

**TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

[Registration No. 1990/000900/30]

**REQUEST FOR INFORMATION [RFI]**

**Information is required** to enable Transnet to establish the available solutions in the market for an Integrated Fleet and Fuel Management System for On-Road Vehicles

**TRANSNET MAY, AT ITS SOLE DISCRETION DECIDE TO EMBARK ON A SEPARATE "REQUEST FOR PROPOSAL" [RFP] PROCESS THEREAFTER**

for the provision of **Integrated Fleet and Fuel Management System for On-Road Vehicles**

**RFI NUMBER:** TCC/2025/05/0001/95410/RFI

**ISSUE DATE:** 02 July 2025

**CLOSING DATE:** 28 July 2025

**CLOSING TIME:** 12:00 PM

**Note to the bidders:**

*Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.*

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### RFI ANNEXURES

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**RFI FOR PROVISION OF INTEGRATED FUEL AND FLEET MANAGEMENT SYSTEM FOR ON-ROAD VEHICLES  
FOR TRANSNET SOC LTD**

**SECTION 1: SBD1 FORM**

**PART A**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENT OF TRANSNET SOC LTD</b>							
BID NUMBER:	<b>TCC/2025/05/0001/95410/RFI</b>	ISSUE DATE:	<b>02 July 2025</b>	CLOSING DATE:	<b>28 July 2025</b>	CLOSING TIME:	<b>12:00 PM</b>
DESCRIPTION	FOR THE PROVISION OF INTEGRATED FUEL AND FLEET MANAGEMENT SYSTEM FOR ON-ROAD VEHICLES						
<b>BID RESPONSE DOCUMENTS SUBMISSION</b>							
<b>RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH BID/RFI SELECTED</b> (please refer to section 2, paragraph 4 for a detailed process on how to upload submissions): <a href="https://transnetetenders.azurewebsites.net">https://transnetetenders.azurewebsites.net</a>							
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>				<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>			
CONTACT PERSON	<b>Mervin Rajamany</b>			CONTACT PERSON	<b>Mervin Rajamany</b>		
TELEPHONE NUMBER	<b>N/A</b>			TELEPHONE NUMBER	<b>N/A</b>		
FACSIMILE NUMBER	<b>N/A</b>			FACSIMILE NUMBER	<b>N/A</b>		
E-MAIL ADDRESS	<a href="mailto:Mervin.Rajamany@transnet.net">Mervin.Rajamany@transnet.net</a>			E-MAIL ADDRESS	<a href="mailto:Mervin.Rajamany@transnet.net">Mervin.Rajamany@transnet.net</a>		
<b>SUPPLIER INFORMATION</b>							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:			OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	

Respondent's Signature

Date and Company Stamp

<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]</b>			
<b>1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	<b>2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.</b>			

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. TAX COMPLIANCE REQUIREMENTS</b>
1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS. 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA. 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID. 1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER. 1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: \_\_\_\_\_

\_\_\_\_\_  
Respondent’s Signature

\_\_\_\_\_  
Date and Company Stamp

## SECTION 2: NOTICE TO RESPONDENTS

### 1 INFORMATION REQUEST

Information is requested from interested persons, companies, close corporations or enterprises [hereinafter referred to as the **Respondent(s)**] to supply the aforementioned information to Transnet. Respondents are to note that no business will be awarded on this RFI. The information requested will merely be used to determine what is available in the market, and should Transnet decide to pursue this acquisition further. Transnet may, at its sole discretion decide to embark on a separate "Request for Proposal" [RFP] process. Respondents in this process will receive no preference in any subsequent open tender process, apart from their information supplied being utilized in the preparation of the Transnet RFP scope/specification.

DESCRIPTION	REQUEST FOR INFORMATION (RFI) FOR THE PROVISION OF INTEGRATED FUEL AND FLEET MANAGEMENT SYSTEM FOR ON-ROAD VEHICLES
TENDER ADVERT	All Transnet tenders are advertised on the National Treasury's e-Tender Publication Portal and the Transnet website. Should one of these media (i.e. National Treasury's e-Tender Publication Portal or Transnet website) not be available, bidders are advised to check on the other media for advertised tenders.
RFI DOWNLOADING	<p>This <b>RFI</b> may be downloaded directly from National Treasury's e-Tender Publication Portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> free of charge.</p> <p>To download RFI and Annexures:</p> <ul style="list-style-type: none"> <li>Click on "Tender Opportunities";</li> <li>Select "Advertised Tenders";</li> <li>In the "Department" box, select Transnet SOC Ltd;</li> </ul> <p>Once the tender has been located in the list, click on the "Tender documents" tab and process to download all uploaded documents.</p> <p>The <b>RFI</b> may also be downloaded from the Transnet Portal at <a href="https://transnetetenders.azurewebsites.net">https://transnetetenders.azurewebsites.net</a> (please use <b>Google Chrome</b> to access Transnet link) free of charge (<i>refer to section 2, paragraph 3 below for detailed steps</i>)</p>
COMMUNICATION	<p>Any addenda to the RFI or clarifications will be published on the e-tender portal and Transnet website. Bidders are required to check the e-tender portal and Transnet website prior to finalising their bid submissions for any changes or clarifications to the RFI.</p> <p>Transnet will not be held liable if Bidders do not receive the latest information regarding this RFI.</p>
BRIEFING SESSION	No – A briefing session will <b>NOT</b> be held
CLOSING DATE	<p><b>12:00 pm on Monday, 28 July 2025</b></p> <p>Bidders must ensure that bids are uploaded timeously onto the system.</p> <p>As a general rule, if a bid is late, it will not be accepted for consideration.</p> <p><b><i>Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.</i></b></p>

<b>VALIDITY PERIOD</b>	Not applicable since this is an RFI issued for information purposes only.
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Any additional information or clarification will be published on the e-Tender portal and Transnet website, if necessary.

## 2 RESPONSE SUBMISSION

Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system.

a) The Transnet e-Tender Submission Portal can be accessed as follows:

- Log on to the Transnet eTenders management platform website/ Portal (([transnetetenders.azurewebsites.net](https://transnetetenders.azurewebsites.net)) Please use **Google Chrome** to access Transnet link/site)
- Click on "ADVERTISED TENDERS" to view advertised tenders;
- Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
- Click on "SIGN IN/REGISTER" - to sign in if already registered;
- Toggle (click to switch) the "Log an Intent" button to submit a bid;
- Submit bid documents by uploading them into the system against each tender selected.
- No late submissions will be accepted. The bidder guide can be found on the Transnet Portal [transnetetenders.azurewebsites.net](https://transnetetenders.azurewebsites.net)

## 3 RFI INSTRUCTIONS

- 3.1 All returnable documents listed in the expression of interest [section 5] in this RFI must be returned with your submission.
- 3.2 The person or persons signing the submission must be legally authorised by the respondent to do so.

## 4 COMMUNICATION

- 4.1 For specific queries relating to this RFI a Clarification Request Form should be submitted onto the system and to [Mervin.Rajamany@transnet.net](mailto:Mervin.Rajamany@transnet.net) before **12:00 pm on 21 July 2025**, substantially in the form set out in **Section 7** hereto. In the interest of fairness and transparency Transnet's response to such a query will be published on the e-tender portal and Transnet website.
- 4.2 After the closing date of the RFI a Respondent may only communicate with the name of delegated individual (Mervin Rajamany), on email [Mervin.Rajamany@transnet.net](mailto:Mervin.Rajamany@transnet.net), on any matter relating to its RFI Proposal.

## 5 CONFIDENTIALITY

All information related to this RFI/EOI is to be treated with strict confidence. In this regard Respondents are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information related to this RFI, written approval must be obtained from Transnet.

## **6 STATUS OF THIS RFI AND SUBSEQUENT PROCESS**

- 6.1 The Service Provider(s) will be appointed through the use of a separate "Request for Proposal" [RFP] process. The optimal sourcing procurement method will be determined based on the outcome of the RFI process.
- 6.2 This RFI is crucial in assisting Transnet to identify if a suitable INTEGRATED FUEL AND FLEET MANAGEMENT SYSTEM FOR ON-ROAD VEHICLES exists in the market and to assist Transnet to develop a Scope of Service that closely meets Transnet requirements.
- 6.3 The following minimum requirements are critical in the RFI selection process:
- Respondent must have an existing User Sign-in online platform for Integrated Fleet and Fuel Management System for On-Road Vehicles;
  - Respondent online platform must provide quick access to readily available and constantly updated for the services outlined in **Section 3**.
  - Service Providers will be invited for a live demonstration of their Integrated Fleet and Fuel Management System for On-Road Vehicles. Please submit your email details to [Mervin.Rajamany@transnet.net](mailto:Mervin.Rajamany@transnet.net) to send On-Line TEAM's invite by closing date and time of this RFI.
- 6.4 This RFI is not an offer to purchase and Transnet is under no obligation to accept any information in this process and/or the subsequent RFP which may be issued hereafter.

## **7 DISCLAIMERS**

- 7.1 Respondents are hereby advised that Transnet is not committed to any course of action as a result of its issuance of this RFI and/or its receipt of submissions in response to it. In particular, please note that Transnet reserves the right and at its sole and full discretion to:
- a) utilise any information provided to it in response to this RFI to draft the scope of requirements for inclusion in an RFP;
  - b) take no further action whatsoever, if it so decides
  - c) withdraw from this process and the provisions of this project at any time;
  - d) select the RFI participants based on Transnet's criteria;
  - e) not bind itself to accept any or all of the RFIs;
  - f) increase or decrease the quantities/scope as indicated in the RFI; and/or
  - g) validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Transnet to do so.
- 7.2 Kindly note that Transnet will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission.

## **8 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE**

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the

verification of certain key supplier information. Respondents must register on the CSD prior to submitting their bids. Only foreign suppliers with no local registered entity need not register on the CSD.

**For this purpose, the attached SBD 1 Form must be completed and submitted as a returnable document by the closing date and time of the bid.**

**Transnet urges its clients, suppliers and the general public to report any fraud or corruption to**

**TIP-OFFS ANONYMOUS:**

 **Ethics Helpdesk** (Pty) LTD.  
Ethics Management System™

**You can choose to be Anonymous or Non-Anonymous on ANY of the platforms**  
**PLEASE RETAIN YOUR REFERENCE NUMBER**

				
	<b>AI Voice Bot "Jack"</b> Speak to our AI Voice Chat Bot "JACK", you converse with him like chatting to a human, with the option to record a message and speak to an agent at anytime.	<b>What's App</b> Speak to an Agent via What's App.	<b>Speak to an Agent</b> Speak to an Agent via the platform with no call or data charge	<b>Telegram</b> Speak to an Agent via Telegram
 <b>0800 003 056</b>	 <b>086 551 4153</b>	 <b>reportit@ethicshelpdesk.com</b>	 <b>*120*0785980808#</b>	



## **SECTION 3 : RFI SCOPE OF REQUIREMENTS**

### **1 INTRODUCTION**

Transnet seeks information regarding an INTEGRATED FUEL AND FLEET MANAGEMENT SYSTEM FOR ON-ROAD VEHICLES that will enable the various Operating Divisions to have full visibility and control over Light Commercial Vehicles (LCV) and Heavy Commercial Vehicles (HCV) On-Road vehicles fleet spend, fuel spend and vehicles utilisation.

### **2 KEY OBJECTIVES OF THIS RFI PROCESS**

The following list of deliverables captures the minimum intent and objectives of the RFI process. Transnet requests all Respondents to assist with the achievement of these objectives by submitting the requested information as indicated below.

Transnet is South Africa's national transport and logistics service provider, with operations spanning across all provinces and parts of Africa. With a diverse fleet supporting Transnet's operating divisions – including Freight Rail, National Port Authority, Port Terminals, Engineering, Pipelines, Rail Infrastructure Manager & Corporate Centre – efficient fleet management is essential for ensuring operational excellence, safety, and cost control. In response to evolving industry requirements and regulatory standards, Transnet intends to use a state-of-the-art, integrated Fleet and Fuel Management System (FFMS) that consolidates hardware and software functionalities for end-to-end fleet operations.

#### **Detailed Scope of Services:**

Transnet requires a comprehensive Fleet and Fuel Management System (Access, Movement and Fuel Monitoring) for all Transnet On-Road Vehicles (cars, bakkies, kombis, buses and trucks) that integrates the following key functionalities from different sources of information (Tracking systems, Fuel Management devices, Supplier reports, Fuel Card reports, etc), into one consolidated system, but not limited to:

- **Fleet Management Software:** A cloud-based platform for centralised data collection, real-time fleet monitoring, and advanced analytics.
- **Vehicle Tracking Devices:** Solutions for real-time location tracking, distance travelled, geo-fencing, route optimisation, driver behaviour monitoring and speed monitoring to assist in fuel costs saving.
- **Driver Identification System:** A vehicle-mounted identification reader with driver tags or similar technology to control and record vehicle access.
- **Safety Solutions:** Incident management tools to monitor behaviour, enhance driver safety, prevent accidents, and reduce insurance costs (e.g. dash cameras).
- **Maintenance Management:** Integrated service scheduling alerts, keep maintenance records and provide tyre replacements interval logging (system capabilities)
- **Fuel Management:** Real-time fuel consumption tracking, cost-per-kilometer analysis, and fraud detection. The system should also support monthly fuel price updates.

- **Compliance and Reporting:** Tools for generating comprehensive reports and ensuring adherence to regulatory requirements (e.g., Electronic Logging Device (ELD) compliance, driver work-hour regulations). Transnet has no electronic logging devices;

- **Fleet Management System Capability Requirements**

The proposed system must demonstrate the following capabilities:

- Already received from current tracking devices. The system should be compatible with existing tracking devices thereby enabling users to draw or pull tracking reports from it
- Enable capturing of vehicle kilometers, vehicle availability, traffic fines or infringements, various costs and provide associated analysis reports.
- Fines monitoring
- Hardware:
  - Vehicle tracking devices and driver identifications readers are already installed in Transnet vehicles.
  - Driver Identification Readers installed in the vehicle with accompanying driver identification tags that enables access to drive the vehicle.
  - Each driver is assigned an identification tag or similar, which they need to use to start the vehicle, vehicle should not start unless driver is identified.
  - Driver interface module for on-road navigation, job updates, mileage logging, and communication.
  - cancellation and de-activation of lost tags report
- Maintenance Management:
  - Integrated maintenance scheduling alerts to be sent when vehicles are approaching service plan intervals or annual services.
  - Tyre replacement intervals should be logged, recording the dates and kilometers at the time of each change.
  - Keep service and maintenance records history including related costs.
  - Provide deviation reports for tyre consumption and service overdue report.
  - Alerts on overdue service intervals
  - Alerts on accident damages not repaired
  - Alerts on repetitive tyres replacement between 1-3 months
- Driver and Safety Management:
  - Keep the driver master data, annual authority, and K53 training status.
  - Provide alerts on expired driver's licenses, PrDPs, Medical COFs and K53 refresher training due dates

- Monitoring driver behaviour (speed, harsh braking, etc.) with integrated reporting.
  - Support incident management, such as incident and accident logging, and insurance claim facilitation, with real time notification to the Fleet Management team.
  - Provide statistical reports for incident and/or accident per driver.
  - Provide an integrated driver profiling report based on the tracking report driver behaviour monitoring and incident management
  - Compliance Reporting and Analytics:
    - Customized dashboards and reports (by vehicle, driver, cost centre, etc.).
    - Integration with analytics tools for performance and cost analysis. (please elaborate on analytics tools)
    - Daily fuel consumption per KM reports
  - Communication and Workflow:
    - Transnet drivers do not use two-way radios at all unless it's a new addition to the system
    - Automated workflow for approvals of maintenance or service changes.
  - Fuel Management:
  - Fuel Management Systems Key Features:
  - Fuel consumption monitoring in real-time.
  - Monitoring fuel consumption reports, identifying inefficiencies and theft, and suggesting cost-saving measures.
  - Alerts for abnormal fuel consumption related to fuel theft, filling inconsistencies, and misaligned data (e.g., leaks, overconsumption etc.).
  - Integration with fuel cards to track fuel spend
  - Integration with existing tracking devices to correlate fuel usage with driving behaviour.
  - Provide driver refuelling reports per merchant
- 
- **Fuel Dispensers & Station Management Systems Key Features:**
    - Track fuel decanted litres against total purchase order requisition value for home-based re-fuelling sites (provide confirmation of total decanted litres received)

- Monitoring of fuel dispensing and fuel usage in real-time.
- User authentication and control, ensuring only authorised personnel can access fuel.
- Automated fuel inventory management and alerts for low fuel levels.
- Reports generation for auditing purposes and provide fuel cost analysis per unit (e.g. locomotive or reach stacker etc.).
- Provide system calibration intervals and track calibration history
- Provide Carbon Emission reports for vehicles, locomotives, reach stackers, etc.
- Hardware:
  - Installation of electronic fuel management devices (EFMDs) on vehicles and home-based re-fuelling stations
- Demonstration and References:
  - Case studies or references of similar large-scale FFMS implementations, particularly within organizations of comparable size.
- **Infrastructure / System Support**
  - The solution must adhere to the following infrastructure and support requirements:
    - **Availability:**
      - 24/7/365 system access with a minimum of 95% monthly uptime.
      - High availability through architectural redundancy and robust backup/recovery mechanisms.
    - **Technical Support:**
      - 24/7/365 technical assistance and system monitoring.
      - Regular software updates, patch management, and a defined contingency plan.
    - **Scalability:**
      - Support for a large-scale fleet and multiple concurrent users.
      - Seamless performance even during peak operational periods.
    - **Hosting:**
      - Flexible deployment options (On-Premises in Transnet's private data centres or via a Public Cloud such as Microsoft Azure).

- Support for future upgrades and integration changes.
  - **Licensing & Support:**
    - Clear licensing model covering software usage, implementation, and ongoing support.
    - Transparent maintenance agreements with defined service levels.
  - **Support and Training:**
    - Description of training programs for Transnet Fleet personnel and post-implementation support services.
- **Detailed Integration Requirements**

The FFMS must seamlessly integrate with Transnet's existing systems and data sources. Integration points include:

  - **Systems Integration:**
    - API endpoints or file-based (CSV/XML) integrations with Transnet's ERP, financial, and HR systems (e.g., SAP HCM).
    - For vehicles with existing GPS tracking systems, the Fleet Management System (FMS) should be able to integrate them wherever possible.
  - **Solution Architecture:**
    - A high-level architectural diagram illustrating system components, integration layers, and user engagement channels.
  - **User Authentication and Access:**
    - Integration with Transnet's Active Directory (AD) for internal user authentication and single sign-on capabilities.
  - **Data Exchange:**
    - Secure File Transfer Protocol (SFTP) support for batch data exchanges with legacy systems.
    - Real-time data push/pull mechanisms to ensure up-to-date fleet and driver information.
  - **Security & Compliance:**
    - Role-based access control and encrypted data transmission.
    - Adherence to international data protection standards and local regulatory requirements.
    - Confirmation that all system-generated data will be owned by Transnet.

- Detailed security model including role-based access, internal authentication, and compliance with data protection regulations (e.g., POPIA).

- **Approval and Workflow Requirements**

The system shall include robust workflow management to streamline approvals and ensure compliance with Transnet's policies:

- **Approval Processes:**

- Customizable, multi-stage approval workflows for maintenance scheduling, service changes, and compliance checks.
- Automated routing of requests based on cost centres and delegation of approval authority.

- **Audit and Logging:**

- Unique reference numbers for each transaction.
- Comprehensive audit logs for tracking changes and approvals.

### **Conclusion**

Transnet's transition to a modern, integrated Fleet and Fuel Management System is critical for enhancing operational efficiency, safety, and cost management across its diverse fleet. This technical scope provides a framework for vendors **to present comprehensive proposals** that meet Transnet's rigorous operational, technical, and security requirements. This will then inform the scope of requirements that will be published in a separate Request for Proposal (RFP). **No appointments in this process will be made.**

## **3 GENERAL RESPONDENT OBLIGATIONS**

3.1 The Respondent(s) shall be fully responsible to Transnet for the acts and omissions of persons directly or indirectly employed by them.

3.2 The Respondent (s) must comply with the requirements stated in this RFI.

## **4 CONFIDENTIALITY AND COMPLIANCE**

This RFI and information contained herein or provided for purposes thereof, remain the property of Transnet and may not be reproduced, sold or otherwise disposed of. All recipients of this document (whether an RFI is submitted or not) shall treat the details of this document as strictly private and confidential.

Information disclosed in this RFI is given in good faith and only for the purposes of providing sufficient information to the Respondent to enable submission of a well-informed and realistic RFI.

## **5 UNDERTAKINGS BY RESPONDENT**

It will be accepted that the Respondent, on submitting the RFI response, has read, understood and accepted all the terms and conditions of the document. The submission of an RFI by any Respondent shall presume complete acceptance of the terms and conditions of the document. All qualifications and or exceptions should be noted in the RFI Response document.

## **6 COSTS TO RESPOND TO THE RFI**

All Respondents wishing to submit an RFI response must be in possession of this document, the RFI. Transnet will not be responsible for or pay any expense or losses which may be incurred by any Respondent in the preparation and submission of the RFI and the costs of the RFI at all stages of the RFI process. Costs, if any, will be for each Respondent's own account.

## **7 AUTHORITY OF SIGNATORY**

- 7.1 If the RFI Respondent is a company, a certified copy of the resolution of the Board of Directors (i.e. personally signed by the Chairman or Secretary of the Board) authorising the person who signs this RFI to do so and any other documents and correspondence in connection with this RFI and/or agreement on behalf of the company, must be submitted with their RFI.
- 7.2 If the RFI Respondent is a partnership, a certified copy of the resolution of the partners (personally signed by all the partners) authorising the person who signs this RFI to do so and any other documents and correspondence in connection with this RFI and/or agreement on behalf of the partnership, must be submitted with this RFI.
- 7.3 If the RFI Respondent constitutes a "one-man business", certified proof must be submitted that the person signing this RFI and any other documents and correspondence in connection with this RFI and/or agreement is the sole owner of the one-man business.

## **8 OFFERING OF COMMISSION OR GRATUITY.**

If a Respondent, or any person employed by him, is found to have either directly or indirectly offered, promised or given to any person in the employ of Transnet, any commission, gratuity, gift or other consideration, Transnet shall have the right and without prejudice to any other legal remedy which it may have in regard to any loss or additional cost or expenses, to disqualify the RFI Respondent from further participation in this process and any other subsequent processes in this regard. The RFI Respondent will be responsible for all and any loss that Transnet may suffer as a result thereof. In addition, Transnet reserves the right to exclude such a Respondent from future business with Transnet.

## **9 UNDERTAKING BY TRANSNET**

In responding to this RFI, Transnet encourages all RFI Respondents to put their best effort into the construction and development of the proposal.

## SECTION 4 : TRANSNET'S RFI INFORMATION

### 1 STATISTICS

Please note that the aforementioned information is provided merely as an indication of the size and nature of Transnet's current requirements and consequently does not necessarily reflect the extent of the Services to be provided by appointed Service Provider(s) through an award of business at any future date.

Light Commercial Vehicles (LCV) – Trucks and Buses:

CATEGORY FLEET SIZE BY OD FEBRUARY 2025										
OD	HALF TON LDV	MINIBUS	ONE TON LDV DOUBLE CAB	ONE TON LDV EXTENDED CAB	ONE TON LDV SINGLE CAB	PANELVAN	SEDAN	SUV	TRAILER	Total Category
RNC	2	31	242	32	71	1	10	0	7	396
TA	2	13	5	0	0	1	20	0	0	41
TCC	0	0	4	0	0	0	6	3	0	13
TE	1	31	265	9	80	0	24	0	0	410
TFR	29	234	1073	89	922	0	84	0	11	2442
TNPA	34	36	169	1	55	2	44	0	0	341
TP	7	3	29	6	44	1	27	1	2	120
TPL	4	1	95	34	27	9	29	1	0	200
TPT	10	46	170	0	73	0	70	1	0	370
<b>GRAND TOTAL</b>	<b>89</b>	<b>395</b>	<b>2052</b>	<b>171</b>	<b>1272</b>	<b>14</b>	<b>314</b>	<b>6</b>	<b>20</b>	<b>4333</b>

Heavy Commercial Vehicles (HCV) – Trucks and Buses:

Rate Category Group	RNC	TCC	TE	TFR	TNPA	TP	TPL	TPT	Total
Bus	142		1	14	3			56	216
RRV	1	1	2	207					211
Trailers			38	155	21		12	18	244
Trucks	224		75	522	44	1	8	21	895
<b>Total</b>	<b>367</b>	<b>1</b>	<b>116</b>	<b>898</b>	<b>68</b>	<b>1</b>	<b>20</b>	<b>95</b>	<b>1566</b>



## **2 REQUIREMENTS FOR RFI**

Respondents expressing an interest to participate in this RFI stage must provide a detailed proposal, to be submitted on the Transnet e-tender system by closing date and time, to demonstrate their capacity and capability to provide tools and/or solutions to Transnet. All the information provided must be correctly labelled.

Based on the information provided above, the service providers will be invited for a demonstration of the solution, or to an system that is an INTEGRATED FUEL AND FLEET MANAGEMENT SYSTEM FOR ON-ROAD VEHICLES and value-added services.

**Please submit your email details to [Mervin.Rajamany@transnet.net](mailto:Mervin.Rajamany@transnet.net) to send On-Line TEAM's invite by closing date and time of this RFI.**

## SECTION 5 : EXPRESSION OF INTEREST

I/We \_\_\_\_\_

[name of company, close corporation or partnership]

of [full address] \_\_\_\_\_

\_\_\_\_\_

carrying on business under style or title of [trading as]

\_\_\_\_\_

represented by \_\_\_\_\_

in my capacity as \_\_\_\_\_

being duly authorised, hereby lodge an **Expression of Interest** in the provision of INTEGRATED FUEL AND FLEET MANAGEMENT SYSTEM FOR ON-ROAD VEHICLES as follows:

### ADDRESS FOR NOTICES

Respondent to indicate its *domicilium citandi et executandi* hereunder:

Name of entity: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### NAME(s) AND ADDRESS / ADDRESSES OF DIRECTOR(s) OR MEMBER(s)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [C.C.] on whose behalf the RFI is submitted.

(i) Registration number of company / C.C. ....

(ii) Registered name of company / C.C. ....

(iii) Full name(s) of director/member(s):                      Address/Addresses:                      ID Number/s:

.....

.....

.....

.....

.....

.....

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date and Company Stamp

## RETURNABLE DOCUMENTS

*Respondents must submit with their responses to this RFI, **as a minimum requirement**, all the returnable documents indicated below with a [✓]. All Sections must be signed and dated by the Respondent.*

Minimum Requirements - Returnable Documents	Submitted [✓]
SECTION 1 : SBD1 FORM	
SECTION 2 : Notice to Respondents	
SECTION 3 : RFI Scope of Requirements	
SECTION 4 : Transnet's RFI/EOI Information	
SECTION 5 : Expression of Interest	
SECTION 6 : Certificate Of Acquaintance with RFI, Terms & Conditions & Applicable Documents	
SECTION 7 : RFI Clarification Request Form	
SECTION 8: SBD 4 - Bidder's Disclosure	
SECTION 9: Protection of Personal Information	
Detailed Proposal of Solution	

## CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of this RFI/EOI process.

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date and Company Stamp

## **SECTION 6 : CERTIFICATE OF ACQUAINTANCE WITH RFI, TERMS & CONDITIONS & APPLICABLE DOCUMENTS**

**By signing these RFI/EOI documents, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with all the conditions governing this RFI/EOI, including those contained in any printed form stated to form part hereof including but not limited to the documents stated below. Transnet SOC Ltd will recognise no claim for relief based on an allegation that the Respondent overlooked any such term or condition.**

1	Transnet's General Bid Conditions
2	Transnet's Supplier Integrity Pact

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in this RFI/EOI unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond on, before submitting the bid. The Bidder agrees that he/she will have no claim or cause of action based on an allegation that any aspect of this RFI/EOI was unclear but in respect of which he/she failed to obtain clarity.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date and Company Stamp

**SECTION 7 : RFI CLARIFICATION REQUEST FORM**

RFI No: **TCC/2025/05/0001/95410/RFI**  
Deadline for RFI clarification submissions: Before **12:00 pm on 21 July 2025**

TO: Transnet SOC Ltd  
ATTENTION: Mervin Rajamany  
EMAIL: Mervin.Rajamany@transnet.net  
DATE: .....  
FROM: .....

RFI Clarification No *[to be inserted by Transnet]*

REQUEST FOR RFI CLARIFICATION:

.....

.....

.....

.....

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.....

.....

## **SECTION 8: SBD 4 - BIDDER'S DISCLOSURE**

### **1 PURPOSE OF THE FORM**

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### **2 Bidder's declaration**

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

- 2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

**YES/NO**

- 2.2.1. If so, furnish particulars:

\_\_\_\_\_

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....  
.....

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

- 2.3.1. If so, furnish particulars:

.....  
.....

### **3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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Respondent's Signature

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Date and Company Stamp



## **SECTION 9: PROTECTION OF PERSONAL INFORMATION**

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.(“POPIA”):  
  
consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
2. Transnet will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:  
  
Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFI, the Responsible party is “Transnet” and the Data subject is the “Respondent”. Transnet will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. Transnet reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFI and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Transnet.
5. In responding to this bid, Transnet acknowledges that it will obtain and have access to personal information of the Respondent. Transnet agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
6. Transnet further agrees that in submitting any information or documentation requested in this RFI, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by Transnet and/or its authorised appointed third parties.
7. Furthermore, Transnet will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, Transnet requires the Respondent to process any personal information disclosed by Transnet in the bidding process in the same manner.
8. Transnet shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFI (physically, through a computer or any other form of electronic communication).
9. Transnet shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant

authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.

10. The Respondent may, in writing, request Transnet to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Respondent may further request that Transnet correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in Transnet's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
11. In submitting any information or documentation requested in this RFI, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFI and further confirming that they are aware of their rights in terms of Section 5 of POPIA

**Respondents are required to provide consent below:**

<b>YES</b>		<b>NO</b>	
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12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying Transnet against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.
13. The Respondent declares that the personal information submitted for the purpose of this RFI is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent's authorised representative: \_\_\_\_\_

Should a Respondent have any complaints or objections to processing of its personal information, by Transnet, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/inforeg/>, click on contact us, click on complaints.IR@justice.gov.za