



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 RFP: 02/06/2018	Provision of a Comprehensive Vehicle Tracking Solution to g-Fleet Management for a period of Three (03) years.	Venue: g-Fleet Management Department of Roads and Transport, 76 Boeing Road East, Bedfordview, 2008 GPS -26.167305, 28.136210 Date: 16th November 2018 Time: 11H00 am NB: Failure to attend the compulsory briefing session will result in disqualification of the Bidder's bid	07 th December 2018 at g-Fleet Management Department of Roads and Transport, 76 Boeing Road East, Bedfordview, 2008 GPS -26.167305, 28.136210 Time: 11H00 am

We adhere to all relevant Acts, and circulars, including Supply Chain Management Circular 5 of 2016/2017, the Black Economic Empowerment Act No.53 of 2003, the Preferential Procurement Policy Framework Act No.5 of 2000 and the Employment Equity act No. 55 of 1998.

In terms of Preferential Procurement Regulation of 2017, the department will be applying the 90/10 preference point system. 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.

- Bidders who do NOT qualify as Exempt Micro Enterprises (EME's), and Qualifying Small Enterprises (QSE's) must submit verification certificates that are accredited by:**
 - o SANAS (South African National Accredited System) or
 - o Bidders who so qualify as EME's and QSE's must submit:
 - o Sworn affidavits or valid accredited B-BBEE certificates.
- A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid. Not submitting the required certificates will result in the bidder forfeiting the points allocated for B-BBEE.
- Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders/bids.

Failure to submit such a certificate with the bid document will result in the bidder not qualifying for preference points for B-BBEE which includes Non-EME's and QSE's and qualifying EME's and QSE's.

NB: g-Fleet Management reserves the right to award this tender on the basis of a principle that work shall be fairly or equitably distributed amongst contractors.

MANDATORY PREQUALIFICATION TENDER CRITERIA: Bidders who do not meet the pre-qualification criteria below, will be disqualified and will not be considered further in the evaluation process:

1. Bidders (including a Joint Venture entity) must have a level 1 or level 2 B-BBEE Status Level Verification Certificate issued by an accredited person/entity.
2. Bidders, including a Joint Venture (JV) entity must sub-contract a minimum of 30% of the contract to EME or QSE (as stipulated and limited to section 4 (1) (c), to at least one of the listed requirements in (i) to (vii) in the PPPFA Regulations 2017 (Government Gazette January 2017). Proof of B-BBEE status level confirming EME or QSE status of the elected sub-contractor must be attached as part of the submitted tender document.
3. Detailed signed Joint Venture Agreement (in case of a Joint Venture) and signed subcontracting agreement must be attached as part of the submitted tender document.

COMPULSORY/MANDATORY TENDER REQUIREMENTS: Failure to submit the following required documents/certificates will render the bidders tender disqualified:

- Complete, sign and submit all compulsory SBD documents, i.e. SBD 4, SBD 6, 1 SBD 8 and SBD 9 which form part of the tender document.
- Bidders must attend the compulsory site briefing as indicated above. The attendance register must be completed and will be used as proof of your attendance.
- Tenderers must attend the compulsory site briefing as indicated above.
- ICASA • SABS or VESA.

NB: Bidders who are listed in the National Treasury register for tender defaulters and restricted tenders will automatically be disqualified.

OTHER KEY RETURNABLES:

- Valid Tax Clearance and / or Tax registration pin code (A trust, consortium or joint venture must submit consolidated Tax Clearance or tax clearance Certificates

of each partner in the trust, consortium or joint venture) at the point of awarding, failure to submit will result in disqualifications of the bidder.

- Company Registration Documents CIPC (Company Intellectual Property Commission) or Master of the High Court in SA.
- Valid B-BBEE Verification Certificate of the bidder including the B-BBEE certificate of the elected sub-contractor. The submission of a fraudulent BBBEE certificate will result in the bidder being disqualified and criminal proceedings being instituted against the bidder. The bidder, the shareholder and/or directors will further be restricted from doing business with any organ of the state for a maximum period of 10 years.
- Copy of Joint Venture agreement or Consortium agreement if applicable.
- Certified ID copies of Company Members and Shareholders, at the point of awarding, failure to submit will result in disqualifications of the bidder
- Submit comprehensive Company Profile.

The bid evaluation committee will execute the evaluation based on the following approach:

- The compulsory/mandatory tender requirements relating to the administrative compliance.
- Functionality will be scored out of 100 points and the minimum threshold to qualify is 80 points. Bidders who fail to meet the minimum threshold will not be considered for further evaluation. The evaluation criteria to score bidders on functionality are as follows:
 - Live Demonstration with a threshold of 30 points out of 50 points must be achieved to move to the next step of the process. Bidders who fail to meet or surpass the minimum threshold requirement will not proceed onto the next stage.
 - A Desk-top based evaluation shall be executed focusing on device specification (8 points), application specification (6 points), reporting specification (6 points), draft project plan (5 points), and bank rating (20 points).
 - Site visits (5 points) will be the last evaluation stage prior to the evaluation based on pricing and preferential procurement preferences.

1. DEVICE SPECIFICATION Submit screen shots from your Tracking Solution on separate page and reference them (Max 8 points)	2. APPLICATION SPECIFICATION Submit screen shots from your Tracking Solution on separate page and reference them (Max 6 points)	3. REPORTING SPECIFICATION Bidders are required to provide a sample report displaying all of the activities listed below *Failure to provide any one of the requirements outlined below will result in nullification of any points accumulated i.e. will be allocated a score of (0) zero points refer to 3.1 up to 3.4 (Max 6 points)	4. DRAFT PROJECT PLAN (*Failure to observe any one of the requirements outlined below will be allocated a score of (0) zero points) (Max 5 points)	5. BANK RATING Submit proof of bank rating from the relevant bank. (*Failure to submit proof of bank rating from the relevant bank will result in the bidder getting zero points) (Max 20 points) and NB: the date of certification must be less than 12 months from the date of bid closure.	6. LIVE DEMONSTRATION To be conducted on at least 2 vehicles in g-Fleet Management premises Bedfordview from your own pool vehicles (Max 50 points)	7. SITE VISIT BID EVALUATION COMMITTEE The intention is to verify the physical existence of the bidder's organization and Operations in vehicle tracking and recovery to establish the bidder's security considerations. (Max 5 points)
1.1 A tracking device which uses GPS (Global Positioning System) technology for locating vehicle registration number and location in a map format (1 point) 1.2 Provide serial / reference number of a tracking device linked to a vehicle (1 point) 1.3 Provide alerts when tracking device battery is low (1 point) 1.4 The tracking device must send alerts for device and battery tampering (1 point) 1.5 The tracking device must report movement of vehicles locked within a geographic space in relation to moving out and in of the designated area (1 point) 1.6 Emergency panic button/warning systems, an ability by the driver to give alerts of the emergency situations which may require responses from the recovery team (1 point) 1.7 Driver identification device must be used to start a vehicle by providing a trip report indicating the driver (1 point) 1.8 The device must allow for remote immobilisation of stationary vehicles, upon written instruction from the entity only when it is safe to do (1 point)	2.1 Reliable system security built-in access controls, i.e. login details, username and password (1 point) 2.2 The setting of the access rights must be limited to roles, clients and vehicles (1 point) 2.3 System activities must be Auditable (Audit Trail) (1 point) 2.4 Tracking device information must update between 2-3 Minutes (1 point) 2.5 Email notification on any violations (1 point) 2.6 Driver behaviour linked to driver identification device (1 point)	3.1 Vehicle Journey / Full movement report (1 point) <ul style="list-style-type: none"> - vehicle registration number - start and end kilometers - GPS location and address - Date and time travelled - Transaction 3.2 Driver behavior reports (2 points) <ul style="list-style-type: none"> - Driver identification - Driver profiling - Abnormal fuel consumption - Harsh braking - Speed offences - Excessive idling - Over revving 3.3 Scheduled vehicle service interval reports as per respective vehicle manufacturer's service schedule (2 points) <p>Bidders are required to provide a sample report displaying at least (5) different classes of vehicles with the following information included:</p> <ul style="list-style-type: none"> - vehicle registration number - vehicle description (make, model, year) - current mileage - vehicle service interval mileage - vehicles due for service 3.4 Scheduled vehicle licence renewal reports showing licences which are due to expire within two(2) months (1 point) <p>Bidders are required to provide a sample report displaying at least (5) different vehicles with the following information included:</p> <ul style="list-style-type: none"> - vehicle registration number - vehicle description (make, model, year) - vehicles due for licence renewal 	Detailed Gantt Chart specifically for the initial implementation phase covering the set-up and initial fitment of tracking devices with activities, each activity allocated with timeframes and allocated resources. <p>Bidders are required to apply the following information regarding the operation of our business:</p> <p>Refer to the back ground of our operation on page 17 and 18</p>	<ul style="list-style-type: none"> • Rating A (20 points) • Rating B (15 points) • Rating C (10 points) • Rating D (5 points) • Rating E (0 points) 	6.1 Objective: <ul style="list-style-type: none"> - All drivers must be identified by the bidder's solution. - Driver identification tag must be used in order to start a vehicle. In this test, the bidder must load two (2) driver identification tags, and each tag must be loaded with a different driver's details. <p>The bidder will be required to execute the following tasks:</p> <ul style="list-style-type: none"> • Load each driver's details on the identification tag representing for each driver. (2 points) • Amend a driver details. (2 points) • Demonstrate that vehicles cannot start without a driver identification tag being present in the vehicle. (5 points) • Start the vehicles with the driver identification tags being present in the vehicle. (5 points) • Demonstrate that one cannot push start the vehicle without the presence of the driver identification tag (Vehicles must not start through the push start- method). (10 points) • Demonstrate the ability of the bidder's solution to I) deactivate and II) activate and III) re-activate the driver identification tag. (2 points) 6.2 The solution must allow for remote immobilization of the vehicle without affecting the manufacturer's warranty. (10 points) <p>Failure to successfully demonstrate any one of the activities listed below will result in nullification of any points accumulated, i.e. a total of zero (0) points will be scored (applies to 6.2 up to 6.5)</p> <ul style="list-style-type: none"> • The bidder must start the vehicle onsite and perform the tasks relating to the remote immobilization • Perform immobilization activity. • Receive instant sms confirming immobilization of the vehicle. • Test that the immobilization is activated by attempting to start the vehicle. • Re- activate immobilization by starting the vehicle 6.3 The solution must have a provision for a panic button installed in the vehicle, which enables the driver to send alert requiring responses from the recovery team: (5 points) <ul style="list-style-type: none"> • The bidder must display the panic button and activate on site • Instant SMS alert when panic button is activated 6.4 The solution must send SMS alert for tracking device and battery tampering: (5 points) <ul style="list-style-type: none"> • The bidder must remove battery terminal. • Instant SMS alert when terminal is removed 6.5 The solution must generate activity reports based on live demonstration above: (4 points) <ul style="list-style-type: none"> • The bidder must extract reports in the following formats: <ul style="list-style-type: none"> o Ms Excel and o Portable Document Format (PDF) 	Observe the following: <ul style="list-style-type: none"> - Verify premises (1point) - Command Centre (1 point) - Call Centre (1 point) - Utilization of the system - Indicated under system functionality (1 point) - Evidence of logging of entry and exit of individuals to and from the Command centre environment by physical and logical controls which should be in sync/ correspond with the live report of individuals who have gained access to the Command Centre (1 point)

Bidders should note the following:

- Functionality will be scored out of 100 points
- Material should be sourced locally (within South African borders).
- Where the proposed prices of critical materials to be supplied to the Department are considerably less than the expected market price or rates, the Department reserves the right to verify the proposed prices by requesting quotations from the supplier(s) cited in the compilation of the bid.
- Only suppliers who are registered on the National Centralised Supplier Database (CSD) will be considered for appointment.
- Recommended bidders will be subject to supplier security screening processes. Only suppliers who obtain security clearance will be considered for appointment.
- Potential suppliers must note that in terms of Departmental policy, the Department reserves the right to cancel a contract and blacklist any supplier for a period of at least 12 months if the supplier fails to adequately perform in terms of the awarded contract.
- The bid validity period is 90 days. However, the Department reserves the right to request all bidders to extend such validity period should the need arise.
- Prospective bidders should be represented at the compulsory briefing session by suitable/qualified and experienced individuals who can fully comprehend the scope and complexities of the work involved.

- The successful bidder will be required to enter into a formal contract with the Department. Such contract will be governed in terms of the General Conditions of Contract dated 2015.
- The Department will not compensate the bidder for any costs incurred in the preparation and submission of a bid offer, including the costs of any testing necessary to demonstrate that aspect of the offer complies with requirements.

Prospective tenderers should be represented at the compulsory briefing session by suitable/qualified and experienced individuals who can fully comprehend the implications of the work involved.

The physical address for the collection of tender documents during working hours is between 08H00 and 15H00 at g-Fleet Management, 76 Boeing Road East, Bedfordview 2008, from the 12th November 2018. The following coordinates should be used on the GPS to find the exact location of the premises:- GPS -26.167305, 28.136210

For the availability of the bid document and technical specification enquiries contact Supply Chain Management (SCM) Unit on the following telephone number 011 372 8600/8726/8712.

A non-refundable tender fee of R500.00 (Five hundred rand) is payable in cash only between 08H00 and 15H00 at g-Fleet Management, 76 Boeing Road East, Bedfordview 2008 from the 12th November 2018 on collection of tender documents: GPS -26.167305, 28.136210

OR Alternatively

Prospective Tenderers/ bidders can download and print their own version of the tender document by accessing the eTender Publication Portal website (www.etenders.gov.za). Tenderers are advised to ensure that all tender documents are properly bound upon submission on the closing date. Failure to submit all the required pages of the Tender document may result in the tenderer either being disqualified or forfeiting the available points on functionality, depending on the nature of the submission.

A one envelope system will be used. The Technical Proposal and Financial Proposal shall be submitted sealed in one envelope clearly marked with the Bid No and Bid Description for each project tendered for. Clearly numbered tender documents together with all applicable attachments must be deposited in the tender box located in the foyer at the reception area of g-Fleet Management, 76 Boeing Road East, Bedfordview 2008 not later than 11H00 am on the closing date indicated above.

Electronic submissions of Tenders will **NOT** be accepted. Telegraphic, telephone, telex, facsimile, emails of bids and late bids will **NOT** be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the bid documents.

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