



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: 02/2022/23

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 the cut-off date will be on the **20 October 2022**.

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 02/2022/23 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 26 October 2022.**

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

5.4.1 The online/Virtual compulsory briefing session will be held on **12 October 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 **10 October 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** 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.
- 9.4** RTMC reserves the right to include any additional related items on the contract that are currently not part of the bid document.
- 9.5** The RTMC will not be held responsible for any costs incurred in the preparation and submission of bid documents.
- 9.6** RTMC reserves the right to verify information provided by bidders and any misrepresentation will lead to disqualification of the bidder.
- 9.7** Bidders who are shortlisted will be required to demonstrate the physical capability of their body worn cameras to the RTMC.

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: REQUIREMENTS / SPECIFICATION

1. Mandatory / legal requirement

1.1 The Body-Worn Camera must comply with the following requirements: -

1.1.1 Compliance to SANS 1795 - 5...101ED 2007, part 5: Data Capturing and Recording Devices for Road Traffic Law Enforcement in respect of:-

- Image recording and quality,
- Data collection, transmission and protection,
- Measurands,
- Storage,
- Ambient operating conditions,
- Design and construction,
- Electromagnetic compatibility,
- Electrostatic discharge,
- Prosecution purposes.

1.1.2 Bidders to indicate on any additional mandatory / legal requirements.

2. Expert Evidence

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 except for travel and accommodation.

2.2 Letter confirming that service provider will avail a technical expert to support RTMC in court proceedings as and when required subject to the conditions indicated in paragraph 2.1.

3. Scope of work

- 3.1 The offer must be inclusive of hardware, software, solution and storage requirements installed in an existing RTMC Control Room that will be operated and staffed by Traffic Officers and must be able to interface with the technology currently in use by the RTMC.

4. Training

- 4.1 The service provider must be able to provide training on the use of body worn cameras.

5 Licensing

- 5.1. Bidders to indicate on licence arrangements, requirements and restriction.

6. Hardware replacement, upgrade, maintenance, and repair

- 6.1 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 maintenance plan which includes service on the equipment, inclusive of hardware and software.

- 6.2 Brochures must be included with the bid document to validate the technical requirements.

- 6.3 RTMC will provide and manage SIM cards and data costs.

7. Data and server management

- Bidder to advise on an ideal data storage solution to download, store, manage and retrieve audio and video recordings as well as appropriate storage period.
- The data management server must be situated in the Republic of South Africa and the information to be the property of the RTMC.
- 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.

8. Functionality

No.	Description	Expectation
1.	Night / poor Visibility	The device to be fitted with infrared capability for night / poor vision recording
2.	Anti-Tamper Support	The device must have anti tampering features to prevent any changes in the recordings with a warning or indication if tampered with or breached by anyone
3.	Display	Visuals to be in colour on the touch screen Bidders to indicate
4.	Recording capacity	Minimum of 12 hours continuous recording, storage, and live streaming Bidders to indicate
5.	Recording format ➤ Pixels ➤ High definition	Bidders to indicate
6.	Recording options ➤ Audio ➤ Video ➤ Auto / fixed focus	Bidders to indicate
7.	Storage format	Bidders to indicate
8.	Evidence management	Bidders to indicate
9.	Recording frame rate	Bidders to indicate
10.	GPS location identification and capturing	Bidders to indicate
11.	Docking and downloading	Bidders to indicate
12.	Connectivity options ➤ E.g. ability to switch between networks	Bidders to indicate
13.	Security features	Bidders to indicate
14.	Battery	Battery life – minimum 12 hours continuous operation Bidders to indicate
15.	Encryption	Bidders to indicate on appropriate and acceptable level of encryption

16	Temperature Durability	Ability to function in extreme hot and cold as well as areas with high humidity
17.	Camera lens ➤ Field of view / radius	Bidders to indicate
18.	Module	Generation (G) Signal strength of cellular network, Wi-Fi, Bluetooth Bidders to indicate
19.	Image stabilisation and resolution	Bidders to indicate

Pilot project

Based on the results of the proposals, the RTMC requires that a select number of pre-qualified bidders to make available test equipments (hardware, software and storage solution) for on street field test at no cost for a period of one month.

Service level agreement

The successful bidder will be required to enter into a service level agreement with the RTMC clearly defining terms & conditons and deliverables.

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

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	
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	

NOTE: BIDDERS WHO FAIL TO COMPLY WITH BELOW STANDARD COMPLIANCE REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION.

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.	

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	60
The bidder must provide reference letter/s of previous similar work done (supply and delivery of body worn cameras) • 1 – 2 reference letters = 30 points • 3 or more reference letters = 60 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 the company (on the company letterhead) where similar work was successfully rendered, • Address of the company or entity, • 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. 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) = 10 Points b) Delivery lead times = 10 Points c) Contingency plan = 10 Points d) Orientation and training = 10 Points Compliance requirement Bidders to submit a delivery plan supported by a Gantt chart <table border="1" data-bbox="212 1599 1305 1982"> <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> </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	
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3- Good	Satisfactory and should be adequate for stated element										
2- Average	Compliance to the requirements										

1- Below Average	Does not comply 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.

