

Guideline for Terms of reference

This tender is for the Appointment of A Service Provider For Tracking Devices And Fleet Management System To Monitor Municipal Vehicles For A Period Of Three (3) Years As And When Needed.

A. Background

The Moqhaka Local Municipality requires an Appointment of A Service Provider For Tracking Devices And Fleet Management System To Monitor Municipal Vehicles For A Period Of Three (3) Years As And When Needed.

B. Scope of Work / Terms of Reference

Device installations and relevant monthly costs will form part of this tender as indicated on the pricing schedule. (Refer Appendix A)

The vehicle tracking system must monitor and manage Municipal vehicles to deploy their maximum benefit.

Installed tracking devices must include transmitter that uses at least GPS/AGPS/GSM/GPRS/LTE and Satellite tracking. This must provide both communication and geo-positioning capacities between the vehicles and service provider's control room.

Application:

- The vehicle tracking system must monitor and manage Municipal vehicles to deploy their maximum benefit.
- Installed tracking devices must include transmitter that uses at least GPS/AGPS/GSM/GPRS/LTE and Satellite tracking. This must provide both communication and geo-positioning capacities between the vehicles and service provider's control room.
- Driver ID touch key
- Remote immobilizer
- Vandalism proof hardware
- GPS speed monitoring
- No interface with vehicles odometers or other components
- Driver behavior information
- harsh braking
- harsh acceleration
- over speeding
- sharp turns
- Accident Data Management
- Detailed view for at least the last One Hundred (100) minutes
- Engine management
- Battery monitoring/tampering
- Fuel tampering
- Temperature monitoring
- Built in accelerometer device
- Build in buzzer
- Daily, Weekly and monthly reports
- No go Zone Parameter setup (Geo Fencing)
- Plug in and play telematics device
- Cab camera (dual view) recordable
- All events to be stamped with time/date and position stamp (watermark)
- Back up battery with minimum of Four (4) hours standard tracking
- Twenty-Four (24) hours monitoring
- Device to be accepted by insurance companies
- SMS and E-Mail alerts, an electronic app (where available)
- Live online mapping interface with the minimum options of Open Street Bing, Bing Hybrid and Google Street View
- Minimum of 3 years swap out guarantee on any hardware failure

- Licensing updates
- Device and Software must be SABS / ISO 9001 approved

NB: The service provider must provide a detailed outlay of the various tracking packages that they offer and the related pricing per package.

Tracking Pricing Schedule

Please refer to Appendix A for a detailed pricing schedule.

Tender prices to be fixed for the first twelve (12) months and only annual escalation will be provided for as per the Service Level Agreement (SLA)

C. Performance Management

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers on a monthly basis in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of panels will be done as and when their services are utilised.

D. Preferential Points System

Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.

80/20

A maximum of 20 points (80/20 preference points system), will be allocated for specific goals. The maximum points for these goals are as follows:

- Locality of Supplier - 15 points
- Women ownership - 5 points

These goals are specified in MBD6.1 in terms of the PPR2022.

E. Duration of the Contract

State how long the contract will take

3 Years

F. Functional or Technical Evaluation Criteria (If Applicable)

See examples of Functional Evaluation Criteria below in Annexure A

ANNEXURE "A"

Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

Only those tenderers who score the minimum of 70 points in respect of the following criteria are eligible for further evaluation.

Criteria	Weight	Points	Documents to be submitted as proof to score points
Similar projects completed		30	For the Bidder(s) to be considered, the bidder(s) must provide signed Appointment letters and Reference letters from clients. Appointment letters and Reference letters of similar projects with contact details that can be contacted by the Municipality
0 year of previous experience	0		
1-2 years of previous experience	1		
3-4 years of previous experience	3		

5 plus years of previous experience	5		to confirm that the Appointment letters and Reference letters are valid.
Previous Accredited letter (s) from reputable/accredited insurance companies to install in the insured fleet:		35	For the Bidder(s) to be considered, the bidder(s) must provide signed insurance company accredited letter
0 Insurance letter	0		
1-2 Insurance letters	1		
3-4 Insurance letters	3		
5 plus Insurance letters	5		
Catalogue/ brochure that indicates tracking and monitoring products that the company offers:		35	Bidders must attach a detailed catalogue/ brochure with the specifications of the device which will be provided, as per the tender specification.
No aligned catalogue/ brochure	0		
Aligned catalogue/ brochure	5		
MAX POSSIBLE SCORE		100	