



MAKHUDUTHAMAGA LOCAL MUNICIPALITY
Lim473/speed cameras-lease/26/27/001.

**LEASE FOR PROVISION OF SPEED RED LIGHT CAMERAS AND FINES
MANAGEMENT SYSTEM WITHIN MAKHUDUTHAMAGA LOCAL MUNICIPALITY FOR
THE PERIOD OF THREE YEARS.**

ISSUED BY:	PREPARED BY:
<u>Supply Chain Management Unit</u> Mr. Mothapo KJ Private Bag X 434 Jane Furse 1085 Tel: 013 265 8607 Fax: 013 265 1975 khalabom@makhuduthamaga.gov.za	<u>Community Services</u> Mrs Mashao AM Private Bag X 434 Jane Furse 1085 Tel: 013 265 8600 Fax: 013 265 1975 patiken@makhuduthamaga.gov.za
NAME OF THE BIDDER	:
BID AMOUNT	:
TEL NUMBER	:
FAX NUMBER	:
EMAIL ADDRESS	:

LEASE FOR PROVISION OF SPEED RED LIGHT CAMERAS AND FINES MANAGEMENT SYSTEM WITHIN MAKHUDUTHAMAGA LOCAL MUNICIPALITY.

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MAKHUDUTHAMAGA LOCAL MUNICIPALITY

Bid Notice and Invitation to Bid

Bidders are here invited to bid for the following projects:

No.	Project Number	Project Description.	Closing Date.
01	Lim473/speed cameras-lease/26/27/001	Lease for provision of speed red light cameras and fines management system within Makhuduthamaga Local Municipality roads for the period of three years.	22/07/2026, 12:00

Bid documents will be obtainable from Makhuduthamaga Local Municipal Offices from **15 June 2026 (Mon-Fri from 08:00-16:30)** from the cashiers at a non-refundable deposit of **R560.00** payable in cash or bank-guaranteed cheque. Bid documents can also be downloaded from www.etender.gov.za at **no cost**.

Completed and signed tender documents must be sealed in an envelope and marked with the relevant project number and project description and be deposited in the tender box at Makhuduthamaga Local Municipality Offices in Jane Furse before the closing date and time.

The municipality shall adjudicate and award tenders in accordance with the Preferential Procurement Policy Framework Act. 5/2000 and the revised procurement regulation with effect 16 January 2023 and on 100 points for functionality and 80/20 points system where 80 points are for the price and 20 points for Municipal specific goals (according to the said legislation). Details of functionality and specific goals are in the bid document. Bids will remain valid for 90 (ninety) days.

The lowest tender will not necessarily be accepted, and the municipality reserves the right not to consider any tender not fully completed. Tenderers are required to initial each page of the tender document and sign where necessary.

Enquiries contact:

Supply Chain Unit

: Mr Mothapo KJ - 013 265 8607

Community Services

: Ms Mashao AM - 013 265 8600

MUNICIPAL MANAGER: Moganedi MR

Private bag x434, Jane Furse 1085

LEASE FOR PROVISION OF SPEED RED LIGHT CAMERAS AND FINES MANAGEMENT SYSTEM WITHIN MAKHUDUTHAMAGA LOCAL MUNICIPALITY.

3. BID DATA

1.2.1. The employer is MAKHUDUTHAMAGA LOCAL MUNICIPALITY represented by Municipal Manager Mr Moganedi R.M

1.2.2 The bid documents issued by the employer comprise:

1.2.1 Bid notice and invitation to bid

1.2.3 Data

1.2.3 Evaluation criteria

Part 1: Agreements and contracts data

C1.1 Form of offer and acceptance

Part 2: Pricing data

C2.1 Pricing instructions

C2.2 Specification

1.2.3 The employer's agent is: Municipal manager

Tel: (013) 265 8600

1.2.4 Only Bidders who are registered with central supplier database (CSD) will be considered.

1.2.5 The arrangements for a compulsory clarification meeting are as stated in the Bid Notice and Invitation to Bid where applicable.

1.2.6 If a bidder wishes to submit an alternative bid offer, the only criteria permitted for such alternative bid offer is that it demonstrably enables the Employer's objectives for the services as stated in the Scope of Work to be achieved.

1.2.7 All parts of each bid offer communicated on paper shall be submitted as the original.

1.2.8 The employer's address for delivery of bid offers and identification details to be shown on each bid offer package is:

1.2.9 The closing time for submission of bid offers is as stated in the Bid Notice and Invitation to Bid.

1.2.10 Telephonic, telegraphic, telex, facsimile or e-mailed bid offers will not be accepted.

1.2.11 The bid offer validity period is ninety (90) days.

1.2.12 The bidder is required to submit with his/her bid all required documents as listed in the list of returnable documents as part of the eligibility criteria.

1.2.13 The Bid/Proposal will be opened immediately after the closing time for bids only to confirm the bidder, at:

1.2.14 The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions:

- Deviation from the terms of reference;
 - Proceeding to the next work stage e.g. appraisal, concept design, final design, bid specifications and bid documentation;
 - All contractual matters that has a time, cost implications;
 - Approval of building plans;
 - Calling for bids;
 - Appointment of specialist to do specific studies.
- 1.2.15 The procedure for the evaluation of responsive bids will be based on the criteria as stated in this document and on 100 points for functionality and 80/20 points system, where 80 points are for price and 20 points are for Municipal Specific goals**

1.2.15 Bid offers will only be accepted if:

- 1.2.15.1 The bidder or any of its directors is not listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 1.2.15.2 The bidder has not:
 - abused the Employer's Supply Chain Management System; or
 - failed to perform on any previous contract and has been given a written notice to this effect;
- 1.2.15.3 The bidder has completed the Compulsory Enterprise questionnaire and there are no conflicts of interest which may impact on the bidder's ability to perform the contract in the best interests of the employer or potentially compromise the bid process; and
- 1.2.15.4 The bidder or any of its directors is not employed by the state.

4. Evaluation criteria

All bids will be evaluated based on 3 process gate1, gate 2 and gate 3.

Pre-qualification Criteria (Gate 1) Administrative and mandatory requirement	Functionality (Gate 3).	Price and Specific Goals Evaluation Criteria (Gate 3) AND vetting
Bidders must submit all mandatory documents as outlined in paragraph 4.1 Only bidders that comply with all these criteria will proceed to Gate 2.	Bidder(s) are required to achieve a minimum of 60 points out of 100 points to proceed to Gate 3.	Bidders who score 60 points and above, will be evaluated further on 80/20 points system where 80 points will be for price and 20 points will be for Specific goals.

4.1. GATE ONE:
Mandatory documents

N0.	Document that must be submitted	Non-submission or completion may result in disqualification.	
1	Original Bid Documents	YES/NO	Fully completed Bid document, Initialised and signed. (Initialised all pages where there is no signature)
2	Company Profile	YES/NO	Detailed Company Profile. Provide company details, organogramme with staff members, qualifications and experiences of the company in relation to the field of the service required
3	Proof of registration on Central Supplier Database (CSD) (detailed CSD report)/MAAA no. on SBD1.	YES/NO	The bidder must be registered as a service provider on the Central Supplier Database (CSD). In the case of a joint venture/consortium, CSD registration documents or provide MAAA number for CSD verification of each entity constituting the joint venture/consortium.
4	Proof of company registration	YES/NO	CIPC registration document detailing all the directors, if is a joint venture , consortium , all registration documents for the companies must be provided.
5	ID copies of directors/shareholders/members	YES/NO	Certified ID copies of directors/shareholders/members to be attached
6	UIF proof of registration	YES/NO	Bidders are required to submit proof of registration with the Unemployment Insurance Fund
7	Municipal rates and Taxes	YES/NO	Proof of municipal rates and taxes for both the company and the directors not older than three months of the closing date of the tender. Must not owe more than 90 8days. (Not over ninety days in arrear)

			An affidavit from SAPS must be attached in case of bidders who are not paying rates and taxes- e.g., In rural areas
8	Financial statements	YES/NO	Provide audited financial statements for the previous three years or since inception if the company is below three years of existence (If the bidder is required by law to prepare annual financial statements for auditing)
9	eNATIS	YES/NO	Proof of ability to access NaTIS - on-line and in real time that the Number Plate can automatically be traced on (ANPR) technology.
10	SAPS System	YES/NO	Proof of ability to access SAPS systems on-line and in real time to determine database whether vehicles, whose number plates are read by the Automatic Number Plate Recognition (ANPR) technology, are stolen or wanted for other reasons.
11	ISO 9001:2015	YES/NO	Proof of the Certificate of compliance to the International Standard or equivalent
12	SABS Certification	YES/NO	Proof of SABS certification of camera equipment which will be supplied in this tender, comply with SABS 1795, including Part 5, "Data capturing and recording devices for road traffic law enforcement equipment".
13	Enatis accreditation	YES/NO	The agencies should provide the certificate that their personnel have formal accreditation or trainings adhering to director of public protector guidelines.
14	National diploma in traffic and licensing	YES/NO	The agency should provide the certificates of employees that their operators have national

			diploma in traffic and licensing recognised by south African authorities.
15	Valid certificate for Speed measuring equipment or traffic light video measurement equipment operators	YES/NO	The agency should provide the certificates to prove that their employees have valid certificate to operate speed cameras and videos issued by accredited south African Centres.
16	Proposal (see below details for the proposal as 4.16.1)	YES/NO	Attach proposal that meet the below criteria. Any missing will be regarded as non submission.

PROPOSAL

THE SERVICE PROVIDER SHOULD PROVIDE THE PROPOSAL STATING THE FOLLOWING.

1. The executive summary of the company

- vision
- mission
- organogram and the structure of the company detailing project team, their positions, responsibilities and relevant qualifications to achieve deliverables.

2. Company SWOT Analysis

3. Approach paper

The service provider should provide an informative approach paper to demonstrate that he / she understand the Scope of proposed offer for the lease for provision of speed red light cameras and fines management system within Makhuduthamagsa Local Municipality roads for the period of three years.

- Provide two options of lease
 - ✓ Finance and operating lease
 - ✓ Demonstrate an understanding of the above-mentioned leases
 - ✓ Provide a detailed proposal of both two types of leases
 - The proposal should define the ownership of the systems, properties, software and licenses at the end of lease termination
 - The proposals should also explain the issue regarding the maintenance and the calibration of the equipments to be used during the period under the lease
 - The proposal should explain the guarantees and the issues of the insurance of the equipment to be used during the period under lease
 - The bidder should then propose his best suit option; the bidder proposal does not overwrite the municipality the right to choose between the provided options.
 -

4. Methodology

The bidder should provide his strategy or method to be used to approach the set scope of work.

- Provide Project Implementation Plan
- Project Schedule detailing activities, task and sub-tasks, timeframes and milestones to be achieved
- What are available quality control systems, templates and the processes
- How will the risk be identified and be mitigated
- Reporting system

5. Equipment and resources (detail the municipality on whether the equipment are owned or leased)

- Equipment available for the contract
 - ✓ Mobile Office
 - ✓ Technology equipment
 - ANPR Vehicles or road block buses. Please attach enatis registration.
 - Fixed and mobile cameras currently utilized by clients (provide detailed proof for verification from the available clients)
 - Provide SANS 1795 tests or certifications)
 - Handheld Devices (S341, S54, S56, AARTO, Accidents, Impound and Events)

6. Traffic contravention management collection system.

- Demonstrate how will it be incorporated with billing system of the municipality, traffic system, CPA and ARTO
- Define the available back-office features and modules including
 - ✓ ANPR
 - ✓ traffic fines payment portal
 - ✓ vehicle impoundment system
 - ✓ image upload system.

7. Integration

The bidder should describe how will the system complies with the standards required by MSCOA.

NB: All copies must be certified; the certification must not be older than 3 months of the closing date.

- : Use black pen only.**
- : All correction must be signed by the authorised person.**
- : Use of correction pen (tippex) is prohibited.**
- : Failure to adhere any of the above will lead to automatic disqualification**

4.2. GATE TWO

Functionality

The quality criteria and maximum score in respect of each of the criteria are as follows:

Quality Criteria	Sub-Criteria	Weighting
Experience of Project Leader in traffic contravention and back office	CV and Qualification	25
Experience of Camera technician and camera law enforcement equipment deployment	CV and Qualification	25
Experience of IT technician in traffic systems	CV and Qualification	25
Company Experience	- Appointment letters with contactable reference letters for current projects, and completed	25
Maximum possible score for quality (M_s)		100 points

2. Experience of project leader (25)

2.1. Experience of Project Leader in relation to management of traffic contravention and back office/ – Attach CV .

Item	Experience on curriculum vitae	Points allocation	Tick the applicable one	Points by the municipality
1.	3 projects let and completed	10		
2.	4– 6 projects let and completed	15		
3.	> 6 projects let and completed	25		
Curriculum Vitae should have contactable references, failure to disclose references will result in zero score. The projects disclosed should be within the past five years period of experience.				

2.2. Camera Technicians experience in camera law enforcement equipment deployment and support (25)

Item	Experience on curriculum vitae	Points allocation	Tick the applicable one	Points by the municipality
1.	3 projects let and completed	10		
2.	4– 6 projects let and completed	15		
3.	> 6 projects let and completed	25		
Curriculum Vitae should have contactable references, failure to disclose references will results in zero score. The projects disclosed should be within the past five years period of experience.				

2.2. Experience of IT Personnel in traffic systems (25)

Item	Experience on curriculum vitae	Points allocation	Tick the applicable one	Points by the municipality
1.	3 projects let and completed	10		
2.	4– 6 projects let and completed	15		
3.	> 6 projects let and completed	25		
Curriculum Vitae should have contactable references, failure to disclose references will results in zero score. The projects disclosed should be within the past five years period of experience.				

4. Company Experience in lease for provision of speed red light cameras and fines management system: (25)

-Tick the applicable one and attach the previous reference letters or completion reference letters

- Reference letters or completion certificates attached should have the contact details for verification if need be.

Item	Experience	Points allocation	Tick the applicable one	Points by the municipality
1.	Less than 3 appointment letters with contactable completion reference letters attached	0		
2.	3–5 appointment letters with contactable completion reference letters attached	10		
3.	6–9 appointment letters with contactable completion reference letters attached	20		

4.	10 and above appointment letters with contactable completion reference letters attached	25		
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Note: The Municipality has the right to verify the validity of the supporting documents.

4.3. GATE 3. PRICING AND SPECIFIC GOALS

Minimum score for functionality is 60%. Bidders who score 60 points and above, will be evaluated further on 80/20 points system where 80 points will be for price and 20 points will be for Specific goals.

Price formula

$$Np = \frac{80[1 - (Pt - Pmin)]}{Pmin}$$

Where-

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

20 points will be for specific goals

NO	DESIGNATED GROUP	SPECIFIC GOALS (20 POINTS)
1	Black People	4
2	Youth	4
3	Women- ownership of more than 50 %	2
4	Small, Medium and Micro Enterprises (SMMEs)	4
5	People with disability	2
6	Enterprises within Makhuduthamaga jurisdiction	4

- a. The points scored by a tenderer in respect of the specific goals above must be added to the points scored for price.

- b. Only the tender with the highest number of points scored may be selected.

2.1. Criteria for breaking deadlock in scoring

- (1) If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.
- (2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

2.2. Exemption

The Minister may, on request, exempt an organ of state from any or all the provisions of this Act if-

- (a) It is in the interest of national security
- (b) The likely tenderers are international suppliers; or
- (c) It is in the public interest

2.3. AWARD OF CONTRACTS TO TENDERERS NOT SCORING HIGHEST POINTS

2.3.1. contract may be awarded to a tenderer that did not score the highest points only in accordance with Section 2(1)(f) of the Act.

2.3.2. If the entity intends to apply objective criteria in terms of Section 2(1)(f) of the Act, the entity should stipulate in the tender documents.

5. Record of Addendum to Bid Documents

We confirm that the following communications received from the Employer before the submission of this bid offer, amending the bid documents, have been taken into account in this bid offer:		
	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Attached additional pages if more space is required.

Signed _____

Date _____

Name _____

Position _____

Bidder _____

6. Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate declaration in respect of each partner must be completed and submitted.

Section 1: Enterprise Details

Name of enterprise:	
Contact person:	
Email:	
Telephone:	
Cell no	
Fax:	
Physical address	
Postal address	

Section 2: Particulars of companies and close corporations

Company / Close Corporation registration number	
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Section 3: SARS Information

Tax reference number	
VAT registration number:	

Section 5: National Treasury Central Supplier Database

Supplier number	
Unique registration reference number	

Section 6: Particulars of principals

principal: means a natural person who is a partner in a partnership, a sole proprietor, a director of a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984).

Full name of principal	Identity number	Personal tax reference number

Attach separate page if necessary

Section 7: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any principal is currently or has been within the last 12 months in the service of any of the following:

- | | |
|--|--|
| ☐ a member of any municipal council | ☐ an employee of any department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act of 1999 (Act No. 1 of 1999) |
| ☐ a member of any provincial legislature | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the National Assembly or the National Council of Province | ☐ an employee of Parliament or a provincial legislature |
| ☐ a member of the board of directors of any municipal entity | |
| ☐ an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following:

Name of principal	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 8: Record of family member in the service of the state

family member: a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

Indicate by marking the relevant boxes with a cross, if any family member of a principal as defined in section 5 is currently or has been within the last 12 months been in the service of any of the following:

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the National Assembly or the National Council of Province | ☐ an employee of Parliament or a provincial legislature |
| ☐ a member of the board of directors of any municipal entity | |
| ☐ an official of any municipality or municipal entity | |

Name of family member	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 9: Record of termination of previous contracts with an organ of state

Was any contract between the tendering entity including any of its joint venture partners terminated during the past 5 years for reasons other than the employer no longer requiring such works or the employer failing to make payment in terms of the contract.

☐ Yes ☐ No (Tick appropriate box)

If yes, provide particulars (insert separate page if necessary)

Section 10: Declaration

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the tendering entity confirms that the contents of this Declaration are within my personal knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, and:

- i) neither the name of the tendering entity or any of its principals appears on:
 - a) the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004 (Act No. 12 of 2004)
 - b) National Treasury's Database of Restricted Suppliers (see www.treasury.gov.za)
- ii) neither the tendering entity or any of its principals has within the last five years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa);
- iii) any principal who is presently employed by the state has the necessary permission to undertake remunerative work outside such employment (attach permission to this declaration);
- iv) the tendering entity is not associated, linked or involved with any other tendering entities submitting tender offers
- v) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc) or intention to not win a tender;
- vi) has no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- vii) neither the tenderer or any of its principals owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are not in arrears for more than 3 months;
- viii) SARS may, on an on-going basis during the term of the contract, disclose the tenderer's tax compliance status to the Employer and when called upon to do so, obtain the written consent of any subcontractors who are subcontracted to execute a portion of the contract that is entered into in excess of the threshold prescribed by the National Treasury, for SARS to do likewise.

Signed

	_____	Date	_____
Name		Position	
<i>Enterprise</i>	_____		_____
<i>name</i>	_____		_____

7. Certificate of Authority

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

A. Certificate for company

I,....., chairperson of the board of directors of
....., hereby confirm that by resolution of the board
(copy attached) taken on20...., Mr/Mrs.....acting in the
capacity of.....,was authorised to sign all
documents in connection with this tender and any contract resulting from it on behalf of the
company.

As witness

1.....
.....
Chairman
2.....
.....
Date

B. Certificate of partnership

We, the undersigned, being the key partners in the business trading as
.....

hereby authorise Mr/Mrs....., acting in the
capacity of.....to sign all documents in connection with the
tender for Contract.....and any contract
resulting from it on our behalf.

D. Certificate for sole proprietor

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

As Witness:

1.....
Signature: Sole owner

2.....
Date

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading
as.....hereby authorise

Mr/Mrs.....

Acting in the capacity of....., to sign all
documents in connection with the tender for

Contract.....and any contract resulting from it on our
behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all key members upon who rests
the direction of the affairs of the Close Corporation as a whole.

8. CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS

TO: MUNICIPAL MANAGER, MAKHUDUTHAMAGA LOCAL MUNICIPALITY

FROM: _____ (Name of Bidder)

FURTHER DETAILS OF BIDDER(S); DIRECTORS/SHAREHOLDERS/PARTNERS, ETC.

Directors/shareholder s/Partner	Physical address of the Business	Municipal Account No.	Physical residential address of the Director/Shareholder/Pa rtner	Municipal Account No.

NB: Please attach certified copy (ies) of ID document(s) and proof of payment not older than 3 months

Signatory

Date

Witnesses

1. _____

Full Names

Signature

Date

2. _____

Full Names

Signature

Date

9. AUTHORISATION FOR DEDUCTION OF OUTSTANDING AMOUNTS OWED TO COUNCIL

TO: MUNICIPAL MANAGER, MAKHUDUTHAMAGA LOCAL MUNICIPALITY

FROM: _____ (Name of the Bidder or Consortium)

I, _____ the undersigned, hereby authorise the Makhuduthamaga Local Municipality to deduct the full amount outstanding by the business organisation/Director/Shareholder/Partner, etc. from the payment that will be made to me.

Signed at _____ Date _____ Month _____ 20 _____

Print Name: _____

Signature: _____

Thus done and signed for and on behalf of the bidder

Signatory

Date

Witnesses

1. _____	_____	_____
Full Names	Signature	Date

2. _____	_____	_____
Full Names	Signature	Date

**LEASE FOR PROVISION OF SPEED RED LIGHT CAMERAS AND FINES
MANAGEMENT SYSTEM WITHIN MAKHUDUTHAMAGA LOCAL MUNICIPALITY.**

10. Form of Offer and Acceptance.

Offer

The employer, identified in the acceptance signature block, has solicited offers for **LEASE FOR PROVISION OF SPEED RED LIGHT CAMERAS AND FINES MANAGEMENT SYSTEM WITHIN MAKHUDUTHAMAGA LOCAL MUNICIPALITY.**

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

By the representative of the bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the bidder offers to perform all of the obligations and liabilities of the service provider 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: -----

----- (Rands VAT Inclusive / exclusive)

.....
.....
.....

(Amount In words)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the bidder before the end of the period of validity stated in the bid data, whereupon the bidder becomes the party named as the Service Provider in the conditions of contract identified in the contract data.

for the bidder

Signature Date
.....

Name

Capacity

(Name and
.....

address of
organization)

.....

.....
Name and
signature
of witness

.....

.....

Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the bidder's offer. In consideration thereof, the employer shall pay the service provider the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the bidder's offer shall form an agreement between the employer and the bidder upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the bidder receives on fully completed original copy of this document. Unless the bidder (now service provider) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature Date

.....

Name

Capacity

for the Makhuduthamaga Local Municipality

.....

.....

.....

Name and Date

.....

signature of witness

11. Data Provided by the Service Provider

Clause	
12.1	The Service Provider is
12.2	Address: Telephone: Fax simile: The authorized and designated representative of the Service Provider is: Name:
12.3	The address for receipt of communication is: Telephone: Fax simile: Address:

12. Pricing Instructions

1. The Service Provider is required to provide the services in accordance with the Scope of Work. To provide the work in accordance with the Scope of Work embraces all things necessary and incidental to completing the services.
2. The Service Provider is not required to price for providing the services relating to each of the activities provided in the Activity Schedule. The scope of work to establish the Bid upon should comply with the Guideline Scope of Services and Tariff of Fees for Persons Registered in terms of the Urban designers or town .
3. The only basis for a change to the prices is as a result of the Employer giving an instruction to change the Scope of Work. The reasonableness of the changes in prices resulting from such a change shall be assessed in terms of recommended regulated princibless and guidelines by national treasurry in line with MFMA.
4. No contract price adjustment for inflation is provided for.

13. TERMS OF REFERENCE

13.1. INTRODUCTION

The **Makhuduthamaga Local Municipality** intend to procure the services of a suitable and accredited service provider for **LEASE FOR PROVISION OF SPEED RED LIGHT CAMERAS AND FINES MANAGEMENT SYSTEM WITHIN MAKHUDUTHAMAGA LOCAL MUNICIPALITY ROADS FOR THE PERIOD OF THREE YEARS**. These refer to the **Supply, Support, Maintenance and Management of Electronic Traffic**

Surveillance, a Contravention Management System and an Accident Management System.

The service include fully integrated speed enforcement system, and number plate recognition system with support services to the Municipality's core function Directorate, ***Traffic Management , Community Services.***

The primary aim of this project is for improving quality, service and accident reduction. The focus area for the use of **Electronic Traffic Surveillance, Contravention Management System and Accident Management System** will be for the traffic management, law enforcement and related services.

13.2. SCOPE

The scope of the services required are as follows:

No	ITEM DESCRIPTION	QUANTITIES
1	Radar Mobile Camera	3
2	Camera Fixed Sites	3
3	ANPR Roadblock Unit and ancillary equipment	1
4	Back Office – Traffic Contravention Management system which includes processing of all camera violation, violations from handheld devices and handwritten notices from capture to finalisation. The system should be able to intergrade with Municipal Financial System to avoid manual capturing of transactions and comply with mSCOA. The Municipality is Currently using Sage Evolution as Financial System.	Training our staff
5	Back Office – Accident Management System which includes capturing and processing of all Accident Reports	Training our staff
6	Back Office – Revenue Protection and Enhancement Services , which includes online and walk-in payment platforms, call centre, electronic	Training of our staff

No	ITEM DESCRIPTION	QUANTITIES
7	communications, data management and other traffic related revenue enhancement opportunities.	Training our staff
8	Handheld Devices (S341, S54, S56, AARTO, Accidents, Impound and Events)	(Traffic officers plus By-Law Enforcement)
9	Common Control Interface – Management Dashboard and Crime Enforcement System.	1 Linked to satellite office as an d When needed.
10	Supply And Delivery Of 1 X 3 Seater Panel Van Brand New Vehicle Fitted With APNR System And Back Office System	1

Service Provider must:

1. Training of Municipality back-office officials to use the provided systems.
2. Supply Roadblock technical equipments and train traffic officers for use.
3. Supply Technical support staff
4. Hardware and software for the Back Office systems
5. Supply Roadblock Units equipped with, computers, printers, cameras and stationery for printing summonses and enquiries.
6. Prepare and print all relevant notices from the Back Office.
7. Provide a team to Serve Sect 54 summonses
8. Manage case results.
9. Supply Handheld Devices Integrated with the Contravention Management System for issuing of Section 341 and Section 56 Notices, serving Section 54 Summonses and capturing Accident Reports.
10. Train Officers on the use of cameras.
11. Train officers on the use of Roadblock Systems.

12. Supply a call centre for traffic fines queries, issuing of electronic communications, cleansing data, issue bulk sms to offenders and reminder notifications for collections of fines.
13. Supply Mobile Radar and ANPR Cameras.
14. Supply Fixed ANPR Camera Sites.
15. Compile DPP Applications for submission by client
16. Automatic change of offender website for proxies to enable businesses with large fleets of vehicles to automatically redirect fines to the driver.

17. Fine payment website enabling payment of fines on the internet and at walk-in centres. Innovation for revenue protection and enhancement.

3. DELIVERABLES

3.1. Mobile Tracking Radar Camera must be able to:

- Able to operate on fully automatic mode.
- Built-in GPS / 3G / LTE.
- Remote access to the camera system using Wi-Fi and LTE.
- Wireless triggered flash for night operation.
- High quality, colour day/ night image operation (with optional flash).
- The ability for the officer to select the offence location based on pre- programmed sites to minimise officer errors.
- Automatic Vehicle Classification.
- Lane Identification (up to 4 lanes).
- Simultaneous Dual Direction operation.
- High brightness touch screen for easy operation and fast setup.
- Instant image zoom on every infringement image captured.
- Global shutter 9MP colour camera or better.
- Integrated video camera able to take 5-second videos of each offence incident.
- Able to do ANPR of vehicles passing the camera during the operation.
- Up to 12-hour continuous operation on a single battery charge.
- Infringement data stored on the internal 500GB solid-state memory is tamper proof and fully encrypted.
- Robust and compact design.
- Session statistics [Max speed, 85 percentile, average speed, vehicle count, session length, highest offence speed, etcetera].
- Ability to browse through previous images during a session.
- Certified SANS 1795, including Part 0, 2 and 5.
- Approval of the Director Public Prosecutions:

- The camera systems shall produce evidence of each offence in full Compliance with SANS 1795 and the National Prosecuting Guidelines as issued by the National Department of Transport Technical Committee for Standards and Procedures, in digital form with all required infringement information (including any amendments during contract period)

3.2. **Mobile Office/ Road-block system /ANPR system**

Key capabilities are:

ANPR (Automatic Number Plate Recognition) System that will record vehicles and highlight the vehicles with:

- Outstanding fines
- Summonses
- Warrants
- Stolen vehicles
- Un-licensed or un-roadworthy vehicles
- Cloned / duplicate / false number plates
- Vehicles with outstanding traffic fines
- Check driver license and any unpaid fines against the driver (in cases where driver is not the vehicle owner).
- Print a list of unpaid fines, summonses, warrants as well as the value of the fines.
- Produces a digital print of scanned warrants.
- Web-viewing facilities, where offenders can view camera-related offences.
- Payment facilities; either cash or credit card or online web payments.
- Live link to NaTIS to check vehicle status such as license of roadworthy.
- Live link to NaTIS to check driver license or PrDP status.
- Provide a vehicle which is secured and fitted with a drop-safe.
- Printing of receipts.
- Immediate/ live update on Traffic Contravention System.
- Roadblock system must be fully self-contained for mobile enforcement.
- Must have a fully networked data base system and Automatic Number Plate.
- Recognition (ANPR) camera that automatically screens all vehicles approaching the deployed system. The on-board server must be linked via appropriate connectivity for the location to regional as well as National data bases. The data derived from the ANPR camera must be screened against these data bases and vehicles matching the search criteria selected will immediately (less than 2 seconds from ANPR read) sound alarms that notify officials to intercept the vehicle. At the same time all details related to the vehicle must be available for review and Further processing.
- Typical information that must be provided includes outstanding warrants, all offences that are linked to the vehicle registration number and vehicle license status.
- Facilities must be provided for the administration of legal documents by appropriate officials as well as facilities to deal with On-line or manual payments if so required.
- The ability to produce, print and serve S54 Summonses in person on motorists by ID number
- The following Emergency Warning Equipment must be provided in the Roadblock Trailer:
 - Road sign set, Signs indicating a reduction of speed (highway sign sizes as per regulations)
 - Road Narrows from Left, Road Narrows from Right, Keep Left, Keep Right, Speed hump ahead, Check
 - Point Traffic Control are all present to allow for a safe and secure roadblock
 - Reflective jackets to be used by the officers on duty for their safety and that of the road users
 - Night Flashers and Floodlight units
 - Road Cones 450mm with sleeves to clearly demarcate the road block area
 - 4.2 kVA Generator for power to Roadblock equipment
 - Portable speed bumps to be used to slow down vehicles approaching the roadblock
 - A Fire extinguisher.

3.3. ANPR

Must be industry leading ANPR cameras with highly developed Optical Character Recognition software capturing all reads to data file. The Optical Character Recognition Engine software must be able to interpret all manner of plates, including all those encountered within Southern Africa. **Live link to NaTIS**

- Able to operate day and night

- The camera unit must have integrated Infra-Red (IR) illuminator making it possible to deploy the vehicle at any time. It must have Multiple remote databases. The vehicle must be able to query information from various databases on number plate reads and return results instantly. Area specific databases must also be able to be loaded manually into the system if required. Facilities must also be provided for individual

- alerts to be sent to the vehicle. The ANPR cameras installed on a vehicle must capture number plates in all lanes and compare these number plates to different databases supplied from various sources e.g. NaTIS, Traffic database for outstanding fines, warrants, as well as the Unicode database where all the SAPS stolen and circulated vehicles and other vehicles of interest have been logged. The system must automatically detect these vehicles and must alert the respective authorities of the status of the vehicles.
- Handheld summons books
- Must have the ability to laser Scanning both vehicle as well as drivers' license.
- Print NPA notices or infringements
- All system must be AARTO ready with no additional costs to the department.

3.4. **Back Office – Traffic Contravention Management System (To Train available Municipality Back office staff)**

- The contravention system must be built on the latest Microsoft SQL platform, thus making it an internet-based system that can be accessed from anywhere with the proper access and security levels. This to give users the flexibility of logging in to the system from remote sites to access any information required.
- The system must have complete back-office function associated with traffic offences, right through all processes until the cases have been finalised.
- The system must be able to configured and interface with payment systems, like 3rd Party payment channels, Banks, South African Post Office (SAPO) and the like.
- It must interface directly with the call centre campaign system as well as the ANPR Roadblock System.
- Capture the data related to the following:
 - Section 341 notices issued
 - Section 56 notices issued
 - Representations received from offenders
 - Representation results
 - Court results
 - Authorization of Warrant of Arrest
 - Name and address changes
 - Change of offender detail

- Return of Service of summonses
- Interface with the e-NaTIS system in order to automatically obtain name and address details of registered owners of offending vehicles and update the contractor system accordingly.
- Interface with the e-NaTIS system that allows enquiries on the ownership particulars of individual vehicles directly on the e-NaTIS system.
- Generate, print and process the following documents
- Section 341 notices (camera mailers)
- Notification of No Admission of Guilt offences
- Notification of Red-Light Violation offences
- Notice Before Summons (2nd notice)
- Warrant of Arrest notices
- Representation acknowledgement letters
- Representation result letters
- Include a full colour image and relevant offence details on Section 341 Notices printed in respect of camera related offences.
- Generate, print and process the following Court related documentation by Court:
 - Section 54 Summonses
 - Court Rolls
 - Admission of Guilt Register
 - Contempt of Court Register
 - Warrant of Arrest Register
 - Comparison of monthly offence volumes.
 - Status of all offences at the various processing stages.
 - Representation results showing "proceed", "withdrawn", "reduced" separately.

1. Outstanding Representation Results

- Officer statistics and productivity.
- Creating regular backup of all data and images captured
- Performing system administrator duties such as registering users on the system and assigning user rights.
- System is fully auditable and able to produce reports and on-screen logs of all activities on the system for each offence, including the time and date of the event,
 - user, activity details, data element added, or changed, or deleted by any user, or system transaction.
- The following activity logs must also be available per user:
 - Controlling which functions can be performed by individual users through a system administrator assigning user rights on the system in a hierarchical manner to individual users, or groups of users.
- Provides for an integrated module for officer book administration, including but not limited to, the allocation of books to individual officers or officer groups,
- Monitoring of notices handed in by individual officers, alerting of outstanding notices at time of issue of additional books to an officer, reporting on outstanding notices per book and per officer.
- Website that allows for the ease of the public to be able to log on to the internet and view their fines from anywhere in the world.

2. Back Office – AARTO

Should the Administrative Adjudication of Road Traffic Offences (AARTO) Act be implemented in the Limpopo Province before or during the period of the tender, the contractor will be expected to process all offences and infringements issued under the AARTO Act in accordance with the AARTO legislation and the AARTO Standard Operating Procedures (SOP's). The contractor will process AARTO infringements as prescribed, which could be either directly on the National Road Traffic Offence Register (NRTOR), or via the contractor's own system as a front-end system. At the same time the contractor must conclude all non-AARTO cases on the contractor's own system.

3. Accident Management System

The services to be provided under the Accident Management System must include the following:

- Provide for the scanning of manually completed accident report forms and converting it into the original data source.
- The service must provide for the legislated Crash management reports electronically in the handheld device:
- Provide for the utilisation of handheld devices for the capturing/completing of Accident Reports:
- Must automatically detect and populate fields related to location or GPS coordinates. The device must prompt officers to confirm the exact location.
- Provide for the scanning of manually completed accident report forms and converting it into an electronic image and an electronic report.
- Electronic completion of the Accident Report Forms.
- Must Scan barcodes not limited to the Accident report form, Driver's License, Motor vehicle License and automatically populate the required fields on the Accident forms.
- Provide tab for officers to verify and update driver information, e.g. contact details, address, etc. and retain the legacy information.
- Must integrate with NaTIS
- Provide fields to capture additional information for details of all vehicles, people (drivers, passengers, pedestrians, potential witnesses, etc.) involved in the crash.
- The bidders' system must automatically record the Officer details.
- Provide for system capabilities for system administrators to register users utilising the handheld device.

- Replicate the accident report form electronically and provide dropdown menus for the different sections of the forms.
- Provide for on-display drawings.
- The electronic forms must cater for all the fields provided for but not limited to the accident report forms.
- Specific requirements for an Accident Management System are as follows (but should not be restricted to the items listed):
 - The system should be fully web based, that is maintenance, security and backup.
- Municipality data must remain at the end of contract.
- Communication to the web server should be encrypted with SSL.
- The web system should ensure multiple layers of redundancy, that is a system which is 100% functionality at all times.
- A full disaster recovery plan should be provided and provide testing reports on quarterly basis.
- The service provider should supply all hardware and infrastructure required for the operation of the system.
- The system should be integrated with the Traffic Management System.
- Accident forms should be scanned electronically from remote locations.
- Scanning should be done directly into the database without the need to first save any documents to the local computer.
- All accident forms should be available electronically.
- The system should be such that the results from the analysis can be used to direct road improvements, traffic policing as well as road traffic safety programmes. The bidder must demonstrate the mechanism of how this requirement will be addressed.
- The system should differentiate amongst different modes of transport.
- The system should be integrated and compatible with other relevant provincial and national systems, e.g. NaTIS.
- The system should be able to retrieve information about drivers and vehicles directly from NaTIS. The bidder must demonstrate the mechanism of how this requirement will be addressed (how and when).
- The system should integrate with the client's payment module to reference a valid payment receipt for distributing accident forms. Accurate audit trails and reports for all such transactions must be captured and reported by the system.
- The system should be accessible to all users.
- The printing of accident forms should be strictly limited, controlled, accurate audit trails, and reports for all such transactions must be captured and reported by the system.

- The system should allow for user permissions to be strictly controlled at a page and field level.
- A full audit trail should be kept of any actions performed on the system
- Provision should be made for integration with municipal systems.
- The system should utilise the client's road referencing system and GIS. The bidder must demonstrate the mechanism of how this requirement will be addressed.
- The computerised system should comply with internationally accepted IT standards.
- A detailed plan should be provided on how accident forms will be sourced for processing and capturing into the system.
- A detailed methodology should be provided on the processes applied to an accident form to ensure that the form is captured correctly into the system.
- Accident data should be available immediately after capturing into the system.
- Regular accident analysis reports should be compiled.
- When required, a report should be compiled for a specific period, i.e. the December holiday period or for a specific road section.
- When requested, the service provider should assist the client with physical inspection of potential hazardous locations.
- The service provider should ensure proper liaison with relevant role-players such as the SAPS.
- The service provider should include the services of a traffic engineer to assist with specific analysis that may be required, at no extra cost.
- Regular managerial reporting on accident statistics and trends as well as identified hazardous locations based on the system should be provided.
- Ad hoc reports or statistics should be provided when requested.
- The system should have an integrated monitoring screen displaying live work on hand, staff utilisation, productivity, and backl

3.6. **ANPR**

- Must be industry leading ANPR cameras with highly developed Optical Character Recognition software capturing all reads to data file. The Optical Character Recognition Engine software must be able to interpret all manner of plates, including all those encountered within Southern Africa. **Live link to Natis**
- The camera unit must have integrated Infra-Red (IR) illuminator making it possible to deploy the vehicle at any time. It must have Multiple remote databases. The vehicle must be able to query information from various databases on number plate reads and return results instantly. Area specific databases must also be able to be loaded manually into the system if required. Facilities must also be provided for individual alerts to be sent to the vehicle. The ANPR cameras installed on a vehicle must capture number plates in all planes and compare this number plates to different databases supplied from various sources e.g. Natis, Traffic database for outstanding fines, warrants, as well as the Unicode database where all the SAPS stolen and circulated vehicles and other vehicles of interest have been logged. The system must automatically detect these vehicles and must alert the respective authorities of the status of the vehicles. Handheld summons books
- Must have the ability to laser Scanning both vehicle as well as drivers' license.
- Print NPA notices or infringements
- Provide the ability for an Automated or Manual generation of a VOSI (Vehicle of Special Interest).
- All systems must be AARTO ready with no additional costs to the department.

Handheld devices

- The Service Provider shall supply an Android mobile enforcement device which enables traffic officers working on the road to capture offences or infringements as they occur
- The Handheld (HHU) Ticketing solution shall have the following functionalities:
 - The device allows officers on the road to input offence or infringement data
 - The device scans license disc of motor vehicles and driving licenses and queries Natis, SAPS or even custom stored databases.
 - Once the infringement data is captured on the device, the device is able to print an electronic notice via Bluetooth connectivity. The notice is issued to the offender forthwith.
 - The device must allow an officer to issue a citation in offline mode during times of limited network coverage.
- The HHU devices must contain rechargeable batteries. The battery of the devices shall last at least eight hours
- The Service provider shall maintain and repair the device.
- The Service provider must provide sufficient insurance cover against vandalism, damage or losses of equipment at his/her expense
- The Service Provider must write to the National Director of Public Prosecutions to get approval before embarking on using of the HHU devices.

- The Service Provider together with the Provincial authority must get approval from the courts to use the Handheld devices.
- The Service Provider must provide all sim cards and data for Handheld devices.
- The Service Provider must provide all printers (Bluetooth) and paper that will be used with the Handheld devices.
- A productivity report on Handheld usage must be automatically distributed, Daily, weekly, monthly, quarterly, and annually.

3.8. War Room Common Interface

The Municipality is seeking to modernise its traffic law enforcement and road safety operations in the province. Central to this modernisation is the "use of technology to provide better support to officers in the field, and to provide better information to management in support of decision making.

A set of common interfaces are to be implemented and will be used by several different applications across the department. The common interfaces will also be called from outside the department by authorised applications.

Although not exhaustive, the interfaces will be utilised by:

- ✓ Handheld Devices (HHU's)
- ✓ Fixed and Portable Remote Monitoring (Fixed monitoring at weighbridge and monitoring of portable mobile cameras);
- Smart Roadblocks where interfaces will be called from a laptop attached to ANPR device/camera at the roadside;
- South African Police Station (SAPS);
- Traffic Contravention Management System, including Natis interface;
- Accident Management System;
- Custom databases for crime prevention (vehicles of interest) and warrants of arrest;
- Incident Management System;
- Impound System;

3. TRAFFIC DEPARTMENT'S RESPONSIBILITIES

1. Supply admin staff for the required office
2. Supply cashiers at all traffic offices and at the Roadblock.
3. Supply enough Officers for the execution of camera deployment and execution of warrants of arrests.
4. Supply vehicles for the deployment of cameras
5. Supply and install signage for deployment of cameras
6. Supply Clerks of Court for the preparation and signing of summonses
7. Supply communication network between regional offices
8. Supply speed points for payments at the Roadblocks
9. Supply officer books where mobile devices are not used
10. Supply office accommodation for the Back Office operations
11. Supply SIM cards and printer paper for Handheld Devices
12. Obtain Director of Public Prosecutions (DPP) approvals for all prosecution sites with document preparation by the Service Provider.

4. MINIMUM VEHICLE SPECIFICATION

- The below does not include standard items which should normally come with the purchase of new vehicle as well as items which are required by the laws of the Republic of South Africa.

ITEM DESCRIPTION	FUNCTIONALITY/SPECIFICATION
Body type	3 Seater panel standard
Colour	White
Steering	Electric Power Steering [EPS]
Anti-theft system	Immobilizer, Intrusion sensor, Driver and Passenger Airbags
Fuel System	Diesel
Transmission	Automatic
Braking System	Anti-lock Brake System (ABS),
Service Plan or Warranty	Attach proof of service plan from dealer ship with a minimum of 90 000 km
Warranty	3 yrs /100 000km manufacturer warranty
Bluetooth Enabled	Bluetooth Enabled
Radio	Full system with USB & Aux Playback
Seats	Fabric
Wheels	Steel wheels

Electric Windows	All/All One Touch
Engine Capacity - Minimum	1.5
Tyre technology	Standard
Spare Tyre	Yes
Tow Bar	Standard
Smash and Grab	Smash and Grab
Side Mirrors	Standard
Air conditioning	Automatic
Registration and fitting of number plates	Registration, fitting of number plates and branding of vehicles with municipal logo

STRUCTURED PAYMENT SCHEDULE

The municipality wishes to engage service provider on an all-inclusive per paid fine basis.

ITEM NO.	DESCRIPTION OF PRICING REQUIRED AS PER SPECIFICATIONS	(1) ESTIMATED TOTAL NUMBER PER MONTH	(2) PRICE PER NOTICE (Excluding Vat)	(3) ESTIMATED TOTAL PRICE PER MONTH (Excluding Vat) = (1X2)
1	Payment per successfully paid Handheld device Written fine	1,000		
2	Payment per successfully paid Camera fine prosecutions.	1,000		
3	Section 54 Notices Served	100		
4	Supply And Delivery Of 1 X 3 Seater Panel Van Brand New Vehicle Fitted With APNR System And Back Office System			
5	Maintenance of ANPR System software and Violation Management System integration for the period of 36 months.			

Total (excl VAT)	
VAT (15%)	
Total (incl VAT)	

Please Note: The total estimated monthly count will only be used for the evaluation purpose only. Service providers will be remunerated using the actual for the month

5. DURATION OF CONTRACT

The Municipality will enter into a contract with the successful Service Provider who meets all the requirements and deliverables as set out in this Request for Proposal (RFP) for a fixed term contract of thirty sixty (36) months.

13. PAYMENTS

Payments will be made within thirty days of submission of (Tax) invoice.

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 in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). 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 authorized 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):.....
.
- 2.4. Company registration number:.....
- 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 constitution within the meaning of Public Finance Management Act, 1999 (Act No. 1 of 1999);
- 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 them bidder ☐ YES ☐ NO ☐
 NO
 presently employed by the state?

2.7.1. If so, furnish the following particulars:
 Name of person / director / trustee/ shareholder/ member:

.....

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

.....

Position occupied in the public institution:

.....

Any other particulars:

.....

.....

.....

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

2.7.2.1. If yes, did you attached proof of such authority to the bid ☐ YES ☐
 NO
 document?

(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/ ☐ YES ☐
NO
shareholders/ members or their spouses conduct business with the
state in the previous twelve months?

2.8.1. If so, furnish particulars:

.....
.....
.....

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

2.9.1. If so, furnish particulars:

.....
.....
.....
.....
.....

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

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?

2.11.1. If so, furnish particulars:

.....
.....
.....
.....
.....
.....

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

Full Names	Identity Number	Personal Tax Reference Number	State Employee Number/ Persal Number

3. DECLARATION

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

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name Of Bidder

MBD 9.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. 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;
5. 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
6. 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.

MBD 9.

7. 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.
8. 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.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ 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.

MBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

**PART A
INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/
MUNICIPAL ENTITY)**

BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE
DEPOSITED IN THE BID BOX SITUATED AT
(STREET ADDRESS

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					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT ☐ Yes ☐ No		

[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?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

Where the recommended bidder is not tax compliant, the bidder should be notified of their non-compliant status and the bidder must be requested to submit to the municipality or municipal entity, within 7 working days, written proof from SARS of their tax compliance status or proof from SARS that they have made an arrangement to meet their outstanding tax obligations. The proof of tax compliance status submitted by the bidder to the municipality or municipal entity must be verified via the CSD or e-Filing.

The accounting officer should reject a bid submitted by the bidder if such a bidder fails to provide proof of tax compliance status within the timeframe stated above.

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 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.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE 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.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?
☐ YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?
☐ YES ☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
☐ YES ☐ NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE

SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

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

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

MBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender)

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender shall be awarded for:

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of

this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 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 tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

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

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black People	4	
Youth	4	
Women- ownership of more than 50 %	2	
Small, Medium and Micro Enterprises (SMMEs)	4	
People with disability	2	
Enterprises within Makhuduthamaga juristiction	4	
Total	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company / firm

4.3. Company registration number:

4.4. TYPE OF COMPANY/ FIRM

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

[Tick applicable box]

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

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

(e) forward the matter for criminal prosecution, if deemed necessary

	 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	

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-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **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 page.	Yes ☐	No ☐
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 ☐	No ☐

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 ☐	No ☐
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 ☐	No ☐
4.4.1	If so, furnish particulars:		

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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