

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SUPPLY AND INSTALLATION OF THE MUNICIPAL FLEET MONITORING, TRACKING AND RECOVERY SYSTEM FOR A PERIOD OF 36 MONTHS

## **THEMBISILE HANI LOCAL MUNICIPALITY**



**THLM/SCM14/2025-2026/F01**

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BASIS**

**SCOPE OF WORK**

## OVERVIEW OF THE WORKS

### 4.1. SCOPE OF WORK

- The project entails supply and installation of a vehicle monitoring, tracking and recovery system on all municipal fleet for a period of 36 months.

### 4.2. DELIVERY INSTRUCTION

- Upon receiving an order from the Thembisile Hani Local Municipality, the contractor must provide the Municipality's representative with a delivery schedule.
- All items installations must be done at the Municipal offices, Thembisile Hani Local Municipality.
- The specifications hereunder states the minimum mandatory requirements.
- The Thembisile Hani Local Municipality shall consider a tenderer as non-responsive should the tender not be prepared and submitted in accordance with the specification, or any tender lacking sufficient technical literature to enable the Thembisile Hani Local Municipality to make a reasonable determination of compliance to the specification hereunder.
- It shall be the tenderers responsibility to carefully examine each item of the specification.

No.	Item	Yes	No
1	Individual driver identification. Vehicle must not start if Driver Identity is not presented.		
2	The system must be capable of accepting driver identification 'keys' and report, lockout or approve driver activation.		
3	Driver Identity Tags must be programmable.		
4	Driver Identity Tags must have the ability to retain Drivers Licence Expiry Date.		
5	Driver Identity Tags must have the ability to retain PrDP Expiry Date.		
6	Driver Identity Tags must have the ability to retain Licence Code/Class.		
7	Driver Identity Tags must have the ability to retain Vehicle Category Codes as per Drivers Licence the Identity Tag must have the ability to retain a minimum of forty eight (48) Categories.		
8	Expired Driver Licence/PrDP programmed to the ID Tag must prevent the vehicle from starting.		
9	The system shall provide an option to immobilize vehicles so that only designated drivers are able to start a vehicle. The system shall also record and report on such unidentified drivers.		
10	Must interact with the driver by means of a warning buzzer, to prevent where possible actual violation of parameters.		
11	Ability to immobilize vehicle from the base station.		
12	Real time GPS tracking of vehicle within 30 seconds of enquiry being made		
13	System must use GPS for vehicle location GPRS and SMS for data communications.		
14	System must be capable of using either GPRS or SMS communication modes e.g. automatically fall back on SMS when GPRS connectivity is lost.		

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SUPPLY AND INSTALLATION OF THE MUNICIPAL FLEET MONITORING, TRACKING AND RECOVERY SYSTEM FOR A PERIOD OF 36 MONTHS

15	The control unit must be mounted in the vehicle, and must be tamper proof		
16	The control unit must be capable of receiving external inputs (signals) e.g. for the monitoring of door opening or power take offs etc. (must be able to interface with 5 digital and 2 analogue inputs.		
17	The installed system must provide a running odometer independent of the vehicle odometer.		
18	A battery backup must be available on the system to ensure independent operation of the unit for a minimum period of three days.		
19	The system must be capable of recording and reporting second-by-second accident information prior to (minimum 60 seconds) and after (minimum 30 seconds) the accident has occurred.		
20	The system must be capable of forwarding alarm messages to one or more cell phones.		
21	The system must be active, transmitting alarm/priority statuses in real time.		
22	All System Installed in the vehicle must have an alternative, completely independent, backup RF unit that is activated when the system is removed.		
23	The Unit must not lose any data if disconnected from the vehicles battery.		
24	The unit must have the capability to be categorised per vehicle class. Vehicles to be categorised according to Licences code and Vehicle Category		
25	The unit should incorporate self-diagnostic capabilities.		
26	To enable tracking to continue, the unit's battery must be of sufficient capacity to allow not less than 5 hours transmissions to be made.		
27	Unit must have sufficient capacity to store 2 months' worth of data		
28	Any parameter changes and / or upgrades to the unit's software must be able to be made from the base station without the need for work to be done to each vehicle.		
29	Firmware updates can be made without having to remove the vehicle unit.		
30	The Unit must be housed in a tamper resistant box that incorporates a warning device to indicate to the base station that tampering could be taking place.		
31	The Unit must be protected by reverse polarity.		
32	The unit must be compatible with both 12 and 24-volt systems.		
33	Must be capable of recording over speeding of the vehicle.		
34	Must be capable of recording harsh braking of the vehicle.		
35	Must be capable of recording excessive vehicle idling		
36	Must be able to record video footage of the front of the vehicle, mounted on the front windshield.		

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF SUPPLY AND INSTALLATION OF THE MUNICIPAL FLEET MONITORING, TRACKING AND RECOVERY SYSTEM FOR A PERIOD OF 36 MONTHS

37	Must be able to record video footage of the inside of the cabin/car whilst mounted on the front windshield.		
38	Video footage must be stored for a period of 60 days, and must be downloadable to secure drives		

**2.2 REPORTS REQUIRED**

No.	Item	Yes	No
1	Exception reports to Pre-programmed Parameters – as and when required for either a single vehicle or group of vehicles.		
2	Exception reports to pre-programmed parameters – as and when required for either a single driver or a group of drivers.		
3	Exceptions – show in summary or detail a list or exceptions by driver or by vehicle when the violations occurred and how the number of occurrences of each exception in a particular period.		
4	Risk Management – show a summary of statistics by vehicle or driver relating to speeding exceptions, stop lengths, excessive engine idling, after hours usage, attempted system tampering and productivity within a particular period.		
5	Vehicle Details – list all the vehicles by registration number.		
6	Speed Profile – graphical representation of the vehicles speed within a user defined period.		
7	Location visits – show the frequency of visits by vehicle or driver to particular user-defined zones or areas and identifies arrival and departure time as well as the length of stop in each case.		
8	Drivers Details – lists all the drivers within the system and provides detail as to Department, section, branch or region as well as the time they used any vehicle.		
9	Driver rating report which can be user defined.		
10	Accident report which must indicate at least 30 seconds before accident and 15 seconds after accidents.(Second by second report)		
11	Vehicle Activity/Usage report incorporating graphic displays.		
12	Daily, Weekly and Monthly Vehicle driver Summary report re-utilisation incorporating graphic displays.(one for vehicle and one for the driver)		

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**2.3. ACCURACY**

No.	Item	Yes	No
1	The variation between actual distance travelled and that indicated by the vehicle mounted unit must not exceed 5%		
2	The variation between actual vehicle speed and that indicated by the vehicle mounted unit must not exceed 5%		
3	The variation between actual time and that indicated by the vehicle-mounted unit must not exceed 1%.		

**2.4. POLLING / TRACKING**

No.	Item	Yes	No
1	The vehicle-mounted unit must incorporate a Global Positioning System with accuracy of 20 metres.		
2	It should be possible to adjust the time interval between each positional recording from 10 seconds to at least 30 minutes.		

**2.5. SYSTEM SOFTWARE**

***NOTE: The software programme and any IT related issues must be approved by the Thembisile Hani Local Municipality's ICT Unit.***

**The software supplied for use with Municipal owned equipment must provide the following:**

No.	Item	Yes	No
1	Be able to indicate the following information on screen, of each vehicle when requested:		
1(a)	Date and Time		
1(b)	Status of the Vehicle		
1(c)	Vehicle registration number		
1(d)	Location of relevant street / locality map		
1(e)	Driver name		
1(f)	Vehicle speed		
2	Downloading via GPRS of data from mobile units must be automated		

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3	Be able to replay historical information from any vehicle by the selection of specific date and time.		
4	Be able to generate the majority of the required reports within a maximum time of 150 seconds.		
5	The polling of vehicles must be capable of one or more multiple polls simultaneously		
6	The system must be capable of providing various fleet management reports, such as down time, kilometres travelled, etc.		
7	Ability to display position of vehicle either moving or stationary on detailed maps of South Africa for vehicle recovery purposes		
8	The ability to create no less than 100 per vehicle 'no-go' zones. If a vehicle enters such a zone an alarm must be sent to the base station within one minute of the occurrence.		
9	Zones shall have descriptions, which are user determined		
10	Zones shall be polygons of any shape drawn onto a map		
11	Zones shall allow the option of either being normally visible when the map is active or not visible so as not to clutter the maps where necessary		



12	Importing / Exporting of data and reports, and sending via E-Mail should be possible		
13	Ability to display position of vehicle either moving or stationary on detailed maps of South Africa for vehicle recovery purposes		
14	The Software must allow for the local programming of Driver Identity Tags, this is to be managed by the Municipality, all necessary hardware must be supplied at the tenderers expense to facilitate the programming of Driver Identity Tags		

## 2.6. SOFTWARE AND HARDWARE

No.	Item	Yes	No
1	It shall be Microsoft Windows based and be compatible with other Microsoft products such as Excel and or word. Minimum system requirements are Windows 8.		
2	The software must be compatible with future Microsoft Windows operating systems.		
3	Software updates via Internet shall be possible.		
4	Management of the system should be possible by means of web based software (Windows Browser or Chrome).		
5	All access to the application software and data must be password protected with multiple layers of Passwords and functions tailored to suit each user		
6	An alternative Internet connection to the above data must be available (for after-hours access to the Data).		
7	Two alternative Internet connections must be supplied (duration of contract) for the access of data for Redundancy and after-hours access to the Data.		
8	Two (2) 4G Mobile Modems must be supplied (duration of contract) with a minimum of 2gigs of mobile data for the access of data for Redundancy and after-hours access to the Data.		
9	Two (2) Laptops must be supplied (duration of contract) for the access of data for Redundancy and after-hours access to the data, and two Computer Monitors, 75-inch screens and a desktop for the security room for tracking.		

## 2.7. AUDIT LOG

No.	Item	Yes	No
1	The system must generate an audit log for all transactions.		



**2.8. MISSING DATA**

No.	Item	Yes	No
1	The system shall flag any vehicle units, which have not being downloaded for any period and then provide a list of these units for analysis and possible action.		

**2.9. REMINDERS**

No.	Item	Yes	No
1	The system shall allow for the allocation of reminders that will flag user – defined activities resulting from kilometres covered, time passed or individual dates or events.		

**2.10. AUTOMATED EXCEPTION REPORTING**

No.	Item	Yes	No
1	The system will allow real time exception reporting to be sent to multiple users via e-mail and SMS.		

**2.11 COURT APPEARANCES FOLLOWING ACCIDENTS AND INVESTIGATIONS INVOLVING MUNICIPAL VEHICLES**

No.	Item	Yes	No
1	On occasions, it may necessary for a representative of the system supplier to give evidence in an internal disciplinary hearing regarding information generated by the system. The system must be approved as a source of evidence by law courts in South Africa.		

**2.12. QUALITY AND QUANTITY**

- All materials offered in terms of this Tender shall comply with the latest relevant Codes of the South African Bureau of Standards (SABS).

**2.13. KEY PERFORMANCE INDICATORS**

- Timeous delivery of the correct quantities as per the order of items as stipulated in the specifications,
- Quality of product as stipulated: Specifications of this document.
- The Service Provider will be notified if the KPI's are not met.
- Materials ordered must be delivered within 7 (seven) working days from the date of issuing an order.
- If the Service Provider cannot submit satisfactory reasons why the KPI's was not met, the contract may be cancelled, and the Service Provider might be blacklisted.