



TENDERS ARE DUE NOT LATER
THAN 12:00 ON FRIDAY,
5 FEBRUARY 2010

TENDER NO: SC811/2010

**TRAFFIC SPEED MEASURING, FIX CAMERAS
FOR SPEED AND ROBOT VIOLATIONS, NUMBER
PLATE RECOGNITION SYSTEM AND BACK
OFFICE FOR FINE COLLECTION**

NAME OF TENDERER

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ANNEXURES:

- Annexure A : General Conditions of Tender
- Annexure B : Special Conditions of Tender for Contracts for Services
- Annexure C : Policy for Private Section involvement in providing Administrative and Logistical Support to Traffic Authorities
- Annexure D : Authority of Signature

ADD as Annexures:

- Annexure E : Provide detail of innovative process(es) to ensure payment of fines.
- Annexure F : Provide number of court cases defended over the last 12 months and indicate number of cases lost. Provide detail .

1 Definitions

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

- **Conditions of tender** – conditions subject to which this Request for Tender (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
- **PPPFA** – 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 a 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 for a period of 2 years 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 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 thirty (30) days after the closing date.

3.1.4 Negotiation and agreement

3.1.4.1 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.

3.1.4.2 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.

3.2.1 The fixed camera system should be fully protected against the environment and vandalism.

3.2.2 The Service Provider must be able to provide sufficient insurance cover against vandalism, damage or losses of equipment at his/her expenses

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 indicating Yes or No with a "X".

4.1.1 General:**YES NO**

A	Comply with updated TCSP guidelines attached as Annexure C 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) 1. within one month after the successful awarding of the tender (after expiry of dispute period). 2. and a further 2 (two) cameras within 3 months after last mentioned period. 3. Provide 14 fixed cameras for robot and speed violations in the Overstrand		

4.1.2 Specifications of mobile speed measuring cameras and fixed cameras :**YES NO**

A	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.		
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 for the account of tenderer.		

		YES	NO
K	The fixed camera 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,		
L	The fixed camera equipment shall allow the uploading of offences via a wireless connection or internet. The development of a street coding plan will be a necessity in order to streamline the processing system		
M	The calibration requirements of the equipment and the ability to carry out the calibration exercises must be provided by the equipment supplier, on a 24/7 basis, including being responsible for surveying / certification of assessment equipment in the areas. The cost of calibration will be for Contractor's account, 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.		
O	The system must have the capability to automatically report on a selectable time-period: 1.The number of infringements per site 2.The number of vehicles checked 3. The number of hours mobile enforcement was undertaken		
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 cost of the contractor.		
R	Fixed and Mobile Cameras must be able to classify vehicles for different speed limits.		
S	The contractor undertakes to provide training in the use of camera equipment and law enforcement system at no cost to the Overstrand 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.		

Number plate recognition system:

YES NO

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.		

Back office for fine collection:

YES NO

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 of the Overstrand Municipality's Traffic Department. Provide own furniture and stationary.		
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 for tenderer's account.		

4.2 Evaluation Criteria

The 90/10 (Price – 40; Functionality – 50; Preferential – 10) performance 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)
4.2.1	Specifications of mobile speed measuring cameras	20	
(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	
4.2.2	Back office for fine collection	20	
(a)	Software compatible with current Traffic contravention system (TCS).	4	
(b)	Able to print all fines in Hermanus.	4	
(c)	Facility to also view detail of offences at decentralized offices (Gansbaai and Kleinmond) within Overstrand.	4	
(d)	Able to administer all municipal law enforcement fines.	4	
(e)	Provide detail of innovative process (es) to ensure payment of fines. Mark information “Annexure E”. <ul style="list-style-type: none"> - Choose appropriate one - Unique - Workable - Not acceptable 	4 2 1	
4.2.3	Number plate recognition system	4	
(a)	Be able to print warrant of arrests on operational site	4	

4.2.4	Track record of tenderer Choose appropriate option	6	
(a)	Indicate tenderer's overall percentage success rate with collection of speed fines. (Mark correct option with X) Provide track record : <ul style="list-style-type: none"> - Below 50% - Between 51% and 69% - Above 69% 	0 1 3	
(b)	Provide number of court cases defended over the last 12 months and indicate number of cases lost. Provide detail as per marked "Annexure F". <ul style="list-style-type: none"> - Excellent : Above 69 % success - Good : Between 50% and 69% success 	3 1	

NO	CATEGORY / CRITERIA	POINTS
4.2.5	Price	40
(a)	<u>Administration fee per finalized case. Fixed prize. Cost (Inclusive of VAT):.</u> Finalized cases with a status 1 st Notice (SEC 341) Finalized cases with a status summons (SEC 54) Finalized cases with a status a warrant of arrest	
(b)	<u>Service fee for finalized cases in terms of section 56 notice(SUMMONS):</u> Finalized cases with a Status 56 notice Prices to remain firm for the contract period ending 30 June 2012	

NO	CATEGORY / CRITERIA	POINTS
6.	Empowerment The attached forms M.B.D. 6.1 – 6.9 are to be filled in an signed.	10
(a)	PDI M.B.D. 6.1	3
(b)	Women M.B.D. 6.1	1
(c)	Disabled M.B.D. 6.1	1
(d)	Local M.B.D. 6.9	4

4.3 Performance Management

- 4.3.1 Monthly report on every 7th of each month for the previous month.
- 4.3.2 Data transfer must be daily.
- 4.3.3 The calibration of cameras must be done within 6 months and the calibrated camera(s) must be replaced immediately.
- 4.3.4 Breakage of camera must be replaced within 48 hours.
- 4.3.5 When there's no back-office personnel available the tenderer must provide personnel within 48 hours to fulfill the back-office tasks.
- 4.3.6 Technical support must be available 24 hours a day. The technical support must assist the field officer immediately.
- 4.3.7 The service provider will be evaluated with regards to the total amount of cases processed compared to the total amount of cases finalized.

4.4 Service Level Agreements

Draft service level agreement to be submitted with tender:

4.5 Commercial and financial requirements

4.5.1 Criteria

For each tenderer, the municipality will evaluate the following:

4.5.1.1 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.

TENDER

The Overstrand Municipality has solicited offers to enter into a contract for the procurement of :

TRAFFIC SPEEDMEASURING, 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 this part of 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 for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

The offered total of the prices inclusive of Value-Added Tax is set out in paragraph 4.2.5 on page 11 of this document.

Signature(s)

Name(s)

Capacity

For the Tenderer
(Name and address of organization)

WITNESS

.....
Name	Signature	Date