



SOUTH AFRICA

Electoral Commission

Auction # 0010556458

1D Handheld USB 2.0 Wired Laser Barcode Scanners

IMPORTANT NOTICE

Failure to comply with the completion of the auction conditions and the required information or submission of the required stipulated documents shall invalidate a bid.

1 Introduction

- 1.1 The Electoral Commission (IEC) seeks to procure Thirty-Three Thousand (33,000) one dimensional (1-D) Handheld USB 2.0 Wired Laser Barcode Scanners
- 1.2 The Electoral Commission has invested extensively in ICT technologies, which provide a platform to effectively support and enable its business processes and to meet its goal of providing a free and fair election process in an open and transparent environment. The Electoral Commission's ICT Department intends to continue running a highly efficient and stable ICT environment making full use of industry standards, best practices and disciplines based upon stable and reliable technologies.
- 1.3 **IMPORTANT TO NOTE:**

Bidders must submit functional samples for evaluation purposes, note the following:

 - 1.3.1 All samples including the detailed item brochure submitted will not be returned to bidders during the evaluation and after the award.

All samples and documents submitted remain the property of the Electoral Commission and no bidder will claim ownership of the Handheld barcode Scanners
- 1.4 **Suppliers must place a bid on the Votaquotes (e-Procurement) system and then provide all the required documentation before the due dates as specified in this document and on the Votaquotes web site. In order to participate in this auction, bidders must be registered and approved in votaquotes (e Procurement).**

2 Technical Specifications

- 2.1 The technical specification for the required products is as per the bid specifications provided below. It must be noted that the technical specifications below are the minimum requirements. The only exception that may be accepted will be in case where the service provider's specification exceeds the minimum requirements. Any offers below the minimum specification requirement will be disqualified at the

evaluation stage.

2.2 The Electoral Commission (IEC) seeks to procure Thirty-Three Thousand (33,000) 1D Handheld USB 2.0 Wired Laser Barcode Scanner.

Item	Feature	Requirement
1.	Rugged, shock-proof and Durable Design:	The ergonomic design that uses high-quality Acrylonitrile Butadiene Styrene (ABS), allowing it to withstand repeated drops from heights to concrete floors
2.	Durable:	The durable plastic material guarantees a long service life
3.	Compatible Systems:	Compatible with Windows, Mac, Android and Linux, works with QuickBooks, Word, Excel, Novell and all common software.
4.	Plug and Play:	USB barcode scanner with USB cable connection, no need to install any drivers and software.
5.	Decode Capability:	Support super-fast and accurately scan 1D barcodes from screen and paper. EAN-8,EAN-13,UPC-A,UPC-E,Code 39,Code 93,Code 128,EAN128,Codaber,Industial 2 of 5,Interleave 2 of 5,Matrix 2 of 5,MSI, etc
6.	Decoding Speed Rate:	500 scans/sec
7.	Light Aimer:	Visible Laser Diode 650nm
8.	Cable Length:	1.3 meters straight
9.	Scan Depth of field:	0 - 250mm
10.	Trigger Mode:	Handheld, Manual
11.	Temperature:	-20°C to 50°C(Working) -40°C to 60°C(Storage)
12.	Drop test	1.5m
13.	Operating Humidity:	5 - 95% (non-condensing)
14.	Certificate:	CE, FCC, oHS, IP54
15.	Button life:	50 million times
16.	Indication:	Buzzer,Indicator
17.	Interface:	USB
18.	Voltage:	5V DC
19.	Material	ABS+PC

Item	Feature	Requirement
20.	Warranty:	1 Year

3 Assumptions

The Electoral Commission has made the following assumptions:

- 3.1 Wherever the need arises, the successful bidder shall do initial equipment configuration of operating systems and environmental specific requirements.
- 3.2 The bidder's change control management process must be flexible enough to facilitate speedy deployment and resolution of problems without compromising management controls and security;
- 3.3 The recommended service provider shall provide all relevant details needed to ensure successful operations capability within the organization.

4 General Bid Conditions

The following standard bid conditions must be adhered to and complied with; failing which the bid will be disqualified.

- 4.1 All bids must be placed online on eProcurement website
<https://votaquotes.elections.org.za>
- 4.2 Bidders must complete and submit Appendix A - Technical Bid Response Sheet to demonstrate compliance with the required technical specification.
- 4.3 The bidder must be authorized to sell the product supplied.
- 4.4 An OEM letter of proof of the reseller agreement/authorization must accompany the written documentation for this bid.
- 4.5 Should the reseller authorization be from a distributor, then a proof of authorization authorizing the distributor to resell and/or to authorize others by the OEM, must be submitted.

- 4.6 Bidders must adhere to the delivery schedule in section 9.
- 4.7 The bidder must provide at least one (1) contactable reference of past services of a similar nature (Wired Laser Barcode Scanner.) that the bidder provided or was involved in. Reference details must include the following: customer name, contact person, contact details (telephone, email, physical address) and service description and value of services offered. Bidder can use Appendix C as guideline.
- 4.8 The bidder must submit a sample of the proposed product for evaluation purposes. All samples submitted will not be returned to bidders during the evaluation and after the award as per section 1.3
- 4.9 The sample scanner will be tested against two of the Electoral Commission's applications (Voter Registration and Voters' Roll application).

5 Quality Control

The following quality control conditions must be adhered to and complied with, failing of which the bid will be disqualified.

- 5.1 The successful bidder will have the primary responsibility of ensuring that the proposed product complies with the required specifications in terms of functionality and technical specification including quantity and quality.
- 5.2 The proposed product must be complete, fully functional and ready for deployment without dependencies on additional equipment, software or components that may be required to make it work.
- 5.3 The successful service provider has the primary responsibility to ensure that quantity and quality are in accordance with the bid specifications.
- 5.4 Delivery of the required product shall only be accepted by the Electoral Commission on the basis of presentation of the service provider's own delivery note. Such notes shall not be substituted by another service provider's delivery notes.

- 5.5 No payment shall be made until full and final delivery has taken place and the product has been confirmed and delivered in accordance with the specifications.
- 5.6 In addition, the Electoral Commission may also call on service providers to make further submissions and/or presentations in order for the Electoral Commission to ensure full compliance with all its requirements and as part of the bid evaluation process prior to the conclusion of the adjudication of the auction.

6 Supplier Performance

- 6.1 Contracting of any service provider to render goods and/or services to the Electoral Commission are subject to the fulfilment of the Electoral Commission's due diligence audit requirements.
- 6.2 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 requirements 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.
- 6.3 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 request for auction, namely quantity, quality and delivery.
- 6.4 The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 6.5 The Electoral Commission reserves the right to reject any services delivered not conforming to the bid specification.
- 6.6 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.

7 Pricing Requirements

When pricing bid proposals, bidders are advised to take into account that the following issues are factored into the price. The Electoral Commission will not entertain additional charges on these items.

- 7.1 Bid price must be submitted online on the eProcurement (<https://votaquotes.elections.org.za>) portal.
- 7.2 Bidder must complete and submit Appendix B - Pricing Schedule
- 7.3 Bid price must include delivery costs to the Electoral Commission's National Warehouse in Centurion, Gauteng, South Africa. Please refer to Section 9 for address.
- 7.4 Bid prices must be VAT inclusive and must be firm for a period of 180 days.

8 Award of Bid

- 8.1 The bid adjudication process may include short-listing, presentation and demonstration of the solution and services by the short-listed finalists.
- 8.2 The order will be awarded to a bidder whose product successfully conforms to specifications and is able to deliver and support the product, and in terms of the provisions of the Preferential Procurement Policy Framework Act, 2022.
- 8.3 The successful bidder may also be required to enter into a service level agreement (SLA/contract) with the Electoral Commission in order to formalise and confirm the exact solutions to be delivered.
- 8.4 The Electoral Commission will enter into a formal contract or issue a formal purchase order before any services or equipment can be delivered.

9 Delivery Date and Location

- 9.1 The successful bidder will be required to complete delivery of the 33,000 Handheld Scanners within six (6) weeks from receipt of an official purchase order.
- 9.2 The required point of delivery is the Electoral Commission's National Warehouse at the following address;

**288 Kwanbi Crescent
Icon Industrial Park
Sunderland Ridge
Centurion
0157**

9.3 Deliveries to the Electoral Commission warehouse should take place during working hours(08:30-17:00) Monday to Friday

9.4 The service provider must notify the appropriate Electoral Commission contact person of the delivery schedule and intended times of delivery, **Contact Person: Robert Niemack 012 622 5913**, Vusi Langa 012 622 5700

10 Technical Enquiries

10.1 Enquiries pertaining to the specifications can be directed to Yash Sookan at telephone number 012 622 5700 or email sookany@elections.org.za or can be uploaded on the e-Procurement website <https://votaquotes.elections.org.za>.

11 Briefing Session

11.1 A non-compulsory briefing session will be held on the date indicated on the e-procurement website

12 Written Submissions

All submissions must be received on or before the closing date and time for submissions, as stipulated on the e-Procurement website <https://votaquotes.elections.org.za>. Submissions received after the final date and time will lead to bids being disqualified and not considered. Written submissions must be delivered to the Electoral Commission's Procurement & Asset Management Department. Delivery can be through any of the following means:

- Upload to the auction website;
- Place in the Electoral Commission tender box situated in the foyer of the Electoral Commission national office in Centurion at the following address before the closing date

and time of this auction;

Election House

Riverside Office Park,

1303 Heuwel Avenue,

Centurion,

0157

Note: Clearly mark your submission: For the attention of Procurement and Asset Management – AUCTION 0010556458

Failure to submit all of the required documentation before the closing date and time shall invalidate the bid. It remains the responsibility of the bidder to confirm receipt of the required documentation with the Electoral Commission Procurement and Asset Management Department.

12.1 Summary of Submission Requirements

- 12.11 Submit bid and bid price online on the Votaquotes portal as per section 7.1
- 12.12 Pricing information by completing and submitting Appendix B as per 7.2.
- 12.13 Detailed technical specifications in accordance with the technical requirements to demonstrate compliance – Appendix A as per section 4.2
- 12.14 A letter of proof of the reseller agreement either from the OEM or an authorized distributor; (i.e. if the reseller is authorized by a distributor). If the reseller agreement is

from a distributor, then proof from the OEM authorizing the distributor needs to be included as per sections 4.3, 4.4 and 4.5.

12.15 The bidder shall provide at least 1 reference of similar work including Customer Name, Customer Contact Name, and Contact details (email address and telephone contact) as per Appendix C guideline as per section 4.7.

12.16 The bidder shall provide a sample for the product being proposed to be used for evaluation as per 4.8. This will remain the property of the Electoral Commission.

13 Closing Date

The closing date and time of this auction will be specified on the eProcurement (Votaquotes) website in accordance the bidding requirements. The closing date and time is determined by the clock on the Electoral Commission's servers and is not negotiable. Bidders must also take note supporting documentation must be delivered **before the cut-off date and time.**

14 Appendix A: Technical Bid Response Sheet

Appendix A: Technical Bid Response Sheet Completion of this technical response sheet by the bidder is compulsory. Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.					
	Feature	Requirement	Bidder must indicate whichever is applicable		Bidder's response/technical specification for proposed solution – if providing more than minimum requirement
			YES	NO	
1.	Rugged, shock-proof and Durable Design:	The ergonomic design that uses high-quality Acrylonitrile Butadiene Styrene (ABS), allowing it to withstand repeated drops from heights to concrete floors			
2.	Durable:	The durable plastic material guarantees a long service life			
3.	Compatible Systems:	Compatible with Windows, Mac, Android and Linux, works with QuickBooks, Word, Excel, Novell.			
4.	Plug and Play:	USB barcode scanner with USB cable connection, no need to install any drivers and software.			
5.	Decode Capability:	Support super-fast and accurately scan 1D barcodes from screen and paper. EAN-8,EAN-13,UPC-A,UPC-E,Code 39,Code 93,Code 128,EAN128,Codaber,Industool 2 of 5,Interleave 2 of 5,Matrix 2 of 5,MSI, China Postal Code etc			
6.	Decoding speed Rate:	500 scans/sec			
7.	Light Aimer:	Visible Laser Diode 650nm			

8.	Cable Length:	1.3 meters straight			
9.	Scan Depth of field:	0 - 250mm			
10.	Trigger Mode:	Handheld, Manual			
11.	Temperature:	-20°C to 50°C(Working) -40°C to 60°C(Storage)			
12.	Drop test	1.5m			
13.	Operating Humidity:	5 - 95% (non-condensing)			
14.	Certificate:	CE, FCC, oHS, IP54			
15.	Button life:	50 million times			
16.	Indication:	Buzzer,Indicator			
17.	Interface:	USB			
18.	Voltage:	5V DC			
19.	Material	ABS+PC			
20.	Warranty:	1 Year			

15 Appendix B: Pricing Schedule

Appendix B – Price Breakdown Response

Completion of this Price Breakdown response sheet by the bidder is compulsory.

Bidder to Add the SKU and Make and Model of the proposed product

Failure to complete and submit this pricing schedule sheet as part of the bid submission shall lead to disqualification.

	SKU	Make and Model	Description	Quantity	Unit Cost including VAT	Total Cost including VAT
1			1D Handheld USB 2.0 Wired Laser Barcode Scanners including the warranty	33 000	R.....	R.....
				3		
TOTAL BID PRICE*						R.....

*The total bid price inclusive of VAT is the bid price that must be placed on eProcurement (auction). The price on e-Procurement will be used for adjudication. No other additional costs will be accepted for bid evaluation and adjudication purposes.

16 APPENDIX C: GUIDELINE REFERENCE TABLE

Reference #1

Appendix C – Guideline Reference Table

THE REFERENCE MUST CONTAIN THE FOLLOWING DETAILS

Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product	
	Service Description	
	Number of 1D Handheld USB 2.0 Wired Laser Barcode Scanner.	

17 Appendix D: Evaluation Criteria

Bidders are advised to refer to Appendix D to ensure that they have addressed all critical bid requirements which will be used for assessing the bids. Bidders are NOT expected to complete and submit this section.

17.1 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 may identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

17.1.1 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.

17.1.2 As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, is attached herewith for all entities who participate in the bid process.

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

17.1.4 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.

17.1.5 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.

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

17.1.7 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.

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

17.1.9 The under-mentioned assessment criteria will be used to evaluate the elements relating to SBD4, CSD registration, tax compliance, restricted suppliers and tender defaulters:

	Assessment Criteria	Bidder Requirement (YES/NO)	Comments
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.

17.2 Stage 2: Key Qualifying Criteria

Stage 2 – Mandatory Qualifying Criteria				
Failure to comply with any of the requirements below will result in the bid being disqualified				
No.	Description	Yes	No	Comments
1.	Did the bidder place their bid online as per 7.1?			
2.	Did the bidder complete and submit technical specification as per 4.2?			
3.	Did the bidder complete and submit pricing schedule as per 7.2?			
4.	Did the bidder submit one (1) contactable reference as per 4.7?			
5.	Bidder submitted a letter of proof of the reseller agreement either from the OEM or an authorized distributor (i.e. if the reseller is authorized by a distributor) as per 4.3, 4.4 and 4.5			
6.	Did the bidder supply a sample for the proposed product as per 4.8?			
Overall Stage 2 Outcomes:		<u>Assessment Comments:</u>		
		Bid qualifies for further consideration: (YES/NO):		

17.3 Stage 3: Technical Evaluation

Stage 3: Technical Evaluation					
Bidder must comply with each and every one of the items below. Failure to comply shall lead to disqualification					
	Feature	Requirement	Bidder's indication		Comments
			YES	NO	
1.	Rugged, shock-proof and Durable Design:	The ergonomic design that uses high-quality Acrylonitrile Butadiene Styrene (ABS), allowing it to withstand repeated drops from heights to concrete floors			
2.	Durable:	The durable plastic material guarantees a long service life			
3.	Compatible Systems:	Compatible with Windows, Mac, Android and Linux, works with QuickBooks, Word, Excel, Novell and all common software.			
4.	Plug and Play:	USB barcode scanner with USB cable connection, no need to install any drivers and software.			
5.	Decode Capability:	Support super-fast and accurately scan 1D barcodes from screen and paper. EAN-8,EAN-13,UPC-A,UPC-E,Code 39,Code 93,Code 128,EAN128,Codabar,Industial 2 of 5,Interleave 2 of 5,Matrix 2 of 5,MSI, China Postal Code etc			
6.	Decoding speed Rate:	500 scans/sec			
7.	Light Aimer:	Visible Laser Diode 650nm			
8.	Cable Length:	1.3 meters straight			
9.	Scan Depth of field:	0 - 250mm			

10.	Trigger Mode:	Handheld, Manual			
11.	Scanning angle:	Tilt 30°, inclination± 75°, declination ± 65°			
12.	Temperature:	-20°C to 50°C(Working) -40°C to 60°C(Storage)			
13.	Drop test	1.5m			
14.	Operating Humidity:	5 - 95% (non-condensing)			
15.	Certificate:	CE, FCC, oHS, IP54			
16.	Button life:	50 million times			
17.	Indication:	Buzzer,Indicator			
18.	Interface:	RS232,PS2 and USB			
19.	Voltage:	5V DC			
20.	Material	ABS+PC			
21.	Warranty:	1 Year			

Overall Stage 3 Outcomes:

Assessment Comments:

Bid qualifies for further consideration: (YES/NO):

17.4 Stage 4: Sample Technical Evaluation

Tests	Voter Registration Application	Voters' Roll Application
Can the scanner scan the barcode for the applications? (expected answer: YES)		
Is the scanning process quick? (expected answer: YES)		
Does the Laser light need to be placed directly to the barcode? (expected answer: NO)		
Is the Barcode information available immediately for display (expected answer: YES)		
Overall Stage 4 Outcomes:	<u>Assessment Comments:</u>	
	Bid qualifies for further consideration: (YES/NO):	

17.5 **Stage 5: Adjudication of Bids**

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

Bid Evaluation Committee

	Name	Signature	Date
1			
2			
3			
4			
5			