



SOUTH AFRICA

**BID SPECIFICATIONS
HANDHELD BARCODE SCANNER
AUCTION # 0010549248**

Bidders are strongly advised to print and thoroughly review this document, to ensure full compliance with the requirements and retain a copy for reference purposes!

1. ITEM DESCRIPTION: HANDHELD BARCODE SCANNER

The Electoral Commission is desirous to procure the following item(s):

- 1.1. The handheld barcode scanner must be able to scan a 1D and 2D barcode.
- 1.2. The handheld barcode scanner must be a versatile, high-performance device capable of reading/decoding a range of barcode formats.
- 1.3. Bidders must be registered and approved on the Electoral Commission's eProcurement system (<https://votaquotes.elections.org.za>) in order to place a bid online.
- 1.4. A non-compulsory briefing session is scheduled for:

Date: 11 July 2025

Time: 11:00

Venue: 1303 Heuwel Avenue,
Election House,
Riverside Office Park,
Centurion,

IMPORTANT TO NOTE:

- ✓ Bidders will be required to submit samples for evaluation purposes. All samples submitted will not be returned to bidders during the evaluation and after the award.
- ✓ All samples (physical functional, non-functional prototype and a detailed item brochure), therefore, be a 'once-off' submission (refer to Section 10 for full details of the submission).
- ✓ All samples and documents submitted remain the property of the Electoral Commission and no bidder will claim ownership of the Handheld barcode Scanners.

2. ITEM SPECIFICATION

- 2.1. The handheld scanner must be capable of reading paper, goods, screen, and other media barcodes.
- 2.2. The scanner must be corded with a USB interface.
- 2.3. The scanner must be compatible with all standard barcodes, i.e., a one-dimensional (1D) barcode (also known as a linear barcode) and a two-dimensional (2D) barcode (QR codes).
- 2.4. The scanner must have speed to capture a barcode, with accuracy, and greater tolerance for reliable service capturing popular 1D and 2D barcodes.
- 2.5. The scanner must be capable to capture barcodes under various lighting condition.
- 2.6. The scanner must have plug-and-play setup for easy integration into the existing systems without the need for configuration.
- 2.7. The scanner must be made of plastic materials, and black or grey in colour.
- 2.8. The scanner must be easy to grip and comfortable fit to the hand (ergonomic).

- 2.9. Each scanner must be printed with and/or carry the Electoral Commission logo, for identification purposes.

NOTE: Sample design provided in Section 19 is for illustrative purposes ONLY.

3. DIMENSIONS

- 3.1. The handheld scanner must be of the following dimensions:
- 3.1.1. 100mm x 130mm x 165mm (*Tolerance of 10mm on either side is permitted*)
- 3.1.2. Item Weight: Minimum 140g and Maximum 230g

NOTE: Refer to Section 20 for dimension illustrations

4. QUANTITY REQUIRED

- 4.1. Total quantity required is 33,000 Individual Handheld Barcode Scanners

5. DELIVERY DATE AND LOCATION

- 5.1. Deliveries of handheld scanners to the selected Electoral Commission warehouse must be completed not later than **3 November 2025** or as otherwise agreed and stipulated by the Electoral Commission.
- 5.2. Deliveries to the Electoral Commission warehouse should take place during working hours (08:30-17:00) Monday to Friday.
- 5.3. The required point of delivery is the Electoral Commission's national warehouse as per Section 21.

- 5.4. The service provider must notify the appropriate Electoral Commission contact person of the delivery schedule and intended times of delivery, as per Section 20.
- 5.5. Partial deliveries will not be accepted, unless by prior agreement and approval of the Electoral Commission.
- 5.6. Late deliveries will not be accepted.
- 5.7. Prices must include delivery of the specified quantities to the specified site as per Section 20.

6. COSTING AND PRICING

- 6.1. Bids must be placed online on the Electoral Commission's Votaquotes system.
- 6.2. As such, bids must include prices for each of the handheld barcode scanners that need to be supplied, including delivery and related costs.
- 6.3. Bidders must take care to estimate and calculate their costs and prices correctly before placing a bid on the Electoral Commission's Votaquotes system.
- 6.4. 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 (for example R50 instead of R5,000).
- 6.5. All bid prices must include VAT.
- 6.6. The bid amount as it appears on Votaquotes at the date and time of auction closure will be valid as stipulated for purposes of awarding a contract and payment for delivery of the required goods and services.
- 6.7. Amounts/total cost must include all variables involved in the production of the items.

- 6.8. Amounts on the auction and 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.
- 6.9. Bids must be placed for the correct unit of measure, that is, per Handheld Barcode Scanner.

7. QUALITY CONTROL

- 7.1. 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.
- 7.2. 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.
- 7.3. The service provider has the primary responsibility to ensure that **quantity and quality** are in accordance with the specifications.

8. PACKAGING AND PREPARATIONS FOR DISPATCH

The handheld barcode scanners must be packed for delivery as follows to facilitate handling and storage:

Primary Packaging:

- Each handheld barcode scanner must be packaged directly into a box containing the scanner and its accessories.
- Packaging box must be able to protect the device from scratches and hold accessories in place.

Secondary Packaging:

- Individual Handheld barcode scanner boxes must be packaged in a rigid corrugated cardboard carton boxes with the maximum gross weight of 20 kgs per carton box.
- Carton boxes must be sealed with an industrial adhesive tape or staples.
- The box cartons must be clearly labelled, indicating:
 - Contents: **HANDHELD BARCODE SCANNER**
 - Quantities per box:
 - Weight:
 - Service provider's details:

Final Packaging:

- The cartons must be stacked on (1,000 x 1,200mm four-way entry single sided pallets) and strapped to the pallet.
- Strict attention must be paid to stable and secure packaging to withstand the rigors of transportation by road.

NOTE: Service providers must note that the packaging materials remain the property of the Electoral Commission after delivery.

9. BID AND CONTRACT DURATION

9.1. Planned award date – 29 August 2025

9.2. Allocated production duration - Maximum of 10 weeks

9.3. Delivery dates:

- First batch - 1 November 2025
- Final batch – 15 January 2026

9.4. The contract for the supply and delivery of the handheld barcode scanner as per this bid is a ‘once off’ requirement.

NOTE: The above timelines and duration are for planning purposes and may be adjusted as and when the challenges and/or need arises, at the discretion of the Electoral Commission.

10. BIDDING AND RETURNABLES, INCLUDING SAMPLES OR PROTOTYPE

10.1. All bids must be placed online on the Votaquotes website (<https://votaquotes.elections.org.za>).

10.2. Supporting documentation can be submitted in any or both of the following options:

10.2.1. Upload to Votaquotes.

10.2.2. 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 Department – Auction 0010549248

- 10.3. For bid evaluation and testing purposes, service provider will be required to prove conformance to the stated specification by supplying a:
 - 10.3.1. **Physical non-functional prototype/sample** scanner made using materials as specified in Section 2, or
 - 10.3.2. Where possible, a **Functional Prototype** made of materials as specified in Section 2, with basic functionalities may be supplied for evaluation and testing purposes, and
 - 10.3.3. Handheld scanner **brochure**, providing a clear description of the item in terms of the general appearance, dimensions, material component, scanning capabilities, weight and the warranty being given. The brochure must be uploaded as stipulated on the auction. Note that Electoral Commission will not be sent out reminders. It is the responsibility of each bidder to submit the sample as a matter of course.
 - 10.3.4. **Written proposals** may also be packaged with the sample.
- 10.4. Bids must be placed on Votaquotes not later than the closing date and time as stipulated on the Votaquotes system.
- 10.5. Written proposals, prototypes and/or brochures must be submitted not later the closing date and time as stipulated on the Votaquotes system.
- 10.6. No late written proposals or samples will be considered.
- 10.7. Failure to submit a written proposal or sample within the specified period and time will invalidate a bid.

10.8. The written proposal, samples and brochures must be delivered directly to:

Supply Chain Management
 Election House,
 Riverside Office Park,
 1303 Heuwel Avenue,
 Centurion,
 Tel : (012) 622-5550

- 10.9. Written proposals, brochures and samples must be clearly marked with the name of the bidder and the auction number to avoid loss or confusion as there are other auction requirements that may be closing around the same time. In cases where more than one sample is included in a package, 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 or bidder.
- 10.10. The samples /prototypes will be stringently tested for quality compliance to specifications and will not be returned to service providers at any point.
- 10.11. Successful bidders shall be subjected to a comprehensive due diligence audit process as determined by the Electoral Commission before contract is awarded.
- 10.12. The sample must be submitted not later the closing date and time as stipulated on the Votaquotes system and this will form the basis of assessment as per the bid evaluation criteria. See Section 21.

11. WARRANTY AND MAINTENANCE SUPPORT

- 11.1. The service provider must warrant and provide a guarantee to the Commission that, the lifespan of the handheld barcode scanners will be at least five (5) years from the date of delivery. The Warranty shall cover but not limited to Hardware component failure under normal operating conditions and Firmware/software updates (non-customized).
- 11.2. Furthermore, the service provider must be able to supply spare parts to the Commission for the scanners for a period of at least five (5) years from the final date of delivery.
- 11.3. The service provider must warrant that the purchased and delivered scanners:
 - 11.3.1. Shall on delivery, be fully functional and comply with the bid specifications.
 - 11.3.2. Are free of any defects of materials and workmanship.
 - 11.3.3. Shall remain functional for the warranty period.
 - 11.3.4. In the event that the scanner(s) or any component thereof fails or becomes defective before the expiry of the warranty period, the service provider shall be obligated to adhere to warranty agreed upon at the point of contracting, including providing the Electoral Commission with a new replacement within ten (10) days of receiving notice from the Commission.
- 11.4. Fails or becomes defective after the expiry of 12 months from the date of delivery but before the expiry of the Warranty Period, the service provider shall be obligated to repair the scanner(s) or components thereof, at its own cost.
- 11.5. If the scanner(s) or its accessories fails on receipt (dead on arrival) or within 12 months of delivery, the service provider shall be obligated to replace.

- 11.6. The maintenance and support services shall be provided for in respect of the handheld scanners for a period of five (5) years commencing on the first anniversary of the final delivery of the handheld scanners.

12. WRITTEN PROPOSAL

- 12.1 Bidders participating in this auction must be established operators in the relevant industry. Such confirmation must be included in the written proposal. For the purposes of this requirement, established operators to existing entities with the ability and capability to render service of this magnitude. Such confirmation must be included in the written submission, including the experience in similar projects.
- 12.2 The Electoral Commission will use the details provided in the written proposal together with the brochure and any due diligence audit provisions and other information at its disposal to determine the compliance of any prospective service provider with the Electoral Commission's requirements.

Important: It will be necessary for the successful service provider to develop production strategies to ensure successful performance of the work.

13. DOCUMENTS AND INFORMATION REQUIRED FOR SUBMISSION

- Written proposal (*refer to section 10*)
- Detailed brochure (*refer to section 10*)
- Sample/ prototype (*refer to section 10*)
- Warranty provision (*refer to section 11*)

14. POST EVALUATION ACTIVITIES

- 14.1. Before the auction is awarded, the recommended service provider(s) will be subjected to due diligence audit requirements of the Electoral Commission.
- 14.2. A due diligence audit will be conducted at the recommended service providers' premises and partners' premises (only if partnership has been detailed in the written proposal)
- 14.3. 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.
- 14.4. ***NB: Where a non-functional prototype or a brochure was submitted as a sample for evaluation purposes, the bidder will be required to present a physical functional scanner like what was presented for evaluation, for further testing. Failure to present a physical functional scanner or present a scanner different from the submission will lead to disqualification from further consideration.***

15. DUE DILIGENCE AUDIT

- 15.1. Before the bid is awarded, the recommended bidder(s) will be subjected to the due diligence audit requirements of the Electoral Commission.
- 15.2. A due diligence audit will be conducted at the recommended bidder's premises.
- 15.3. The due diligence audit will include, but not may be limited to, site inspections where items will be manufactured, packaged, and dispatched and viewing of equipment and machinery.

16. SERVICE PROVIDER PERFORMANCE

- 16.1. Before a contract is awarded the successful bidder will be required to enter into a service level agreement (SLA/contract) with the Electoral Commission.
- 16.2. The purpose of the SLA is to fix performance criteria within the key requirements of this bid, namely quantity and quality, including final specifications and delivery date.
- 16.3. The SLA will contain elements such as service provider's progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 16.4. The Electoral Commission reserves the right to reject any deliveries not conforming to the above, including damaged units/parcels.
- 16.5. 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 bid requirement 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!
- 16.6. **NOTE:** Service providers are not allowed to amend/change the Handheld barcode scanner after approval of the sample and receipt of the official purchase order. Any recommendation for

improvement on the scanners must first be agreed with and approved in writing by the Electoral Commission, at no additional cost.

17. DELIVERY NOTES

- 17.1. Bidders must take note that a proper delivery note system is crucial.
- 17.2. The delivery notes must be signed by both the service provider and the Electoral Commission's receiving staff.
- 17.3. Deliveries must be made in the name of the service provider. No third-party deliveries will be accepted.
- 17.4. Deliveries will not be accepted if delivery notes do not clearly state the name of the service provider and quantity of items delivered. That is number of boxes and actual quantities delivered.
- 17.5. The Electoral Commission will not accept waybills without the submission of delivery notes.

18. PAYMENT

- 18.1. No payment will be made by the Electoral Commission before the required goods and services have been rendered successfully.
- 18.2. No payment will be made without an original invoice and copies of signed delivery notes.
- 18.3. No payment may be processed before full delivery is completed and accepted.

- 18.4. 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. ENQUIRIES

All enquiries must be directed to:

Mr Yash Sookan

Tel: (012) 622-5700

eMail: SookanY@elections.org.za

20. ILLUSTRATIONS

Handheld barcode scanner for illustrative purposes



21. ELECTORAL COMMISSION WAREHOUSE AND CONTACT NUMBERS – HANDHELD BARCODE SCANNER

DELIVERY ADDRESS	CONTACT PERSON	CONTACT NUMBERS	QUANTITY
288 KWANBI CRESCENT ICON INDUSTRIAL PARK SUNDERLAND RIDGE CENTURION	ROBERT NIEMACK VUSI LANGA	012 622 5913 012 622 5700	33,000

22. 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 AUCTION 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 Meets Requirement (YES/NO)	Comments
Bidder is registered on the National Treasury Central Supplier Database (CSD). *		
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.		

Assessment Criteria	Bidder Meets Requirement (YES/NO)	Comments
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.

** 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 9 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 bid specifications/functionality in accordance with the following evaluation criteria:

Important: If the response is no to any of the Phase one (1) or Phase two (2) questions the bid proposal will be disqualified.

BID EVALUATION CRITERIA	
HANDHELD BARCODE SCANNERS	
AUCTION NUMBER:	
Bidder:	

Key requirements for evaluation.

PHASE ONE (1)	YES	NO	Comments
1. Did the bidder place a bid on Votaquotes? (Section 10)			
2. Were the sample/prototype and brochure submitted on time? (Section 10)			
3. Was a written proposal submitted on time? (Section 10)			

4. Is the bidder an established operator and/or distributor in the industry (Section 12)?			
5. Is the sample/prototype supplied as required? (Section 2, 3 and 10)			
PHASE ONE OUTCOME	QUALIFIES	DISQUALIFIED	Comments

PHASE TWO (2) (based of the prototype and/or brochure)	YES	NO	Comments
1. Is the scanner corded with a USB interface? (Section 2)			
2. Is the scanner compatible with all standard 1D and 2D barcodes? (section 2)			
3. Is the scanner easy to grip (ergonomic) and comfortable fit in for the hand? (Section 2)			
4. Is the scanner made of plastic materials and black or grey in colour? (Section 2)			
5. Is the plug and play setup for easy integration into the operating systems without the need for configuration? (Section 2)			
6. Are the dimensions approximately 100mm x 130mm x 165mm? (Section 3)			
7. Is the weight a minimum of 140g and maximum of 230g? (Section 3)			
8. Is the scanner packaged directly into a box as a primary packaging? (Section 8)			
9. Does the written proposal provide for a 5-year lifespan warranty? (Section 11)			

Phase 2 Outcome			
Bid Qualifies	YES	NO	Comments

Stage 3: Bid Adjudication Process

Bids will be adjudicated as set out below.

Stage 3 – 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

Failure to submit the required supporting documents for preference claims will lead to zero (0) points for the claim.

Bid Evaluation Committee Member	Sign Off	
	Signature	Date

NOTE

1. 1D and 2D will be able to scan the two smart ID barcodes, Green Barcoded ID and ballot paper tracking barcodes.
2. Dimensions are for a standard handheld scanner that we have tested and as part of the research.
3. Quantity finalised after consultation with DCEO: Elec Ops and Manager: Electoral Matters
4. Staggered delivered delivery to cater for the National Registration Bootcamp's needs.
5. The estimated price is based on market analysis and enquiries from various resellers.
6. The expected life span of the handheld scanner was researched. Below is the link.
<https://www.tsiservice.com/news/barcode-scanner-maintenance-how-to-improve-the-lifespan-of-your-device/>
7. Standard goods warranty of 12 months covers any factory faults identified within the 12 months' period, from the date of delivery.