

TERMS OF REFERENCE

BID: TO APPOINT A SERVICE PROVIDER TO RENDER TRACKING AND FLEET MANAGEMENT SYSTEM FOR THE CURRENT ONE THOUSAND, THREE HUNDRED AND SIXTY FIVE (1365) DEPARTMENTAL VEHICLES AND FUTURE PROCUREMENT THEREOF FOR A PERIOD OF 3 (THREE) YEARS.

1. PURPOSE

- 1.1 This bid is to invite service provider to supply, install, and manage a Tracking and Fleet Management System and de-install the current devices on, **1365** Departmental vehicles.

2. BACKGROUND

- 2.1. The Department is currently in a contract for Tracking and Fleet Management system of the Departmental Fleet from **1 March 2020 until 28 February 2023**.
- 2.2 Currently the Departmental Fleet is standing at, **1365** vehicles with **1365** vehicles installed with tracking system.
- 2.3 The current contract is expiring on the **28 February 2023**; therefore, a service provider to render the Tracking and Fleet Management System must be appointed as of the **1st March 2023**.

3. TERMS OF REFERENCE

- 3.1. To supply, install, and manage a Tracking, Recovery and Fleet Management System and to **de-install** the current devices on **1365** Departmental fleet.
- 3.2. The system must provide but not limited to:-

3.2.1. Fleet Management

- 3.2.1.1 Live monitoring and/or tracking of fleet via software and/or online system, minute by minute and seconds reporting;
- 3.2.1.2 Timeous monitoring indicating exact positioning, time, speed, kilometers of the vehicle;
- 3.2.1.3 Coverage and/or communication must not be limited to, borders of Republic of South Africa (RSA);
- 3.2.1.4 Driver behavior monitoring and automatic notification when abnormality is picked up;
- 3.2.1.5 High risk areas automatic notifications via email/sms/pop up on software/online system;
- 3.2.1.6 Automatic notifications via email/sms/pop up on software/online system to, nominated officials within one minute of event being triggered (e.g. speeding, battery temper, towing, deviation from route if route is assigned)
- 3.2.1.7 Generate different Fleet Management Reports including but not limited to:-
 - 3.2.1.7.1 Moving vehicles;
 - 3.2.1.7.2 Number of vehicles with ignition on and off;
 - 3.2.1.7.3 Number of vehicles idling and/or excessive idling;
 - 3.2.1.7.4 Vehicles with disconnected and/or low voltage battery;
 - 3.2.1.7.5 GSM coverage status;
 - 3.2.1.7.6 Number of over speeding vehicles;
 - 3.2.1.7.7 Harsh breaking, acceleration and cornering;
 - 3.2.1.7.8 Number of vehicles outside RSA boarder;
 - 3.2.1.7.9 Driver behavior report;
 - 3.2.1.7.10 Maintenance and/or kilometers service reminder;
 - 3.2.1.7.11 Summary report with, trip date, distance, speed, etc.;
 - 3.2.1.7.12 Vehicle license disk expiry reminder;
 - 3.2.1.7.13 Vehicle odometer reading, distance travelled in a day, week, month and annually.
- 3.2.1.8 Automatic notifications on suspected motor vehicle accident (MVA) alert and/or the following:-
 - 3.2.1.8.1 High G-force;
 - 3.2.1.8.2 Severe G-force;
 - 3.2.1.8.3 Damage detected;
 - 3.2.1.8.4 Harsh bump;

3.2.8.5 Rollover; and

3.2.8.6 Interpretation of the reports and/or recorded data into understandable language, during disciplinary hearing cases and legal actions.

3.2.2. Tracking and Recovery Services

3.2.2.1 Provide 24hrs/ 7 days/ 365 days recovery services;

3.2.2.2 Provide recovery services beyond the borders of the RSA;

3.2.2.3 Tracking device backup battery independent from the vehicle battery that, can last up to 72 hours without direct power from vehicle battery;

3.2.2.4 Automatic notifications of the vehicle battery low voltage, battery life, starter time, battery disconnect and reconnect, voltage below threshold to ensure tracking unit does not loose communication;

3.2.2.5 Warning for striping and/or disconnect/ reconnect battery temper;

3.2.2.6 Provide the ignition sensor for ignition on and off;

3.2.2.7 Provide panic buttons; and

3.2.2.8 Automatic notifications via sms/ email/ software popup/ online system popup when vehicles approach the border posts (10Km radius), notifications must be followed up by phone call within 3 minutes.

3.2.3 Connectivity

3.2.3.1 Nominated departmental officials must have access to monitor and manage fleet by means of:-

3.2.3.1.1 Web based software or online platform;

3.2.3.1.2 App for smart phones/ tablets;

3.2.3.1.3 The successful bidder must be able to provide information as and when needed and for whatever period during the contract;

3.2.3.1.4 Nominated officials must receive SMS alerts immediately when an event is triggered; and

3.2.3.1.5 The successful bidder must provide for storage of information/ reports for a period not less than five (5) years after the lapsing of the contract for future reference.

3.2.4 Tracking Devices and other requirements

3.2.4.1 The written off vehicles' tracking devices / unit must be reinstalled on additional vehicles procured

- 3.2.4.2 **The successful bidder must de-install the current devices, and at the end of the contract.** (De-installation plan for inception and the expiry of the contract must be submitted)
- 3.2.4.3 The duration of the contract will be for a period of 36 months, commencing from the date of the signing of the Service Level Agreement (SLA);
- 3.2.4.4 The tracking devices/ units' duration must run concurrently with the duration of the contract, regardless of the installation date of the device in the vehicle;
- 3.2.4.4 The successful bidder must make provision for addition of vehicles as and when the Department procures vehicles; which the units will also run concurrently with the actual contract irrespective of the date of installation;
- 3.2.4.5 The successful bidder is required to provide trainings, to the Departmental officials responsible for Fleet Management, on how to interpret reports and be able to represent the Department in the disciplinary hearings.

4. TIME FRAMES

- 4.1 The Fleet Management System must be installed, activated and operational within a month after the SLA has been concluded.
- 4.2 The successful bidder must provide a draft training plan for all nine Provinces including Supported Employment Enterprises (SEE) and Head Office for the Transport Officers as well their Supervisors (Training must be provided a month after the inception of the contract and thereafter twice per year for +/- 40 delegates).
- 4.3 The general conditions of contract and the Service Level Agreement will STRICTLY apply in the case of failure to comply with conditions and delayed execution. If the Bidder/s is not able to meet the timeframes that are indicated in his/her document upon acceptance of the offer. Bidder/s are expected to indicate a remedial procedure in the bid document if something of the above-mentioned nature should occur.

5. INSTITUTIONAL ARRANGEMENTS AND EXPECTATIONS OF THE BIDDER IN THIS REGARD

- 5.1 The Bidder/s who will proceed to the second phase will be expected to submit a detailed de-installation and installation plan that will cover the installation of the vehicles in all the provinces.

List of vehicles

Provincial Offices	Total Number of Vehicles
Limpopo	147
Eastern Cape	185
Northern Cape	97
North West	100
Western Cape	143
Free state	115
Mpumalanga	121
Kwa-Zulu Natal	200
Gauteng	205
Ministry/Parliament	16
SEE – TRUCKS	14
Head Office	19
Total	1365

- 5.2 The successful Bidder will be expected to work closely with, and have monthly review meetings, the Fleet Management Office at Head Office and Provincial offices of the Department of Employment and Labour.
- 5.3 The successful Bidder will be expected to de-install and install the system within a month after the signing of the SLA.

**6. CRITERIA THAT WILL BE CONSIDERED IN EVALUATING THE BID:
80/20**

- 6.1. Only bids that achieve the minimum qualifying score 70/100 for functionality will be evaluated further in accordance with the 80/20 principle whereas the 80 is for Price and the 20 is for the B-BBEE level of contribution.

- 6.2 Bids invited on the basis of functionality as a criterion must be evaluated accordingly.

Functionality

CRITERIA	POINTS
De-Installation Plan (inception)10 and De-Installation Plan end of contract (5)	15
Demonstrate in-depth experience on the Tracking and Fleet Management Services.(Provide 5 reference letters)	10
Demonstrate Technical Infrastructure, capabilities and experience to run the Tracking and Fleet Management System 1.Presentation format: Provided with the response/Bid document	20
Detailed Training Plan	10
Detailed installation plan	15
Company have provide proof of the recovery inside RSA and outside RSA (5 certificates)	10
Geographic availability of Offices in RSA (provide proof business establishment and municipality/electricity bill not older than 6 months)	10
Fleet management information systems reports and proof at least 10 reports.	10
Total	100

6.2 Evaluation Phase 2

6.2.1 First stage: Price

Price	80
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6.2.2 Second Stage: Calculation of points for B-BBEE status level of contributor

6.2.2.1 Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

7. OTHER REQUIREMENTS

- 7.1 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their BBEE rating claims. The certificate must be SANAS verified or a sworn Affidavit for EME or QSE.
- 7.2 A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
- 7.3 Detailed signed Joint Venture Agreement (in case of a Joint Venture) must be attached as part of the submitted tender document.
- 7.4 Certified ID copies of Company Members and Shareholders, at the point of submission, failure to submit will result in disqualifications of the bidder
- 7.5 Bidders must be registered with Vehicles Security of South Africa (VESA) (MANDATORY).
- 7.6 Bidder/s must have the ICASA certificate. (MANDATORY)
- 7.7 Bidder/s must be registered on the Central Supplier Database (CSD) and

provide summary report that has compliant TAX status and valid banking details. (MANDATORY)

- 7.8 A resolution of the Board of Directors for authority of signatory must be submitted with the bid.
- 7.9 Bidder/s must comply with basic Labour Relations Act/s and UIF.
- 7.10 Please note that any enquiries must be directed via e-mail or telephone and will only be responded to at the briefing session and thereafter only by e-mail of which the response will be copied to all other bidders up to 5 days before the closing date.
- 7.11 Bid document must be completed in Black Ink.
- 7.12 No correction fluid (tippex). (MANDATORY)
- 7.13 No late bids shall be accepted. (MANDATORY)
- 7.14 Any proposals received in response to this bid remain the property of the Department of Employment and Labour.
- 7.15 The Department of Employment and Labour reserves the right to award or not award the bid.
- 7.16 Bids should be held valid for a period of 90 days.

NB:

- 7.17 **Bidders are also kindly requested to submit five (5) hard copies including the Original and an electronic copy.**
- 7.18 **Bidders are required to submit original and valid B-BBEE Status Level Verification**
- 7.19 **Certificates or certified copies thereof together with their bids, to substantiate their BBEE rating claims.**
- 7.19 **A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.**

NB: !!!

- 7.20 **Please note: Attendance of the briefing is compulsory and bids of prospective bidders who do not attend the briefing will be disqualified in the adjudication of the bid. The briefing session will be held as follows:**

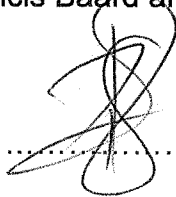
DATE:16 August 2022

DATE:.....

VENUE: Virtual (MS Teams)
Link to be created and shared

The Department of Employment and Labour, Laboria House
215 Francis Baard Street
C/N Francis Baard and Paul Kruger Street

Chairperson:.....



Mr P Kgare

Date: 30.06.2022.....

List of vehicles

Provincial Offices	Total Number of Vehicles
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