



## REQUEST FOR TENDER

TENDERS ARE DUE NOT LATER  
THAN 12:00 ON FRIDAY  
4 December 2009

TENDER NO: 735/2009

**FORM OF TENDER, SPECIFICATIONS AND SPECIAL CONDITIONS OF  
TENDER FOR SERVICE CONTRACTS  
FOR**

**TRAFFIC SPEED MEASURING, NUMBER PLATE  
RECOGNITION SYSTEM AND BACK OFFICE FOR  
FINE COLLECTION**

NAME OF TENDERER

<b>Description</b>	<b>Page</b>
2 Introduction	4
2.1 Purpose of this document.....	4
2.2 Tenderers' warranties.....	4
3.1 Tender process.....	5
3.1.2 Format of tender	5
3.1.3 Method of Evaluation	5
4.1.3 Number plate recognition system :	8
4.1.4 Back office for fine collection:	9
4.2 Preference points .....	9
4.3 Service Level Agreements.....	12
4.4 Commercial and financial requirements.....	13
4.4.1 Criteria	13

## **1 Definitions**

For purposes of this document, the following terms shall have the meanings assigned hereunder:

- **Conditions of tender** – conditions subject to which this RFT is issued by the municipality.
- **Contract** – includes the municipality's conditions of tender and any subsequent SLA entered into between the municipality and the successful tenderer.
- **Employment equity** - the implementation of workplace practices designed to redress disparities in employment, occupation and income within the national labour market resulting from apartheid and other discriminatory laws and practices.
- **Evaluation panel** – members appointed to a panel formed by the municipality for purposes of selecting a preferred tenderer.
- **Municipality** – Municipality of Overstrand
- **PPFA** – The Preferential Procurement Policy Framework Act 5 of 2000 and its regulations.
- **Preferred tenderer** – tenderer selected by the evaluation panel to enter into negotiations with the municipality for provision of debt collection services.
- **RFT** – this request for tender.
- **DPP** – Director of Public Prosecution: Western Cape
- **TCSP** – Traffic control standards and procedures
- **SLA** – Service level agreement entered into between the municipality and the preferred tenderer setting out the terms and conditions for the services to be provided by the preferred tenderer.

- **Successful tenderer** – preferred tenderer who enters into an SLA with the municipality to provide traffic speed measuring ,number plate recognition system and back office for fine collection.
- **Tender** – a formal, written submission by a tenderer in response to this RFT document.
- **Tenderer** – any person(s) constituted as a partnership, company, close corporation or any other form of enterprise which submits a tender as above in response to this RFT, and includes a tender consortium. |
- **Tender consortium** – A tenderer submitting a tender as a combined effort between more than one legal entity.

## 2 Introduction

### 2.1 Purpose of this document

This document is a RFT, in which the municipality invites tenderers to submit a tender regarding the traffic speed measuring by digital camera, number plate recognition system and back office for fine collection and is based on the information contained in the tenders, and the recommendation by the evaluation panel, the municipality will enter into negotiations with the preferred tenderer for purposes of concluding a SLA regulating the relationship between the municipality and the successful tenderer.

This RFT document serves to:

- Invite tenderers to submit binding tenders;
- Set out the purpose and objectives of the municipality's requirements.
- Inform tenderers of the tender process;
- Set out the various criteria against which the tenders will be evaluated; and
- Set out the required format and content of tenders.

The municipality requires the tenderers to be innovative and above all to demonstrate that they have the capacity, capability and commitment to render the required service.

### 2.2 Tenderers' warranties

If a tenderer submits a tender, it will, by so doing, be deemed to warrant and represent to the Municipality that:

- a) All the information, representations and other matters of fact communicated in writing by the tenderer in connection with or arising out of the offer are accurate and not misleading in any respects as at the date of submission of the tender;
- b) It will inform the municipality in writing of any change to any of the information, representations and other matters of fact contained in the offer and of any changes of circumstance which may affect the tenderer's ability to render the services set out in the offer or the completeness or accuracy of any information provided in or in connection with the offer, immediately upon becoming aware of such changes;
- c) It is not aware of any fact which may in the future affect the completeness or accuracy of any information provided in or in connection with the offer;
- d) Those of its employees currently employed, shall remain employed by the tenderer during the period of the contract, or failing which, employees of at least equal capacity and experience shall be employed in their places;
- e) Should it be detected by the municipality that any information provided by a tenderer is false or incorrect, the municipality may take any of the following actions:
  - a. Recovery of all costs, losses or damages it has incurred or suffered as a result of that Tenderer's conduct;
  - b. Cancellation of the contract and the claim of any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation;

- c. Impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the response; and
- d. Restrict the tenderer, its shareholders and directors from obtaining business from the municipality for a period not exceeding 10 years.

### **3. Procurement and administration**

#### **3.1 Tender process**

The tender process will be conducted in line with the municipality's procurement policy. In applying these procedures, the municipality will seek meaningful competition amongst tenderers while at the same time stimulating innovation through the exchange of information and ideas with the tenderers.

##### **3.1.1 Identification**

Name of Tenderer

A director, or employee duly authorized to bind the tenderer to the provisions of its tender as well as other documentation connected to this project, must sign in black ink the original and all copies of the tender. Evidence must be submitted to the municipality that the tender has been signed by the persons duly authorized thereto.

All pages of the tender or each separately bound part must be numbered consecutively from beginning to end and must be initialed by a director or duly authorized employee of the tenderer.

##### **3.1.2 Format of tender**

A tender must provide a complete and detailed response to each and all of the issues raised in this RFT document, and must be submitted in the prescribed format. All tender documentation and communication must be in English, unless otherwise agreed between the tenderer and the municipality.

Tenderers must submit a signed response in the under-mentioned prescribed format. The municipality if submitted in any manner other than as prescribed will accept no tender.

##### **3.1.3 Method of Evaluation**

This document sets out the general basis on which the municipality will evaluate the tenders received from tenderers. The purpose of the evaluation is to qualify tenderers that demonstrate the commitment, capability and the capacity to perform the functions and take on the responsibilities and risks assigned to them as the service provider. The RFT evaluation will result in a process whereby the successful tenderer will be appointed as service provider.

The municipality reserves the right, in its sole discretion, to not evaluate or qualify any tenderer that submitted an incomplete or non-compliant tender in response to the RFT.

Tenders will be evaluated in accordance with the 90/10 preference point system as set out in the PPPFA and its regulations and as contained in the municipality's procurement policy.

Tenders will be evaluated on functionality and price.

The Overstrand Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept any tender, as it may deem expedient. Tenders are subject to the Standard

Conditions of Tender, the Preferential Procurement Regulations of 2001, and the Supply Chain Management Policy of the Overstrand Municipality

Tenders must be valid for 4 weeks after closing time.

### 3.1.4 Negotiation and draft agreement

#### 3.1.3.1 Draft Service Level Agreement

The preferred tenderer will be required to enter into a SLA with the municipality which will set out the terms and conditions for the services to be rendered. These terms and conditions will be negotiated once the preferred tenderer has been selected.

#### 3.1.3.2 Negotiations

The municipality strictly reserves the right to select another preferred tenderer in the event that negotiations with the originally selected preferred tenderer prove unsuccessful and/or are unduly delayed.

Upon final selection and notification of the preferred tenderer, a process of final negotiations will commence. Negotiations will be used to determine the terms and conditions of the SLA in an effort to arrive at a comprehensive binding SLA that will govern the relationship between the municipality and the successful tenderer.

### 3.2 Risk Insurance, Maintenance, Replacement and Indemnity against damage

## 4. Criteria

The information requested from tenders in this RFT has been identified by the municipality as necessary in order for them to be able to evaluate the commitment, capability, suitability and capacity of the tenderers.

4.1 Tenderers must categorically **confirm** in allocated space whether they comply with the compulsory requirements listed below (4.1.1, 4.1.2, 4.1.3 and 4.1.4) by stating yes or no.

#### 4.1.1 General :

A	Comply with updated TCSP guidelines for private sector involvement in providing administrative and logistical support to traffic authorities.	
B	Be able to be operational with at least 2 (two) mobile speed measuring cameras (as specified in 4.1.2) within one month after the successful awarding of the tender (after expiry of dispute period) and a further 2 (two) cameras within 3 months after last mentioned period. Fixed cameras for robot and speeding in the Overstrand.	
C	Be able to setup back office for fine collection within one month after the successful awarding of the tender.	
D	The Contractor must be knowledgeable of the Administrative Adjudication of Road Traffic Offences Act 46 of 1998 (AARTO) and Law Enforcement by means of cameras and it must be in line with the said act.	

#### 4.1.2 Specifications of mobile speed measuring cameras and fixed cameras:

A	At least two (2) mobile laser speed detection coupled with digital camera technology	
B	Camera equipment must comply with SABS1795 part 0 General, part2 Laser and part 5 Recording devices specifications.	
C	Should be capable of at least 2 images per second especially for distance enforcement.	
D	Should take a clear colour image of vehicles exceeding preset speed limit., including truck enforcement from the front as well as from the rear.	
E	Equipment must be capable of recording violations in any direction.	
F	System to be supplied with an infra red flash for night time enforcement.	
G	The laser should have survey mode function for accident reconstruction.	
H	Machine to be capable of working in both manual and fully automated mode of operation.	
I	System must incorporate statistics i.e high speeds, low speeds, average speeds etc. and must be capable of logging non speeders as well as speeders.	
J	Six monthly calibrations of cameras and submission of particular calibration certificates to municipality at the expense of tenderer.	
K	At least 5 digital speed and red light cameras at fixed sites. Equipment and law enforcement system shall provide for multiple lane, (a minimum of two lanes per camera at fixed sites only) and speed enforcement, as required, fixed sites as determined by Overstrand Municipality at its own cost.	
L	The fixed camera equipment shall allow the uploading of offences via a wireless connection or internet	
M	The calibration requirements of the equipment and the ability to carry out the calibration exercises must be provided by the equipment supplier, i.e. equipment 24/7, including being responsible for surveying / certification of assessment equipment / areas. The cost of calibration will be at the Contractor's expense, but must be indicated separately for record purposes.	
N	The fixed camera systems should be capable of a continuous 24-hour operation. Fixed cameras must also be able to operate for a minimum of 4 (four) hours during power failures and Eskom load shedding periods.	

O	The system shall have the capability to automatically report on a selectable time-period the number of infringements per site, the number of vehicles checked, and the number of hours mobile enforcement was undertaken. The development of a street coding plan will be a necessity in order to streamline the processing system.	
P	The camera equipment and law enforcement system shall make provision for front or rear photography of the offending vehicle.	
Q	The contractor must provide sufficient insurance cover against vandalism, damage or losses of equipment at the expense of the contractor,	
R	Fixed and Mobile Cameras must be able to classify vehicles and automatically adjust speed limits	
S	The contractor undertakes to provide trained traffic officers and ongoing training of the officers in the use of the camera equipment and law enforcement system at no charge to the Local Municipality.	
T	The contractor must assure up-time of camera equipment with short maintenance and calibration turn-around-time of between 12 – 24 hours. Cost of maintenance will be for the expense of the contractor.	
U	The contractor shall be responsible for the serving of section 54 summonses and the execution of warrants of arrests with due consideration for the relevant legislation which regulates these functions.	

#### 4.1.3 Number plate recognition system :

A	Be able to identify offenders by motor registration or identity number of driver.	
B	Be able to identify traffic offenders from a weekly updated database of offenders within the geographical boundaries of Overstrand municipality.	

#### 4.1.4 Back office for fine collection:

A	Be able to print fines with full first names and surnames of offenders	
B	Be able to provide software for viewing purposes.	
C	Be able to provide statistical reports (electronically and per hard copy) to municipality at the request of Traffic Chief or delegatee.	
D	Be able to provide back-up system for data in respect of possible disaster/loss of information.	
E	Be able to setup back office for fine collection within the same building/vicinity of the Overstrand Municipality's Traffic Department, capture traffic offences as well as preparing documentation to be used in Court.	
F	Employ local residents within the boundaries of the Overstrand municipality in the back office for fine collection.	
G	Be able to provide for set-up cost and operational expenditure out of own funding.	

## 4.2 Preference points

The 90/10 preference points system will be applied for evaluation purpose with regards to the categories of criteria as specified with applicable points, below:

NO	CATEGORY / CRITERIA	POINTS	INDICATION (YES / NO)
<b>1.</b>	<b>Specifications of mobile speed measuring cameras</b>	<b>20</b>	
(a)	The system be able to switch or toggle from light motor vehicle speed limits to heavy motor vehicle limits, at a touch of a button.	3	
(b)	The laser guns have an acquisition time of 1/3 seconds	3	
(c)	Camera systems are water and dust proof.	3	
(d)	Laser guns have weather mode included and be able to work in light rain conditions.	3	
(e)	Individual cameras operate from a standard video 7.2v battery.	3	
(f)	Equipment in its carry case is lightweight for the benefit of female traffic officers (provide mass in kg).	2	

(g)	Cameras have sighting scopes with red dot aiming point.	3	
<b>2.</b>	<b>Back office for fine collection</b>	<b>20</b>	
(a)	Software compatible with current Traffic contravention system (TCS).	3	
(b)	Able to print all fines in Hermanus.	3	
(c)	Facility to also view detail of offences at decentralised offices (Gansbaai and Kleinmond) within Overstrand.	3	

(d)	Able to administer all municipal law enforcement fines.	3	
(e)	Provide detail of innovative process(es) to ensure payment of fines. <ul style="list-style-type: none"> <li>- Unique</li> <li>- Workable</li> <li>- Not acceptable</li> </ul>	5 2 1	

<b>3.</b>	<b>Number plate recognition system</b>	<b>2</b>	
(a)	Able to provide payment facilities to offenders on roadside of operation	1	
(b)	Be able to print warrant of arrests on site.	1	

NO	CATEGORY / CRITERIA	POINTS
<b>4.</b>	<b>Track record of tenderer</b>	<b>8</b>
(a)	Related sites operative (Indicate Yes or No next to each listed) - Within Overberg district (list sites) - Within Western Cape ( outside Overberg district – list sites)	1 1
(b)	Indicate tenderer's overall percentage success rate with collection of speed fines. ( Mark correct category with X) - Below 50% - Between 51% and 69% - Above 69%	0 1 2
(c)	Provide number of court cases defended over the last 12 months and indicate number of cases lost. - Excellent : Above 69 % success - Good : Between 50% and 69% success	2 1

NO	CATEGORY / CRITERIA	POINTS
<b>5.</b>	<b>Price</b>	<b>40</b>
(a)	Percentage of finalized case. (Inclusive of administrative and operational costs).	-----%
(b)	Price per finalized summons execution	R_____
	N.B. Percentages / Prices to remain firm for the contract period ending 30 June 2012.	

NO	CATEGORY / CRITERIA	POINT 4001
<b>6.</b>	<b>Empowerment</b> The attached forms MDB 2, 4, 6.1, 6.9, 7.2 and 8 be filled in and signed.	<b>10</b>

(a)	PDI	M.B.D. 6.1	3
(b)	Women	M.B.D. 6.1	2
(c)	Disabled	M.B.D. 6.1	1
(d)	Local	M.B.D. 6.9	4

### 4.3 Service Level Agreements

Please describe how Service Level Agreements will be applied in general and also with specific reference to :

a	Quality standards	
b	Turnaround times on fixed print to post jobs	
c	Turnaround times on urgent ad hoc print to post jobs and the process of logging such jobs with reference to minimum lead times, min/max volumes, additional costs etc.	
d	Confidentiality, integrity and security of data and printed forms	
e	Applicable non-performance penalties	

**Draft service level agreement to be submitted with tender .**

## **4.4 Commercial and financial requirements**

### **4.4.1 Criteria**

For each tenderer, the municipality will evaluate the following:

#### ***4.4.1.1 Identity and financial integrity***

Tenderers are required to provide the following information:

For each tenderer or entity forming part of a tenderer consortium:

- a) Name and contact details.
- b) Form of entity (e.g. company, individual, corporation, trust etc).
- c) Proof and details of registration.
- d) Audited annual financial statements for each entity forming part of a tenderer. This must be presented for one year.
- e) Details of membership with trade associations and professional bodies.
- f) Nature of current business.
- g) Number of years in business.
- h) Summary of South African human and other resources and capacity.
- i) Where the tenderer represents a tenderer Consortium, the tender must contain a signed memorandum of understanding:
  - Regulating the composition of the tenderer and the relationships between its members.
  - Identify the leading member of the tenderer consortium and should include evidence of the lead member's authority to act on behalf of all other members in respect of this project and specifically this RFT.

**4.5 FORM OF OFFER**

The Employer has solicited offers to enter into a contract for the procurement of :  
TRAFFIC SPEED MEASURING, NUMBER PLATE RECOGNITION SYSTEM AND  
BACK OFFICE FOR FINE COLLECTION

The tenderer, identified in the offer signature block, has examined the documents listed in the tender data and addenda thereto as listed in the tender schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing the form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning.

**The offered total of the prices inclusive of Value-Added Tax is set out in paragraph 4.2(5) of this document.**

**OFFER (to be completed by tenderer)**

**Signature(s)** .....

**Name(s)** .....

**Capacity** .....

**For the Tenderer** .....

**(Name and address of organization)**

**WITNESS**

.....

**Name**

**Signature**

**Date**

TENDER NO. SC 735/2009

TRAFFIC SPEED MEASURING, NUMBER PLATE RECOGNITION SYSTEM AND BACK OFFICE FOR FINE COLLECTION

ANNEXURE "A"

AUTHORITY OF SIGNATORY

Assurance shall be given at the time submission of the tender that the tender has been signed by someone properly authorized thereto by resolution of Directors, Members or Partners. Tenderers shall submit with their tenders the following information :

Single Company, Close Corporation or Partnership

Signatories for companies shall confirm their authority by attaching to this form a copy of the relevant resolution of the board of directors, duly signed and dated.

By resolution of the board of directors taken on (Date).....  
Mr./Ms (Print Name).....  
Has been duly authorized to sign all documents in connection with this tender / contract on behalf of : (Print Company Name) .....  
Signed on behalf of Company : .....  
In his / her capacity as .....

Date : .....

Joint Ventures

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr/Ms....., authorized signatory of the company, close corporation or partnership....., acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....
		Signature..... Name..... Designation.....