<b>(If the answer is NO to any of the questions, the bid is disqualified).</b>			
1. Is the item a disposable sanitizer wipes? ( <i>Item 2 bullet 1</i> )			
2. Does the item come in a 5 litre bucket containing a 500 disinfecting wipes? ( <i>Item 2 bullet 2</i> )			
3. Do the wipes contain at least 70% alcohol based formula that has the ability to disinfect and kill at least 99.9% bacteria? ( <i>Item 2 bullet 3</i> )			
4. No hazardous chemicals used to make the formula? ( <i>Item 2 bullet 4</i> )			
5. Is the container recyclable? ( <i>Item 2 bullet 7</i> )			
6. Is the bucket/container size a 5 litre? 5( <i>Item 3 bullet 1</i> )			

BID EVALUATION TEAM OUTCOME	QUALIFIED	DISQUALIFIED
<p><b>Phase 3: Adjudication of Qualifying and Acceptable Bids</b></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 will be considered for bid adjudication purposes. Adjudication of qualifying bids will be done in accordance with the 80/20 preference point system provided for in the Preferential Procurement Regulations, 2017. Pre-scoring of bids on the eProcurement system is illustrative only in respect of the potential outcome of the auctions and serves to enhance transparency in the bidding process as well as to encourage competitive bidding and B-BBEE compliance. Qualifying bids will be scored to conclude the bid evaluation process and final price and total bid points may change accordingly. Ranking of the qualifying bids in term of the scoring will be confirmed. The order or ranking of qualifying bids may change should the formula depicted in the Regulations result in such change. Bidders must, therefore, only use the order of bids on the auction to guide their bidding process and not as the definitive outcome of the tender process.</p>		
<p><b>Bid Evaluation Team Names:</b></p>	<p><b>Signature:</b></p>	