



THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA

THE PRESIDENCY: REPUBLIC OF SOUTH AFRICA
PRIVATE BAG X1000 PRETORIA 0001

Good Day Supplier.

Please find attached **SBD Forms** that need to be filled in and please see below specifications and quote accordingly. **All quotations must be submitted on e-tender with completed SBD 4.**

Description of service required

APPOINTMENT OF SERVICE PROVIDER FOR THE PROVISION OF VEHICLE TRACKING SERVICES ON THE PRESIDENCY'S VEHICLES FOR PERIOD OF THREE(3) YEARS

1. Scope of Work

- a. The Presidency fleet is currently comprise of 9 vehicles that need tracking services.
- b. The bidder will be expected to supply and install the units and sign a three-year contract.
- c. Supply and install all the units within 14 days after signing the contract. The bidder will be required to provide thorough training and support to The Presidency Transport Office.
- d. Fleet Management reports

1.1 Services required:

- Active tracking and monitoring of vehicles 24 hours, seven days a week.
- Knowing where vehicles are at any given time (live web-tracking),
- Track and recovery when stolen.
- Travel playback for investigations at least 90 days.
- The contract must accommodate add/removal/transfer of tracking devices during the contract period.
- The tracking device cost must be amortized over the contract period and form part of the monthly service fee.
- Replace damaged, maintain, and upgrade current tracking devices and provide a report at regular interval/s (e.g., weekly/monthly reports) to always ensure functionality.
- Liaise with The Presidency Transport Office during the roll-out on all project activities and provide progress reports during the implementation phase.
- De-installation of the system will be at the service provider's expense in case of written-off vehicles, disposal, and contract termination within seven days.
- Guarantee support and business continuity.
- Price quoted should be firm and Vat inclusive for the contract duration, include annual escalations if applicable.
- Call-outs for maintenance and technical issues must be dealt with within a maximum of 48 hours of a call been logged.
- The service provider will be required to provide an accident report on The Presidency vehicles when needed.

- The supplier must submit a catalogue or operational manual of the system.
- Standard manufacturers' guarantees and warranties are to be provided for each unit.
- The Presidency reserves the right to terminate the services of specific devices if they are no longer in use, e.g., written off, stolen, or sold vehicle/s (Early termination fee may apply).
- The device must be fitted into the vehicle in a manner that does not interfere with vehicle manufacturer warranties, is un-detachable, and is difficult to temper.
- The device must allow unlimited tests and searches for GSM device operation.
- The device must have a backup battery to retain data in the event of a disconnection of power and monitor the battery in real-time.
- The device must allow for remote software upgrades.
- The device must be able to send e-mail alerts on any of the configured violations.
- Signal-jamming detection
- Driver-behavior monitoring
- Vehicle logbook
- Journey and Route management
- Fuel management and administration
- Panic buttons (if standard as part of the solution).
- Impact sensors that give indications of a crash as and when they happen.

1.2 Application specification:

- Web-based fleet management software.
- Location-based services.
- Configurable SMS or e-mail notification.
- High-risk area and border proximity notification.
- Ignition on/off and battery tampering notification.
- Trip playback for investigations at least 90 days.
- Any other enhanced security features.
- Provide Web-based Fleet management software and software updates.

N.B The service provider will be required to provide tracking device installation certificate for all devices installed.

2. Briefing session

Non-Compulsory Briefing Session

Date: 05 December 2025

Time: 10:00

Venue: Microsoft Teams [Need help?](#)

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Meeting ID: 347 670 435 914 82

Passcode: L8K9qm7S

3. EVALUATION PROCESS

A three (3) phase approach will be followed during the evaluation phase. All proposals received will be evaluated in accordance with the **80/20-point** system as prescribed in the Preferential Procurement Regulation, 2022.

3.1 Phase 1: Mandatory and Administrative requirements

a) Mandatory requirements

- I. Independent Communication Authority of South Africa (ICASA) approval of the devices proposed. Bidder must attach a valid certificate.
- II. PSIRA certificate from the contracted (sub-contracted) recovery team/company. Bidder must attach a valid certificate.
- III. Motor Vehicle Security Association of South Africa (VESA/VSS) certificate. Bidder must attach a valid certificate.

b) Administrative requirements

- I. Valid Tax Pin Number from SARS
- II. Proof of Central supplier database registration
- III. Completed and signed Bidders' disclosure form (SBD 4)
- IV. Completed and signed Applicable Price Schedule (Annexure A)

3.2 Phase 2: Functionality

Bidders who meet the minimum threshold of 70 points out of 100 points will qualify for phase 3

| Description | Weight |
|---|-----------|
| <p>Location: submit proof of address or addresses registered on the CSD or addresses in the company website (companies can indicate their website address) where the company geographical presence can be verified:</p> <ul style="list-style-type: none">• Less than four (04) = 0 points• Location Footprint presence in at least four (04) major cities in South Africa = 30 points• Location Footprint presence in at least five (05) major cities in South Africa = 35 points• Location Footprint presence in at least six (06) major cities in South Africa = 40 points | 40 |
| <p>The company to demonstrate experience where they were appointed to provide vehicle tracking services. Bidder must attach reference letters on the letterhead from current or previous clients with contactable details e.g address, cell phone/land line, name of contact person (The reference letter must indicate the contract period).</p> <ul style="list-style-type: none">• 0 years' experience = 0 points• 2-3 years' experience = 15 points• Above 3 years - 6 years' experience = 25 points | 35 |

| | |
|---|------------|
| <ul style="list-style-type: none"> more than 6 years' experience = 35 points | |
| Accreditation in the bidder's name. Valid certificate must be attached. | 25 |
| <ul style="list-style-type: none"> No accreditation = 0 points South Africa Insurance Association (SAIA)= 5 points. ISO 9001: 2008 = 5 points South African Bureau of Standards Approved (SANS 535) = 5 points Accreditation Bureau for Security and Safety (ABS) =5 points Occupation Health and Safety Act (Act 85 of 1993) =5 points | |
| TOTAL POINTS | 100 |

3.3 Phase 3: Price and specific goals

Evaluation of Price and specific goals will be in terms of 80/20 preference point systems.

| DESCRIPTION | POINTS |
|---|------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| TOTAL PONTS FOR PRICE AND SPECIFIC GOALS | 100 |

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Means of verification |
|---|--|--|-----------------------|
| Women ownership | | 10 | CSD report |
| Youth ownership | | 7 | CSD report |
| People with Disabilities | | 3 | CSD report |

NB: Formula for calculating number of points: Ownership percentage X number of points allocated /100

General requirements

-  SBD4 forms must be fully completed and signed. If directors/trustees/shareholders/members of the company submitting quote have other related companies as registered on CSD, should disclose on 2.3
-  Tax matters must be compliant on CSD **before final award if not you will be notified to correct within 7 workings days failure that you will be disqualified**
-  Banking details must be verified **if not you will be notified to correct within 7 workings days failure that you will be disqualified**



PRICING SCHEDULE

The undermentioned pricing schedule is a guide; the tracking company can provide pricing which is aligned with their product or solution. The quantities are for the minimum of current fleet; however, the contract will cover new units that would be procured within the duration of the three 3-year contracts.

| <u>Description</u> | <u>Unit price / per session</u> | <u>Total (R)</u> |
|---|---------------------------------|------------------|
| Supply & Installation | | R |
| Monthly Reports or as and when required | | R |
| Surveillance & Monitoring | | R |
| Training & Capacity Building | | R |
| Repairs & Maintenance (if applicable) | | R |
| Insurance for device (if applicable) | | R |
| Other (specify) | | R |
| Sub Total | | |
| VAT @ 15% (if applicable) | | |
| Total Bid Price | | |

Note to bidders:

- Pricing must include all costs related to equipment, software, installation, labour, transport, training, support, and any other incidental expenses.
- Quantities are **estimated**; payments will be based on **actual services rendered**.
- The Presidency reserves the right to increase or reduce quantities depending on budget and operational requirements.

Name of Signatory

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Signature (Company Head or Delegated officer)