higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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Reference: Specification for SRC Elections **Enquiries: T. Qwabe** **Date:** 12 August 2026

SPECIFICATION FOR SRC ELECTIONS ON AN ANNUAL BASIS

Department: Student Support Services

1. Introduction

Ikhala TVET College invites suitably qualified service providers to submit proposals for the provision of a secure, web-based Electronic Voting Solution for the administration of Student Representative Council (SRC) elections. The proposed solution shall provide a reliable, auditable and user-friendly platform capable of administering elections across multiple campuses from a central management environment.

2. Current Election Environment

The Institution currently conducts SRC elections across seven campuses. Each campus elects the following portfolios: Chairperson, Deputy Chairperson, Secretary, Deputy Secretary and Treasurer. This currently SRC structure represents approximately 35 independent election contests during an election cycle.

Campus Portfolios

Aliwal North Business Campus: Chairperson; Deputy Chairperson; Secretary; Deputy Secretary; Treasurer

Aliwal North Engineering Campus: Chairperson; Deputy Chairperson; Secretary; Deputy Secretary; Treasurer

Ezibeleni Engineering Campus: Chairperson; Deputy Chairperson; Secretary; Deputy Secretary; Treasurer

Queenstown Campus: Chairperson; Deputy Chairperson; Secretary; Deputy Secretary; Treasurer

Queen Nonesi Campus: Chairperson; Deputy Chairperson; Secretary; Deputy Secretary; Treasurer

Sterkspruit Business Campus: Chairperson; Deputy Chairperson; Secretary; Deputy Secretary; Treasurer

Sterkspruit Engineering Campus: Chairperson; Deputy Chairperson; Secretary; Deputy Secretary; Treasurer

The Institution reserves the right to amend the number of campuses, portfolios, voter groups and election types during the contract period.

3. Scope

· Centralised administration of all elections.

· Multiple simultaneous elections.

· Campus-specific voter rolls and candidate lists.

· Automatic election scheduling.

· Secure online voting.

· Real-time dashboards.

· Comprehensive reporting.

· Complete audit trails.

4. Election Timeframes

The solution shall support configurable election windows, including election configuration, voter import, candidate registration, testing, communication, election activation, live monitoring, automatic opening and closing, publication of results and generation of audit reports. Multiple elections shall be capable of running simultaneously.

5. Voter Information

The Institution will provide voter information in Microsoft Excel format.

· Student Number

· Identity Number (where applicable)

· Initials

· First Name

· Surname

· Full Name

· Campus

· Faculty

· Department

· Qualification/Programme

· Year of Study

· Mobile Number

· Email Address

· Voting Group / Constituency

· Eligibility Group

· Additional Institution fields

The solution shall validate imported information, identify duplicate and incomplete records, identify invalid contact information, produce validation reports and permit re-importing of corrected data without recreating elections.

6. Functional Requirements

· Entirely web-based with no software installation.

· Support desktop, tablet and mobile devices.

· Support major web browsers.

· Support unlimited voters, candidates and elections.

· Permit voters to vote only in elections for which they are eligible.

· Prevent duplicate voting.

· Maintain ballot secrecy.

· Automatically calculate election results.

· Support candidate photographs and profiles.

· Support election notices and downloadable documents.

· Support manual and automatic election activation and closure.

· Support future expansion without redesign.

7. Communication

· Support SMS notifications.

· Support Email notifications.

· Support WhatsApp notifications as an optional feature.

· Maintain communication history including sent date/time, delivery status where available, read status

where supported and failed deliveries.

8. Real-Time Monitoring Dashboards

· Active elections.

· Election status.

· Registered voters.

· Invitations issued.

· Votes cast.

· Participation percentage.

· Outstanding voters.

· Participation by campus and portfolio.

· Overall election progress.

Dashboard information shall refresh automatically throughout the election period without interrupting voting.

9. Reporting

· Election Results

· Candidate Results

· Campus Results

· Portfolio Results

· Turnout Statistics

· Participation Statistics

· Communication Reports

· Audit Reports

· Election Summary Reports

· PDF and Microsoft Excel export

10. Audit Trail

The solution shall maintain a complete, secure and immutable audit trail.

· Election creation, amendment, activation, opening and closure.

· Candidate additions, amendments and removals.

· Voter roll imports and validation.

· Communication history (SMS, Email and optional WhatsApp).

· Vote submissions and duplicate voting attempts.

· Administrator logins and activities.

· Report generation and publication of results.

Each audit entry shall record the responsible user, date, time, action performed and relevant election details. Audit information shall be searchable and exportable.

The proposed solution shall ensure complete ballot secrecy while simultaneously maintaining a comprehensive audit trail of all election activities. The system shall be capable of proving that an eligible voter participated in an election without revealing the candidate or option selected by that voter, except where legislation or formally approved institutional policy specifically requires otherwise.

11. Security

· Encrypted communications.

· Role-based security.

· POPIA compliance.

· Secure backups.

· Protection against unauthorised access.

· Logging of all administrative actions.

12. Administration

· Election creation and scheduling.

· Candidate management.

· Voter management.

· User and role management.

· Dashboard monitoring.

· Communication management.

· Reporting and audit review.

· Multiple authorised administrators.

13. Training and Support

· System configuration.

· Administrator training.

· User documentation.

· Technical support during elections.

· Remote support.

· Post-election support.

14. Vendor Requirements

· Experience with electronic voting solutions for educational institutions or similar organisations.

· Comparable reference implementations.

· Minimum of three references.

· Demonstration of the proposed solution if requested.

· Implementation and support capability within South Africa.

· Details of proposed project team.

15. Deliverables

· Configured voting solution.

· Election configuration.

· Voter import.

· Candidate configuration.

· Communication configuration.

· Real-time dashboards.

· Election reports.

· Audit reports.

· Training.

· Technical documentation.

· Election support.

16. Mandatory Demonstration

The Institution reserves the right to require shortlisted bidders to conduct a live demonstration of the proposed solution using a representative election scenario. The demonstration may include election configuration, voter import, candidate management, communication, election activation, live dashboards,

voting, reporting, audit trails and administration.

17. Evaluation Criteria

· Functional compliance

· Technical compliance

· Security and audit capability

· Ease of use

· Reporting

· Real-time monitoring

· Implementation methodology

· Vendor experience

· References

· Local support capability

· Demonstration

· Total cost of ownership

18: Terms of Reference

Student Support Services requests a Service Level Agreement with an appoitned service provider for a period of 3 years from the year 2027.