



GAUTENG
LEGISLATURE
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REQUEST FOR QUOTATION

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FLEET MANAGEMENT TRACKING SYSTEMS FOR THE GPL FOR A PERIOD OF 36 MONTHS.

RFQ NO: PR10063117

CLOSING DATE: 1 MARCH 2024

TIME: 11:00 AM

RFQ SUBMISSION: MMaphosa@gpl.gov.za



ADMINISTRATIVE BASIC COMPLIANCE REQUIREMENTS

Section 1

These are documents required for this bidding. Should the bidder fail to submit the following documents, the bid will be disqualified automatically:

Item	Description	Mandatory	Submitted	
			Yes	No
1.	Technical Proposal	Yes		
2.	Bidder's Disclosure (SBD 4) Original completed and signed.	Yes		
3.	Preference Point Claim Form (SBD 6.1) Original completed and signed.	Yes		
4.	Did you submit copies of full Company Registration documents?	Yes		
5.	Did you submit copies of South African IDs' for shareholders?	Yes		
6.	Did you submit your company profile?	Yes		
7.	Did you submit a detailed CSD report and SARS Issued PIN?	Yes		
8.	Did you submit one (1) electronic copy of the RFQ?	Yes		
9.	Joint Venture / Consortium agreement / Trust Deed (if applicable): <ul style="list-style-type: none"> • Did you submit all documents for all parties of the Joint Venture/Consortium/Trust Deed? ✓ Certified copies of shareholders certificates ✓ Certified copy of Company Registration documents ✓ Certified copy of ID documents of the Directors or Members 	Yes		

Service Provider's Name:.....

Completed by:.....

Signature:.....

1. INTRODUCTION

- 1.1 The Gauteng Provincial Legislature (GPL) is requesting proposals from competent service providers for vehicle tracking and fleet management system. The project seeks to improve the safeguarding and maintenance of fleet management within the institution.

2. BACKGROUND

- 2.1 The Gauteng Provincial Legislature (GPL) utilises a fleet of vehicles to transport members and staff from one destination to the other and therefore has a mandate to ensure the safeguarding and maintenance of the vehicles. This is aimed at enhancing and maintaining risk controls associated with vehicle utilisation including theft and abuse, driving cost savings for insurance to the institution and management of overtime claims.

3. OBJECTIVES

- 3.1 Minimise the risk of theft and abuse of GPL Fleet Asset.
- 3.2 Contribute towards decreased premiums on vehicle Asset insurance.
- 3.3 Protect the image of the institution.
- 3.4 Reduce time consumed on manual processing and monitoring of control/Travel Logbooks.
- 3.5 Cost savings and monitoring instrument on unnecessary overtime, fuel and
- 3.6 Maintenance.
- 3.7 Cost cutting from the rerouting / redirecting of traffic fines.
- 3.8 Reduced liability claims.

4. SCOPE OF WORK

- 4.1 The successful service provider will be expected to install the latest technology tracking systems in each of the 22 vehicles and sign 36 months (3 years) performance contract – Service Level Agreement (SLA) within a month after an official appointment.
- 4.2 All identified vehicles must have been installed with a tracking system within 1 month after the signature date on the SLA. Any additional new vehicles acquired during the contracted term, must be installed within 1 month of delivery.
- 4.3 The successful service provider will be required to demonstrate and train the relevant officials on how the system works.
- 4.4 Provides for an immediate de-activation of the device and the termination of the contract in the event the vehicle has been involved in an accident, disposed and is written-off.
- 4.5 Furthermore, a credible tracker to be provided should also offer sensor-based functionality that allows the insurer to be notified immediately in the event of an accident, and to dispatch appropriate resources to assist you.

4.6 DEVICE SPECIFICATIONS

- 4.6.1 An active tracking and monitoring of vehicles 24 hours 7 days a week.
- 4.6.2 The device must use Global Positioning System (GPS) and Radio Frequency technologies for the exact location of vehicles at any given time with the latest technology.
- 4.6.3 Each device must have a Unique Reference Number (URN).
- 4.6.4 The device must be fitted into the vehicle in a manner that does not interfere with the vehicle manufacturer warranties and should be un-detachable and difficult to tamper with.
- 4.6.5 The devices must allow for remote immobilization.
- 4.6.6 The devices must be able to send e-mail alerts on any of the configured violations.
- 4.6.7 The device must have a panic button or warning system which allows the driver to give alerts in cases of emergency situations which may require urgent responses from the service provider.
- 4.6.8 The devices must have the ability to send signals in the event of any tampering with the system.
- 4.6.9 The service provider must always be able to maintain, remotely upgrade and or replace the system at the stipulated times as technology changes to ensure continued and optimal functionality.
- 4.6.10 The service provider must always report downtimes immediately via emails and SMS.

5. ROLES AND RESPONSIBILITIES

The GPL reserves the right not to appoint or to appoint one or more service providers for this project.

5.1 The role of the GPL

- 5.1.1 A Project Team will be established to work together with the service provider to ensure timely and effective implementation of the project. This Team will outline deliverables and outcomes expected of the Project and Contract.
- 5.1.2 Set up project meetings and workshops to discuss project deliverables.
- 5.1.3 Pay legible (complete and accurate invoices) within 30 days for service rendered satisfactorily and in compliance with the approved ToRs and signed Contract.

5.2 The role of the service provider

- 5.2.1 Provide training to GPL staff to enable them to produce monthly reports providing detailed information and summarised version that can be shared with high level management.
- 5.2.2 Provide the latest solution that will link the tracking system to an automated logbook, that will report on unauthorised use (variance on authorised vs unauthorised trips).

- 5.2.3 Has accessible offices or premises where GPL Transport and Logistics team can visit for quarterly meetings.
- 5.2.4 Attend quarterly meetings with the GPL team.
- 5.2.5 Assist with the support link that will automate redirecting of traffic fines to various Gauteng regions.
- 5.2.6 Provide 24/7 support and system maintenance service.
- 5.2.7 Assign project team to manage the GPL account.
- 5.2.8 Attend project meetings as and when requested.

6. REQUIRED COMPETENCIES

- 6.1 A minimum of 5 years' experience in providing vehicle/fleet tracking services. Provide a List of past and current vehicle tracking contract(s) with Government or in Corporate Sector and signed cumulative reference letter(s) demonstrating the required experience. The signed reference letter (s) must stipulate the contact details of the referee.
- 6.2 Extensive knowledge of vehicle tracking and fleet management services industry.
- 6.3 Demonstrate proven internal capacity to install the devices, oversee and manage the 22 corporate vehicle fleet.
- 6.4 Submit proof of registration in accordance with all statutory requirements of the vehicle tracking system.
- 6.5 Failure to comply with the required minimum experience, will result in an automatic disqualification.

7. KEY ASSUMPTIONS

- 7.1 The GPL will perform all actions required to enable the service provider to fulfil their contract obligations. This may include the provision of relevant documents, and available data as may be required by the service provider for purposes of fulfilling their contract obligations and provided it is available and accessible.
- 7.2 The work is to be completed as per scope, budget, and time, without any delays on the part of the service provider.
- 7.3 The service provider and assigned individuals have prerequisite qualifications, competencies, and experience to perform work assigned to them.
- 7.4 GPL will not incur any additional cost because of timeline extension on the part of the service provider.
- 7.5 Has accessible offices or premises where GPL Transport and Logistics team can visit for quarterly meetings.
- 7.6 The service provider read, understood, and fully agrees with terms of reference for this project.

- 7.7 Service providers will provide quote or proposal on standard/premium vehicle tracking and fleet management services requested by GPL.
- 7.8 Service providers will not include any add on services at a cost without the knowledge of GPL.
- 7.9 Submit proof of registration in accordance with all statutory requirements of the vehicle tracking system.

8. PERIOD OF THE ASSIGNMENT

The service provider should commence and complete the assignment within a period of 36 months from date of award or contract signing which is expected to be effective from 01 April 2024.

9. PRICE AND SPECIFIC GOALS

- 9.1 The 80/20 Preference points system will be applied using the below formula to calculate price for service providers that meet the required competencies:

The following formula will be used to calculate the points for price: Criteria	Points
Price Evaluation $Ps = 80 \left(1 - \frac{Pt - P \text{ min}}{P \text{ min}} \right)$	80
Specific Goals	20
TOTAL	100

Where,

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
1	HDI	12	
1.1	Black owned	6	Central Supplier Database
1.2	Women	3	Central Supplier Database
1.3	PWDs	3	Central Supplier Database

2	Youth	4	Central Supplier Database
3	Locality	4	Central Supplier Database
	TOTAL	20	

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements, or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements, or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- ✓ the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- ✓ The applicable preference point system for this tender is the 80/20 preference point system. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.3 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.4 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.5 The Gauteng Provincial Legislature reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive

tendering process or any other method envisaged in legislation;

- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P \min}{P \min} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P \min}{P \min} \right)$$

80/20 *or* *90/10*

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 + \frac{80/20 (P_t - P_{max})}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{90/10 (P_t - P_{max})}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The 20 preference points will be distributed as follows:

#	GROUPING	POINTS	VERIFICATION
1	HDI	12	
1.1	Black owned	6	Central Supplier Database
1.2	Women	3	Central Supplier Database
1.3	PWDs	3	Central Supplier Database
2	Youth	4	Central Supplier Database
3	Locality	4	Central Supplier Database
	TOTAL	20	

5. DECLARATION WITH REGARD TO COMPANY/FIRM

5.1 Name of company/firm.....

5.2 Company registration number:

5.3 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
 - One-person business/sole propriety
 - Close corporation
 - Public Company
 - Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

5.4 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

	<p>.....</p> <p>SIGNATURE(S) OF TENDERER(S)</p>
SURNAME AND NAME:
DATE:
ADDRESS:

THE END