



Road Traffic Management Corporation

**REQUEST FOR PROPOSAL FOR
SUPPLY, DELIVERY, TRAINING AND
MAINTENANCE OF BODY WORN
CAMERAS FOR A PERIOD OF THREE
(03) YEARS**

RTMC RFP NO: 01/2021/22

SECTION: 1

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS PROPOSAL

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1. **Proprietary Information**

Road Traffic Management Corporation (RTMC) considers this proposal and all related information, either written or verbal, which is provided to the bidder, to be proprietary to RTMC. It shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of RTMC.

2. **Enquiries**

- 2.1 All communication and attempts to solicit information of any kind relative to this proposal should be channelled to the email below, however such enquiries will be entertained within ten (10) days after publication on the tender bulletin and National Treasury tender portal.

Name	RTMC
Email Address	Bidadmin@rtmc.co.za

- 2.2 All the documentation submitted in response to this proposal must be in English.
- 2.3 The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its proposal was disadvantaged by lack of information, or inability to resolve ambiguities.

3. **Validity Period**

Responses to this proposal received from bidders will be valid for a period of **120 days** counted from the closing date of the proposal.

4. **Supplier Performance Management**

- 4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a SBD 7.2 and Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess the Bidder's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

4.3 Should the successful bidder fail to sign the SBD 7.2 and the SLA when called upon to do so, the RTMC may without prejudice to any other rights it may have -

4.3.1 cancel the contract that may have been entered into between the successful bidder and the RTMC and the successful bidder shall pay to the RTMC any additional expenses incurred by the RTMC having either:

4.3.1.1 to accept any less favourable Bid or,

4.3.1.2 if new Bids have to be invited, the additional expenditure incurred by the invitation of fresh Bids and/ or by the subsequent acceptance of any less favourable Bidder.

5. Instructions on submission of Proposals

5.1 Bids should be submitted as follows:

5.1.1 Technical envelopes

- Two (2) copies for technical responses/functional evaluation (1 Original and 1 copy)
- PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope which contains the original document)

5.1.2 Financial envelopes

- Pricing schedule should be submitted separately Two (2) copies (1 Original and 1 copies)
- PDF soft copy in a memory stick of the pricing schedule (to be enclosed in the envelope which contains the original document)

5.2 All envelopes to be sealed and endorsed, **RTMC RFP NO 01/2021/22 Appointment of a service provider for supply, delivery, training and maintenance of body worn cameras for a period of three (3) years.**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld, Centurion Ext 79, 0157** by no later than **11:00 am on 25 February 2022.**

5.4 **Compulsory Briefing session: Online/Virtual**

5.4.1 The online/Virtual compulsory briefing session will be held on **10 February 2022 at 10:00am.**

5.4.2 Bidders are required to register for a compulsory briefing session by submitting necessary information to bidadmin@rtmc.co.za by not later than **08 February 2022 at 14:00pm** to be eligible to participate in the compulsory briefing and the bid process.

The following information is required to register for a briefing session:

- Company Name
- CSD Registration number
- Name and Surname of the Representative

Bidder/s who fail to comply with the above requirement will not be considered the compulsory briefing session.

5.4.3 Upon registration a link will be shared with the bidders to enable them to participate on the stated virtual meeting.

5.4.4 Bidders will be required to login using their company name, thirty (30) minutes before the starting time of the briefing session to allow for a virtual registration. Example, if the session starts at 10:00am bidders will be allowed to login at 09:30am and session will start promptly at 10:00am. No bidder/s will be allowed in the briefing session past the starting time.

5.4.5 After the briefing session, a signed briefing certificate will be emailed to all the bidders who were part of the online/virtual briefing session.

NB: The mentioned briefing certificate must be attached on the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)

5.5 The bidder's company name, closing date and the return address must also be endorsed on the envelope.

5.6 All proposals submitted must be signed by a person or persons duly authorised thereto.

5.7 If a courier service company is being used for delivery of the proposal document, the proposal description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.

- 5.8 Proposals received by email, facsimile or similar medium will not be considered.
- 5.9 Where a proposal is not placed in the bid box at the time of the proposal closing, such a proposal document will be regarded as a late submission. **Late proposals will not be considered.**
- 5.10 Amended proposals may be sent in an envelope marked **“Amendment to Proposal”** and should be placed in the bid box before the closing time.
- 5.11 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

6. Undertakings by the Bidder

- 6.1 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this proposal shall be for the account of the bidder.
- 6.2 The bidder hereby offer to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this proposal documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this proposal.
- 6.4 The successful bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 6.5 Bidders should note that should its proposal be accepted, and should the Bidder be unwilling or unable to commence the Services on the commencement date due to circumstances that are within its control, the RTMC shall be entitled, without prejudice to any other rights it may have –
- 6.5.1 to terminate the contract; or

6.5.2 claim specific performance from the successful bidder;

and claim damages from the successful bidder.

6.6 The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her proposal response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the proposal response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk

7. RTMC's Rights

7.1 The RTMC reserves the right not to accept the lowest proposal or any proposal in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose proposal is technically acceptable and/or financially advantageous to the RTMC.

7.2 The RTMC also reserves the right to award this proposal as a whole or in part without furnishing reasons.

7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.

7.4 The RTMC reserves a right to amend any proposal conditions, validity period, specifications, or extend the closing date of proposal prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.

7.5 The RTMC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the proposal response. The bidder hereby gives consent to the RTMC to conduct background checks on the proposaling entity and any of its directors/trustees/shareholders/members.

7.6 The RTMC acknowledge and agree that all data and Personal Information provided by the bidder to the RTMC, or to which the RTMC may be exposed, shall constitute Personal Information.

7.7 The RTMC hereby undertakes–

- 7.7.1 in favour of the bidder that it shall at all times strictly comply with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) and any other legislation related to the protection of Personal Information;
- 7.7.2 to use its best efforts to keep Personal Information confidential and shall not disclose any Personal Information to any other person except as required by law, save to the extent set out in this bid; and
- 7.7.3 not process Personal Information for any purpose other than to perform its obligations under this bid.

8. Supplier Development and Promotion of Emerging Black Owned Service Provider

- 8.1** The RTMC promotes enterprise development In this regard, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be be subject to negotiations between the RTMC and the successful bidder.
- 8.2** It is also the objective of the RTMC to promote transformation of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this proposal would be undertaken by black owned entities
- 8.3** To give effect to this requirement, bidders are required to submit a partnership/ subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

9. SPECIAL INSTRUCTIONS TO BIDDERS

- 9.1** Bidders shall provide full and accurate answers to the questions posed in this document.
- 9.2** Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.
- 9.3** RTMC reserves the right to determine the number of service providers.

- 9.4** The RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider to supplement services in an agreement in this regard.
- 9.5** RTMC reserves the right to include any additional related items on the contract that are currently not part of the bid document.
- 9.6** The RTMC will not be held responsible for any costs incurred in the preparation and submission of bid documents.
- 9.7** RTMC reserves the right to verify information provided by bidders and any misrepresentation will lead to disqualification of the bidder.

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. PURPOSE

- 1.1 The Road Traffic Management Corporation would like to invite service providers to submit proposals for the supply and deliver of body worn cameras inclusive of training, software, licence, accessories, control room set up and maintenance plan for a period of three (3) years.

2. BACKGROUND

- 2.1 Road traffic law enforcement officers are faced with challenges of road traffic lawlessness by the different categories of road users daily, in particular public passenger, goods and freight transport.
- 2.2 The number of incidents of road traffic lawlessness has increased in recent months accompanied by road closures, looting and burning of vehicles on main corridors. This has a negative impact on the economy of the Country and attracting criminal elements in rendering the state dysfunctional. Their actions comprise public road safety and safety of officers.
- 2.3 The recent hike in violence in the public passenger transport industry (taxi violence) is another area of serious concern whereupon shooting incidents resulting in injuries and deaths of innocent victims has become the order of the day. There are scattered incidents of taxi conflicts throughout the Country fighting for lucrative routes. These incidents are because of mushrooming of informal settlements amongst other reasons. The development of new residential, business and industrial areas has also added to the quagmire.
- 2.4 Majority of first world countries have embraced the fourth industrial revolution by investing in technology to monitor and record interaction of law enforcers with persons of interest.
- 2.5 In order to safeguard the integrity of law enforcers and protect persons of interest, the RTMC requires that the law enforcement officers be equipped with body-worn cameras whilst on duty.

- 2.6 The benefits of body-worn cameras is to monitor the activity of law enforcers in the field; video from these cameras informs review of police conduct in disputed circumstances, often with the goal of determining an officer's intent.
- 2.7 A proposal process will address the procurement needs as the numbers of National Traffic Police officer's increase as well as that of provinces that need the Corporation's support.

3. REQUIREMENTS

3.1 Mandatory requirement

3.1.1 The Body-Worn Camera must comply with the following requirements or any other regulations with regards to the operation of body worn cameras which might not be included underneath: -

- 3.1.1.1 Compliance to the National Prosecuting Authority guidelines for the presentation visuals, audio and pictures as embodied in the Bill of Rights.
- 3.1.1.2 All test reports in terms of National Computer Peripheral Equipment Quality by the relevant supervising testing institution.
- 3.1.1.3 Type approval by National Regulator for Compulsory Specifications (NRCS).
- 3.1.1.4 Certificate in terms of regulation F3 of the Radio Regulations promulgated under section 18 (1) (e) of the Radio Act, 1952 (Act 3 of 1952) and Compliance with ICASA in case such a body-worn camera is fitted with a Two-Way Radio Communication System.
- 3.1.1.5 Comply with the relevant South African Bureau of Standards (SABS) code.
- 3.1.1.6 Proof of compliance to SANS 1795-0:2007 by SANAS accredited laboratory.
- 3.1.1.7 Test Certificate from NMISA.
- 3.1.1.8 Proof of compliance to the Protection of Personal Information Act; 2013 (Act No.04 of 2013)

3.2 Expert Evidence

- 3.2.1 The service provider must be prepared to give expert evidence in a Court of law, or any other matter as requested on behalf of the Corporation regarding the body-worn camera, at no additional cost for the duration of the contract (all the travel and accommodation arrangements will be done by the Corporation).

- 3.2.2 A commitment letter confirming that service provider will avail a technical expert to support RTMC in court proceedings as and when required.

3.3 Scope of Work

- 3.3.1 The offer must be inclusive of hardware and software requirements for a control room that will be operated and staffed by Traffic Officers. Both hardware and software must be able to interface with the technology currently in use by the RTMC.
- 3.3.2 The potential service provider must be able to provide: -
- Training on the use of body worn cameras and cloud-based storage system.
 - A service plan which includes service on equipment, hardware, and software,
 - A video storage solution which partners with the provided cameras to store, manage, retrieve and share captured digital video for a maximum period of three years.

3.4 License and software maintenance agreement

- 3.4.1 License agreement and software maintenance agreement must be provided for review and evaluation by the Corporation.

3.5 Hardware replacement, upgrade, maintenance, and repair

- 3.5.1 Bidders to make provision for: -
- Maintenance and repair of faulty devices as well as loan units for the duration of repair period.
 - Upgrade of devices based on technological improvements.
 - A cloud-based storage system.

3.6 Data and server management

- Data Management System and Server must be situated in the Republic of South Africa and the information, and all licences concerned to be the Intellectual Property (IP) of the RTMC.
- Data Collection Centre: All data to be sent to a computer workstation software in a sequential value chain from start to end to support digital evidence data management on audios, videos, and images.

3.7 Control room set-up

- RTMC will provide office space for the control room in Gauteng province (Midrand or Centurion) to accommodate 800 gadgets
- Proposals must outline the number of screens that would accommodate 800 gadgets, size of the office space and all the necessary IT connectivity needed
- The Control Room is a 24/7 centre that will be showing all the locations and movements of this gadgets and responding to panic buttons activated by the officers
- Control Room operators must have rights to switch on and off the gadgets remotely
- This is a place where docking stations will be installed for overnight charging of gadgets or when officers are off-duty

3.8 Technical Specifications:

Technical Specifications or Similar	
Video resolution	Configurable up to 1080p
Weather resistance	IP67 (IEC 60529)
Corrosion resistance	MIL-STD-810G METHOD 509.5 (SALT FOG)
Field of view	143 degrees
Operating temperature	-4 °F to 122 °F / -20 °C to 50 °C
Drop test	6 Feet
Night Vision	The devise to be fitted with the Infrared capability to keep night vision recording
Anti-Temper Support	The devise must have Anti tempering support to prevent any changes in the recordings
Display	Visuals to be in colour on the touch screen
Humidity	95% non-condensing
Recording capacity	Up to 70 hours depending on resolution
Battery	Hot swappable batteries with 12+ hours battery life
Pre-event buffer	Configure your pre-event buffer time to capture up to 2 minutes before an event
Durability	Built to withstand extreme weather and brutal conditions

Rapid lock mounts	Versatile mounts keep the camera steady during tough situations
Mobile app	Stream, tag, and replay videos right on the phone
Connectivity	LTE / WI-FI (multiple platforms)
Rotatable Lenses	Lenses to rotate by at least 200 degrees to provide optimal angle
Voice recording and snapshot buttons	The device to have audio record and snapshot buttons
Sim card	Camera must be sim card compatible
Docks and mounting to be included in pricing	
GPS Built In	
Encryption for digital evidence	

SECTION: 3

EVALUATION CRITERIA

1. EVALUATION CRITERIA

The bid will be evaluated in the following stages:

(a) Stage 1 - Standard Compliance Requirements

Bidders are expected to submit and comply with all the required Standard Compliance Requirements. Failure to comply with these requirements; bidders will be disqualified from evaluation. Below are standard mandatory requirements:

- Bidders are required to submit 2 copies [One (1) Original plus one (1) Copy] and PDF soft copy in a memory stick. Documents submitted on soft copy must be the same documents as the hard copy (original). RTMC will not take responsibility for any disqualifications due to documents submitted on a soft copy, but not included on the original.
- All standard bidding documents must be duly completed and signed by authorised official. In case of a Joint Venture, Consortium or similar relationship/arrangements; bidders must submit standard bidding documents for entities in an arranged business relationship and accompanied by an agreement.
- Bidders must be registered with National Treasury Centralised Supplier Database.
- Compulsory briefing session

(b) Stage 2 – Mandatory Requirements

Bidders who fail to meet the mandatory requirements will be disqualified from further evaluation.

(c) Stage 3 - Functionality Evaluation

This stage will be on written responses/ proposals which consists of **100 points**.

Bidders will be required to score a minimum of 70 points in order to qualify for a stage 4

(d) Stage 4 – Price and Preference Points Evaluation

Bidders will be evaluated on either 80/20 Preference Point System (i.e., 80 points on Price and 20 points on B-BBEE).

1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

NOTE: BIDDERS WHO FAIL TO COMPLY WITH BELOW STANDARD COMPLIANCE REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION.STANDARD COMPLIANCE REQUIREMENTS	Comply (Yes / No)
ENVELOPE ONE (1)	
Total Number of copies submitted – Two (2) (1 original and 1 copy) PDF soft copy in a memory stick	
Proof of CSD Registration. (CSD number or report) Registration on CSD (available on www.csd.gov.za)	
Compulsory briefing session certificate	
SBD1: Invitation to bid and company information	
SBD4: Declaration of interest	
SBD8: Declaration of bidder's past supply chain management practice	
SBD9: Certificate of independent bid determination	
ENVELOPE TWO (2)	
Total Number of copies submitted – Two (2) (1 original and 1 copy) PDF soft copy in a memory stick	
Pricing Proposal	
SBD6.1: Preference points claim form	

1.2 STAGE TWO - MANDATORY REQUIREMENTS

MANDATORY REQUIREMENTS	COMPLY (YES/NO)
Expert Evidence The service provider must be prepared to give expert evidence in a Court of law, or any other matter as requested on behalf of the Corporation regarding the body worn camera, at no additional cost for the duration of the contract (all the travel and accommodation arrangements will be covered by the Corporation). Compliance requirement: A signed letter confirming that service provider will avail a technical expert to support RTMC in court proceedings as and when required.	
The body worn camera must comply with the following requirements: - (i) All Test Reports in terms of National Computer Peripheral Equipment Quality by the relevant Supervising Testing Institution (ii) Type approval by National Regulator for Compulsory Specifications (NRCS) (iii) Certified in terms of regulation F3 of the Radio Regulations promulgated under section 18 (1) (e) of the Radio Act, 1952 (Act 3 of 1952) and Compliance with ICASA in case such a body worn camera is fitted with a Two - Way Radio Communication System. (iv) Comply with the relevant South African Bureau of Standards (SABS) code Compliance requirement: (i) Test Certificate from NMISA (ii) Type approval Certificate by NRCS (iii) Compliance Certificate by ICASA with regards to the Radio Act, 1952 (Act 3 of 1952) (iv) Proof of compliance to SANS 1795-0:2007 by SANAS accredited Laboratory	

1.3 STAGE THREE – FUNCTIONALITY CRITERIA

NB: FUNCTIONAL EVALUATION WILL BE ON WRITTEN RESPONSE

This process will be used which comprises of written responses/ proposals.

WRITTEN RESPONSES/PROPOSALS

CRITERIA	WEIGHTS
A. SIMILAR WORK DONE	30
The bidder must provide reference letter/s of previous similar work done (supply and delivery of body worn cameras) • 1 – 2 reference letters = 15 points • 3 or more reference letters = 30 points Compliance requirement: Bidders are expected to attach copies of reference letters from clients where the service has been rendered. The following details must be reflected in the content of the reference letter/s: - • Name of institution (on the company letterhead) where similar work was successfully rendered, • Address of the institution or entity, • Duration/period of involvement, • Contactable References (telephone number and email address), • Reference letter on letterhead of the clients, signed and dated by the authorized person. NB: Failure to indicate any the above requirements on the reference letters will lead to the bidder not obtaining points.	
B. FINANCIAL CAPABILITY	10
Bidders must demonstrate financial capacity to provide or deliver items/commodities as reflected in the scope of work. The purpose of this requirement is to assess financial capability to deliver items/commodities as reflected in the scope of work.	10

Bidders must provide the following as proof of financial capacity: • Letter of commitment from a reputable financial service provider or any third-party indicating commitment to fund the bidder in relation to this bid should they be successful.	
C. KEY PERSONNEL EXPERIENCE	20
The bidder must outline the experience of the core team. The following lead disciplines (service areas/roles) have been identified and must be demonstrated in the form of a detailed CV with testimonials. • Project / Accounts Manager = 10 points ➤ 3 to 5 years of experience in project management = 5 points ➤ 6 years and above = 10 points Compliance requirement: CV with at least 2 contactable references confirming similar projects managed. • Subject matter expert in Traffic Law Enforcement/ criminal procedure/ legal = 5 points ➤ 3 to 5 years of experience = 3 points ➤ 6 years and above = 5 points Compliance requirement: CV with at least 2 contactable references confirming similar work done • Technician = 5 points ➤ 3 to 5 years of experience = 3 points ➤ 6 years and above = 5 points Compliance requirement:	

CV with at least 2 contactable references confirming similar work done													
D. DELIVERY PLAN	40												
Delivery Plan (in relation to supply, delivery of body worn cameras and control room set-up). Bidders must show capability to render the service by outlining access to relevant resources required to carry out the contract of how they will supply, deliver body worn cameras and control room set-up for 800 gadgets situated in Gauteng Province (Midrand or Centurion). Delivery plan to include amongst others the following: a) Set up equipment to cater for 800 body worn cameras (live streaming, download and store recorded data for a period of five years) b) Delivery lead times c) Contingency plan d) Orientation and training Compliance requirement Bidders to submit a delivery plan supported by a Gantt chart <table border="1"> <thead> <tr> <th>VALUE</th><th>DESCRIPTION</th></tr> </thead> <tbody> <tr> <td>5- Excellent</td><td>Meets and exceeds the functionality requirements</td></tr> <tr> <td>4- Very Good</td><td>Above average compliance to the requirements</td></tr> <tr> <td>3- Good</td><td>Satisfactory and should be adequate for stated element</td></tr> <tr> <td>2- Average</td><td>Compliance to the requirements</td></tr> <tr> <td>0- Non-Compliant</td><td>Does not comply to the requirements</td></tr> </tbody> </table>	VALUE	DESCRIPTION	5- Excellent	Meets and exceeds the functionality requirements	4- Very Good	Above average compliance to the requirements	3- Good	Satisfactory and should be adequate for stated element	2- Average	Compliance to the requirements	0- Non-Compliant	Does not comply to the requirements	
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3- Good	Satisfactory and should be adequate for stated element												
2- Average	Compliance to the requirements												
0- Non-Compliant	Does not comply to the requirements												
Total	100												

NB: BIDDERS WILL BE REQUIRED TO SCORE AN OVERALL MINIMUM OF 70 POINTS IN ORDER TO QUALIFY FOR STAGE 4.

NB: BIDDERS WHO ARE SHORTLISTED FOR FURTHER EVALUATION TO STAGE 4 WILL BE REQUIRED TO DEMONSTRATE THE FUNCTIONALITY OR ABILITY OF THEIR BODY WORN CAMERAS TO THE RTMC

STAGE FOUR – PRICE AND B-BBEE (PREFERENCE POINTS EVALUATION)

CRITERIA	MAXIMUM POINTS
Price	80
B-BBEE Rating	20
Grand Total	100

SECTION: 4

**ANNEXURE AND
STANDARD BIDDING
DOCUMENTS**

**See the attached SBD forms
(All SBD forms must be
signed)**

BIDDING DOCUMENTS: GENERAL INFORMATION

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted, but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, shall be completed and submitted with the completed Bid.
6. Firm bid prices and delivery periods are preferred. Consequently, bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification or not.
9. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".

- 10.** In cases where the items are not to specification, the deviations from the specifications shall be indicated.
- 11.** The bid prices shall be given in the units shown.
- 12.** All prices shall be quoted in South African currency.

