

INVITATION TO BID



cogta

Department:
Co-operative Governance and Traditional Affairs
PROVINCE OF KWAZULU-NATAL

DESCRIPTION: SATELLITE TRACKING SYSTEM FOR USE ON DEPARTMENTAL STATE-OWNED VEHICLES INCLUDING FLEET MANAGEMENT FEATURES FOR THE PERIOD OF 3 YEARS

Bid No. : ZNT1967/2019LG

COMPANY NAME : _____

Type of Bidder (Tick One Box)

One-person Business/Sole Trader	
Close corporation	
PTY (Ltd)	
Private Company	
Partnership	
Consortium/Joint Venture	
Co-operative	

Participation Capacity (Tick One Box)

Prime Contractor	
Supplier/Sub-Contractor	

RETURN OF PROPOSAL

Proposal must be deposited in the **Bid box situated at Department of Co-operative Governance and Traditional Affairs, Lift Area, 13th floor, North Tower, Natalia Building. 330 Langalibalele Street, Pietermaritzburg, 3201** or received by post to The Senior Manager: Supply Chain Management, Private Bag X 9078, Pietermaritzburg, 3200 Tel: (033) 395 3134 before **11h00 on 23 SEPTEMBER 2019**

A compulsory Site Inspection will take place on **04 SEPTEMBER 2019 at 11H00, 7 Buro Crescent, Mayville Office, Main Boardroom, Mayville, Durban.**

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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)				
BID NUMBER:	ZNT1967/2019 LG	CLOSING DATE:	23 SEPTEMBER 2019	CLOSING TIME: 11:00
DESCRIPTION	SATELLITE TRACKING SYSTEM FOR USE ON DEPARTMENTAL STATE-OWNED VEHICLES INCLUDING FLEET MANAGEMENT FEATURES FOR THE PERIOD OF 3 YEARS			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS				
330 LANGALIBALELE STREET				
NATALIA BUILDING				
13TH FLOOR, LIFT AREA, NORTH TOWER				
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
	TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes
	<input type="checkbox"/> No			<input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?				
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
A REGISTERED AUDITOR	<input type="checkbox"/>	A REGISTERED AUDITOR		
NAME:				
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]				
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER	DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)				
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY	DEPT OF COGTA	CONTACT PERSON	Mr Rene Baldie	
CONTACT PERSON	Ms Lindiwe Madlala	TELEPHONE NUMBER	033 395 2627	
TELEPHONE NUMBER	033 395 2174	FACSIMILE NUMBER		
FACSIMILE NUMBER		E-MAIL ADDRESS	Rene.Baldie@kzncogta.gov.za	
E-MAIL ADDRESS	Lindiwe.madlala@kzncogta.gov.za			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:								
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>								
2. TAX COMPLIANCE REQUIREMENTS								
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>								
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="width: 30%; text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </td> </tr> </table> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SECTION C (SBD 3)**SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1991, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Co-operative Governance and Traditional Affairs

Contact Person: Ms Lindiwe Madlala

Tel: 033 395 2174

Fax: 086 642 8873/ 033 342 8830

Email: lindiwe.madlala@kzncogta.gov.za

ANY ENQUIRIES REGARDING SPECIFICATION INFORMATION MAY BE DIRECTED TO:

Contact Person: Mr. Rene Baldie or Mr A Lourens

Unit: Auxiliary Services

Tel: [033 395 2627](tel:0333952627) / [033 395 2807](tel:0333952807)

Email: RENE.BALDIE@kzncogta.gov.za or ANDRE.LOURENS@kzncogta.gov.za

SECTION E (SBD 4) DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1991 (Act No. 1 of 1991);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.7 Are you or any person connected with the bidder
presently employed by the state? YES ☐ NO ☐

- 2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES ☐ NO ☐

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES ☐ NO ☐
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES ☐ NO ☐

2.8.1 If so, furnish particulars:

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES ☐ NO ☐

2.9.1 If so, furnish particulars.

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES ☐ NO ☐

2.10.1 If so, furnish particulars.

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES ☐ NO ☐

2.11.1 If so, furnish particulars:

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SECTION F

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2
- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the **80/20** preference point system shall be applicable; or
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must 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 (80/20 system)
1	20
2	18
3	14

4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

Manufacturer

Supplier

Professional service provider

Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>	<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p>
--	---

(This information is required for statistical purposes only)

[illegible]

SECTION G

CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the KwaZulu-Natal Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
 - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the bid;
 - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1991, the KwaZulu-Natal Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the KwaZulu-Natal General Conditions of Contract, with which I/we am fully acquainted;
 - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
 - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
 - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address)

.....

.....
3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference bid cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
6. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

SECTION H
PRICING PAGE – FIRM PRICES
(SERVICES)

N.B.: This form must be completed in detail, signed by the Bidder and bear the signature of a witness. Failure to comply with these requirements may result in the bid being disregarded.

CLOSING DATE AND TIME: 23 SEPTEMBER 2019 @ 11:00 VALIDITY PERIOD: 120 DAYS

BID NO: ZNT 1967/2019 LG	PERIOD : 36 MONTHS
SATELLITE TRACKING SYSTEM FOR USE ON DEPARTMENTAL STATE-OWNED VEHICLES INCLUDING FLEET MANAGEMENT FEATURES FOR THE PERIOD OF 3 YEARS	NAME AND ADDRESS OF BIDDER(FIRM) TEL:..... FAX:.....
DOES OFFER COMPLY WITH THE SPECIFICATION? <i>If not, furnish details of deviation in space provided for "Remarks"</i>	YES / NO <i>(Delete which is not applicable)</i>
TOTAL BID PRICE ** (ALL APPLICABLE TAXES INCLUDED)	R
BID PRICE IN WORDS ** (ALL APPLICABLE TAXES INCLUDED)	
REMARKS (If any):	 <div style="text-align: center;"> (Signature of Bidder) </div> DATE: <div style="text-align: center;"> (Signature of Witness) </div> DATE:.....

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

****all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

SECTION I (SBD 7)
AUTHORITY TO SIGN A BID

A. COMPANIES

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

AUTHORITY BY BOARD OF DIRECTORS

By resolution passed by the Board of Directors on 20....., Mr/Mrs whose signature appears below) has been duly authorized to sign all documents in connection with this bid on behalf of (Name of Company).....

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF COMPANY:
(PRINT NAME)

SIGNATURE OF SIGNATORY: **DATE:**

WITNESSES: 1

2

B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)

I, the undersigned..... hereby confirm that I am the sole owner of the business trading as

SIGNATURE.....

DATE.....

C. PARTNERSHIP

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner

Residential address

Signature

.....

.....

.....

.....

 We, the undersigned partners in the business trading as.....
 hereby authorize to sign this bid as well as any contract resulting from
 the bid and any other documents and correspondence in connection with this bid and /or contract on behalf of
 (company name)

.....
SIGNATURE

.....
SIGNATURE

.....
SIGNATURE

.....
DATE

.....
DATE

.....
DATE

D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on 20..... at.....

..... Mr/Ms....., whose signature appears below, has been authorized to sign all
 documents in connection with this bid on behalf of (Name of Close Corporation)

SIGNED ON BEHALF OF CLOSE CORPORATION:
 (PRINT NAME)

IN HIS/HER CAPACITY AS..... **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: 1..... **WITENSS: 2**.....

E. CO-OPERATIVE

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on 20..... at

Mr/Ms....., whose signature appears below, has been authorized to sign all documents in connection with this bid on behalf of (Name of cooperative)

.....

SIGNED ON BEHALF OF CO-OPERATIVE:.....
(PRINT NAME)

IN HIS/HER CAPACITY AS: **DATE:**.....

SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:

WITNESSES: 1 **WITNESS:- 2**

F. CONSORTIUM

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM

By resolution/agreement passed/reached by the consortium on 20

Mr/Mrs.....(whose signature appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium).....

SIGNED ON BEHALF OF CLOSE CORPORATION:
(PRINT NAME)

IN HIS/HER CAPACITY AS **DATE:**

SIGNATURE OF SIGNATORY:

WITNESSES: 1 **WITNESS: - 2**

G. JOINT VENTURE

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of the enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid

and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners on.....20.....

Mr/Mrs.....,Mr/Mrs.....

Mr/Mrs.....and Mr/Mrs.....
(whose signatures appear below) have been duly authorized to sign all documents in connection with this bid on behalf of:(Name of Joint Venture).....

IN HIS/HER CAPACITY AS:

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE:..... **DATE:**

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE :..... **DATE:**

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE :..... **DATE:**

IN HIS/HER CAPACITY AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):
(PRINT NAME)

SIGNATURE :..... **DATE:**

IN HIS/HER CAPACITY AS:.....

SECTION J (SBD 8)

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- 4 Abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.
- 5 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home pg	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:.....		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:.....		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:.....		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:.....		

CERTIFICATION

I, **THE** **UNDERSIGNED** **(FULL NAME)**.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SECTION K (SBD 9)
CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1991, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
 (Name of Bidder)

4. I have read and I understand the contents of this Certificate;
5. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
6. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
7. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
8. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

- (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
9. 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 consortium³ will not be construed as collusive bidding.
10. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
11. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
12. 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.
13. 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 1991 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

³ 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.

SECTION L SPECIAL CONDITIONS OF CONTRACT

SECTION 1: DEFINITION OF TERMS

1.1 SERVICE

The services to be rendered by professional service providers must be rendered in terms of this contract.

1.2 CONTRACTOR

The person or persons, partnership, close corporation, firm or company, whose bid for this service was accepted.

1.3 AGREEMENT

This comprises the agreement signed by parties, the conditions of bid, the bid and the specifications.

1.4 AGREEMENT PERIOD

The period during which the service is to be rendered and originally determined in the agreement, or as amended, extended or renewed in accordance with stipulations of the agreement.

1.5 PARTIES

The parties to this contract are The Head of Co-operative Governance and Traditional Affairs in the KwaZulu-Natal Provincial Administration and Contractor.

1.8 DEPARTMENT

KwaZulu-Natal department of Co-operative Governance and Traditional Affairs.

1.9 CURTAILMENT OF SERVICE

The Department reserves the right to withdraw from the service any part/s of the contract as a whole, with one month's written notification to the contractor. In a case such as this, the contract sum will be adjusted *pro rata* from the date of withdrawal.

SECTION 2: IMPORTANT INFORMATION TO NOTE

2.1 This bid is invited and will be awarded and administered in terms of the following:-

- 2.1 KwaZulu-Natal Supply Chain Management Policy Framework,
- 2.2 Section 217 of the Constitution,
- 2.3 The PFMA and its Regulations in general,
- 2.4 The Preferential Procurement Policy Framework Act,
- 2.5 National Treasury guidelines, and
- 2.6 Provincial Treasury's Supply Chain Management Practice Notes and guidelines

2.2 **REQUIRED COMPULSORY INFORMATION**

2.2.1 The bidder shall ensure that all the required information is furnished; viz:-

- 2.2.1 Declaration of interest (SECTION E)
- 2.2.2 Tax Compliance Status Requirements,
- 2.2.3 Compulsory Briefing Session (SECTION M)
- 2.2.4 Authority to sign a bid (SECTION I),
- 2.2.5 Conditions of Bid (SECTION G)
- 2.2.6 Tax Compliance Status.
- 2.2.7 Each party to a Consortium/Group of sub-contractors must obtain separate Tax Clearance Certificate(s) and also be registered on the Suppliers Database.
- 2.2.8 A valid certified copy of B-BBEE Status Level Verification Certificate/ Letter from Sworn Affidavit must be submitted with the proposal.

NOTE: Failure to submit the required information may invalidate the entire proposal.

SECTION 3: SPECIAL CONDITIONS OF CONTRACT

3.1 ACCEPTANCE OF BID

- 3.1.1 This bid has been invited, and will be adjudicated in terms of the KwaZulu-Natal Supply Chain Management Policy Framework and the KwaZulu-Natal Provincial Treasury's Practice Notes. Co-operative Governance and Traditional Affairs' Bid Adjudication Committee is under no obligation to accept the lowest or any bid.
- 3.1.2 The financial standing of bidders and their ability to manufacture or to supply goods or render services may be examined before their bids are considered for acceptance.

3.2 APPEALS

- 3.2.1 Entities aggrieved by a decision of a departmental Bid Adjudication Committee or a delegate of an accounting officer, may appeal to the Bid Appeals Tribunal in the prescribed manner by the Supply Chain Management Policy Framework

3.3 AMENDMENT OF CONTRACT

- 3.3.1 Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties subject to the Legal Services screening the amendment before it is signed.

3.4 CHANGE OF ADDRESS

- 3.4.1 Bidders must advise the Department should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

3.5 COMMUNICATION

- 3.5.1 All correspondence with regard to this bid must be addressed or hand delivered to the:

The Head SCM Unit,
Department Co-operative Governance and Traditional Affairs,
Private Bag X9078,
Pietermaritzburg
3200

ENQUIRIES: **Ms Lindiwe Madlala TEL.: 033-395 2174**

3.6 COMPLETENESS OF BID

- 3.6.1 Bids will only be considered if correctly completed and accompanied by all relevant certificates and other necessary applicable information.

3.7 COMPLETION OF SPECIFICATION

- 3.7.1 Where specifications are designed in such a way that responses would be required from bidders, these forms must be completed and submitted as part of the bid document.

3.8 CONDITIONS OF BID

- 3.8.1 The successful Contractor must be in a position to assume duty on the date stipulated in the letter of acceptance.
- 3.8.2 No bid received by telegram, telex, or facsimile will be considered.
- 3.8.3 It shall be noted that the Department is under no obligation to accept the lowest or any bid.
- 3.8.4 The offer shall be made strictly according to the specification. No alternative offers will be considered.
- 3.8.5 Bidders must provide the following particulars about themselves as part of the bid:
- 3.8.5.1 Where they have their Headquarters
 - 3.8.5.2 Where they have their Regional Office.
 - 3.8.5.3 Name, address and telephone number of bankers together with their bank account number.
 - 3.8.5.4 The names, identity numbers and street addresses of all partners in cases where persons, a partnership, or a firm consists of a partnership.

- 3.9 In cases where a person or persons, a partnership, close corporation, firm or company enters business for the very first time, the following particulars shall be provided:

- 3.9.1 By whom, or with whose assistance, was the business plan drafted?
- 3.9.2 By whom, or with whose assistance, were the bid prices calculated?
- 3.9.3 Whose advice is relied on?
- 3.9.4 Who will provide financial support?

- 3.10 A list of references must accompany this bid. Particulars shall be submitted regarding similar agreements completed successfully or of projects which the bidder is engaged in.

3.11 CONFIDENTIALITY

The contractor's staff that comes into contact with the Department's confidential information and documents may be required to sign confidentiality agreements so as to protect the Department's information.

3.12 CONTRACT PERIOD

3.12.1 The contract period shall remain in force for a period of 36 months from date of signing of official contracts.

3.12.2 The Department of Co-operative Governance and Traditional Affairs reserves the right to terminate the contract with any contractor should the contractor fail to fulfil his/her contractual obligations in terms of the contract.

3.13 DETAILS OF CURRENT CONTRACTS HELD BY THE BIDDER

3.13.1 The bidder must furnish the following details of all current contracts:

- (i) Date of commencement of contract/s;
- (ii) Expiry date/s;
- (iii) Value per contract; and
- (iv) Contract details. That is, with whom held, phone number and address/s of the company.

3.14 EQUAL BIDS

- 3.14.1 In the event that two or more bids have equal total points, the successful bid will be the one scoring the highest number of preference points for specified goals. Should two or more bids be equal in all respects, the Adjudication shall be decided by the drawing of lots.

3.15 EXECUTION CAPACITY

- 3.15.1 The bidder will be required to provide an efficient and effective service. Therefore, the bidder is required to submit proof that he/she has the required capacity to execute the contract tendered for successfully. The bidder must supply references or state his/her experience as a company to undertake the contract. References of past experience of owners/employees of new entities must accompany the bid document.

3.16 EXTENSION OF CONTRACT

- 3.16.1 An extension of contract may be considered. It is the normal policy that contracts are not extended. However, circumstances may arise whereby a contract cannot be renewed in time. If this is found to be the case, the right is reserved to approach existing contractor(s) to extend the contract for such period agreed to.

3.17 GENERAL EVALUATION CRITERIA

The Bid Evaluation Committee will assess offers and adhere to the following basic guidelines when evaluating.

- a. Whether all the required information called for in the bid document has been submitted by the bidder.
- b. Has the bidder supplied references or stated his/her experience as a Company to undertake the contract. References of past experience must accompany the bid document.
- c. The financial standing of the bidder and ability to render a service may be examined before an award of bid take place.
- d. Preferences will be taken into consideration by the Department in terms of the B-BBEE Scorecard.
- e. Documented reports received from an institution/s pertaining to past bad performance by a company who is tendering, may be taken into consideration.
- f. Did the bidder attend the site inspection?
- g. Will the bidder be in a position to successfully execute the contract?
- h. The 80/20 Point System will apply in the evaluation of this bid.

3.18 IRREGULARITIES

- 2.18.1 Companies are encouraged to advise the Department timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

3.19 JOINT VENTURES

- 3.19.1 In terms of the Supply Chain Management Policy Framework, a consortium or joint venture may, based on the percentage of the contract value managed or executed by respective members.
- 3.19.2 Should this bid be submitted by a joint venture, a certified copy of the joint venture agreement **must** accompany the bid document before the closing date and time of bid. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- 3.19.3 A trust, consortium or joint-venture must obtain and submit a **consolidated B-BBEE Status Level Verification Certificate**. The non-submission of a consolidated B-BBEE Certificate by a company will result in preference points not being allocated to such company.

Failure to submit the joint venture Agreement will result in preference points not being allocated to all companies participating in the joint venture.

3.20 LATE BIDS

- 3.20.1 Bids are late if they are received at the address indicated in the bid documents after the closing date and time.
- 3.20.2 A late bid shall not be considered and, where practicable, shall be returned unopened to the Bidder, accompanied by an explanation.

3.21 NOTIFICATION OF ADJUDICATION OF BIDDER & ADVERTISING OF RESULTS

- 3.21.1 Notification of the Adjudication of bid shall be in writing by a duly authorized official of Co-operative Governance and Tradition Affairs' Supply Chain Management unit.

3.22 PRO RATA DECREASE OF COMPENSATION

- 3.22.1 Should the services not be rendered to the satisfaction of the Department and unsatisfactory items/ aspects/ events have already, in writing, been brought to the attention of the Contractor, the Department reserves the right in terms of paragraph 3.27 hereunder, to retain payment to the Contractor for as long as the unsatisfactory service continues.

3.23 CENTRAL SUPPLIERS DATABASE

- 2.23.1 A bidder submitting an offer must be registered on the Central Suppliers Database. A bidder who has submitted an offer and is not registered on the Central Suppliers Database will not be considered.
- 3.23.2 Each party to a Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

3.24 SUBMISSIONS AND COMPLETION OF SBD 6.1

- 3.24.1 Bidders are to complete SBD 6.1 document where applicable. Failure by the bidder to submit a valid B-BBEE status level verification certificate will result in the bidder not being considered for preference points allocation. If the information required is not applicable to the business, clearly insert the symbols "N/A" in the appropriate space. If the space provided is left blank, it will be regarded as information that is still outstanding and the SBD 6.1 will not be processed further.

3.25 TERMINATION OF SERVICES

- 3.25.1 Should the Contractor fail to meet the conditions of this contract, or continue rendering unsatisfactory service, the Employer reserves the right to terminate the contract, after written notification has been served on the Contractor, with retention of the right to recover from the Contractor any losses which the Employer may suffer/ incur as a result of the failure, without prejudicing any other rights it may have.

3.26 TAX CLEARANCE CERTIFICATE

- 3.26.1 The original Tax Clearance Certificate must be submitted with the bid before the closing date and time of the bid. Failure to submit a valid Tax Clearance Certificate will invalidate your bid unless a valid, as at the closing date of this bid, original Tax Clearance Certificate is already in the possession of the Departments Supply Chain Management Unit. In this regard, a clear reference must be provided e.g. bid number.
- 3.26.2 Each party to a Joint Venture/Consortium must submit an original valid Tax Clearance Certificate together with the bid before the closing date and time of bid.

3.27 UNSATISFACTORY PERFORMANCE

- 3.27.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

- (i) Before any action is taken, the Department shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning the Department will:
 - (a) take action in terms of its delegated powers
 - (b) make a recommendation for cancellation of the contract concerned.

3.28 VALIDITY PERIOD AND EXTENSION THEREOF

3.28.1 The validity (binding) period for the bid must be **120** days from close of bid. However, circumstances may arise whereby this Department may request the bidders to extend the validity (binding) period. Should this occur, the Department will request bidders to extend the validity (binding) period under the same terms and conditions as originally tendered for by bidders. This request will be done before the expiry of the original validity (binding) period.

3.29 VAT

2.29.1 Bid prices must be inclusive of VAT.

2.29.2 A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (a) The name, address and registration number of the supplier;
- (b) the name and address of the recipient;
- (c) an individual serialized number and the date upon which the tax invoice is issued;
- (d) a description of the goods or services supplied;
- (e) the quantity or volume of the goods or services supplied;
- (f) either :—
 - (i) the value of the supply, the amount of tax charged and the consideration for the supply; **or**
 - (ii) where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

3.30 REGISTERED ADDRESS

The Department provides the following:

Street address as it's *domicillium citandi et executandi* in respect of any lawsuit which might result from or bears relevance to this contract, as well as for purposes of notice to :

The Head SCM Unit, KwaZulu-Natal Co-operative Governance and Traditional Affairs

14th floor, South Tower, Natalia Building.
330 Langalibalele Street
PIETERMARITZBURG
3200

Private Bag X9078,
PIETERMARITZBURG
3200

SECTION M

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

Site/building/institution involved: **7 Buro Crescent, Mayville Office, Main Boardroom, Mayville, Durban.**

Bid No: **ZNT 1967/2019 LG**

Service: **SATELLITE TRACKING SYSTEM FOR USE ON DEPARTMENTAL STATE-OWNED VEHICLES
INCLUDING FLEET MANAGEMENT FEATURES FOR THE PERIOD OF 3 YEARS**

THIS IS TO CERTIFY THAT (NAME):

ON BEHALF OF:

ATTENDED THE BRIEFING SESSION ON: **04 SEPTEMBER 2019 AT 11:00 AM AT 7 Buro Crescent,
Mayville Office, Main Boardroom, Mayville, Durban.**

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE
TO BE RENDERED.

.....
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE
(PRINT NAME)

DATE:

.....
SIGNATURE OF DEPARTMENTAL REPRESENTATIVE
(PRINT NAME)

.....
DEPARTMENTAL STAMP:
(COMPULSORY)

DATE:



cogta

Department:
Co-operative Governance and Traditional Affairs
PROVINCE OF KWAZULU-NATAL

BID SPECIFICATION

ZNT1967/2019LG

SATELLITE TRACKING SYSTEM FOR USE ON DEPARTMENTAL STATE-OWNED VEHICLES FOR THE PERIOD OF 3 YEARS

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SPECIFICATION

SATELLITE TRACKING SYSTEM FOR USE ON DEPARTMENTAL STATE-OWNED VEHICLES

1. INTRODUCTION

The Department of Co-operative Governance and Traditional Affairs wishes to minimise its risk in respect of Government owned vehicles. To this end, the Department is looking at installing tracking devices on up to a maximum of **280** State-owned vehicles. (The current number of vehicles in the Departmental fleet is **270** vehicles but this will fluctuate according to new purchases still to be made). **The costing proposal which will thus form part of this bid will be based on 270 active vehicles.** During the period of the contract therefore, the successful service provider will be required to install and remove trackers from vehicles, re-install existing trackers to other vehicles and install additional trackers to vehicles as and when they are ordered and delivered.

There will be a need for the successful service provider to ensure that the trackers fitted to the Department's vehicles are fully operational at all times. The Department will therefore require the successful service provider to enter into a **three (3) year contract** so as to ensure that the tracker system per vehicle is operational at all times. It is also required that the successful service provider must have an adequate back-up system (AT LEAST 90 DAYS) in place to ensure that the vehicles fitted with tracker devices are able to be monitored and safe-guarded at all times.

The tracking system will also be used as a resource management tool that will provide the necessary information to the management of the Sub-directorate Transport to monitor and control the activities of vehicles and drivers; and should easily provide productivity and management reports, which shall enhance and enable the Department's policy of Risk Management. The system will also be required to enhance the Department's current fleet management tools.

2. OBJECTIVES OF REQUIRED SYSTEM

The core objectives of the system which is required by the Department are, *inter-alia*, as follows:

- To remove or minimize the risk associated with the Department's investment in respect of its capital purchase;
- To remove or eliminate theft, abuse and the general upkeep of the vehicles in the fleet;
- To improve efficiency and productivity of all vehicles thereby reducing any possible wasteful expenditure;
- To ensure the safety and security of both officials who drive the vehicles and also to protect the Department's assets;
- To enable the Department to have real time information on each vehicle within its fleet;
- To allow a mobile app for senior management within the Department to extract information which is deemed to be critical in respect of the management of the fleet of vehicles within the Department, and ;

3. HARDWARE

The system hardware should be based on the following fundamental principles:

- The system must be a Web-Based system.
- Vehicle tracking using GPS (Global Positioning System) type satellite technology.
- The system must be able to generate audit trails compliant to the Department's legal requirements and document management system so that information can be stored as and when necessary.
- The system may utilise a GPS antenna that is mounted on the inside of the vehicle to avoid tampering from external forces.
- Built in GPS-antenna and vehicle-module tamper-detection to alert of possible tampering.
- The system fitted must have a non-volatile data log memory capacity as standard. Whatever system is fitted to the Department's vehicles, it must be capable of storing all log information to ensure that the system is operational at all times.
- In order to minimise cost and maximise management interaction, the system may consider firmware that can be remotely accessed/updated via a GSM data call via a GPRS socket connection. At the same time the system should be capable of being upgraded to "live" data-transfer via the GSM/GPRS (cellphone) networks. This upgrade should not require replacement of the vehicle module already in place.
- Positional information should be stored in accordance with actual driving conditions so that vehicle and driver activity in built up areas and on winding roads is accurately recorded. Sufficient vehicle on-board memory must be provided.
- The system should be able to provide second-by-second data when required, in order to detail and reconstruct the events leading up to an accident or other event. This should be automatic, without manual data capturing necessary.
- The vehicle unit may support an expandable platform where firmware updates can be made without having to remove the vehicle unit. The updates if necessary should take place over the air.
- The vehicle unit must be secure, water and dust resistant and not easily tampered with.
- In case of incorrect data download, the system must easily allow for repeated retrieval of trip data.
- In-vehicle audible alert system to advise the driver that a pre-defined speed is being exceeded.
- The hardware must allow a mobile app for senior management within the Department to extract information which is deemed to be critical in respect of the management of the fleet of vehicles within the Department.

4. SOFTWARE

General

The system software should be based on the following fundamental principles:

- The system must be user-friendly and easy to use by non-technical staff.
- The system fitted to the Department's vehicles must have adequate software that will monitor the various reports as required in terms of this specification.
- It must be possible for the various management reports to be e-mailed to this Department's users. The Department operates an e-mail system based on the software program GroupWise.
- It must support a web based application to allow for a multi-tier operation, with varied and specific levels of access, reporting and control across a Wide Area Network.
- Where necessary, software updates via the Internet should be possible, with minimum skill required to update the software.
- Importing/Exporting of data and reports, and sending via e-mail should be possible.
- The system must allow for users to access the data using a suitable downloadable app on smartphone or tablet utilising Microsoft; Android or Apple (IOS) operating systems.
- The software/database should allow for all history of a vehicle to be accessible, ie. Data should not be archived or removed.

5. SYSTEM APPLICATION

The system application (or set-up) must be simple and intuitive and should allow the user to configure the data of their system.

The system should allow the user to add or edit vehicles as they are purchased or replaced. The Department will provide the successful service provider with all relevant information per vehicle including each vehicle's VIN number, asset number and fleet number for ease of identification. Additional parameters should be configurable against each vehicle including logging frequency and other hardware specific parameters. Vehicles should be able to be assigned to groups, allowing reports by vehicle groups such as sedans, light delivery vehicles, 4 x 4 double cab vehicles, mini-bus type vehicles, etc.

The system should also be able to send e-mail notifications or information via apps on a suitable smartphone or tablet to designated users allocated by the Department informing the users of pre-determined exception reports.

6. RULES AND ZONES

In order further to maximise the effectiveness of Risk Management policies in place, it will be advantageous for the system to allow for the creation of rules to control the activities of each vehicle and driver. Examples of rules that need to be enforced include:

- Vehicle usage after working hours
- Speeding.
- Restricted areas – entering a restricted area or zone.
- No leaving a defined operational area or zone.

The rules should be able to be applied to all vehicles, a vehicle group or specific vehicle; all drivers, and allow for various permutations of the above. This is not a requirement but would be advantageous to the Department.

Users should be captured into the system and rights given. For instance only certain users will be allowed to add vehicles and drivers, others just view reports. Rights should also allow for the access of data via local networks, and should allow for access to data according to a user's level of responsibility.

The system should be able to allow for the creation of "zones" or areas which will further control the activities of the vehicles. The zone creation mode must support the following:

- Zones to be used in association with rules i.e. vehicle cannot leave or enter a predefined area.
- Zones must be polygons of any shape drawn onto a map.
- Zones must have descriptions which are user determined.
- Zones should allow the option of either being normally visible when the map is active or not visible so as not to clutter the maps where necessary.
- There should be no limit to the number and combination of zones able to be created within the system

The system must allow the user to re-process all existing data against the set of rules or a specific rule that has been recently created. It must also allow selective processing for only new data or for data from a particular date. The processing should be applied to either all vehicles, particular vehicles, all drivers or particular drivers.

7. SMARTPHONES AND TABLETS - DOWNLOADING OF APP TO SMARTPHONES AND TABLETS

In order that Management within the Department can monitor vehicles under their control, it would be an added advantage if designated users on the system could download an App to their smartphone or tablet (operating systems Android and Apple IOS) in order to view the data of the vehicles under their control.

8. HELP

A full context sensitive help function must be included within the software. Detailed operator manuals should also be able to be provided to the Department. The successful service provider must provide a manned Help Desk so that the Department can receive additional support such as in the case of reporting hijacked vehicles or obtaining assistance in respect of the operation of the system. Details of the external support infrastructure must be provided with the bid offer.

9. MAP FUNCTIONS

The systems maps should cover the whole of the Republic of South Africa and provide detail to street level of all possible towns and cities. Naturally particular detail should be included for KwaZulu-Natal. The option of access to multiple map formats must be included such as Virtual Earth, Google Earth, and conventional street maps. They must support the overlay of zones, positional points (including direction of travel), exceptions and stops. By placing the mouse over positional points, full detail information must be available for quick reference. Exceptions must be noted in separate colours. Stops must have unique markings and these should be different for stops within defined zones and stops outside of defined zones. The system must also be capable of easily displaying the relevant Google StreetView image for any particular logpoint

The system must also allow for integration with existing GIS format maps as used by councils and municipalities.

Simultaneous viewing of multiple maps or views must be supported by the system, allowing them to be resized, tiled or cascaded.

The maps must support zooming in and out. The zoom feature must allow any level of zoom and automatically switch to more or less detailed map sets in order to seamlessly give the user the ability to zoom to any level. The maps should support simple drag or panning permitting the user to move easily across the maps.

The maps must be printable at any point in time (with any data, any zoom or panning state).

A legend should be available to show the colours and styles of any information displayed on the maps (zones, points, exceptions and stops).

10. PLOT LOGS

The system should be able to display the trip information for any particular driver or vehicle, from any particular date to any particular date i.e. a user-defined period. The system should optionally list all of the trips applicable to the selection, showing stops to stops. The stop points should identify the customer or other such zone that the stop was in if applicable. The user can then optionally display only certain segments of the total trip within the defined period.

11. MISSING DATA

The system should flag any vehicle units which have not been downloaded for any period, and then provide a list of these units for analysis and possible action to be taken. It will be the responsibility of the service provider to inform the Department of vehicles which have been off-line for a period of more than 24 hours. All cases must be investigated by the service provider.

12. ABILITY TO RETRIEVE ACCIDENT DATA

It is accepted that the vehicles in the Department's fleet will be involved in collisions from time to time. With this in mind, it would be an added advantage when, in those cases that a vehicle is involved in a collision, that the service provider is able to download information from the Tracker System giving a history of the vehicle's travel over the preceding period – up to 5 minutes.

The service provider will be required to provide the Department with a report on the vehicle travel. In exceptional cases and when deemed necessary, the service provider may be required, at no additional cost, to provide expert evidence at disciplinary or other hearings focusing on the information provided by the satellite tracking system.

13. REPORTS

The system should allow a multitude of management reports. Each report should have a unique set of parameters allowing the user to select any combination of period, vehicles, drivers or exceptions. The reports should be printable or outputted to Microsoft Excel, allowing further editing or graph generation so that information can be made refined as required.

Where applicable, all reports must be able to be generated and sorted either by Driver or by Vehicle. A minimum of the following reports should be included by default:

- Visits – show the frequency of visits by vehicle or driver to particular user-defined zones or areas, and identifies arrival and departure time as well as the length of stop in each case.
- Risk Management – show a summary of statistics by vehicle or driver relating to speeding exceptions, stop lengths, after hours usage, attempted system tampering (if any) and productivity within a particular period
- Speed Profile – graphical or any other easily interpreted representation of the vehicle's speed within a user defined period. The system should be able to determine, for example, average speed of vehicles per trip/per day. The reports must be able to record the maximum speed of a vehicle during the day.
- The system must be able to provide the management of the Department with statistics in respect of monthly vehicle utilisation so that the Department's Management Team is able to ensure that all of its vehicles fitted with tracker devices are utilised to their fullest extent.
- Vehicle utilisation reports are also required so that the Department can identify possible over or under-utilisation of vehicles. A Top 30 Report would be an example.
- The system must also provide the Management Team of the Department with additional Top 30 Reports such as speeding, weekend trips, garaging other than at the office base of the vehicle, etc.

The above list is not an exhaustive list of reports but gives an indication to bidders of the type of reports that will be required to be generated by the system recommended by bidders.

14. TRAINING, TRANSFER OF SKILLS AND SUPPORT

The bid must include costs for initial setup and implementation of the system and for subsequent training of users and staff. For the purposes of submitting a fixed price bid, service providers are to base their costs on sixteen (16) hours of training for a maximum of five (5) officials.

There must be a transfer of skills to the users of the system. With this in mind, the successful service provider must put in a programme to transfer all relevant skills within a period not exceeding sixty (60) days from the date of award of the contract. The bid price must therefore factor this into account.

15. CONTRACT PERIOD

The duration of the contract, once awarded by the Department will be **three (3) years from the date of the letter of award of the contract** read in conjunction with the completed Standard Bid Document. The successful service provider will be required to enter into the Memorandum of Agreement for all services rendered. A copy of the Draft Memorandum of Agreement is attached at Appendix 1 of this specification.

16. PRODUCT WARRANTIES

Hardware and software must carry a warranty period of not less than twenty four (24) months.

17. VALIDITY PERIOD

The bid will be valid for a period of 120 days from the closing date of the bid.

18. PRICING

The nature of the service is such that the Department requires the bidder to submit a firm price for the duration of the contract. Consequently the bidder will not be permitted to submit any claims for an increase in the bid price during the period of the contract irrespective of whether or not outside influences may impact upon the bid price at a later stage. This will include rates of exchange variations. Any increases as a result of Statutory Increases such as Value Added Tax will be considered by the Department in accordance with its Supply Chain Rules and Regulations.

The bid price must therefore include the following:

- (1) Fixed bid price for **270** vehicles, supplied, installed and delivered
- (2) Fixed Air Time costs per unit, where applicable

- (3) Unit cost for training and a total price to training of five (5) officials
- (4) Fixed unit cost over the duration of the contract to install devices, de-install devices, re-install devices not necessarily at the same time that devices are removed from vehicles and to de-install devices and then immediately re-install them into other designated vehicles. The installation of all units will take place at the offices of the Department.

19. BRIEFING SESSION

There will be a compulsory formal briefing session on **04 September 2019** at 11:00 in the Boardroom, Mayville Office, 7 Buro Crescent, Mayville.

Service providers who are not aware of how to get to the venue for the briefing session must contact Mr Andre Lourens, Telephone No 033 395 2807 for directions.

Service providers must ensure that the site meeting certificate contained in the bid document is signed at the meeting, as the failure to do so will invalidate the bid.

20. QUALIFICATION CRITERIA

All bidders must be registered on the National Treasury Central Suppliers' Database – (CSD).

A bid cannot be awarded to a supplier who is not registered on the National Treasury's Central Suppliers' Database (CSD), and only those bidders that satisfy all the eligibility criteria are eligible to submit bids.

21. DOCUMENTS AND EVIDENCE

Duly completed bid documents must be submitted together with the following:

- A Company résumé highlighting experience of at least 5 years experience in satellite vehicle monitoring, – bidders with less than five (5) years' experience will not be allocated full preference points in respect of functionality;
- References;
- Proof of registration, on the National Treasury's Central Suppliers' Database;
- An original valid Tax Clearance Certificate
- A completed "Case Study" as per Appendix 2 to this bid document
- A Letter or Charter Agreement with an accredited service provider registered with a relevant Civil Aviation Authority, or details of aircraft registered in the name of the service provider, or;
- A letter of intent that should a service provider be awarded a contract and the service provider does not yet have a charter agreement at the time of the closing of the bid with an aerial support company that, such service provider will be able to provide aerial support for the duration of the contract.

22. BID EVALUATION

- a) The evaluation process consists of the following 3 independent phases –
 - i. Phase1: Eligibility
 - ii. Phase 2: Functionality
 - iii. Phase 3: Price and preference
- b) Bids must meet the requirements of each phase in order to proceed to the next. Only bids that meet the eligibility criteria will be evaluated for functionality, and only bids that meet the functionality criteria will be considered for price and preference.
- c) Bids that do not meet the requirements of a particular phase will be disqualified.
- d) Bids that meet the functionality criteria in Phase 2 compete on price and preference only in Phase 3.

22.1 ELIGIBILITY

If a Bidder does not comply fully with each of the eligibility requirements (including submitting all information as required), it shall be regarded as non-compliance and the bid shall be disqualified. Unanswered questions will be regarded as a 'Not Comply'.

The Department will require bidders to provide a live demonstration of their system to the Department's Bid Evaluation Committee. There may also be a need for service providers to demonstrate the key elements of the tracking system to the members of the Department's Bid Adjudication Committee.

This live demonstration will require of bidders to prove that the product which they are offering the Department complies with certain minimum requirements of the tracker system.

In order for the Department to assess the functionality of the tracker system being offered, bidders must insert the name of their company on Appendix 2. The table will be completed by members of the Department's Bid Evaluation Committee

Additional documents of evidence for qualification		YES/NO
Organisational Requirements	Live Presentation Ability to provide a live demonstration of their system as per the requirements of this bid - In order to qualify for the application of preference points under this aspect of the bid, bidders who qualify for the evaluation process will be required to present a live demonstration of their satellite tracking system to the Department's Bid Evaluation Committee. Should the need arise, then bidders may also be required to present a live demonstration of their system to the Department's Bid Adjudication Committee. Focus must be on the ability of the system to work in conjunction with a mobile app on a smart phone or tablet. Bidders must meet at least 6 of the 9 key functionalities set out in Appendix 2 of this Bid Document in order to qualify for final evaluation of the bid.	
	Smart phone/tablet mobile application Satellite tracking able to be monitored from a smart phone/tablet	

22.2 FUNCTIONALITY

- Service providers will be evaluated against the functionality criteria in Schedule 1 hereunder.
- Service providers must achieve a score of 60% or higher in order to proceed to the next phase in the evaluation process

SCHEDULE 1 - FUNCTIONALITY	Points
Number of continuous years' experience in the satellite tracking industry broken down as follows: – (a) Less than One (1) years' experience score 0 points; (b) One (1) years' experience score 4 points; (c) Two (2) years' experience score 8 points; (d) Three (3) years' experience score 12 points; (e) Four (4) years' experience score 16 points; and; (f) Five (5) years' experience and more score 20 points; The above information must be contained in the bidders Company Resume which is required to form part of the bid documentation. Also refer to Paragraph 21 of this specification.	20
Proof of satisfactory services rendered in the satellite tracking industry: – (a) Letter of reference from 1 client detailing services rendered, value of contract and number of vehicles which have been monitored or are being monitored will score 10 points; (b) Letters of reference from 2 clients detailing services rendered, value of contract and number of vehicles which have been monitored or are being monitored will score 15 points; (c) Letters of reference from 3 clients detailing services rendered, value of contract and number of vehicles which have been monitored or are being monitored will score 20 points; (d) Letters of reference from 4 clients detailing services rendered, value of contract and number of vehicles which have been monitored or are being monitored will score 30 points;	30

To ensure the awarding of preference points under this Item, service providers must furnish a Company Resume and at least five (5) written traceable references not older than 24 months.	
Proof of providing a satellite tracking service for a fleet of 270 vehicles or more for a continuous period broken down as follows: 0 to 24 vehicles– will score 0 points 26 to 50 vehicles – will score 10 points 51 to 100 vehicles – will score 15 points 101 to 150 vehicles – will score 20 points 151 to 200 vehicles - will score 40 points More than 201 vehicles – will score 45 points	45
National footprint for vehicle location and recovery - No air response – 0 points Air response –5 points A Letter or Charter Agreement with an accredited service provider registered with a relevant Civil Aviation Authority, or details of aircraft registered in the name of the service provider, or; A letter of intent that should a service provider be awarded a contract and the service provider does not yet have a charter agreement at the time of the closing of the bid with an aerial support company that, such service provider will be able to provide aerial support for the duration of the contract.	5

22.3 PRICE AND PREFERENCE

- Service providers must complete the price schedule attached at Schedule 2.
- Price and preference will be evaluated in accordance with Supply Chain Management Policies and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- The 80/10 preference point system will be used to allocate points.

SCHEDULE 2 PRICING

ITEM DESCRIPTION	BID PRICE EXCLUDING VAT	BID PRICE INCLUSIVE OF VAT
1 x software installation and set-up		
5 x User Training Certification		
3 x RF Base Stations (1 x Durban and 2 x Pietermaritzburg AND IF APPLICABLE)		
270 x Vehicle Kits		
270 x Installation Costs		
OTHER COSTS: PLEASE PROVIDE FULL DETAILS ON A SEPARATE ANNEXURE		
TOTAL SET-UP AND INSTALLATION COSTS		
Total Monthly Subscriptions – 270 vehicles x Unit Cost per Month x 36 Months		

ADDITIONAL PRICING INFORMATION – COSTS TO BE FIXED FOR 3 (THREE) YEAR DURATION OF THE CONTRACT

ITEM DESCRIPTION	UNIT COST EXCLUDING VAT	UNIT COSTS INCLUSIVE OF VAT
Additional Training and Support – Cost per Hour		
Removal of system as required (De-installation)		
Re-installation of system into other vehicles, as required. This price will be in those cases where the Department will not immediately be re-installing the unit into another vehicle.		
De- and Re-Installation. This price will be the price when the service provider is required to remove a unit from one vehicle and to immediately re-install it into another vehicle.		

CASE STUDY: MATTERS WHICH ARE REQUIRED TO BE DEMONSTRATED AT THE LIVE PRESENTATION OF THE SATELLITE TRACKING SYSTEM

BIDDERS TO INDICATE A YES OR NO ANSWER TO EACH OF THE ITEMS LISTED AND TO PROVIDE PROOF DURING DEMONSTRATION PURPOSES

DESCRIPTION OF FUNCTIONALITY DEMONSTRATED	YES	NO	COMMENTS
Does the system have an app that can be downloaded onto a smartphone or tablet via Google Play or Apple iStore			
Demonstrate features of the tracking system via a downloadable app			
Demonstrate the ability to e-mail management reports to an e-mail address. Management Reports to be downloadable in Adobe or MS Excel Format			
Demonstrate the ability to track a vehicle "live"			
Demonstrate the ability to set up a zone on the tracker system and what occurs should a vehicle enter such zone – e.g. KZN border area, known hijacking hot-spots, etc			
Provide an example of a management report relating to vehicle exceeding speed limit by a pre-determined speed, e.g. 20kmh in excess of authorised speed limit			
Demonstrate "HELP" navigation features on the system			
Demonstrate a live location of a vehicle currently being tracked			
Demonstrate a "Street View" location using the tracker system			

TOTAL NUMBER OF FUNCTIONALITIES: 9

TOTAL NUMBER OF FUNCTIONALITIES DEMONSTRATED:

NAME OF SERVICE PROVIDER:.....

NAME OF BID MEMBER:.....

SIGNATURE OF BID MEMBER:.....

DATE:.....

DETAILS FOR COMPLETION OF AN ENVELOPE FOR A BID/QUOTATION

Section 1 paragraph 6 of this bid/quotation document indicates the requirements for addressing of an envelope when a bid/quotation is submitted to the Department. Kindly ensure the envelope is addressed correctly because if it is not properly addressed the bid/quotation may be rejected as being invalid and returned to the respective bidder. The correct manner in which it is to be addressed is detailed below:

EXAMPLE FORMAT**FRONT SIDE OF ENVELOPE**

Name and address of bidder:	XYZ Consultants, PO Box 1234, Durban 4000
Bid/Quotation Number:	ZNT 1967/2019 LG
Description:	SATELLITE TRACKING SYSTEM FOR USE ON DEPARTMENTAL STATE-OWNED VEHICLES FOR THE PERIOD OF 3 YEARS
Closing date:	23 SEPTEMBER 2019
Closing time:	11:00

REVERSE SIDE OF ENVELOPE

Department's details and address:	The Head: Supply Chain Management Department of Co-operative Governance and Traditional Affairs 13 th Floor, North Tower Natalia Building 330 Langalibalele Street Pietermaritzburg 3201
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APPENDIX 3

RETURNABLE DOCUMENTS

BIDDERS ARE REQUIRED TO ATTACH THE FOLLOWING DOCUMENT TOGETHER WITH THEIR PROPOSAL ON THE CLOSING DATE OF THE BID:

CERTIFIED COPY OF B-BBEE STATUS VERIFICATION CERTIFICATE
VALID PIN STATUS FROM SARS VALID FOR A MINIMUM OF 12 MONTHS
COMPANY PROFILE
PROOF OF REGISTRATION WITH CENTRAL SUPPLIER DATABASE (CSD)
PDF COPY OF PROPOSAL ON A DISC (COMPULSORY)

ANNEXURE “B”

GENERAL CONDITIONS OF CONTRACT¹

THE NATIONAL TREASURY
Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

1. The General Conditions of Contract will form part of all bid documents and may not be amended.
2. Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

¹ A copy of the complete document set containing the General Conditions of Contract is available on www.kzncogta.gov.za/bids

GENERAL CONDITIONS OF CONTRACT TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices