

THLM/SCM19/2025-2026/CDS03

APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION, OPERATION AND MAINTENANCE OF TRAFFIC LAW ENFORCEMENT SYSTEMS (RED-LIGHT, SPEED AND ANPR) INCLUDING A FULLY INTERGRATED BACK-OFFICE CONTRAVETION MANAGEMENT SYSTEM FOR A PERIOD OF 36 MONTHS.

ADDENDUM NO 1

Enquiries : B.A NKWANYANA / G. RAPOLAI
Our ref. : THLM/SCM19/2025-2026/CDS03
Your ref. :
File ref. : ADDENDUM NO.1
Date : 01 JUNE 2026

ATTENTION: ALL TENDERERS

TENDER DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, INSTALLATION, OPERATION AND MAINTENANCE OF TRAFFIC LAW ENFORCEMENT SYSTEMS (RED-LIGHT, SPEED AND ANPR) INCLUDING A FULLY INTERGRATED BACK-OFFICE CONTRAVETION MANAGEMENT SYSTEM FOR A PERIOD OF 36 MONTHS.

ADDENDUM NO. 1

The addendum is an important part of the tender document and must be considered when submitting your bid. Please take note of the corrections and changes made to pages 11–21 of the Tender Document on Tender Data, First Stage: Tender Compliance, Functionality and on pages 57-61 List of Returnable.

1. TENDER DATA: FIRST STAGE OF EVALUATION: TENDER COMPLIANCE

It must be noted that a total of **60 points** must be obtained by the Contracting Firm in relation to the requirements as mentioned on the table below failure, which a tender shall be automatically eliminated from any further evaluation.

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
Delegation of Authority (Note 01)	A letter of signatory/authority authorizing the nominated person to sign the document	Yes	5	
Completing of bid document (Note 02)	Must initial every page in the tender document, signing the tender document in full	Yes	5	
Company registration	Proof of Company Registration with Companies and Intellectual	Yes	5	

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
(Note 03)	Property Commission (CIPC) and proof of shareholding			
Tax Verification Pin (Note 04)	Proof of Tax Registration and Compliance with South African Revenue Service (SARS)	Yes	5	
Municipal Account (Note 05)	A statement of the municipal account or Lease Agreement must be attached.	Yes	5	
Registration with the Central Supplier's Database (Note 06)	CSD Summary Report not older than one month must be attached.	Yes	5	
COIDA (Note 07)	Letter of good standing with the Department of Labour must be attached	Yes	5	
SANS 1795 compliance (Note 8)	Proof of compliance with SANS 1795 standards, including a valid certificate or declaration issued by a recognised accredited body confirming compliance with applicable traffic management system standards	Yes	5	
TCSP Guidelines compliance (Note 9)	Documentary proof confirming that the proposed system complies with the National Traffic Contravention System for Processing (TCSP) Guidelines, including a compliance matrix or formal declaration signed by an authorised representative	Yes	5	
ISO 9001:2015 certification (Note 10)	Valid ISO 9001:2015 Quality Management System certification issued by an accredited certification body, covering the	Yes	5	

Evaluation Criteria	Evaluation Criteria	Elimination Factor	Points obtainable	Points Claimed
	scope of services relevant to the tender.			
eNaTIS & NCR integration capability (Note 11)	Documentary evidence demonstrates successful integration capability with the eNaTIS system and the National Contraventions Register (NCR), including reference letters, integration certificates, or system architecture confirmation.	Yes	5	
Compulsory attendance at tender briefing (Note 12)	Must be represented at the compulsory tender briefing/site inspection	Yes	5	
Total 60 points				

Note 01: Delegation of Authority

In case of a Company, a delegation of Authority signed by the Consulting Firm’s Board of Directors nominating a Team Leader as a delegated and authorised Signatory must be attached. In case of a Closed Corporation, a delegation of Authority signed by the Contracting Firm’s majority Shareholders nominating a Team Leader as a delegated and authorised Signatory must be attached. Failure to attach the Delegation of Authority certificate shall warrant an automatic elimination of the tender from any further evaluation.

Note 02: Completing bid document

As stipulated in the tender rules or in addition thereto, a tender document shall be completed in full with all the provided spaces signed, every page initialled accordingly and required documentation attached. The prospective bidder may not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of correction fluid are prohibited. Failure to complete the tender document in full shall warrant automatic elimination of tender from any further evaluation.

Note 03: Company registration

Proof of company registration documents in the form of a copy from the Company and Intellectual Property Commission (CIPC) must be attached, including a copy of a certificate for proof of shareholding. Failure to attach the CIPC certificate shall warrant an automatic elimination of tender

from any further evaluation.

Note 04: SARS Verification PIN

SARS tax registration and compliance with relevant tax legislation document in the form of a valid SARS Verification PIN certificate shall be attached. Failure to attach the Tax PIN report shall warrant an automatic elimination of tender from any further evaluation.

Note 05: Municipal Account Statement

Attach an original or a copy of a municipal utility account not older than three (3) months of any of the registered director(s) or alternatively, attach a copy of the Lease Agreement along with the utility account of the landlord, whereby the company is leasing the property it is operating from. The municipal account submitted must not be in arrears for more than 90 days. Failure to attach a valid municipal account shall warrant the automatic elimination of tender from any further evaluation.

Note 06: Registration on Central Suppliers Database

Attach a copy of the CSD Summary Report of the company which is not older than one (1) month upon closing date. Failure to attach the CSD report shall warrant an automatic elimination of tender from any further evaluation.

Note 07: Letter of Good Standing (COIDA)

Proof of a valid Letter of Good Standing with COIDA issued by the Department of Labour must be attached. The attached letter must be valid at the time of closing of tenders. Failure to attach the COIDA certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 08: SANS 1795

Proof of compliance with SANS 1795 standards, including a valid certificate or declaration issued by a recognised accredited body confirming compliance with applicable traffic management system standards. Failure to attach the SANS 1795 proof of compliance shall warrant an automatic elimination of tender from any further evaluation.

Note 09: TCSP Guidelines compliance

Documentary proof confirming that the proposed system complies with the National Traffic Contravention System for Processing (TCSP) Guidelines, including a compliance matrix or formal declaration signed by an authorized representative. Failure to attach the TCSP compliance guidelines shall warrant an automatic elimination of tender from any further evaluation.

Note 10: ISO 9001:2015 certification

Valid ISO 9001:2015 Quality Management System certification issued by an accredited certification body, covering the scope of services relevant to the tender. Failure to attach the ISO 9000:2015 certificate shall warrant an automatic elimination of tender from any further evaluation.

Note 11: eNaTIS & NCR integration capability

Documentary evidence demonstrates successful integration capability with the eNaTIS system, and the National Contraventions Register (NCR), including reference letters, integration certificates, or system architecture confirmation. Failure to attach the eNaTIS & NCR integration capability shall warrant an automatic elimination of tender from any further evaluation.

Note 12: Compulsory attendance at tender briefing

Attending of Site Briefing is Compulsory; all service providers will be expected to sign the attendance register as a proof of attendance. Failure to attend the site briefing shall warrant an automatic elimination of tender from any further evaluation.

2. EVALUATION SCHEDULE: FUNCTIONALITY

The Firm's tender responsiveness in relation to points is therefore summarized as follows:

Summary of Functionality	
Organizing and Staffing	55
Fleet	12
Methodology	08
Cameras	15
Experience of Firm	10
Total	100

A firm must obtain a minimum of 75 points out of the 100 points above to be considered for price and specific goals.

TEAM LEADER/PROJECT MANAGER: *(Maximum Points obtainable 20)*

Name:.....

Evaluation Criteria	Minimum Required	Elimination Factor	Maximum Points obtainable	Points Claimed
Academic Qualifications (Note 13)	Bachelor's Degree (NQF 7) or higher in Traffic Management/Administrative Law/Public Administration/Policing/Law Enforcement/Engineering (Electrical/Electronic/ICT)	No	4	

	Diploma (NQF 6) in Traffic Management/Administrative Law/Public Administration/Policing/Law Enforcement/Engineering (Electrical/Electronic/ICT)	Yes	3	
Sub-total			4	
Years of experience after qualification (Note 14)	1-2 years of experience	No	1	
	3-6 years of experience	No	3	
	7 years of experience and above	No	6	
Sub-Total			6	
Involvement in comparable projects (References)	3-5 projects	No	1	
	6-9 projects	No	3	
	10 projects and above	No	6	
Sub-Total			6	
Current Employment	Full-time employed by the company	Yes	4	
Sub-total			4	
Total			20	

TECHNICAL SUPPORT ENGINEERS:

(Maximum Points obtainable 10)

Name:.....

Evaluation Criteria	Minimum Required	Elimination Factor	Maximum Points obtainable	Points Claimed
Academic Qualifications	Diploma (NQF 6) or higher in Electrical Engineering/Electronic Engineering/Information Technology/Computer Science/Telecommunications Engineering/Mechatronics	No	3	
	Certificate (NQF 5) in Electrical Engineering/Electronic Engineering/Information	Yes	2	

	Technology/Computer Science/Telecommunications Engineering/Mechatronics			
Sub-total			3	
Years of experience after qualification. (referral letters)	1-2 years of experience	No	1	
	3-5 years of experience	No	3	
	6 years of experience and above	No	5	
Sub-Total			5	
Current Employment	Full-time employment by the Firm	No	2	
Sub-Total			2	
Total			10	

NOTE: SHOULD THE TECHNICAL SUPPORT BE THE SAME AS THE TEAM LEADER ZERO POINTS WILL BE ALLOCATED.

BACK-OFFICE MANAGER

(Maximum Points obtainable 10)

Name:.....

Evaluation Criteria	Minimum Required	Elimination Factor	Maximum Points obtainable	Points Claimed
Academic Qualifications	Diploma (NQF 6) or higher in Public Administration/Law/Traffic Management/Office Administration/Compliance Management	No	3	
	Certificate (NQF 5) in Electrical Engineering/Electronic Engineering/Information Technology/Computer Science/Telecommunications Engineering/Mechatronics	Yes	2	
Sub-total			3	

Years of experience after qualification. (referral letters)	1-2 years of experience	No	1	
	3-5 years of experience	No	3	
	6 years of experience and above	No	5	
Sub-Total			5	
Current Employment	Full-time employment by the Firm	No	2	
Sub-Total			2	
Total			10	

NOTE: SHOULD THE BACK-OFFICE MANAGER BE THE SAME AS THE TECHNICAL SUPPORT ZERO POINTS WILL BE ALLOCATED.

(NOTE 13)

Academic Qualifications

Proof of academic qualifications in the form of copies must be attached for all personnel. Foreign qualifications must be accompanied by a certificate from the Qualifications Certification Body, namely SAQA (South African Qualifications Authority). All qualifications must be certified by the commissioner. Failure to provide this proof of academic qualifications will result in the Personnel being regarded as not having the minimum prescribed qualifications and will eliminate the tender from further evaluation.

(Note 14)

Employment History: Involvement in comparable projects)

The attached CV for key personnel must clearly indicate experience and the number of years in the field. Proof of employment history must be contained in the Curriculum Vitae (CV) and must include references and contact details. The CV must also show full-time (current) employment history. The CV must contain only necessary and relevant information for the purpose of this project (not marital status, hobbies, number of children, etc.). It must include, but is not limited to, the following: ***Speed camera calibration; ANPR installation; Enforcement hardware support; Server/network integration.***

For the Back Office Manager, the CV must include, among others, detailing administrative/legal processing experience; Proof of involvement in contravention processing; experience with: NCR uploads; eNaTIS integration; Court roll preparation; Warrant processing

SUPPORT STAFF (Maximum Points obtainable 15)

Provide proof of the company's appointment letters of their supporting staff to implement the project. If these are not provided, zero points will be allocated in that regard.

Provide proof of the company's appointment letters of employment of the staff.		Elimination Factor	Points obtainable	Points Claimed
Staffing: Total number of permanent and temporary employees in the company.	1 to 2	No	3	
	3 to 6	No	8	
	7 or More	No	15	
Sub-Total			15	
Total			15	

FLEET (Maximum Points obtainable 12)

It must be noted that a total of 12 are obtainable by the Firm in relation to the requirements as mentioned on the table below, failure to submit evidential (Car Registration Certificate) supporting documents is not an eliminating factor BUT zero points will be scored.

Proof of Car Registration Certificates) as supporting documents be submitted		Elimination Factor	Owned Points Obtainable	Leased Points Obtainable	Points Claimed
Equipment owned or leased: Certificates must be provided as a proof of ownership	ANPR Vehicles	No	4	2	
	Roadblock buses:	No	4	2	
	Bakkies	No	4	2	
Sub-Total			12		
Total			12		

METHODOLOGY (Maximum Points obtainable 08)

Provide Business Plan that will give clear running of the company and inclusion of key components including the three identified processes. If these are not provided, zero points will be allocated in that regard.

Provide Business Plan that will give clear running of the company and inclusion of key components		Elimination Factor	Points obtainable	Points Claimed
Submission of a business Plan with three critical issues included.	Back – Office (Indicate the procedure to run all the processes)	No	4	
	Monthly offences issued (S341 and S56) (Show the capacity to handle the offenses and the volume that the company manages)	No	2	

Name of Tenderer: _____

Authorised Signature: _____

Date: _____

Thembisile Hani Local Municipality

