



BID SPECIFICATION

STATE INFORMATION TECHNOLOGY AGENCY (SOC) LTD

Registration number 1999/001899/30

RFB REF. NO:	RFB2624/2022
DESCRIPTION	REQUEST FOR ESTABLISHMENT OF A LEASE VEHICLES CONTRACT, WHICH WILL INCLUDE SET-UP OF A FUEL CARD SYSTEM, THE INSTALLATION OF VEHICLE MANAGEMENT SYSTEM AND FULL MAINTENANCE CONTRACTS, FOR SITA COUNTRYWIDE, FOR A PERIOD OF 60 MONTHS
PUBLICATION DATE	8 November 2022
BRIEFING SESSION	COMPULSORY BRIEFING SESSION (VIRTUAL TEAMS MEETING): DATE: 15th November 2022 TIME: 10:00 AM VENUE: Meeting ID: 335 375 896 327 Passcode: njDjum Download Teams Join on the web
CLOSING DATE FOR QUESTIONS AND ANSWERS	21 November 2022
RFB CLOSING DETAILS	DATE: 30th November 2022 TIME: 11:00 AM (SOUTH AFRICAN TIME) PLACE: TENDER OFFICE, PONGOLA IN APOLLO, 459 TSITSA STREET, ERASMUSKLOOF, PRETORIA (HEAD OFFICE)
PUBLIC OPENING OF RFB RESPONSES	Not Applicable
RFB VALIDITY PERIOD	120 DAYS FROM THE CLOSING DATE

**PROSPECTIVE BIDDERS MUST REGISTER ON NATIONAL TREASURY'S
CENTRAL SUPPLIER DATABASE PRIOR TO SUBMITTING BIDS.**

1 November 2022

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ANNEX A.1: INTRODUCTION

1. PURPOSE AND BACKGROUND

1.1. PURPOSE

The purpose of this RFB is to invite Suppliers (hereinafter referred to as “bidders”) to submit bids for a comprehensive fleet management service to replace the existing SITA leased vehicles country wide for a period of sixty (60) months.

1.2. BACKGROUND

SITA as a State-owned company responsible for ICT services for government has got national (and/or a regional) presence where company transport is a daily requirement to service clients. The organisation does not own vehicles to carry out the required tasks. It is therefore required that such vehicle be leased from service providers to fulfil the mandate.

2. SCOPE OF BID

2.1. SCOPE OF WORK

The bidder shall supply SITA with 29 vehicles as specified in section 3.1 and provide a comprehensive vehicle management service for SITA leased vehicles country wide with a full maintenance contract for a period of 60 months. The contract shall include the following:

- (a) Provide a fleet of vehicles for a period of 60 months with 60 000 km over the lease period;
- (b) Provide comprehensive vehicle insurance for each vehicle (multiple drivers);
- (c) Set up an individual fuel card system (e-fuelling) for all vehicles at any fuel station country wide. Include a fuel card for the re-fuelling of one SITA owned vehicle;
- (d) Full maintenance contract for all vehicles for the duration of the contract (Wear and Tear Repair and preventative maintenance);
- (e) Installation of vehicle tracking system and management;
- (f) Provide Vehicle licensing and administration over the contract period;
- (g) Installation and administration of e-toll system;
- (h) Fleet accident Management and a 24 hours/day and 7 days/week Road-side assistance;
- (i) Individual vehicle lease contracts with 1 set of four (4) replacement tyres;
- (j) Delivery of vehicles as per the delivery schedule within a month of award;
- (k) Individual contract re-assessments based on actual usage to minimise end of contract cost;
- (l) Management reports (monthly);
- (m) Training of one driver undertaken to familiarise them with Operators Manual on delivery.
- (n) Maintenance and repairs plan for all 29 lease vehicles, should a vehicle be written off or stolen, it must be replaced for the remaining term, at a negotiated price.

NOTE: All vehicles provided under this contract must be newly procured vehicles , and not previously used vehicles.

2.2. DELIVERY ADDRESS

No	Vehicles shall be supplied and delivered to the following physical address(es):
1.	PRETORIA: 459 Tsitsa Street, Erasmuskloof, Pretoria (Head Office – HQ)
2.	LIMPOPO - POLOKWANE: 27 Market Street Polokwane Ground floor, 27 Market Street
3.	KZN - DURBAN: Office 1 & 5, 17 Kosi Place, Umgeni Office Park, Springfield, Durban
4.	NORTH WEST- MAHIKENG: SABC building; Corner Dr J Moroka and 1 st avenue Mahikeng
5.	WESTERN CAPE - CAPE TOWN: Black River Office Park, Fir Street, Observatory, Cape Town
6.	MPUMALANGA - NELSPRUIT: Ground floor, BATELUER building number1, 14 NEL Street Nelspruit
7.	EASTERN CAPE - MTHATHA: Room 1260, building 12 th Floor, Sutherland Street, Umtata
8.	NORTHERN CAPE - KIMBERLEY: 2 Kekewich Drive, Monridge Office Park, Building 5, Monument Heights, Kimberley
9.	FREE STATE: BLOEMFONTEIN - 113 Fidel Castro building, Elizabeth Street, Bloemfontein

2.3. CUSTOMER INFRASTRUCTURE AND ENVIRONMENT REQUIREMENTS

SITA has various offices throughout South-Africa and the service will be required by a Bidder that has a national footprint and can provide the maintenance support as per the locations specified in the product requirement table below.

3. REQUIREMENTS

3.1. PRODUCT REQUIREMENT TABLE

Province/Unit	Sedan	Panel Van	2X4 Single cab with canopy	LDV with canopy
Western Cape	3			2
Eastern Cape	1		2	
Limpopo	2		1	
Mpumalanga	2			

Province/Unit	Sedan	Panel Van	2X4 Single cab with canopy	LDV with canopy
KwaZulu-Natal	1			2
North West	1		1	
Free State	1			
Northern Cape			1	
FML Maintenance				1
FML Support: HQ Pool	2			
FML Support Centurion: Pool	1			2
Printing: Beta		1		
Hosting: Numerus		1		
HQ - Security				1
Total	14	2	5	8
GRAND TOTAL = 29				

3.2. PROJECT AND SERVICES REQUIREMENTS

The day to day vehicle operating agreement must include the following:

- Lease of vehicles;
- All vehicles provided under this contract must be newly procured vehicles , and not previously used vehicles.
- Supplied a full maintenance contract on all vehicles for Wear and Tear, repair and maintenance;
- Comprehensive insurance on all leased vehicles.
- Vehicle licensing and administration;
- Set up a fuel card system for e-fuelling at any fuel station country wide;
- Web based Fleet Management interactive system with an on-line Reporting Portal.
- Installed a vehicle management system (tracking);
- Install and manage the e-toll mechanisms and payments;

- 1) Fuel cost, Fuel cards for each vehicle including a fuel card for the re-fuelling of one (1) SITA owned vehicle.



3.3. BID EVALUATION STAGES

- (1) The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined in the table below.
- (2) **The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.**

Stage	Description	Applicable for this bid
Stage 1	Administrative pre-qualification verification	YES
Stage 2A	Technical Mandatory requirement evaluation	YES
Stage 2B	Technical Functionality requirement evaluation	YES
Stage 2C	Technical Proof of Concept requirement evaluation	YES
Stage 3	Special Conditions of Contract verification	YES
Stage 4	Price / B-BBEE evaluation	YES



ANNEX A.2: ADMINISTRATIVE PRE-QUALIFICATION

4. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

4.1. ADMINISTRATIVE PRE-QUALIFICATION VERIFICATION

- (1) The bidder **must comply** with ALL of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.
- (2) If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if SITA is unable to verify whether the pre-qualification requirements are met, then SITA reserves the right to-
 - (a) Reject the bid and not evaluate it, or
 - (b) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

4.2. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

- (1) **Submission of bid response:** The bidder has submitted a bid response documentation pack –
 - (a) that was delivered at the correct physical or postal address and within the stipulated date and time as specified in the “Invitation to Bid” cover page, and;
 - (b) in the correct format as one original document, one copy and two copies on memory stick / USB.
- (2) **Attendance of briefing session:** A **Compulsory Briefing** session will be held. The bidder has to sign the briefing session attendance register using the same information (bidder company name, bidder representative person name and contact details) as submitted in the bidder’s response document. The attendance of the Briefing session is compulsory.
- (3) **Registered Supplier.** The bidder is, in terms of National Treasury Instruction Note 4A of 2016/17, registered as a Supplier on National Treasury Central Supplier Database (CSD).

ANNEX A.3: TECHNICAL MANDATORY, FUNCTIONALITY AND PROOF OF CONCEPT REQUIREMENTS

5. TECHNICAL MANDATORY REQUIREMENTS

5.1. INSTRUCTION AND EVALUATION CRITERIA

- (1) The bidder **must comply with ALL the requirements as per section 5.2 below by providing substantiating evidence** in the form of documentation or information, failing which it will be regarded as “NOT COMPLY”.
- (2) The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, SITA reserves the right to treat substantiation evidence that cannot be located in the bid response as “NOT COMPLY”.
- (3) The bidder **must complete the declaration of compliance** as per section 5.3 below by marking with an “X” either “COMPLY”, or “NOT COMPLY” with ALL of the technical mandatory requirements, failing which it will be regarded as “NOT COMPLY”.
- (4) The bidder must comply with **ALL the TECHNICAL MANDATORY REQUIREMENTS** in order for the bid to proceed to the next stage of the evaluation.
- (5) No **URL references or links will be accepted as evidence**.

5.2. TECHNICAL MANDATORY REQUIREMENTS

BIDDER EXPERIENCE AND CAPABILITY REQUIREMENTS	SUBSTANTIATING EVIDENCE (USED TO EVALUATE BID)	EVIDENCE REFERENCE (TO BE COMPLETED BY BIDDER)
(1) BIDDER EXPERIENCE The bidder must have delivered a Fleet Management System solution to at least two (2) customers in the last five (5) years including the following: a. Supplied leased fleet vehicles; b. Set up a fuel card system for e-fuelling at any fuel station country wide; c. Installed a vehicle; management system (tracking);	Provide to Annex B reference details from at least two (2) customers where a Fleet Management System solution was successfully provided in the last five (5) years on the following scope: i. Supplied leased fleet vehicles; ii. Set up a fuel card system for e-fuelling at any fuel station country wide; iii. Installed a vehicle; management system (tracking); iv. Installed and manage the e-toll mechanisms and payments; v. Supplied a full maintenance contract on all vehicles;	<provide unique reference to locate substantiating evidence in the bid response – see Annex B, section 11.1>

BIDDER EXPERIENCE AND CAPABILITY REQUIREMENTS	SUBSTANTIATING EVIDENCE (USED TO EVALUATE BID)	EVIDENCE REFERENCE (TO BE COMPLETED BY BIDDER)
d. Installed and manage the e-toll mechanisms and payments; e. Supplied a full maintenance contract on all vehicles; f. Web based Fleet interactive system with an on-line Reporting Portal.	vi. Web based Fleet interactive system with an on-line Reporting Portal. NOTE: SITA reserves the right to verify the information provided.	
(2) PRODUCT /SERVICE FUNCTIONAL REQUIREMENT The bidder must confirm compliance to the functional Product / Service Functional requirements for the Fleet Management.	The bidder must confirm that they comply with the Product / Service Functional Requirements by completing Annex C: Addendum 1.	<provide unique reference to locate substantiating evidence in the bid response – see Annex B, section 11.2 and Annex C: Addendum 1>
(3) TECHNICAL FUNCTIONALITY AND PROOF OF CONCEPT/ DEMONSTRATION REQUIREMENTS Bidder must comply by providing evidence and documents for the Technical Functionality and Proof of Concept/Presentation evaluations in sections 6 and 7.	The Bidder must attach to ANNEX B the substantive evidence for the Technical Functionality Requirement evidence in section 6 and Proof of Concept/Demonstration presentation as indicated in section 7 .	<provide unique reference to locate substantiating evidence in the bid response – see Annex B, section 11.3 >

5.3. DECLARATION OF COMPLIANCE

	Comply	Not Comply
The bidder declares by indicating with an “X” in either the “COMPLY” or “NOT COMPLY” column that – (a) The bid complies with each and every TECHNICAL MANDATORY REQUIREMENT as specified in SECTION 5.2 above; AND (b) Each and every requirement specification is substantiated by evidence as proof of compliance.		



6. TECHNICAL FUNCTIONALITY EVALUATION REQUIREMENTS

6.1. INSTRUCTION AND EVALUATION CRITERIA

- (1) The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, SITA reserves the right to treat substantive evidence that cannot be located in the bid response, as “NOT COMPLY”.
- (2) **Evaluation per requirement.** The evaluation (scoring) of bidders’ responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence.
- (3) Functionality will be evaluated by conducting the following Desk Top Evaluation of SERVICE TECHNICAL FUNCTIONALITY REQUIREMENTS (**Stage 2B**).
- (4) Each TECHNICAL FUNCTIONAL requirement will be evaluated using a rating scale of 0, 3, 5 as per the table below:

Evaluation criteria	Score
Non-compliant (does not meet any requirement or no substantiation)	0
Partially compliant (meets minimum requirements)	3
Compliant (far exceeds minimum requirements)	5

- (5) Weighting of requirements. The full scope of requirements will be determined by the following weights and each Bidder will be evaluated on each individual requirement as indicated in the table below:

No.	Technical Functionality requirements	Weighting
1.	Web based Fleet Interactive System with a Reporting Portal for the Client	15%
2.	Access to the Fleet Reporting Portal	15%
3.	Publishing of Fleet Contract Detail Report	10%
4.	Publishing of Fuel Transactions report	10%
5.	Publishing of Vehicle Maintenance Reports	10%
6.	Publishing of Traffic Fines Management Report	10%
7.	Publishing of Open Road Tolls Management Report	10%
8.	Publishing of monthly Invoice and Statements with access to all historical Invoices	10%
9.	Publishing of Custom designed reports	10%
Total		100%



- (6) **Minimum threshold.** The individual scores will be converted to a cumulative percentage and only those bidders that achieve or exceed the **minimum threshold score of 60%** will be eligible to proceed to the next stage.

Note: No single category may score less than 60% of the required functionality.

- (7) Provide unique reference i.e. document name/number, page and paragraph number, to locate substantiating evidence in the bid response – **see Annex B, section 11.3.**
- (8) SITA reserves the right to verify information/evidence provided by the Bidder.

6.2. SERVICE TECHNICAL FUNCTIONALITY REQUIREMENTS

- (1) Complete and clear responses to the service functional requirements must be provided.
- (2) Responses must be stated clearly to avoid misinterpretation.
- (3) The bidder must provide substantiating evidence to prove compliance.
- (4) Bidder substantiating evidence of compliance and statements should be kept to a minimum to avoid evaluation complexity.

6.3. SERVICE TECHNICAL FUNCTIONALITY REQUIREMENT TABLE

- (1) Each Bidder will be evaluated on the understanding of the solution requirement as follows:

No	TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence of compliance (used to evaluate bid)	Weighting	Evidence reference (to be completed by bidder)
1	Web based Fleet Interactive System with a Reporting Portal for the Client	Evidence: Connect to the internet and navigate to the web address where the interactive fleet system is available. Website must be live on the internet. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	15%	<provide unique reference to locate substantiating evidence in the bid response – Annex B, section 11.3>
2	Access to the Fleet Reporting Portal	Evidence: Demonstrate how a user will login to the secure reporting portal with a username and password. A minimum of 3 (three) usernames and passwords must be used to	15%	<provide unique reference to locate substantiating evidence in the bid

No	TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence of compliance (used to evaluate bid)	Weighting	Evidence reference (to be completed by bidder)
		demonstrate multiple user login functionality. Will not require more than 5 users to access portal. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant		response – Annex B, section 11.3>
3	Publishing of Fleet Contract Detail Report.	Evidence: Demonstrate an example of a Fleet Contract Report including statistical information. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	10%	<provide unique reference to locate substantiating evidence in the bid response – Annex B, section 11.3>
4	Publishing of Fuel Transactions report	Evidence: Demonstrate an example of a Fuel Transaction Report. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	10%	<provide unique reference to locate substantiating evidence in the bid response – Annex B, section 10.3>
5	Publishing of Vehicle Maintenance Reports	Evidence: Demonstrate an example of a Vehicle Maintenance Report. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	10%	<provide unique reference to locate substantiating evidence in the bid response –

No	TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence of compliance (used to evaluate bid)	Weighting	Evidence reference (to be completed by bidder)
				Annex B, section 11.3>
6	Publishing of Traffic Fines Management Report	Evidence: Demonstrate an example of a Traffic Fines Report. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	10%	<provide unique reference to locate substantiating evidence in the bid response – Annex B, section 11.3>
7	Publishing of Open Road Tolls Management Report	Evidence: Demonstrate an example of an Open Road Tolls Management Report. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	10%	<provide unique reference to locate substantiating evidence in the bid response – Annex B, section 11.3>
8	Publishing of monthly Invoice and Statements with access to all historical Invoices	Evidence: Demonstrate an example of a Monthly Invoice and Statement with historical information. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	10%	<provide unique reference to locate substantiating evidence in the bid response – Annex B, section 11.3>
9	Publishing of Custom designed reports	Evidence: Demonstrate an example of a customised designed report,	10%	<provide unique reference to

No	TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence of compliance <i>(used to evaluate bid)</i>	Weighting	Evidence reference <i>(to be completed by bidder)</i>
		combining any of the above information into one report. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant		locate substantiating evidence in the bid response – Annex B, section 11.3>

7. PROOF OF CONCEPT: DEMONSTRATION OF FUNCIONALITY

7.1 INSTRUCTION AND EVALUATION CRITERIA

- (1) Only those bids that successfully passed all of the previous evaluation stages will progress to this evaluation stage, namely PRESENTATION **(Stage 2C)**.
- (2) The bidder will be required to do a presentation of their proposed solution as per Stage 2 that contains the ability to support the business objectives in relation to the required technology infrastructure and the required components.
- (3) The evaluation panel may request demonstration, or explanation regarding any or all aspect of the technical Functionality requirements.
- (4) **The presentation must be submitted with the completed bid.**
- (5) **Provide unique reference i.e. document name/number, page and paragraph number, to locate THE PRTPRESENTATION in the bid response and attach the presentation to ANNEX B, section 11.3.**
- (6) SITA will inform the Bidders about the logistical arrangements regarding Presentation Evaluations. Bidders must be prepared to present the service offering at the premises of SITA (in Pretoria). The presentation must comprise the SOW, the approach to be followed by the Successful Bidder to deliver the products and services, high-level schedule to achieve the stated objectives within the timeframes and demonstration of their understanding of the stated requirement as well as the skillset required of the resources to be utilised for the delivery.
- (7) **SITA reserves the right to verify information/evidence provided by the Bidder.**

- (8) Each Bidder must PRESENT and will be evaluated on the understanding of the solution requirement using a rating scale of 0, 3, 5 as per the table below:

Evaluation criteria	Score
Non-compliant (does not meet any requirement or no substantiation)	0
Compliant (meets minimum requirements)	3
More than comply (far exceeds minimum requirements)	5

- (9) **Minimum threshold.** These individual scores will be converted to a cumulative percentage and only those bidders that have met or exceeded the **minimum threshold of 60%** (cumulative) out of a total of 100% will proceed to the next evaluation stage.

Note: No single category may score less than 60% of the required functionality.

- (10) **Weighting of requirements.** The full scope of requirements will be determined by the following weights and each Bidder will be evaluated on each individual requirement as indicated in the table below:

No.	Technical Functionality requirements	Weighting
1.	Web based Fleet Interactive System with a Reporting Portal for the Client	15%
2.	Access to the Fleet Reporting Portal	15%
3.	Publishing of Fleet Contract Detail Report	10%
4.	Publishing of Fuel Transactions report	10%
5.	Publishing of Vehicle Maintenance Reports	10%
6.	Publishing of Traffic Fines Management Report	10%
7.	Publishing of Open Road Tolls Management Report	10%
8.	Publishing of monthly Invoice and Statements with access to all historical Invoices	10%
9.	Publishing of Custom designed reports	10%
Total		100%



7.2 PROOF OF CONCEPT/DEMONSTRATION REQUIREMENT TABLE

(11) Each Bidder will be evaluated on the understanding of the solution requirement as follows:

No	TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence of compliance (used to evaluate bid)	Weighting	Evidence reference (to be completed by bidder)
1	Web based Fleet Interactive System with a Reporting Portal for the Client	Evidence: Connect to the internet and navigate to the web address where the interactive fleet system is available. Website must be live on the internet. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	15%	<provide unique reference to locate substantiating evidence in the PRESENTATION to be submitted as part of the bid response and attached to Annex B, section 11.3>
2	Access to the Fleet Reporting Portal	Evidence: Demonstrate how a user will login to the secure reporting portal with a username and password. A minimum of 3 (three) usernames and passwords must be used to demonstrate multiple user login functionality. Will not require more than 5 users to access portal. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	15%	<provide unique reference to locate substantiating evidence in the PRESENTATION to be submitted as part of the bid response and attached to Annex B, section 11.3>

No	TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence of compliance (used to evaluate bid)	Weighting	Evidence reference (to be completed by bidder)
3	Publishing of Fleet Contract Detail Report.	Evidence: Demonstrate an example of a Fleet Contract Report including statistical information. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	10%	<provide unique reference to locate substantiating evidence in the PRESENTATION to be submitted as part of the bid response and attached to Annex B, section 11.3>
4	Publishing of Fuel Transactions report	Evidence: Demonstrate an example of a Fuel Transaction Report. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	10%	<provide unique reference to locate substantiating evidence in the PRESENTATION to be submitted as part of the bid response and attached to Annex B, section 11.3>
5	Publishing of Vehicle Maintenance Reports	Evidence: Demonstrate an example of a Vehicle Maintenance Report. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	10%	<provide unique reference to locate substantiating evidence in the PRESENTATION to be

No	TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence of compliance (used to evaluate bid)	Weighting	Evidence reference (to be completed by bidder)
				submitted as part of the bid response and attached to Annex B, section 11.3>
6	Publishing of Traffic Fines Management Report	Evidence: Demonstrate an example of a Traffic Fines Report. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	10%	<provide unique reference to locate substantiating evidence in the PRESENTATION to be submitted as part of the bid response and attached to Annex B, section 11.3>
7	Publishing of Open Road Tolls Management Report	Evidence: Demonstrate an example of an Open Road Tolls Management Report. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	10%	<provide unique reference to locate substantiating evidence in the PRESENTATION to be submitted as part of the bid response and attached to Annex B, section 11.3>

No	TECHNICAL FUNCTIONALITY REQUIREMENTS	Substantiating evidence of compliance (used to evaluate bid)	Weighting	Evidence reference (to be completed by bidder)
8	Publishing of monthly Invoice and Statements with access to all historical Invoices	Evidence: Demonstrate an example of a Monthly Invoice and Statement with historical information. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	10%	<provide unique reference to locate substantiating evidence in the PRESENTATION to be submitted as part of the bid response and attached to Annex B, section 11.3>
9	Publishing of Custom designed reports	Evidence: Demonstrate an example of a customised designed report, combining any of the above information into one report. Scoring: 0=Non-compliant 3=Partially compliant 5=Compliant	10%	<provide unique reference to locate substantiating evidence in the PRESENTATION to be submitted as part of the bid response and attached to Annex B, section 11.3>



ANNEX A.1: SPECIAL CONDITIONS OF CONTRACT (SCC)

8. SPECIAL CONDITIONS OF CONTRACT

8.1. INSTRUCTION

- (1) The successful supplier will be bound by Government Procurement: General Conditions of Contract (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the successful Supplier. However, SITA reserves the right to include or waive the condition in the signed contract.
- (2) SITA reserves the right to –
 - (a) Negotiate the conditions, or
 - (b) Automatically disqualify a bidder for not accepting these conditions.
 - (c) Award to multiple bidders.
- (3) In the event that the bidder qualifies the proposal with own conditions, and does not specifically withdraw such own conditions when called upon to do so, SITA will invoke the rights reserved in accordance with subsection 8.1(2) above.
- (4) The bidder must **complete the declaration of acceptance** as per section 8.3 below by marking with an “X” either “ACCEPT ALL” or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.

8.2. SPECIAL CONDITIONS OF CONTRACT

(1) CONTRACTING CONDITIONS

- (a) **Formal Contract.** The Supplier must enter into a formal written Contract (Agreement) with SITA.
- (b) **Right of Award.** SITA reserves the right to award the contract for required goods or services to multiple Suppliers.
- (c) **Right to Audit.** SITA reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct a financial audit or probity to ascertain whether a qualifying bidder has the financial wherewithal or technical capability to provide the goods and services as required by this tender.

(2) DELIVERY ADDRESS

The Bidder must deliver ALL vehicles to the specific delivery address as indicated in the table Below, not later than 1 month from the date of a BID award received.

No	Physical Address
1	PRETORIA - (Head Office – HQ): 459 Tsitsa Street, Erasmuskloof, Pretoria
2	LIMPOPO - POLOKWANE: 27 Market Street Polokwane Ground floor, 27 Market Street
3	KZN - DURBAN: Office 1 & 5, 17 Kosi Place, Umgeni Office Park, Springfield, Durban

No	Physical Address
4	NORTH WEST- MAHIKENG: SABC building; Corner Dr J Moroka and 1 st avenue Mahikeng
5	WESTERN CAPE - CAPE TOWN: Black River Office Park, Fir Street, Observatory, Cape Town
6	MPUMALANGA - NELSPRUIT: Ground floor, BATELUER building number1, 14 NEL Street Nelspruit
7	EASTERN CAPE - MTHATHA: Room 1260, building 12 th Floor, Sutherland Street, Umtata -
8	NORTHERN CAPE - KIMBERLEY: 2 Kekewich Drive, Monridge Office Park, Building 5, Monument Heights, Kimberley
9	FREE STATE: BLOEMFONTEIN - 113 Fidel Castro building, Elizabeth Street, Bloemfontein

(3) DELIVERY SCHEDULE

As per product requirement 3.1 and delivery address 8.2 (2) above.

NOTE: All vehicles provided under this contract must be newly procured vehicles, and not previously used vehicles.

(4) SUPPLIER PERFORMANCE REPORTING

The Bidder will provide a Web based Fleet Interactive System with a Reporting Portal for SITA, and will provide the following reports on the portal on a weekly and monthly basis;

- a) Publishing of a Fleet Contract Detail Report;
- b) Publishing of a Fuel Transactions Report;
- c) Publishing of a Vehicle Maintenance Reports;
- d) Publishing of a Traffic Fines Management Report;
- e) Publishing of an Open Road Tolls Management Report;
- f) Publishing of the monthly Invoices and Statements with access to all historical Invoices;
- g) Publishing of Custom designed Reports;
- h) The Bidder will facilitate any additional training required to ensure that all processes and procedures in line with the reporting tool are fully understood by SITA's fleet controller and management;
- i) Quarterly meetings to be scheduled between SITA/Client and service provider and also ADHOC meetings from both sided.



(5) CERTIFICATION, EXPERTISE AND QUALIFICATION

- (a) The Supplier represents that,
 - (i) it has the necessary expertise, skill, qualifications and ability to undertake the work required in terms of the Statement of Work or Service Definition and;
 - (ii) it is committed to provide the Products or Services; and
 - (iii) perform all obligations detailed herein without any interruption to the Customer.
- (b) The Supplier must provide the service in a good and workmanlike manner and in accordance with the practices and high professional standards used in well-managed operations performing services similar to the Services;
- (c) The Supplier must perform the Services in the most cost-effective manner consistent with the level of quality and performance as defined in Statement of Work or Service Definition;

(6) REGULATORY, QUALITY AND STANDARDS

- (a) The Supplier must for the duration of the contract ensure compliance with ISO/IEC General Quality Standards, ISO27001, and Protection of Personal Information Act (POPIA).
- (b) The Supplier must for the duration of the contract ensure compliance with General Quality Standards, ISO 9001

(7) PERSONNEL SECURITY CLEARANCE

- (a) The Supplier personnel who are required to work with GOVERNMENT CLASSIFIED information or access government RESTRICTED areas must be a South African Citizen and at the expense of the Supplier be security vetted (pre-employment screening, criminal record screening and credit screening).
- (b) The Supplier must ensure that the security clearances of all personnel involved in the Contract remains valid for the period of the contract.
- (c) The Supplier must provide proof of security vetting

(8) CONFIDENTIALITY AND NON-DISCLOSURE CONDITIONS

- (a) The Supplier, including its management and staff, must before commencement of the Contract, sign a non-disclosure agreement regarding Confidential Information.
- (b) Confidential Information means any information or data, irrespective of the form or medium in which it may be stored, which is not in the public domain and which becomes available or accessible to a Party as a consequence of this Contract, including information or data which is prohibited from disclosure by virtue of:
 - (i) the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000);
 - (ii) being clearly marked "Confidential" and which is provided by one Party to another Party in terms of this Contract;



- (iii) being information or data, which one Party provides to another Party or to which a Party has access because of Services provided in terms of this Contract and in which a Party would have a reasonable expectation of confidentiality;
 - (iv) being information provided by one Party to another Party in the course of contractual or other negotiations, which could reasonably be expected to prejudice the right of the non-disclosing Party;
 - (v) being information, the disclosure of which could reasonably be expected to endanger a life or physical security of a person;
 - (vi) being technical, scientific, commercial, financial and market-related information, know-how and trade secrets of a Party;
 - (vii) being financial, commercial, scientific or technical information, other than trade secrets, of a Party, the disclosure of which would be likely to cause harm to the commercial or financial interests of a non-disclosing Party; and
 - (viii) being information supplied by a Party in confidence, the disclosure of which could reasonably be expected either to put the Party at a disadvantage in contractual or other negotiations or to prejudice the Party in commercial competition; or
 - (ix) information the disclosure of which would be likely to prejudice or impair the safety and security of a building, structure or system, including, but not limited to, a computer or communication system; a means of transport; or any other property; or a person; methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme; the safety of the public or any part of the public; or the security of property; information the disclosure of which could reasonably be expected to cause prejudice to the defence of the Republic; security of the Republic; or international relations of the Republic; or plans, designs, drawings, functional and technical requirements and specifications of a Party, but must not include information which has been made automatically available, in terms of the Promotion of Access to Information Act, 2000; and information which a Party has a statutory or common law duty to disclose or in respect of which there is no reasonable expectation of privacy or confidentiality;
- (c) Notwithstanding the provisions of this Contract, no Party is entitled to disclose Confidential Information, except where required to do so in terms of a law, without the prior written consent of any other Party having an interest in the disclosure;
 - (d) Where a Party discloses Confidential Information which materially damages or could materially damage another Party, the disclosing Party must submit all facts related to the disclosure in writing to the other Party, who must submit information related to such actual or potential material damage to be resolved as a dispute;
 - (e) Parties may not, except to the extent that a Party is legally required to make a public statement, make any public statement or issue a press release which could affect another Party, without first submitting a written copy of the proposed public statement

or press release to the other Party and obtaining the other Party's prior written approval for such public statement or press release, which consent must not unreasonably be withheld.

(9) GUARANTEE AND WARRANTIES

The Supplier warrants that:

- (a) the warranty of goods supplied under this contract remains valid for sixty (60) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract;
- (b) as at Commencement Date, it has the rights, title and interest in and to the Product or Services to deliver such Product or Services in terms of the Contract and that such rights are free from any encumbrances whatsoever;
- (c) the Product is in good working order, free from Defects in material and workmanship, and substantially conforms to the Specifications, for the duration of the Warranty period;
- (d) during the Warranty period any defective item or part component of the Product be repaired or replaced within 3 (three) days after receiving a written notice from SITA;
- (e) the Products is maintained during its Warranty Period at no expense to SITA;
- (f) the Product possesses all material functions and features required for SITA's Operational Requirements;
- (g) the Product remains connected or Service is continued during the term of the Contract;
- (h) all third-party warranties that the Supplier receives in connection with the Products including the corresponding software and the benefits of all such warranties are ceded to SITA without reducing or limiting the Supplier's obligations under the Contract;
- (i) no actions, suits, or proceedings, pending or threatened against it or any of its third-party suppliers or sub-contractors that have a material adverse effect on the Supplier's ability to fulfil its obligations under the Contract exist;
- (j) SITA is notified immediately if it becomes aware of any action, suit, or proceeding, pending or threatened to have a material adverse effect on the Supplier's ability to fulfil the obligations under the Contract;
- (k) any Product sold to SITA after the Commencement Date of the Contract remains free from any lien, pledge, encumbrance or security interest;
- (l) SITA's use of the Product and Manuals supplied in connection with the Contract does not infringe any Intellectual Property Rights of any third party;
- (m) the information disclosed to SITA does not contain any trade secrets of any third party, unless disclosure is permitted by such third party;
- (n) it is financially capable of fulfilling all requirements of the Contract and that the Supplier is a validly organized entity that has the authority to enter into the Contract;
- (o) it is not prohibited by any loan, contract, financing arrangement, trade covenant, or similar restriction from entering into the Contract;
- (p) the prices, charges and fees to SITA as contained in the Contract are at least as favourable as those offered by the Supplier to any of its other customers that are of the same or similar standing and situation as SITA; and

- (q) any misrepresentation by the Supplier amounts to a breach of Contract.

(10) INTELLECTUAL PROPERTY RIGHTS

- (a) SITA retains all Intellectual Property Rights in and to SITA's Intellectual Property. As of the Effective Date, the Supplier is granted a non-exclusive license, for the continued duration of this Contract, to perform any lawful act including the right to use, copy, maintain, modify, enhance and create derivative works of SITA's Intellectual Property for the sole purpose of providing the Products or Services to SITA pursuant to this Contract; provided that the Supplier must not be permitted to use SITA's Intellectual Property for the benefit of any entities other than SITA without the written consent of SITA, which consent may be withheld in SITA's sole and absolute discretion. Except as otherwise requested or approved by SITA, which approval is in SITA's sole and absolute discretion, the Supplier must cease all use of SITA's Intellectual Property, at of the earliest of:
 - (i) termination or expiration date of this Contract;
 - (ii) the date of completion of the Services; and
 - (iii) the date of rendering of the last of the Deliverables.
- (b) If so required by SITA, the Supplier must certify in writing to SITA that it has either returned all SITA Intellectual Property to SITA or destroyed or deleted all other SITA Intellectual Property in its possession or under its control.
- (c) SITA, at all times, owns all Intellectual Property Rights in and to all Bespoke Intellectual Property.
- (d) Save for the license granted in terms of this Contract, the Supplier retains all Intellectual Property Rights in and to the Supplier's pre-existing Intellectual Property that is used or supplied in connection with the Products or Services.
- (e) Provide SITA with the compliant safety file.

(11) GENERAL

- (a) The supplier will be bound by Government Procurement: General Conditions of Contract.
- (b) (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the Supplier. However, SITA reserves the right to include or waive the condition in the signed contract.
- (c) SITA reserves the right to:
 - (i) Negotiate the conditions, or
 - (ii) Automatically disqualify a bidder for not accepting these conditions.
 - (iii) Right to Audit: SITA reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct probity to ascertain whether a qualifying bidder has the technical capability to provide the goods and services as required by this tender.



- (d) "The parties in this Agreement agree that the offer price of all the equipment shall be at the wholesale price or below wholesale price as agreed with the OEM. Should, at any time during the existence of the agreement that the offered price which is higher than the wholesale price or as agreed with the OEM, SITA client shall be entitled to such wholesale price with the exclusion of the mark-up which the reseller may have charged".

NOTE: These conditions will form part of the contract obligations and suppliers are expected to comply in order for SITA to conclude an agreement with the potential suppliers. Failure to comply during finalisation of a contract may result to disqualification.

(13) COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids.

(14) FRONTING

- (a) The SITA supports the spirit of Broad Based Black Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background the SITA any form of fronting.
- (b) The SITA, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from date of notification may invalidate the bid / contract and may also result in the restriction of the bidder/contractor to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies SITA may have against the bidder/contractor concerned.

(15) BUSINESS CONTINUITY AND DISASTER RECOVERY PLANS

The bidder confirms that they have written business continuity and disaster recovery plans that define the roles, responsibilities and procedures necessary to ensure that the required services under this bid specification is in place and will be maintained continuously in the event of a disruption to the bidder's operations, regardless of the cause of the disruption.

(16) SUPPLIER DUE DILIGENCE

SITA reserves the right to conduct supplier due diligence prior to final award or at any time during the Contract period and this may include pre-announced/ non-announced site visits.

During the due diligence process the information submitted by the bidder will be verified and any misrepresentation thereof may disqualify the bid or Contract in whole or parts thereof.

8.3. DECLARATION OF COMPLIANCE

	ACCEPT ALL	DO NOT ACCEPT ALL
(1) The bidder declares to ACCEPT ALL the Special Condition of Contract as specified in section 8.2 above by indicating with an "X" in the "ACCEPT ALL" column, OR		
(2) The bidder declares to NOT ACCEPT ALL the Special Conditions of Contract as specified in section 8.2 above by -		
(a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and;		
(b) Provide reason and proposal for each of the conditions that is not accepted.		
Comments by bidder: Provide reason and proposal for each of the conditions not accepted as per the format: Condition Reference: Reason: Proposal:		

ANNEX A.2: COSTING AND PRICING

9. COSTING AND PRICING

9.1. COSTING AND PRICING EVALUATION

- (1) In terms of Preferential Procurement Policy Framework Act (PPPFA), the following preference point system is applicable to all Bids:
 - (a) the 80/20 system (80 Price, 20 B-BBEE) for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); or
 - (b) the 90/10 system (90 Price and 10 B-BBEE) for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- (2) This bid will be evaluated using the preferential point system of **80/20**, subject to the following conditions –
 - (a) If the lowest acceptable bid price is up to and including R50 000 000 (all applicable taxes included) then the 80/20 preferential point system will apply to all acceptable bids; or
 - (b) If the lowest acceptable bid price is above R50 000 000 (all applicable taxes included) then the 90/10 preferential point system will apply to all acceptable bids;
- (3) The bidder must **complete the declaration of acceptance** as per section 9.3 below by marking with an “X” either “ACCEPT ALL”, or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.
- (4) Bidder will be bound by the following general costing and pricing conditions and SITA reserves the right to negotiate the conditions or automatically disqualify the bidder for not accepting these conditions. These conditions will form part of the Contract between SITA and the bidder. However, SITA reserves the right to include or waive the condition in the Contract.

9.2. COSTING AND PRICING CONDITIONS

1. SOUTH AFRICAN PRICING

The total price must be VAT inclusive and be quoted in South African Rand (ZAR).

2. TOTAL PRICE

- (a) All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
- (b) The cost of delivery, labour, S&T, overtime, etc. must be included in this bid.
- (c) All additional costs must be clearly specified.

3. BID PRICING SCHEDULE

Note: Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided and include this as part of their submission.

SITA reserves the right to negotiate pricing with the successful bidder prior to the award as well as envisaged quantities.

9.3. DECLARATION OF ACCEPTANCE

	ACCEPT ALL	DO NOT ACCEPT ALL
(1) The bidder declares to ACCEPT ALL the Costing and Pricing conditions as specified in section 9.2 above by indicating with an "X" in the "ACCEPT ALL" column, or		
(2) The bidder declares to NOT ACCEPT ALL the Costing and Pricing Conditions as specified in section 9.2 above by -		
(a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and;		
(b) Provide reason and proposal for each of the condition not accepted.		
Comments by bidder: Provide the condition reference, the reasons for not accepting the condition.		



ANNEX A.3: TERMS AND DEFINITIONS

10. ABBREVIATIONS

ICT	Information and Communication Technology
PPPFA	Preferential Procurement Policy Framework Act
E-Tolls	Electronic Toll Fees
HQ	Head Quarters
LDV	Light Duty Vehicle
CEO	Chief Executive Officer
IT	Information Technology
CPK	Cent per kilometre



ANNEX B: BIDDER SUBSTANTIATING EVIDENCE

11. MANDATORY REQUIREMENT EVIDENCE

11.1 BIDDER EXPERIENCE AND CAPABILITY REQUIREMENTS

The bidder must complete table below, noting that:

- (a) The Bidder must provide reference details from at least two (2) customers where a Fleet Management System solution was successfully provided in the last five (5) years on the following scope:
 - (i) Supplied leased fleet vehicles;
 - (ii) Set up a fuel card system for e-fuelling at any fuel station country wide;
 - (iii) Installed a vehicle; management system (tracking);
 - (iv) Installed and manage the e-toll mechanisms and payments;
 - (v) Supplied a full maintenance contract on all vehicles;
 - (vi) Web based Fleet interactive system with an on-line Reporting Portal.
- (b) Project end-date must be current or not older than five (5) years from date this bid is advertised,
- (c) Scope of work must be related.

Table 1: References

No	Company name	Reference Person Name, Tel and/or email	Project Scope of work	Project Start and End-date
1	<Company name>	<Person Name> <Tel> <email>	< Provide the details of the scope for a project for Fleet Management System Solution provided in the last five (5) years>	Start Date: End Date:
2	<Company name>	<Person Name> <Tel> <email>	< Provide the details of the scope for a project for Fleet Management System Solution provided in the last five (5) years>	Start Date: End Date:

11.2 PRODUCT / SERVICE FUNCTIONAL REQUIREMENTS

The Bidder **must** confirm that they comply with the Service Functional Requirements by completing **ANNEX C: Addendum1** below **and attach it here**.

NOTE: Failing to comply with all the aspect of this section will result in disqualification.

Yes = Comply

No = not comply (Thus, disqualified)

11.3 TECHNICAL FUNCTIONALITY AND PROOF OF CONCEPT/ DEMONSTRATION REQUIREMENTS

The bidder **must attach** the substantive evidence for the Technical Functionality Requirement evidence in section 6 and Proof of Concept/ Demonstration presentation as indicated in section 7 **here**.

ANNEX C : ADDENDUM 1

PRODUCT / SERVICE FUNCTIONAL REQUIREMENT

The bidder must confirm that they comply with the Product / Service Functional Requirements for the installation and functioning of the Fleet Management solution by completing Annex C:

Addendum 1 as indicated in the tables below as this will be legal contractual binding:

1.0 SOPE OF WORK REQUIREMENTS TABLE:

No	Service Description	Indicate Comply=Yes / Not Comply =No
(a)	Provide a fleet of vehicles for a period of 60 months with 60 000 km over the lease period;	
(b)	Provide comprehensive vehicle insurance for each vehicle (multiple drivers);	
(c)	Set up an individual fuel card system (e-fuelling) for all vehicles at any fuel station country wide. Include a fuel card for the re-fuelling of one SITA owned vehicle;	
(d)	Full maintenance contract for all vehicles for the duration of the contract (Wear and Tear Repair and preventative maintenance);	
(e)	Installation of vehicle tracking system and management;	
(f)	Provide Vehicle licensing and administration over the contract period;	
(g)	Installation and administration of e-toll system;	
(h)	Fleet accident Management and a 24 hours/day and 7 days/week Road-side assistance;	
(i)	Individual vehicle lease contracts with 1 set of four (4) replacement tyres;	
(j)	Delivery of vehicles as per the delivery schedule within a month of award;	
(k)	Individual contract re-assessments based on actual usage to minimise end of contract cost;	
(l)	Management reports (monthly);	
(m)	Training of one driver undertaken to familiarise them with Operators Manual on delivery.	
(n)	Maintenance and repairs plan for all 29 lease vehicles, should a vehicle be written off or stolen, it must be replaced for the remaining term, at a negotiated price.	

2.0 PROJECT AND SERVICES REQUIREMENTS

The day to day vehicle operating agreement must include the following:

No	Service Description	Indicate Comply=Yes / Not Comply =No
(a)	Lease of vehicles;	
(b)	Supplied a full maintenance contract on all vehicles for Wear and Tear, repair and maintenance;	
(c)	Comprehensive insurance on all leased vehicles.	
(d)	Vehicle licensing and administration;	
(e)	Set up a fuel card system for e-fuelling at any fuel station country wide;	
(f)	Web based Fleet Management interactive system with an on-line Reporting Portal.	
(g)	Installed a vehicle management system (tracking);	
(h)	Install and manage the e-toll mechanisms and payments;	
(i)	Fuel cost, Fuel cards for each vehicle including a fuel card for the re-fuelling of one (1) SITA owned vehicle.	
(j)	All vehicles registration, roadworthy test and license renewals must be done by the bidder.	
(k)	Replacement of immobilizers' batteries.	
(l)	Fixing all punctures of vehicles tyres to be done by the bidder. To be contained in the maintenance contract.	
(m)	Bidder will provide the following monthly management reports on all vehicles: Maintenance reports Fuel consumption reports Accident/Hi-jacking/Theft reports Ad hoc reports Tracking Device reports Service intervals reports E-toll reports	

3.0 PRODUCT REQUIREMENT TABLE

No	Province/Unit	Sedan	Panel Van	2X4 Single cab with canopy	LDV with canopy	Indicate Comply=Yes / Not Comply =No
(a)	Western Cape	3			2	
(b)	Eastern Cape	1		2		
(c)	Limpopo	2		1		
(d)	Mpumalanga	2				
(e)	KwaZulu-Natal	1			2	
(f)	North West	1		1		
(g)	Free State	1				
(h)	Northern Cape			1		
(i)	FML Maintenance				1	
(j)	FML Support: HQ Pool	2				
(k)	FML Support Centurion: Pool	1			2	
(l)	Printing: Beta		1			
(m)	Hosting: Numerus		1			
(n)	HQ - Security				1	
Totals:		14	2	5	8	
Grand Total: 29						

4.0 VEHICLE REQUIREMENTS TABLE

No	Service Description	Indicate Comply=Yes / Not Comply =No
1.	Standard specifications on all vehicles: - Standard colour to be white; - Radio/CD player; - Power steering and air conditioning; - Identified by 2-colour SITA stickers on both front doors; - All the vehicles should run on petrol, save for the bakkies which may be diesel driven;	

No	Service Description	Indicate Comply=Yes / Not Comply =No
	• All vehicles should be fitted with a Versa approved central locking and alarm systems; • All vehicles must have a tracking device system & the necessary software for enquiries & reporting; • Breakdown, Roadside assistance/towing services 24 hours; • All vehicles registration, roadworthy and annual license renewals must be done by the bidder; • Replacement of mobilize batteries; • Fixing all punchers of vehicles tyres. Monthly Management Reports as follows on all vehicles: • Maintenance and repairs report; • Fuel consumption and Vehicles utilisation report; • Accident/Hi-jacking/Theft reports; • Ad hoc reports; • Tracking Device reports; Trip and violations report; • Stand-alone Fleet Management system with history backup. Management must be linked by installing a tracking device system to enable to track the vehicles from their computers; • Service intervals reports on all vehicles.	
2.	Specifications on Sedan vehicles: Sedan vehicles must have: • An engine capacity between 1100 - 1600cc; • Five (5) doors with a lockable boot; • ABS Braking, dual Air Bags, central locking, Radio/CD player; • Air conditioner;	
3.	<u>Specifications on LDV's:</u> The Light Delivery Van (LDV) must have: • An engine capacity not less than 1400cc; • Loading capacity of one ton; • Fibre glass canopies with see through windows both sides and rear/back;	

No	Service Description	Indicate Comply=Yes / Not Comply =No
	• Rubberised loading area; • Central locking, Air conditioner, Radio/CD player; • Tow bar/ Trailer towing hitch; • 1 LDV with close canopy, see through rear window; • Tailgate not to be removed.	
4.	<u>Specifications on 2 x 4 Bakkies</u> Single Cab 1 Ton • bakkie with canopies; • Central locking; • Rubberised at the loading area; • Air conditioner; • Radio/CD player; • Tow bar/ Trailer towing hitch; • Do not remove tailgate.	
5	<u>Specifications on Panel Vans</u> Panel Vans - 1600 – 2000cc • Window seal glass on the lockable rear door; • Rubberised within the back; • Central locking; • Radio/CD player; • Tow bar/ Trailer towing hitch.	

I, the bidder (Full names).....representing (company name)..... Hereby confirm that I comply with the above Technical Mandatory Requirements and understand that it will form part of the contract and is legally binding.

Thus done and signed at On this.....day of.....20....

.....

Signature

Designation:

