

#### T1.1 TENDER NOTICE AND INVITATION TO TENDER:

g-Fleet MANAGEMENT, A TRADING ENTITY OF THE DEPARTMENT OF ROADS AND TRANSPORT REQUESTS INTERESTED TENDERERS TO BID FOR THE FOLLOWING TENDER:

TENDER NUMBER	SERVICE	COMPULSORY BRIEFING SESSION	CLOSING DATE
g-Fleet RFT: 01/06/2015	g-Fleet requires a fully developed and automated fleet management system and support services for the management of the full life cycle of vehicles and the role of drivers per cost center.	<p><b>Date:</b> Friday, 17<sup>th</sup> July 2015</p> <p><b>Time:</b> 11H00 am</p> <p><b>Venue:</b> 16 Boeing Road East Bedfordview, g-Fleet Government Garage</p>	<p><b>Date:</b> Monday, 27<sup>th</sup> July 2015</p> <p><b>Time:</b> 11H00 am</p> <p><b>Venue:</b> 16 Boeing Road East Bedfordview, g-Fleet Government Garage</p>

#### **BACKGROUND INFORMATION:**

g-Fleet Management is a Trading Entity of the Gauteng Department of Roads and Transport which provides reliable, cost effective and customer focused fleet management services to Government. g-Fleet Management would like to procure a Fleet Management System that will provide the entity with the capability to manage the vehicles in its fleet including drivers. The system should have the best fleet management practices embedded in its functionality, automation of the typical fleet processes, provide alerts to the usual interventions that administrate and feed into the fleet metrics for reporting purposes.

The system must be supported by an experienced team to provide regular upgrades, training, off and on-site support services as and when required, interface with common systems in the market, including those systems within Government, and especially commonly used financial systems in the market. The system must enable g-Fleet Management to accurately and timeously (near real-time) report on the operations of its fleet.

#### **SCOPE OF WORK:**

g-Fleet Management requires a fully developed and automated Fleet Management System and support services for the management of the full life cycle of vehicles and drivers per cost center.

- The system should be scalable to allow a fleet size of above 8 000 (eight thousand) vehicles with web-access capability.
- It should accommodate modular implementation.
- It must be fully developed and tested at the time of tender submission.
- For reference purpose, there must be other corporate or organisational users of the system other than the bidding company.
- The maintenance and support services should be for a period of five (5) years

**Please note: The detailed Terms of Reference for the RFT will be provided in the Tender document.**

We adhere to all relevant Acts including the Black Economic Empowerment Act No. 53 of 2003, Preferential Procurement Policy Act No. 5 of 2000, Employment Equity Act No. 55 of 1998.

In terms of Preferential Procurement Regulation of 2011 the 90/10 preference point system is applicable. Broad-Based Black Economic Empowerment (B-BBEE) requires that bidders submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof to substantiate their B-BBEE rating claims. Failure to submit such a certificate will result in the bidder not qualifying for preference points for B-BBEE. The bidders must submit verification certificates that are accredited by:

- SANAS (South African National Accredited System)
- IRBA (Independent Regulatory Board of Auditors)

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

B-BBEE Status Level of Contributor	Number of Points (90/10 Systems)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant Contributor	0

- A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate with their bids. Failure to submit a consolidated B-BBEE status Verification Certificate for the Consortium or Joint Venture will result in the entity not to be awarded points for B-BBEE.

#### **EVALUATION CRITERIA:**

##### **Stage 1: Tender Requirements**

The following documents should be submitted:

- Original Valid Tax Clearance
- Company Registration Document (Cipro/CK document)
- Certified ID copies of Company Members and Shareholders
- Original and Valid B-BBEE Certificate or certified copy
- CV's and certified ID copies of key staff
- If the company is part of a consortium or a joint venture, please attach the relevant agreements
- Attendance of compulsory briefing session

##### **Stage 2: Functionality**

FUNTIONALITY REQUIREMENTS (60)	TECHNICAL REQUIREMENTS (20)	PRESENTATION AND DEMONSTRATION (20)
<p><b>The system should include the following module:</b></p> <ul style="list-style-type: none"> <li>Vehicle and Accessory Acquisition (5 points)</li> <li>Financial Management (5 points)</li> <li>Fleet Manager (3 points)</li> <li>Fleet Administrator (2 points)</li> <li>Accident Management (3 points)</li> <li>Maintenance Management (8 points)</li> <li>Personnel Management (2 points)</li> <li>Fuel Management (5 points)</li> <li>Fine Management (3 points)</li> <li>Short Term Rental (6 points)</li> <li>Disposal Management (6 points)</li> <li>Fleet Management Reports (4 points)</li> <li>Financial Reports (8 points)</li> </ul>	<ul style="list-style-type: none"> <li>IT requirements (4 points)</li> <li>System Support (4 points)</li> <li>Security (4 points)</li> <li>System Alert Capability (4 points)</li> <li>Training (4 points)</li> </ul>	<ul style="list-style-type: none"> <li>Presentation and Demonstration (5 points)</li> <li>User Site Visit (5 points)</li> <li>Fleet size of Customer Base (5 points)</li> <li>Number of years in the Market (5 points)</li> </ul>

**TENDERERS SHOULD NOTE THE FOLLOWING**

- Functionality will be scored out of **100 points** and the minimum threshold to qualify is **75 points**. Bidders who fail to meet the minimum threshold will not be considered for further evaluation.
- Bidders must submit contactable references for verification of the current projects.
- Bidders who are listed on National Treasury Register of Tender Defaulters and on list of Restricted Suppliers will automatically be disqualified.
- Bidders may be required to do live presentations of their proposed system.
- The Department reserves the right to conduct user / customer site visits and interview Officials whose references have been submitted for verification.
- All the SBD Forms must be signed and completed in full.

A non-refundable tender fee of R 300.00 (Three hundred rand) is payable in **cash only**. Tender documents will be available for collection from 06 July 2015, only during the stipulated working hours (between 08H00 and 15h00) from g-Fleet Management.

A compulsory site briefing session will be held on Friday, 17<sup>th</sup> July 2015, 11H00 at No. 16 Boeing Road East, Bedfordview, g-fleet Management.

A two envelope system will be used. The Technical Proposals and Financial Proposals shall be submitted in two plain envelope clearly marked with the Bid No and Bid Description for the project tendered for and must be deposited in the Tender Box located in the foyer at the reception area of No. 16 Boeing Road East, Bedfordview, g-Fleet Management. Telegraphic, telex, facsimile, e-mail and late tenders will not be accepted.

For any technical queries must be submitted in writing and email to [kido.lofafa@gauteng.gov.za](mailto:kido.lofafa@gauteng.gov.za). All other administrative enquiries may be directed to Supply Chain Management Unit on telephone numbers (011) 372 8715/8726.

The Entity reserves the right to cancel/not award this tender.