



# BID SPECIFICATION

**STATE INFORMATION TECHNOLOGY AGENCY (SOC) LTD**  
Registration number 1999/001899/30

RFB REF. NO:	<b>RFB 2118/2019</b>
DESCRIPTION	<b>PROVIDE A FLEET MANAGEMENT SOLUTION TO THE SOUTH AFRICAN POLICE SERVICE WHICH INCLUDE MAINTENANCE AND SUPPORT FOR A PERIOD THIRTY-SIX (36) MONTHS</b>
PUBLICATION DATE	<b>27 March 2020</b>
CLOSING DATE FOR QUESTIONS/QUERIES	<b>10 April 2020</b>
RFB CLOSING DETAILS	<b>DATE: 20 April 2020 TIME: 11:00 (SOUTH AFRICAN TIME) PLACE: TENDER OFFICE, PONGOLA IN APOLLO, 459 TSITSA STREET, ERASMUSKLOOF, PRETORIA (HEAD OFFICE)</b>
PUBLIC OPENING OF RFB RESPONSES	<b>DATE: 20 April 2020 TIME: 12:00 (SOUTH AFRICAN TIME) PLACE: TENDER OFFICE, PONGOLA IN APOLLO, 459 TSITSA STREET, ERASMUSKLOOF, PRETORIA (HEAD OFFICE)</b>
RFB VALIDITY PERIOD	<b>120 DAYS FROM THE CLOSING DATE</b>

# Contents

---

<b>ANNEX A: INTRODUCTION .....</b>	<b>4</b>
<b>1. PURPOSE AND BACKGROUND .....</b>	<b>4</b>
1.1. PURPOSE.....	4
1.2. BACKGROUND.....	4
<b>2. SCOPE OF BID .....</b>	<b>4</b>
2.1. SCOPE OF WORK .....	4
2.2. ATTACHEMENTS .....	5
2.3. DELIVERY ADDRESS .....	5
<b>3. REQUIREMENTS OVERVIEW .....</b>	<b>6</b>
3.1. CURRENT INFRASTRUCTURE .....	6
3.2. SOLUTION REQUIREMENT .....	8
3.2.1. SOLUTION TARGET ARCHITECTURE .....	9
3.2.2. SOLUTION INTEGRATION REQUIREMENTS .....	11
<b>4. PROJECT AND SERVICES REQUIREMENTS.....</b>	<b>18</b>
4.1. PROJECT DELIVERY SCHEDULE AND PERFORMANCE .....	18
4.2. SERVICE DELIVERY SCHEDULE AND PERFORMANCE METRICS .....	18
<b>5. BID EVALUATION STAGES .....</b>	<b>21</b>
<b>ANNEX A.1: ADMINISTRATIVE PRE-QUALIFICATION.....</b>	<b>22</b>
<b>6. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS .....</b>	<b>22</b>
6.1. ADMINISTRATIVE PRE-QUALIFICATION VERIFICATION .....	22
6.2. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS.....	22
<b>ANNEX A.2: MANDATORY AND NON-MANDATORY REQUIREMENTS .....</b>	<b>23</b>
<b>7. MANDATORY REQUIREMENTS .....</b>	<b>23</b>
7.1. INSTRUCTION AND EVALUATION CRITERIA.....	23
7.2. MANDATORY REQUIREMENTS.....	24
<b>8. NON-MANDATORY REQUIREMENTS.....</b>	<b>39</b>
8.1. INSTRUCTION AND EVALUATION CRITERIA.....	39
8.2. EVALUATION CRITERIA.....	39
8.3. NON-MANDATORY REQUIREMENTS.....	41
<b>ANNEX A.3: SPECIAL CONDITIONS OF CONTRACT (SCC) .....</b>	<b>46</b>
<b>9. SPECIAL CONDITIONS OF CONTRACT .....</b>	<b>46</b>
9.1. INSTRUCTION.....	46
9.2. SPECIAL CONDITIONS OF CONTRACT .....	46
9.3. DECLARATION OF ACCEPTANCE.....	54
<b>ANNEX A.4: COSTING AND PRICING .....</b>	<b>55</b>
<b>10. COSTING AND PRICING .....</b>	<b>56</b>
10.1. COSTING AND PRICING EVALUATION .....	56
10.2. COSTING AND PRICING CONDITIONS .....	56
10.3. DECLARATION OF ACCEPTANCE.....	57
10.4. BID PRICING SCHEDULE.....	58
10.5. RATE OF EXCHANGE PRICING INFORMATION .....	59
<b>ANNEX A.5: TECHNICAL SCHEDULES .....</b>	<b>64</b>

<b>11. TECHNICAL SCHEDULES .....</b>	<b>64</b>
11.1. LOCATION SCHEDULE.....	64
11.2. EQUIPMENT AND QUANTITY SCHEDULE.....	64
11.3. SOLUTION ARCHITECTURE .....	64
11.4. SERVICES AND PERFORMANCE SCHEDULE .....	64
11.5. PROJECT AND DELIVERY SCHEDULE .....	64
<b>ANNEX A.6: TERMS AND DEFINITIONS .....</b>	<b>65</b>
1. ABBREVIATIONS .....	65
2. DEFINITIONS.....	66
<b>ANNEX A.7: ICT PRINCIPLES.....</b>	<b>67</b>
<b>ANNEX A.8: BIDDER SUBSTANTIATING EVIDENCE .....</b>	<b>69</b>

# **ANNEX A: INTRODUCTION**

---

## **1. PURPOSE AND BACKGROUND**

### **1.1. PURPOSE**

The purpose of this RFB is to invite Suppliers(hereinafter referred to as “bidders”) to submit proposals to “Provide a Fleet Management Solution to the South African Police Service which include Maintenance and Support for a period thirty-six (36) months”.

### **1.2. BACKGROUND**

Required services and solution need to be available at any of the designated areas and geographical locations where SAPS have a presence on a 24 hour by 7 days for 365 days a year.

## **2. SCOPE OF BID**

### **2.1. SCOPE OF WORK**

The scope of work by the bidders is to provide a Fleet Management Solution to the South African Police Service with maintenance and support as follows:

- (1) The acquisition, commissioning, supply, installation, configuration and implementation of various technology components and application software packages to provide an integrated vehicle monitoring solution.
- (2) Provision for a solution that enables the integration of vehicle tracking for command and control into the SAPS incident management systems for use in rapid response and operational awareness environments.
- (3) Provision Vehicle Monitoring Units (VMUs), hardware and software solution to replace the current installed base and functionality supported by the related integration and support services. Provide maintenance, repair, and support of the integrated vehicle monitoring solution. performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (4) Furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (5) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (6) Performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (7) Training of the purchaser’s personnel, at the supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

- (8) The SAPS have an install base of +-41, 000 VMU's at present. Due to this asset base the Bidders need to supply a migration plan as well as an integration plan to facilitate the change-over process within a period of six (6) months.

## 2.2. ATTACHEMENTS

Appendices attached to the bid, as part of the bid requirement are as follows:

**NB:** The Appendices provide an overview of the current processes, however similar processes that prove to be effective may be considered.

- (1) **Appendix A** provides an overview of the prescribed Test Case documentation to be provided for Alpha and Beta testing within the SAPS environment (Alarms Test Cases);
- (2) **Appendix B** provides an overview of the various Roles and Responsibilities for Services and Support, with the associated business process models compiled by the SAPS; in respect of the processes currently in operation to be enacted upon when a VMU is installed, de-installed, re-furbished, maintained and the Sim Card is requested and activated;
- (3) **Appendix C** provides the, VMU Acquisition and Distribution Process as a minimum specification for a bidder to respond to;
- (4) **Appendix D** provides a high-level overview of the Current Technical Architecture (ARS-SPC-TRAC Architecture) that is utilised by the solution and upon which this solution is currently operating, and should be used as the baseline architecture specification to be provided to SAPS;
- (5) **Appendix E** provide an overview of the VMU fall-back modes and settings as utilised in the current environment, as a minimum requirement which need to be attained by any prospective bidder;
- (6) **Appendix F** provides an overview of the minimum data requirements sent to and received from a VMU in order for an API to be developed to ensure a supplied VMU will be able to communicate with the SAPS tracking application, (ARS-Multi Tracking-AVL-ICD for API) which need to be attained by any prospective bidder;
- (7) **Appendix G** provides an overview of the minimum Service Level Agreement for AVL Services, required with a provider of any Software to the SAPS to ensure consistent delivery of the software solution services with regard to bug fixes, requests and enhancements;
- (8) **Appendix H** provides an overview of the current Hosting requirements (HS-ARC-SAPS-0001) to which the bidders's solution is expected to comply with.

## 2.3. DELIVERY ADDRESS

The provision of the Fleet Management Solution must be implemented at: SAPS Division Technology Management Services, 1234 Corner Jan Shoba and Stanza Bopape, Tulbachpark, Hatfield, Pretoria.

### 3. REQUIREMENTS OVERVIEW

#### 3.1. CURRENT INFRASTRUCTURE

- (1) The extended document serves as a specification in broad functional terms of the continued electronic monitoring for SAPS vehicles, which will satisfy the stated business requirement on a “as and when needed” basis, according to the requirements of the SAPS with the associated integration interfaces to enable Operational awareness for SAPS management when officials attend incidents as reported at specific centres with a real time monitoring capability;
- (2) The South African Police Service (SAPS) currently has approximately 47 000 vehicles within the SAPS fleet;
- (3) According to the SAPS Asset Register the total active vehicle strength with the related install base of the current tracking solution is as follows:

**Table 1 - Current Implementation and Distribution of VMU's in SAPS**

No.	A	B	C	D
	DIVISIONS	Vehicles installed with VMU's as per Asset register	Vehicles not installed with VMU's as per Asset register	Vehicles as per Asset register
1	HEAD OFFICE	4 358	1 518	5 876
2	WESTERN CAPE	5 491	596	6 087
3	EASTERN CAPE	4 231	1 066	5 297
4	NORTHERN CAPE	1 913	96	2 009
5	FREE STATE	2 961	264	3 225
6	KWAZULU-NATAL	5 602	1 228	6 830
7	NORTH WEST	2 526	232	2 758
8	MPUMALANGA	2 361	366	2 727
9	LIMPOPO	2 814	95	2 909
10	GAUTENG	8 926	368	9 294
	<b>Total</b>	<b>41 183</b>	<b>5 829</b>	<b>47 012</b>

- (4) As such the South African Police Service (SAPS) has a significant fleet of vehicles, distributed nationally at over 2600 SAPS components and sub-components located in the various provinces in South Africa, which need to be installed, serviced and maintained; and
- (1) **Appendix D** provides a high-level overview of the Current Technical Architecture (ARS-SPC-TRAC Architecture) that is utilised by the solution and upon which this solution is currently operating, and should be used as the baseline architecture specification to be provided to SAPS;
- (2) **Hardware Allocation/Interaction Diagram**

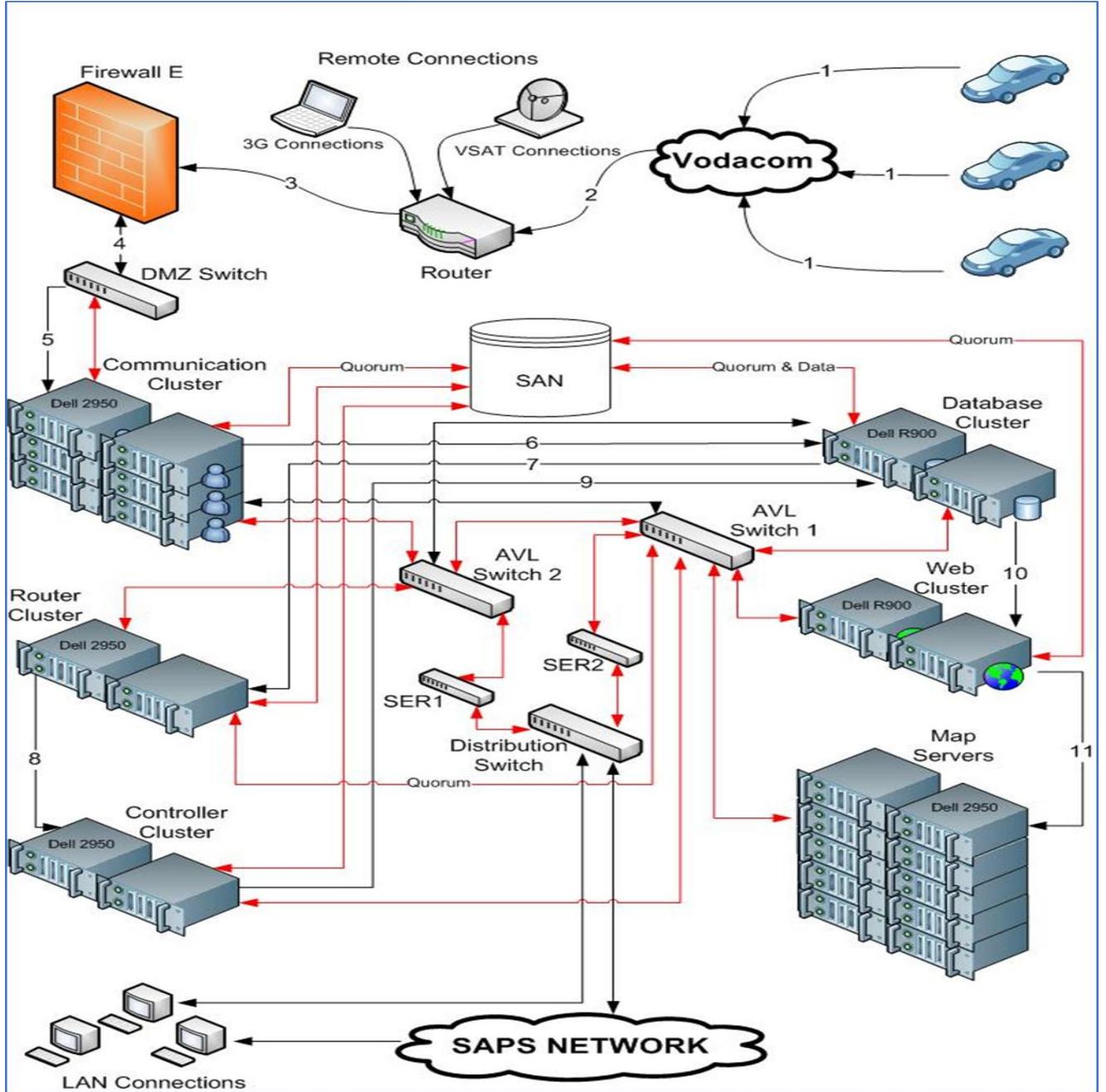
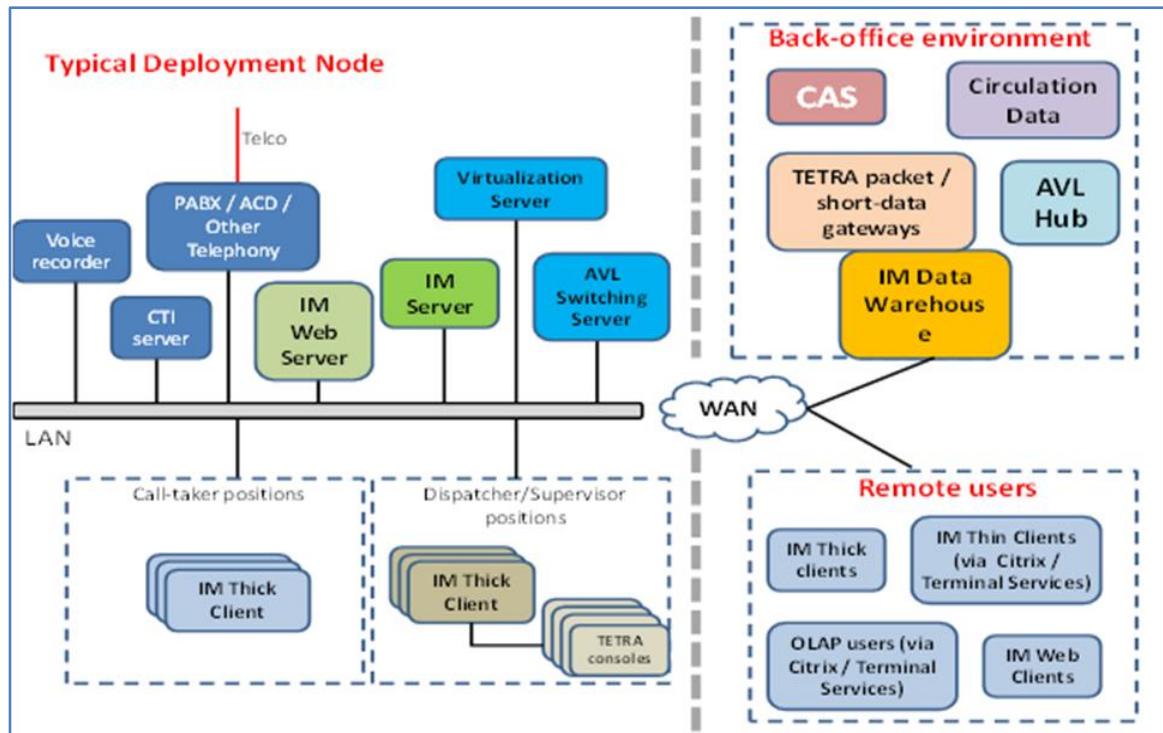


Figure 1: Current Hardware Allocation/Interaction Diagram

- (3) **Current Architecture Overview.** The following diagram indicates a conceptual view of the architecture pertaining to the solution, typified by a centralised AVL architecture encompassing:
- Centralised AVL server (hosted at Numerus)
  - Distributed Incident Management System / AVL server (runs only the Incident Management System / AVL switching software).
  - The ‘Typical Deployment Node’ indicated in this diagram indicates the full extent of the Incident Management System components and related integration elements at a ‘large’ node, however the exact component ‘make-up’ at nodes will depend on the scale of the node;



**Figure 2: Conceptual solution architecture**

### 3.2. SOLUTION REQUIREMENT

The required solution and services are different from a commercial vehicle tracking and recovery system in the following respects:-

- The VMUs must be robust in construction, splash-proof and designed to handle off-road conditions, extremes in temperature and the cover material used to house the electronics must be fire resistant.**
- Emphasis is on Operational Awareness in which real time tracking of vehicles is critical;
- Ability of VMU's to operate in rugged and extreme conditions is a specific requirement;
- GPS location and positioning must be optimised for the SAPS due to Legal requirements;
- Kilometre readings need to be very accurate due to legal, operational and financial requirements;**

- (6) Antenna performance must be optimised to ensure fast and accurate transmission and the lowest GPS unlocks (e.g. undercover parking) possible and need to withstand extreme temperatures;
- (7) Data retention on VMU (History) needs to be available for at least 30 days with a battery life of at least 48 hours without power;
- (8) All data transmitted must be transmitted to a specific identified IP address, on the designated SAPS APN and / or other gateway, and all data must be able to be translated according to a set interface standard and Bidder's supplied API, to be stored in the application as implemented in SAPS;
- (9) No data will be transmitted via any other protocol than a secure IP to IP tunnel from the vehicle to the designated IP on the SAPS APN / Gateway due to security constraints and considerations through a SAPS approved firewall;
- (10) Control and management of the applications will be done at SAPS premises in consultation with and oversight of SAPS staff;
- (11) No data will be managed by Bidder's operational centres.
- (12) Access to data by any bidder or any other third party will not be permitted without proper consideration and authorisation by SAPS;
- (13) Jamming and denial of service techniques by third parties must be countered if possible.
- (14) Proposed solution must utilise encryption technology that meets DoP/SITA and COMSEC standards, equivalent or higher.

### 3.2.1. SOLUTION TARGET ARCHITECTURE

The solution is envisaged to be divided into the following components:

- (1) **Vehicle Mounted Units** - This is the system mounted in the vehicle and includes the GPS receiver, immobiliser, temporary storage of data, sensors, battery and components for identifying the driver. Fall-back methods, for moving data from the vehicle mounted units to the Technical Command and Control Centre database must also be included and implemented for use in the event of a Wireless Data Network failure. The Bidder may offer a variety of vehicle monitoring units, each suitable for a different category of SAPS vehicle, but need to ensure that an API is developed and exist to ensure seamless transmission and interpretation of inbound and outbound data / parameters from the VMU to the SAPS tracking application's database. However, cognisance must be taken of the functionality set specified and required by the SAPS. This could include a system for identifying the driver by using a token/smart card / RF Id-tag for each SAPS driver and Passengers. Identification of passengers (SAPS and non-SAPS) is optional.
- (2) **Wireless Data Network** - This must be based on IP standards to enable easy substitution of the proposed communication network sub-system without significantly affecting the vehicle mounted unit or application software sub-systems. A secondary (fall-back) data transmission mechanism must also be considered. This alternate wireless network may use proprietary standards if it offers specific advantages. Secure encryption of all data carried by the proposed wireless data network is a requirement. Some examples of Wireless Data

Networks include: 3G, WCDMA 2100, CDMA 2000, EGPRS, GPRS, iBurst, Wimax, and the planned municipality-owned (MAN) wireless networks. The SAPS participate in the transversal GSM service contract with Vodacom. Issues such as reliability, performance, resilience, cost, availability, coverage and security are major considerations to adhere to the Minimum Information Security Standards (MISS).)

- (3) **Solution** -Solution are required for, driver identification, driver assistance for directional guidance, as well as consoles for access to relevant applications within and external to the vehicles.
- (4) **Application Fuctionalities** – The following are examples of functionalities required, but not limited to the listed examples.
  - (a) Tracking of vehicles enabling command and control of South African Police Service vehicles.
  - (b) Integration interfaces/services that is required for integration to SAPS related applications such as asset/financial management/workshop administration systems, and incident management for exchanging and verifying SAPS data.
  - (c) Vehicle analysis solution for users to assist in managing total cost of ownership of the vehicle fleet in use is required.
- (5) **The technology structure** of the requirement in the RFB assumes a design of IS / ICT architecture using a Service Oriented Architecture approach. (Service Orientation implies IS / ICT services that are highly interoperable and loosely coupled and are designed to support the business system mission independent of process configuration rather than designing IS / ICT components as silos.)
- (6) **ICT Principles.** Refer to Annex A.7 below for this target architecture principles.
- (7) **Services – Security**
  - (d) Security is governed by the different SLA's and policies between SAPS and SITA, but the whole environment of the Solution to be provided, will add various new dimensions to this requirement.
  - (e) Separate documentation that applies to the enterprise wide security strategy, policies, and architecture of SAPS are only referenced in this document, and will therefore need to be enhanced with the additional security requirements of the proposed environments.
  - (f) It is therefore required that the successful Bidder provide as a deliverable the specific detail as to what physical, and logical security components the proposed solution have and provide for to ensure confidentiality, integrity, accessibility and reliability of services, access and information in the form of a Security Architecture document.

### 3.2.2. SOLUTION INTEGRATION REQUIREMENTS

- (1) The current landscape of the integrated solution is depicted in figure 3 below:-

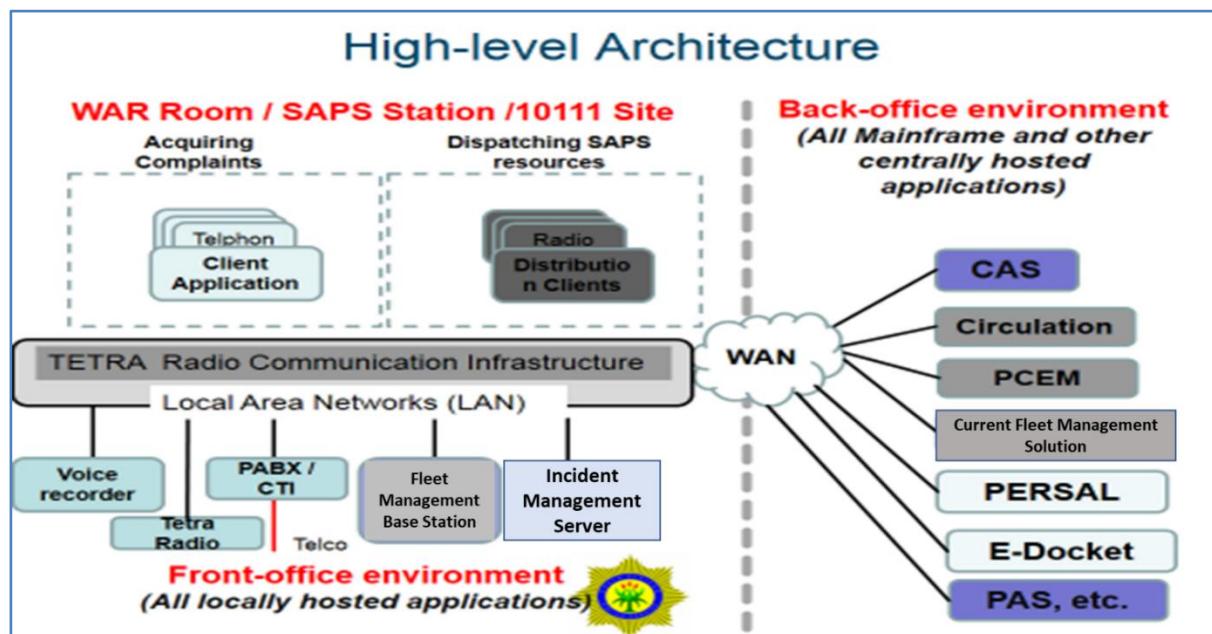
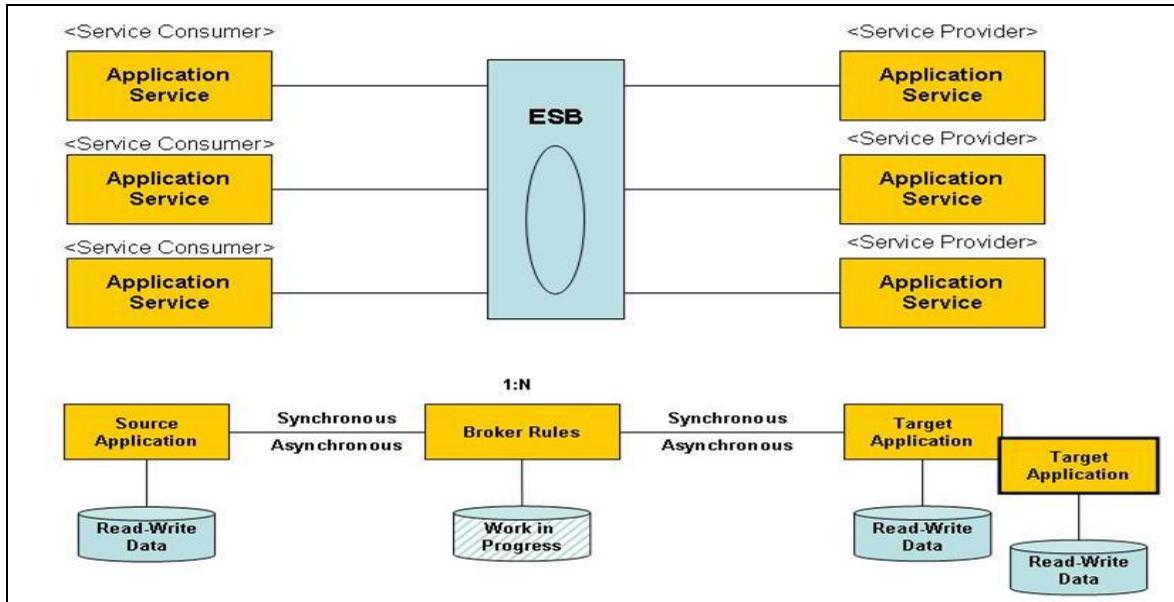


Figure 3: Current landscape of integrated Solution

- (2) SAPS will provide the following components of the system: (Costing for these components should be excluded in the Bidder's BID response; unless otherwise specified):
- The wired network infrastructure at the SAPS Technical Command and Control Centre shall be provided by the SAPS.
  - The SAPS shall also utilise its WAN for data transmission from the gateway connected to the communications network to be proposed by the Bidder to the SAPS Operational Command and Control Centres and the SAPS Provincial Commissioners, the SAPS National Head Office and all other related users.
  - SAPS have server hardware and infrastructure which is hosting the current database and applications. All application software licensing costs must be INCLUDED in the BID response and listed separately on the pricing table. Database (Oracle and MS-SQL), Microsoft and Linux Operating System licenses, if required, will be provided by the SAPS.
- (3) Procedure for Application and ICT Services
- Back-end applications as indicated is mostly run as a monolithically designed application at a central data processing centre, accessed via stationary / mobile end user equipment through a WAN.
  - Due to this approach, a lot of Peer to Peer interfaces were developed and is currently in use. The future planning is to de-couple these peer to peer linkages, and expose the various interfaces as services and then utilise the Si-Bus technology to enable the integration. The SAPS SI-Bus acts as the enterprise service bus (ESB) for the SAPS. The following figure describes the conceptual application integration pattern utilised for the integrations via the ESB.



**Figure 4: Conceptual application integration pattern for ESB**

- (c) The key characteristics of the SAPS SI-Bus as the enterprise service bus (ESB) as proposed include the list shown in the table below:

**Table 2: Key characteristics of the SAPS SI-Bus**

No.	B The key characteristics of the SAPS SI-Bus
1.	It is standards-based
2.	Can enable all parts of a business to react instantly to new information
3.	Minimizes risk by using industry standard interfaces and protocols
4.	Overcomes differences in platform, software architecture and network protocols
5.	Assures delivery of transactions, even when systems and networks go off-line
6.	Re-routes, logs and enriches information without rewriting applications
7.	Provides an infrastructure that is highly distributed and yet can be managed centrally
8.	Can distribute data throughout the business and beyond to other organizations and business partners
9.	Spans different operating systems, programming models, application types and locations
10.	Can be deployed incrementally, project release by project release, to better manage expense
11.	May combine new and existing technologies and standards
12.	Supports message, service, and event-oriented architectures

- (d) The following two diagrams illustrate the logical model for the SAPS SI-Bus in terms of IT services infrastructure and the SAPS conceptual architecture model.

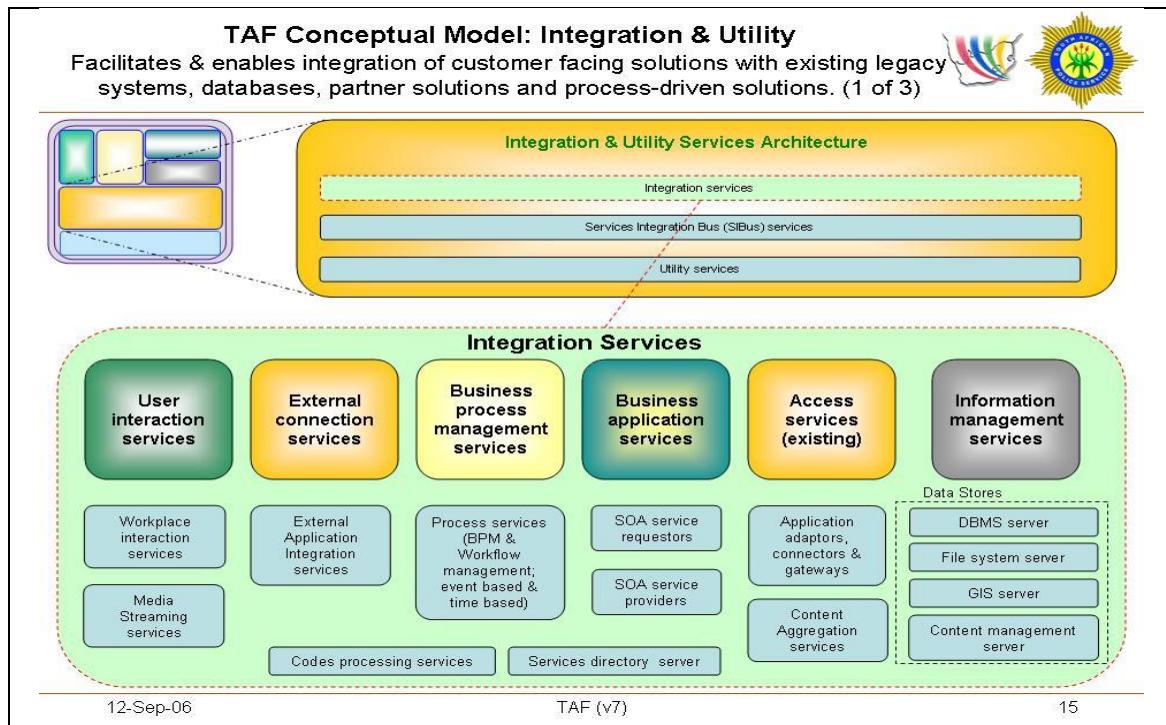


Figure 5: TAF Conceptual Model: Integration and Utility- 1

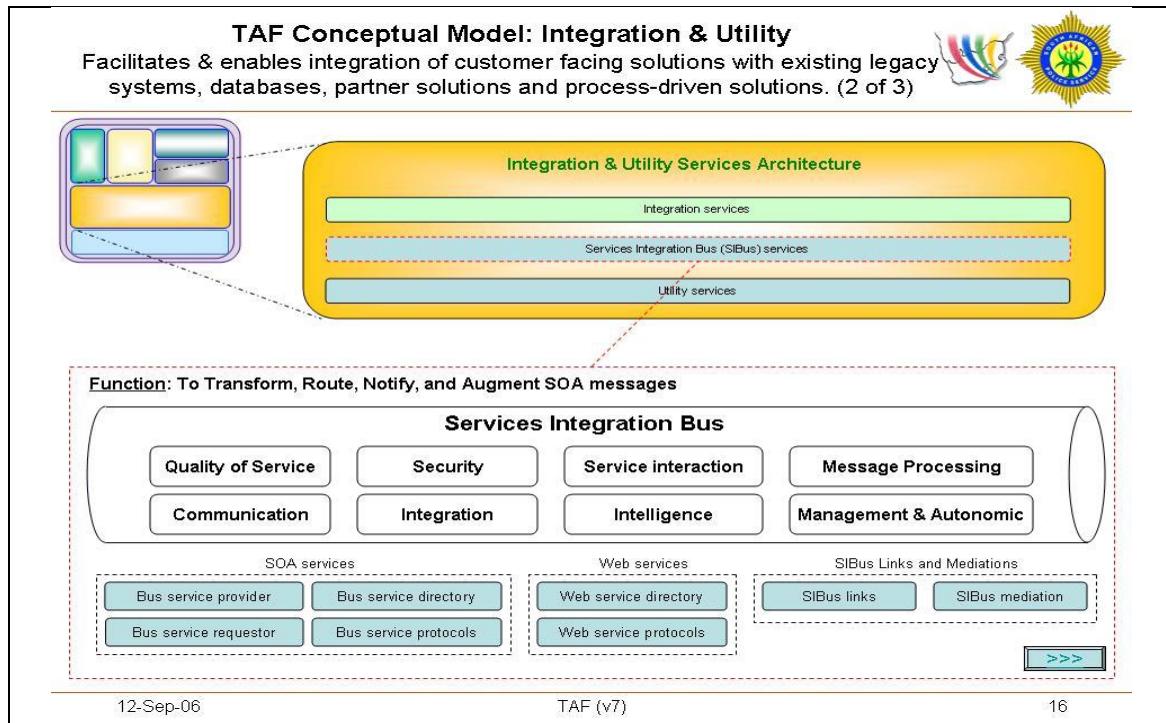
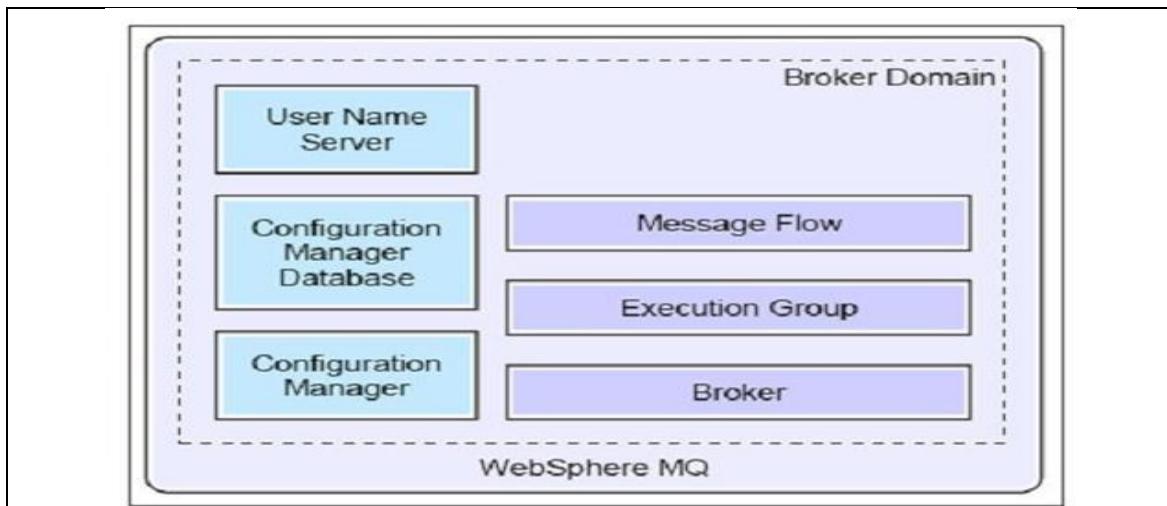


Figure 6: TAF Conceptual Model: Integration and Utility- 2

- (e) The applicable products selected and installed for the implementation of the SAPS SI Bus includes the following:

- (i) (Web Sphere Portal Server for z-series; user access layer and preferred technology enabler for the SAPS Shared User Workplace; and
  - (ii) IBM Integration Bus for z/OS; the advanced Enterprise Service Bus / SOA backbone.
- (f) The following diagram illustrates the architectural model of the IBM Integration Bus as referenced in IBM Redbook SG24-7163.



**Figure 7: Architectural model of Web Sphere Message Broker**

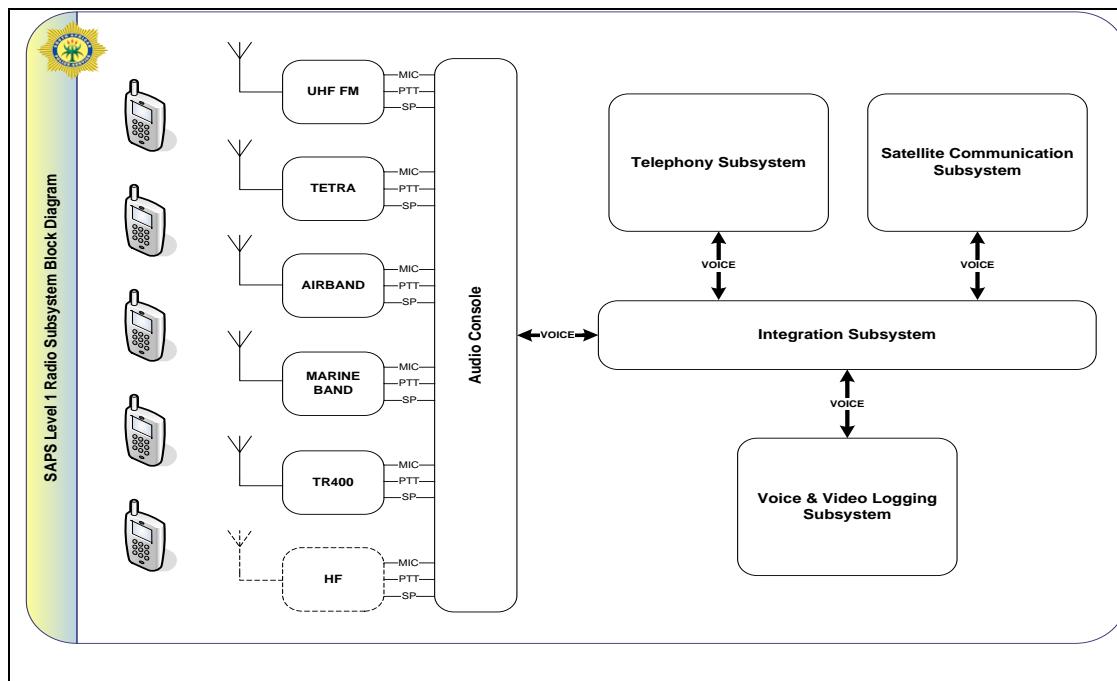
(g) IBM Integration Bus Features and Functions

- (i) IBM Integration Bus provides the ability to connect a wide range of applications using different interaction patterns, protocols and message formats. The supported interaction patterns include the following:
- (ii) One-way messaging;
- (iii) Request response;
- (iv) Aggregation; and
- (v) Publish subscribe.
- (vi) A broad range of protocols is supported, namely:
  1. Web Sphere MQ;
  2. HTTP;
  3. JMS;
  4. Real-time and Multicast;
  5. File; and
  6. User Defined.
- (vii) A comprehensive set of message formats can be modelled and transformed, namely:
  1. Record based (COBOL, C);
  2. Industry standard string based (SWIFT, TLOG, EDIFACT, JASON);

3. XML, including all schema artefacts; and
  4. User Defined.
- (viii) Messages which pass through the broker are potentially routed and transformed between different formats on the way to their destination. IBM Integration Bus Message Broker provides a range of technologies for transforming messages which are used according to the skill set of the integration developer, namely:
1. ESQL for users with relational database skills, who prefer declarative rather than algorithmic forms to specify message transformation;
  2. Java for the broader programming community who are skilled in Java;
  3. Graphical Mapping for relatively straightforward transformations which should not require "programming" in the conventional sense; and
  4. XSLT for XML based transformations based on an open standard.
  5. Using these features the message broker can take messages from a wide variety of sources in a wide range of formats and route and transform them as necessary so that they can be sent to destinations to be consumed by applications in formats and protocols they expect.
- (h) **Integration.** All services required and acquired imply directly or indirectly an integration interface to existing SAPS environments, and therefore all products, services and solution need to support one or other form of interfacing or integration via existing acceptable industry standard protocols.

**(i) High level definitions:**

**(i) Radio Subsystem**



**Figure 8: Radio Subsystem**

(ii) Telephony / Mobile Comms Subsystem

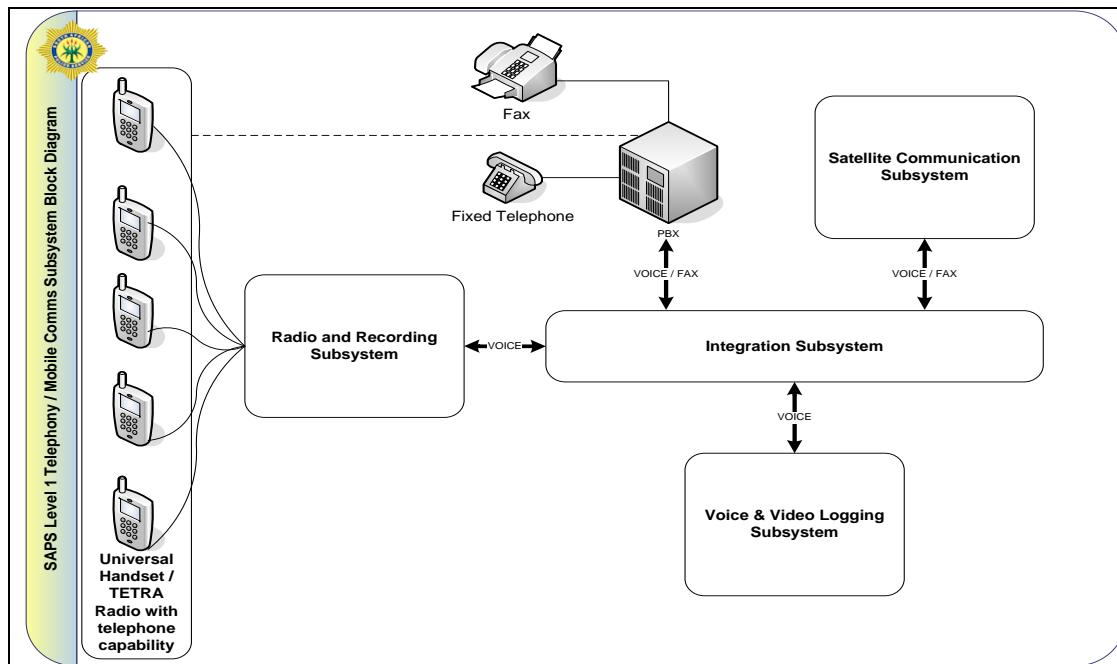


Figure 9: Telephony / Mobile Comms Subsystem

(iii) Information System Access Subsystem

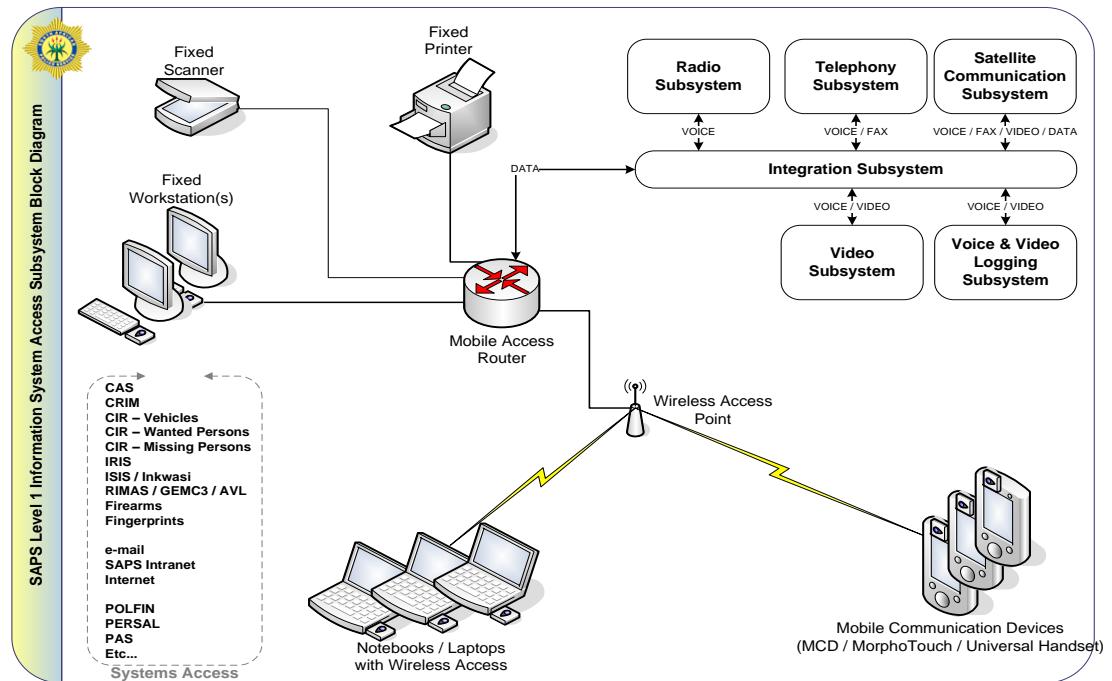
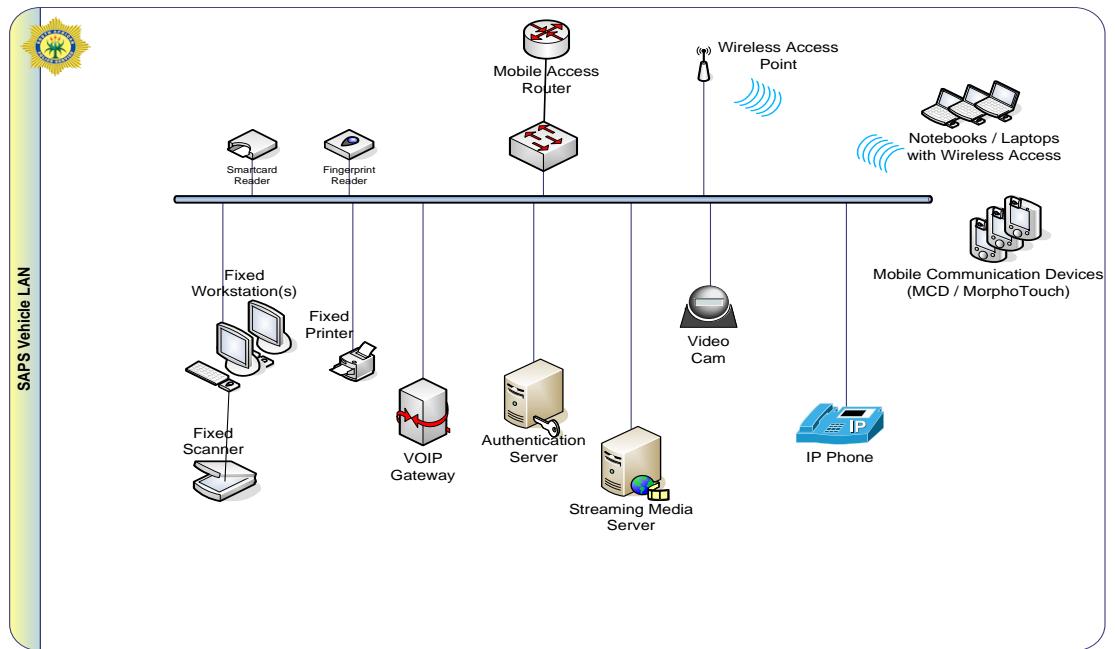


Figure 10: Information System Access Subsystem

(iv) Vehicle LAN – Future Concept



**Figure 11: Vehicle LAN – Future Concept**

(v) General Architecture Comments

1. It is recognized that the high-level diagrams as provided for the ARS environment, might also pose some insight or guidance to bidders. It is however argued that various Bidders may have innovative solution which might differentiate between the solution.
2. Therefore, the reference material as supplied is provided for information purposes only and is not seen in any way to be restrictive. The building blocks as proposed and described were defined to give a conceptual overview of the requirements only.
3. The SAPS also do not allege that the high-level building blocks as provided in any of the documentation is by any means a complete visualization of the concept or the design for the full technological requirement.

**(j) References.** The following references can be consulted for more detail about the SAPS SI Bus products:

- (i) The IBM Redbook: SG24-7137 Web Sphere Message Broker Basics.
- (ii) The IBM Redbook: SG24-7163 Enabling SOA using Web Sphere Messaging.
- (iii) Note: To access these references visit web site: [www.ibm.com/redbooks/](http://www.ibm.com/redbooks/)

## **4. PROJECT AND SERVICES REQUIREMENTS**

### **4.1. PROJECT DELIVERY SCHEDULE AND PERFORMANCE**

The project delivery schedule will be negotiated and finalised with the successful bidder after the bid has been awarded during the contract negotiations. However, it is desirable that the full solution, including customisation and integration of the software, be finalised within six (6) months from date of signature of the contract. The installation and or replacement of the VMUs will be placed on an agreed upon implementation plan during the contract negotiation phase.

### **4.2. SERVICE DELIVERY SCHEDULE AND PERFORMANCE METRICS**

- (1) The following tools, techniques and documents will be utilised for project control throughout the project life cycle. The service provider project manager will be responsible for the compilation of the required documentation specified according to SAPS quality requirements. These documents will be submitted at the specified frequency to the SAPS project manager for approval and presentation to the appropriate SAPS forums. All submitted documents will be recorded in the Project Master Record Index (MRI) under SAPS document configuration control.

**Table 3: Project Control**

<b>Control Measure</b>	<b>Tool / Technique / Document</b>	<b>Frequency</b>	<b>Controlling Body</b>
Cost	Project Charter Microsoft Project Plan/Confirmation/sign-off of completed deliverables.	• Monthly	Project Manager SAPS Project Steering Committee
Progress	Project Charter Microsoft Project Plan Project Progress meetings / reports  Steering Committee meetings / reports	• Weekly • Monthly  • Monthly	Project manager (SAPS)  Project Steering Committee
Risks / Issues	Project Charter Risk and Issue identification and management plan as per: • Risk register • Issue log	• Weekly • Monthly	Project Manager (SAPS) Project Steering Committee
Time Management	Microsoft Project Plan	• Monthly	Project Manager (SAPS)
Scope	Project Charter Change Control	• Weekly • As and when required • Monthly	Project Manager (SAPS)  Project Steering Committee
Schedule	Project Charter	• Weekly	Project Manager (SAPS)

<b>Control Measure</b>	<b>Tool / Technique / Document</b>	<b>Frequency</b>	<b>Controlling Body</b>
Management	Microsoft Project Plan Project Progress Reports Change Control Project Steering Committee report	<ul style="list-style-type: none"> <li>• Weekly / Monthly</li> <li>• As and when required</li> <li>• Monthly</li> </ul>	Project Steering Committee
Quality	Bi - weekly product quality verification demonstrations Project Charter System Specifications Test Plan UAT Signoff Certificates	<ul style="list-style-type: none"> <li>• Bi-weekly</li> <li>• Per release</li> </ul>	Project Manager (SAPS) SAPS Users Steering Committee

(2) The following artefacts must be delivered in compliance with the SAPS standards:

- (a) Project Management deliverables (as described in Table 3: Project Control)
- (b) VMU Implementation plan (6 months)
- (c) Software deployment, configuration, customisation and integration plan
- (d) Capacity plan for the contract period (including network and hosting capacity)
- (e) Solution Architecture
- (f) Data Architecture
- (g) Security Architecture
- (h) Functional Design (FDS)
- (i) Integration Control Design (ICD)
- (j) Integration Design (IDD)
- (k) Technical design (TDS)
- (l) Solution components and services
- (m) Integrated solution components and services
- (n) Integrated/modified source code
- (o) Unit test results
- (p) Test plan
- (q) User acceptance test result (UAT)
- (r) Packaged solution with the deployment instructions for SITA to independently deploy the released product into production environments



## **5. BID EVALUATION STAGES**

- (1) The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined in theTable below.
- (2) **The bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.**

**Table 4 - Bid Evaluation Satges**

<b>Stage</b>	<b>Description</b>	<b>Applicable for this bid</b>
Stage 1	AdministrativePre-Qualification Verification	YES
Stage 2	Mandatory Requirement Evaluation	YES
Stage 3	Non-Mandatory Requirement Evaluation	YES
Stage 4	Special Conditions Of Contract Verification	YES
Stage 5	Price / B-BBEE Evaluation	YES

## **ANNEX A.1: ADMINISTRATIVE PRE-QUALIFICATION**

---

### **6. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

#### **6.1. ADMINISTRATIVE PRE-QUALIFICATION VERIFICATION**

- (1) The bidder **must comply** with ALL of the bid pre-qualification requirements in order for the bid to be accepted for evaluation.
- (2) If the Bidder failed to comply with any of the administrative pre-qualification requirements, or if SITA is unable to verify whether the pre-qualification requirements are met, then SITA reserves the right to –
  - (a) Reject the bid and not evaluate it, or
  - (b) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

#### **6.2. ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

- (1) **Submission of bid response:** The bidder has submitted a bid response documentation pack –
  - (a) that was delivered at the correct physical or postal address and within the stipulated date and time as specified in the “Invitation to Bid” cover page, and;
  - (b) in the correct format as one original document, two copies and one CD.
- (2) **Attendance of briefing session:** If a briefing session is called, then the bidder has to sign the briefing session attendance register using the same information (bidder company name, bidder representative person name and contact details) as submitted in the bidders response document. The attendance of the briefing session is not compulsory.
- (3) **Registered Supplier.** The bidder is, in terms of National Treasury Instruction Note 3 of 2016/17, registered as a Supplier on National Treasury Central Supplier Database (CSD).

## **ANNEX A.2: MANDATORY AND NON-MANDATORY REQUIREMENTS**

---

### **7. MANDATORY REQUIREMENTS**

#### **7.1. INSTRUCTION AND EVALUATION CRITERIA**

- (1) The bidder **must comply with ALL the MANDATORY REQUIREMENTS in Section 7.2 below** by providing substantiating evidence in the form of documentation or information, failing which it will be regarded as “NOT COMPLY”.
- (2) The bidder must attach documentation from **OSM/OEM** as evidence for the functional and/or technical specifications mentioned in MANDATORY REQUIREMENTS.
- (3) The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response.
- (4) During evaluation, SITA reserves the right to treat substantiation evidence that cannot be located in the bid response as “NOT COMPLY”.
- (5) SITA reserves the right to verify all documentation or information provided as evidence.
- (6) **BIDDER DECLARATION:** The bidder MUST declare by indicating in each row of MANDATORY REQUIREMENTS table in Section 7.2 below with an “X” in either the “COMPLY” or “NOT COMPLY” column that –
  - (a) The bid complies with the requirement as specified in “MANDATORY REQUIREMENTS” column; AND
  - (b) The Mandatory Requirement specification is substantiated by evidence attached or provided in **Annex A.8** as proof of compliance.
- (7) **The bidder must comply with ALL the MANDATORY REQUIREMENTS (in Section 7.2 below) in order for the bid to proceed to the next stage of the evaluation.**

## 7.2. MANDATORY REQUIREMENTS

**Table 5: Mandatory Requirements**

<b>MANDATORY REQUIREMENTS</b>	<b>SUBSTANTIATING EVIDENCE OF COMPLIANCE</b>	<b>BIDDER DECLARATION</b>	
		<b>COMPLY</b>	<b>NOT COMPLY</b>
<b>(1) BIDDER SMME REQUIREMENTS</b>  The bidder must subcontract a minimum of 40% of the value of the contract to an EME or QSE which are at least 51% owned by black people	Provide a sworn affidavit indicating that the bidder will subcontract a minimum of 40% of the value of the contract to an EME or QSE which are at least 51% owned by black people		
<b>(2) BIDDER CERTIFICATION / AFFILIATION REQUIREMENTS</b>  The bidder must be a OSM or a registered OSM partner to provide a Fleet Management Solution	Provide a copy of a valid certificate or letter from OSM indicating: (a) the bidder name, (b) the bidder is a OSM or a partner to provide a Fleet Management Solution (c) date the partnership was established <b>NB:</b> SITA reserves the right to verify if the partnership is valid.  <b>NB:</b> All letters or certificates must be dated and signed on a letterhead of the entity that issued it.		
<b>(3) BIDDER EXPERIENCE AND CAPABILITY REQUIREMENTS</b>  The bidder must have implemented a Fleet Management Solution to at least one (1) customer and has managed a minimum of 10,000 vehicles fitted with tracker units for one (1) customer during the past five (5) years.	Provide a letter of affirmation from a Business or Government customer to whom the project or service was delivered. Each letter must be dated, signed and on a letterhead of the customer and indicates: a) The customer Company name and physical address; b) Customer contact person's name, telephone number and email address; c) That the bidder has implemented a Fleet Management Solution and has managed a minimum of 10,000 vehicles fitted with tracker units for one (1) customer; and		

MANDATORY REQUIREMENTS	SUBSTANTIATING EVIDENCE OF COMPLIANCE	BIDDER DECLARATION																						
		COMPLY	NOT COMPLY																					
	d) Project Start and End Date																							
(4) VMU REQUIREMENTS	<p>The bidder must indicate with "YES" if Comply or "NO" if NOT COMPLY under the COMPLY column in each row of the table below.</p> <p><b>NB:</b> Any NOT COMPLY will immediately disqualify the bidder</p> <p>If COMPLY, then the bidder must provide documentation or a letter from OSM/OEM and indicate in the table below page and paragraph numbers where evidence can be read.</p> <p><b>VMU REQUIREMENTS:</b></p> <table border="1"> <thead> <tr> <th>Requirement Number</th> <th>Comply (Yes/No)</th> <th>Page &amp; Paragraph Number</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td></td> <td></td> </tr> <tr> <td>(b)</td> <td></td> <td></td> </tr> <tr> <td>(c)</td> <td></td> <td></td> </tr> <tr> <td>(d)</td> <td></td> <td></td> </tr> <tr> <td>(e)</td> <td></td> <td></td> </tr> <tr> <td>(f)</td> <td></td> <td></td> </tr> </tbody> </table>	Requirement Number	Comply (Yes/No)	Page & Paragraph Number	(a)			(b)			(c)			(d)			(e)			(f)				
Requirement Number	Comply (Yes/No)	Page & Paragraph Number																						
(a)																								
(b)																								
(c)																								
(d)																								
(e)																								
(f)																								

MANDATORY REQUIREMENTS	SUBSTANTIATING EVIDENCE OF COMPLIANCE	BIDDER DECLARATION																			
		COMPLY	NOT COMPLY																		
(5) CERTIFICATION AND ACCEPTANCE OF LIABILITY REQUIREMENTS	<p>The bidder must indicate with "YES" if Comply or "NO" if NOT COMPLY under the COMPLY column in each row of the table below.</p> <p><b>NB:</b> Any NOT COMPLY will immediately disqualify the bidder</p> <p>If COMPLY, then the bidder must provide documentation or a letter from OSM/OEM and indicate in the table below page and paragraph numbers where evidence can be read.</p> <p><b>CERTIFICATION AND ACCEPTANCE OF LIABILITY REQUIREMENTS:</b></p> <table border="1"> <thead> <tr> <th>Requirement Number</th> <th>Comply (Yes/No)</th> <th>Page &amp; Paragraph Number</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td></td> <td></td> </tr> <tr> <td>(b)</td> <td></td> <td></td> </tr> <tr> <td>(c) (i)</td> <td></td> <td></td> </tr> <tr> <td>(c) (ii)</td> <td></td> <td></td> </tr> <tr> <td>(c) (iii)</td> <td></td> <td></td> </tr> </tbody> </table>	Requirement Number	Comply (Yes/No)	Page & Paragraph Number	(a)			(b)			(c) (i)			(c) (ii)			(c) (iii)				
Requirement Number	Comply (Yes/No)	Page & Paragraph Number																			
(a)																					
(b)																					
(c) (i)																					
(c) (ii)																					
(c) (iii)																					

MANDATORY REQUIREMENTS	SUBSTANTIATING EVIDENCE OF COMPLIANCE	BIDDER DECLARATION																																														
		COMPLY	NOT COMPLY																																													
(6) DATA TRANSMISSION FROM VEHICLE REQUIREMENTS	<p>The bidder must indicate with "YES" if Comply or "NO" if NOT COMPLY under the COMPLY column in each row of the table below.</p> <p><b>NB:</b> Any NOT COMPLY will immediately disqualify the bidder</p> <p>If COMPLY, then the bidder must provide documentation or a letter from OSM/OEM and indicate in the table below page and paragraph numbers where evidence can be read.</p> <p><b>DATA TRANSMISSION FROM VEHICLE REQUIREMENTS:</b></p> <table border="1"> <thead> <tr> <th>Requirement Number</th> <th>Comply (Yes/No)</th> <th>Page &amp; Paragraph Number</th> </tr> </thead> <tbody> <tr><td>(a)</td><td></td><td></td></tr> <tr><td>(b)</td><td></td><td></td></tr> <tr><td>(c)</td><td></td><td></td></tr> <tr><td>(d)</td><td></td><td></td></tr> <tr><td>(e)</td><td></td><td></td></tr> <tr><td>(f)</td><td></td><td></td></tr> <tr><td>(g)</td><td></td><td></td></tr> <tr><td>(h)</td><td></td><td></td></tr> <tr><td>(i)</td><td></td><td></td></tr> <tr><td>(j)</td><td></td><td></td></tr> <tr><td>(k)</td><td></td><td></td></tr> <tr><td>(l)</td><td></td><td></td></tr> <tr><td>(m)</td><td></td><td></td></tr> <tr><td>(n)</td><td></td><td></td></tr> </tbody> </table>	Requirement Number	Comply (Yes/No)	Page & Paragraph Number	(a)			(b)			(c)			(d)			(e)			(f)			(g)			(h)			(i)			(j)			(k)			(l)			(m)			(n)				
Requirement Number	Comply (Yes/No)	Page & Paragraph Number																																														
(a)																																																
(b)																																																
(c)																																																
(d)																																																
(e)																																																
(f)																																																
(g)																																																
(h)																																																
(i)																																																
(j)																																																
(k)																																																
(l)																																																
(m)																																																
(n)																																																
(a) The bidders must comply with communication mediums and known Cellular APN gateways such as a Vodacom, with variable reporting intervals as short as ten (10) seconds.																																																
(b) The Bidder's proposed solution must be able to use SMS fall-back or send over SMS, in the event that there is a lack of GPRS signal. The VMU must continue to record positions, buffering them in persistent on-board memory, and sending them when the GPRS network signal is available.																																																
(c) The Bidder's proposed solution must be able to operate using a selection of Wireless Networks, and it must be possible to switch between these networks without impact on the bidder's system.																																																
(d) Bidders proposed solution must support secure transparent IP communication over any generic IP medium, including Wireless Networks such as GSM, GPRS, 3G, and de-facto standard LANs and WANs. In this the provided VMU must acquire an IP address and ensure secure IP communication to a designated IP address, as provided by SAPS.																																																

MANDATORY REQUIREMENTS	SUBSTANTIATING EVIDENCE OF COMPLIANCE	BIDDER DECLARATION	
		COMPLY	NOT COMPLY
(e) The Bidder's Proposed Solution must provide for networking support and multi-protocol communication support. This is required as upload of telemetry data is required.	(o)		
(f) Download of new firmware updates must be enabled as Firmware Over The Air (FOTA) without unnecessary interventions and be automated. A VMU must request a new firmware version at appropriate times and download the required firmware with a clear indication of the successful completion as well as an update to the vehicle monitoring database that the specific firmware is now active on the vehicle.			
(g) All data transmission must be able to ensure that any transmission of data purported to have been sent has been successfully received by the appropriate receiver (communication server) to ensure data integrity.			
(h) It is required that the system must provide error control in respect of data transmission to ensure integrity. Error detection measures must be implemented to report error statistics and locate the source of errors during transmission of data.			
(i) The provided VMU solution			

MANDATORY REQUIREMENTS	SUBSTANTIATING EVIDENCE OF COMPLIANCE	BIDDER DECLARATION	
		COMPLY	NOT COMPLY
<p>must be able to ensure persistent messaging and ensured delivery of messages sent. Any failure to send or receive information must be highlighted in appropriate audit trails to ensure that history requests can be sent to the relevant VMU.</p> <p>(j) The Bidder's VMU must be able to provide for an automated process of history requests in the event of partial communication failure to enable automated requests of data from the relevant VMU's affected.</p> <p>(k) SAPS must be able to centrally, via the application software or API, be informed of any connection that has failed from a VMU to the application and that updates to the databases has failed.</p> <p>(l) The information generated by the VMU is to be sent directly to SAPS designated servers and MUST NOT BE ABLE TO BE SENT OR STORED anywhere else on any other infrastructure.</p> <p>(m) The proposed solution must utilize a standard compression technology for compressing of data prior to data transmission.</p> <p>(n) This algorithm must be in firmware that can be effectively updated over the proposed communications networks.</p>			

MANDATORY REQUIREMENTS	SUBSTANTIATING EVIDENCE OF COMPLIANCE	BIDDER DECLARATION													
		COMPLY	NOT COMPLY												
(o) The bidder's proposed solution must be able to work with a Machine to Machine (M2M) or data card or a data bundle that only provide for data transmission.															
(7) <b>SECURITY MANAGEMENT REQUIREMENTS</b> <ul style="list-style-type: none"> <li>(a) The proposed solution must provide for activity logs, audit trails and controls to prevent and or identify unauthorized alteration, misuse or loss of data.</li> <li>(b) Proposed solution must utilise encryption technology.</li> <li>(c) The Bidder's Proposed Solution/s must have the ability to structure access control between specific user groups in order for only specific users to execute specific functions and only allow specific users to view specific vehicles.</li> </ul>	<p>The bidder must indicate with "YES" if Comply or "NO" if NOT COMPLY under the COMPLY column in each row of the table below.</p> <p><b>NB:</b> Any NOT COMPLY will immediately disqualify the bidder</p> <p>If COMPLY, then the bidder must provide documentation or a letter from OSM/OEM and indicate in the table below page and paragraph numbers where evidence can be read.</p> <p><b>SECURITY MANAGEMENT REQUIREMENTS:</b></p> <table border="1"> <thead> <tr> <th>Requirement Number</th> <th>Comply (Yes/No)</th> <th>Page &amp; Paragraph Number</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td></td> <td></td> </tr> <tr> <td>(b)</td> <td></td> <td></td> </tr> <tr> <td>(c)</td> <td></td> <td></td> </tr> </tbody> </table>	Requirement Number	Comply (Yes/No)	Page & Paragraph Number	(a)			(b)			(c)				
Requirement Number	Comply (Yes/No)	Page & Paragraph Number													
(a)															
(b)															
(c)															
(8) <b>FUNCTIONAL REQUIREMENTS</b>  The proposed solution must perform and adhere to the following functions:	The bidder must indicate with "YES" if Comply or "NO" if NOT COMPLY under the COMPLY column in each row of the table below.														

MANDATORY REQUIREMENTS	SUBSTANTIATING EVIDENCE OF COMPLIANCE	BIDDER DECLARATION																																								
		COMPLY	NOT COMPLY																																							
<p>(a) Accuracy of GPS locations of SAPS vehicles must be within 10 square meters as a maximum.</p> <p>(b) The VMU must be able to report GPS location, date and time on vehicle turning through a 15, 30, or 45-degree angle. These parameters must be set on the firmware.</p> <p>(c) Detect and report on SAPS vehicle ignition status (ON/OFF).</p> <p>(d) Detect and report on harsh braking</p> <p>(e) Detect and report on over speeding</p> <p>(f) Detect and report on excess idling</p> <p>(g) Detect and report on battery tampering</p> <p>(h) Detect and report on vehicle service reminders</p> <p>(i) Detect and report on vehicle license renewals</p> <p>(j) Detect and report on GPS unlock</p> <p>(k) Detect and report on incidents</p> <p>(l) Detect and report on harsh acceleration</p>	<p><b>NB:</b> Any NOT COMPLY will immediately disqualify the bidder</p> <p>If COMPLY, then the bidder must provide documentation or a letter from OSM/OEM and indicate in the table below page and paragraph numbers where evidence can be read.</p> <p><b>FUNCTIONAL REQUIREMENTS:</b></p> <table border="1"> <thead> <tr> <th>Requirement Number</th> <th>Comply (Yes/No)</th> <th>Page &amp; Paragraph Number</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td></td> <td></td> </tr> <tr> <td>(b)</td> <td></td> <td></td> </tr> <tr> <td>(c)</td> <td></td> <td></td> </tr> <tr> <td>(d)</td> <td></td> <td></td> </tr> <tr> <td>(e)</td> <td></td> <td></td> </tr> <tr> <td>(f)</td> <td></td> <td></td> </tr> <tr> <td>(g)</td> <td></td> <td></td> </tr> <tr> <td>(h)</td> <td></td> <td></td> </tr> <tr> <td>(i)</td> <td></td> <td></td> </tr> <tr> <td>(j)</td> <td></td> <td></td> </tr> <tr> <td>(k)</td> <td></td> <td></td> </tr> <tr> <td>(l)</td> <td></td> <td></td> </tr> </tbody> </table>	Requirement Number	Comply (Yes/No)	Page & Paragraph Number	(a)			(b)			(c)			(d)			(e)			(f)			(g)			(h)			(i)			(j)			(k)			(l)				
Requirement Number	Comply (Yes/No)	Page & Paragraph Number																																								
(a)																																										
(b)																																										
(c)																																										
(d)																																										
(e)																																										
(f)																																										
(g)																																										
(h)																																										
(i)																																										
(j)																																										
(k)																																										
(l)																																										
(9) MANAGEMENT REQUIREMENTS	(a) All firmware must be backwards compatible for at least three generations of hardware and audit trails must be kept of each	The bidder must indicate with "YES" if Comply or "NO" if NOT COMPLY under the COMPLY column in each row of the table below.																																								

MANDATORY REQUIREMENTS	SUBSTANTIATING EVIDENCE OF COMPLIANCE	BIDDER DECLARATION																						
		COMPLY	NOT COMPLY																					
<p>and every change of firmware.</p> <p>(b) It must be possible to adjust/upgrade the time interval between each positional recording from a minimum of at least 5 seconds to at least 30 minutes in real time with direct commands to the VMU.</p> <p>(c) To limit data transmission costs and the size of the database required, no positional data must be accumulated, stored or transmitted if the SAPS vehicle is not moving.</p> <p>(d) The Bidder's Proposed Solution/s must have the ability to provide for daily, weekly, monthly and ad-hoc report/s, with the ability to export specific designated information to a .csv and/or PDF file formats.</p> <p>(e) The Bidder's Proposed Solution/s must have the ability to provide for area reports/vicinity search to identify vehicles on a specific location using X and Y coordinates.</p> <p>(f) It must be possible to set no-go or preferred areas and routes of vehicle operation from the application software interface as set-upon instructions to the units</p>	<p><b>NB:</b> Any NOT COMPLY will immediately disqualify the bidder</p> <p>If COMPLY, then the bidder must provide documentation or a letter from OSM/OEM and indicate in the table below page and paragraph numbers where evidence can be read.</p> <p><b>MANAGEMENT REQUIREMENTS:</b></p> <table border="1"> <thead> <tr> <th>Requirement Number</th> <th>Comply (Yes/No)</th> <th>Page &amp; Paragraph Number</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td></td> <td></td> </tr> <tr> <td>(b)</td> <td></td> <td></td> </tr> <tr> <td>(c)</td> <td></td> <td></td> </tr> <tr> <td>(d)</td> <td></td> <td></td> </tr> <tr> <td>(e)</td> <td></td> <td></td> </tr> <tr> <td>(f)</td> <td></td> <td></td> </tr> </tbody> </table>	Requirement Number	Comply (Yes/No)	Page & Paragraph Number	(a)			(b)			(c)			(d)			(e)			(f)				
Requirement Number	Comply (Yes/No)	Page & Paragraph Number																						
(a)																								
(b)																								
(c)																								
(d)																								
(e)																								
(f)																								
(10) BIDDER COMMITMENT TO	Provide a sworn affidavit committing the bidder to deliver,																							

MANDATORY REQUIREMENTS	SUBSTANTIATING EVIDENCE OF COMPLIANCE	BIDDER DECLARATION	
		COMPLY	NOT COMPLY
<b>OTHER REQUIREMENTS</b>			
(a) <b>VMU REQUIREMENTS</b>	<p>perform and adhere to the requirements number (a) to (f).</p> <p>(i) The proposed VMU solution must be installed out of sight in the vehicle and should be mounted in such a way that it is not easy to reach, tamper and / or disable in any way, and the relevant communication enablers, e.g., the sim card, may not be easily removed or tampered with.</p> <p>(ii) All wiring and connectors must be durable and in compliance with the standards of the original vehicle manufacturer.</p> <p>(iii) <b>Wiring in the engine bay must be protected by heat resistant sleeving to meet Vehicle Security Association of South Africa (VESA) and MPT 1362 standards, equivalent or higher. All wiring will be secured to prevent abrasion of insulation.</b></p> <p>(iv) All installation executed by the bidder must be guaranteed that it in no way caused deliberate or incidentally interference with / or damaged any component of the vehicle. Proof of the</p>		

MANDATORY REQUIREMENTS	SUBSTANTIATING EVIDENCE OF COMPLIANCE	BIDDER DECLARATION	
		COMPLY	NOT COMPLY
<p>guarantee must be provided as substantiating evidence.</p> <p>(v) The proposed VMU solution must operate with a standard voltage range and must be protected against reverse polarity.</p> <p>(b) <b>CERTIFICATION AND ACCEPTANCE OF LIABILITY</b></p> <ul style="list-style-type: none"> <li>(i) The bidder must provide certification that bidder's technicians and the method are vetted by the specific vehicle manufacturer thereby ensuring no voidance of guarantees by the vehicle manufacturer due to erroneous installations.</li> <li>(ii) Certification is required that bidders or their subcontractor are Radio Communication accredited for TETRA to ensure integration and possible transmission of data from the VMU via the SAPS radio communication network.</li> <li>(iii) Certification must be produced to prove that no VMU will interfere in any way with any SAPS radio system.</li> <li>(iv) The bidder must have a</li> </ul>			

<b>MANDATORY REQUIREMENTS</b>	<b>SUBSTANTIATING EVIDENCE OF COMPLIANCE</b>	<b>BIDDER DECLARATION</b>	
		<b>COMPLY</b>	<b>NOT COMPLY</b>
<p>process of pre-inspection and post-inspection of vehicle fitments in place with the necessary supporting documents.</p> <p>(c) <b>DATA TRANSMISSION FROM VEHICLE</b></p> <p>(i) As part of the Bidder's support and maintenance policy all communication equipment must be checked regularly to ensure proper operation. The frequency period to be defined in contract negotiations with the successful bidder.</p> <p>(d) <b>FUNCTIONAL REQUIREMENT</b></p> <p>(i) The GPS component of the VMUs must implement the latest available advanced features to minimise the time to achieve lock with GPS Satellites.</p> <p>(e) <b>MANAGEMENT REQUIREMENTS</b></p> <p>(i) All parameter changes and software / firmware upgrades of VMUs must be performed by SAPS centrally, through application software, from where such changes are transmitted to the VMUs.</p> <p>(ii) The firmware version, the</p>			

MANDATORY REQUIREMENTS	SUBSTANTIATING EVIDENCE OF COMPLIANCE	BIDDER DECLARATION	
		COMPLY	NOT COMPLY
<p>VMU hardware platform name /number, the VMU serial number and all other relevant asset and configuration management information must be transmitted to the central database upon installation of the VMU with vehicle registration, and be stored on the central database.</p> <p>(iii) All VMU's as serialised items with related cellular numbers must be incorporated onto the vehicle asset register of SAPS, and this information need to be updated and continuously aligned with every installation or de-installation in order for full asset management to transpire.</p> <p>(iv) The Bidder's Proposed Solution/s must have the ability to provide visible on screen as well as reports showing the utilization of the SAPS vehicle according to actual vehicle switched on time as opposed to only kilometres driven i.e. actual operating hours and then the number of kilometres</p>			

MANDATORY REQUIREMENTS	SUBSTANTIATING EVIDENCE OF COMPLIANCE	BIDDER DECLARATION	
		COMPLY	NOT COMPLY
<p>driven.</p> <p>(v) The Bidder's Proposed Solution/s must have the ability to provide for the single and multiple replay of a vehicle's movement on a GIS interface that can be provided to a Court of Law indicating the exact locations a vehicle has been reported at, with date, time, location, etc. indicated on the reports. These reports must be able to be saved in pdf format.</p> <p>(vi) The Bidder's Proposed Solution/s must have the ability to integrate to the Tracking Solution database in order for the vehicle's X and Y co-ordinates to be acquired and linked to the Call Sign/registration in order for position data to be displayed on the GIS interface in the 10111 and other related Emergency Management Command Centres.</p> <p>(vii) The Bidder's Proposed GIS Solution/s must have the ability to be able to acquire sector delineation to ensure sector policing is enabled where a vehicle that</p>			

MANDATORY REQUIREMENTS	SUBSTANTIATING EVIDENCE OF COMPLIANCE	BIDDER DECLARATION	
		COMPLY	NOT COMPLY
<p>leaves a specific boundary should generate an alarm/alert and an SMS to various relevant parties.</p> <p>(viii) The successful Bidder must have the ability to undertake capacity planning exercises in conjunction with SAPS.</p> <p>(f) <b>INTEGRATION REQUIREMENTS</b></p> <p>(i) The proposed solution must integrate with customer existing infrastructure components (see <b>Section 3, REQUIREMENTS OVERVIEW</b>)</p> <p>(ii) All integrations must conform to common standards of the SAPS integration architecture and via the SiBus as indicated in this RFB (see <b>Section 3, REQUIREMENTS OVERVIEW</b>).</p>			

## **8. NON-MANDATORY REQUIREMENTS**

### **8.1. INSTRUCTION AND EVALUATION CRITERIA**

- (1) The bidder must complete in full all of the NON-MANDATORY REQUIREMENTS in Section 8.3 below by providing substantiating evidence in the form of documentation or information, failing which it will be regarded as "NOT COMPLY".
- (2) The bidder must provide a unique reference number (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response.
- (3) During evaluation, SITA reserves the right to treat substantiation evidence that cannot be located in the bid response as "NOT COMPLY".

### **8.2. EVALUATION CRITERIA**

- (4) **Evaluation per requirement.** The evaluation (scoring) of bidders' responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence.
- (5) Evaluation of Non-Mandatory requirements will be evaluated using "COMPLY"/"NOT-COMPLY" score using the following criteria:

**Table 6: Evaluation Scoring Criteria**

Evaluation criteria	Score
COMPLY with substantiating evidence	1
COMPLY without substantiating evidence	0
NOT COMPLY	0

- (6) **Weighting of requirements:** The full scope of requirements will be determined by the weighting indicated next to each requirement in Section 8.3 below.
- (7) **Calculation of the Weighted Score:** The weighted score obtained (rounded to nearest 10) by the bidder will be calculated as explained in Table 7 below:

**NB: A "1" is obtained if a bidder COMPLY with substantiating evidence (see Table 6 above)**

**Table 7: Weighted Score**

SECTION	WEIGHTED SCORE FORMULA PER SECTION
8.3(1)	= 30 x (Total Number of 1's obtained in Section 8.3(1)) ÷ 13
8.3(2)	= 30 x (Total Number of 1's obtained in Section 8.3(2)) ÷ 14
8.3(3)	= 30 x (Total Number of 1's obtained in Section 8.3(3)) ÷ 9
8.3(4)	= 5 x (Total Number of 1's obtained in Section 8.3(4))
8.3(5)	= 5 x (Total Number of 1's obtained in Section 8.3(5))

- (8) **Total Weighted Score** = WEIGHTED SCORE obtained in Section **8.3(1)** +  
WEIGHTED SCORE obtained in Section **8.3(2)** +  
WEIGHTED SCORE obtained in Section **8.3(3)** +  
WEIGHTED SCORE obtained in Section **8.3(4)** +  
WEIGHTED SCORE obtained in Section **8.3(5)**
- (9) **Minimum threshold.** To be eligible to proceed to the next stage of the evaluation the bid must achieve a minimum threshold **Total Weighted Score** of **70**.

### 8.3. NON-MANDATORY REQUIREMENTS

- (1) **BIDDER DECLARATION:** The bidder MUST declare by indicating in each row of NON-MANDATORY REQUIREMENTS table below with an “X” in either the “COMPLY” or “NOT COMPLY” column that –
- (a) The bid complies with the requirement as specified in “NON-MANDATORY REQUIREMENTS” column; AND
  - (b) The Mandatory Requirement specification is substantiated by evidence attached or provided in **Annex A.8** as proof of compliance.
- (2) **Any NOT COMPLY will immediately disqualify the bidder.**
- (3) If COMPLY, then the bidder must provide documentation or a letter from OSM/OEM and indicate in the table below page and paragraph numbers where evidence can be read.
- (4) SITA reserves the right to verify all documentation or information provided as evidence.

**Table 8: Non-Mandatory Requirements**

NON-MANDATORY REQUIREMENTS	BIDDER DECLARATION		PAGE &PARAGRAPH NUMBER	% WEIGHT (TOTAL=100)
	COMPLY	NOT COMPLY		
(1) FUNCTIONAL REQUIREMENT				
(a) Each update of “vehicle position” must clearly reflected as an update of the location on the database in order for the application software to “display the relevant data (date/time), status of the vehicle, vehicle registration, odometer, latitude / longitude, driver identification, speed, alarms, etc.).				30
(b) Adjustable parameters must be available via the user enabled interface for the SAPS to send instructions to every VMU.				
(c) The application software must acquire fully routable information on all relevant co-ordinates to enable routing on maps and to provide integrated GIS/Mapping support.				
(d) “Ghosting” associated with non-existent SAPS vehicles and associated locations must be completely eliminated.				
(e) Bidder’s solution must be able to utilise				

TCP/IP.				
(f) Detect and report on harsh cornering				
(g) Detect and report on low battery				
(h) Detect and report on oil levels				
(i) Detect and report on tyre pressure check				
(j) Detect and report on coolant levels				
(k) Detect and report on temperature checks				
(l) Detect and report on power steering fluid				
(m) Detect and report on brake fluid levels.				
<b>(2) SOFTWARE SOLUTION / REPORTING FACILITIES AND OTHER ASSOCIATED SOFTWARE SYSTEMS / SOLUTION FOR MANAGEMENT INFORMATION</b>				
(a) The Bidder's Proposed Solution/s must have the ability to provide visible on screen as well as reports with a summary of SAPS mobile assets usage. (all craft / personnel that is being electronically monitored).				
(b) The Bidder's Proposed Solution/must have the ability to provide visible on screen as well as reports showing all stop locations with stop durations including date, time, duration, co-ordinates, place name, driver, skill set (speciality), etc.				
(c) The Bidder's Proposed Solution/s must have the ability to provide visible on screen as well as reports on all messages sent to SAPS vehicles and to the SAPS operational centres with the date and time sent.				
(d) The Bidder's Proposed Solution/s must have the ability to drill down to determine who sent a message, who received the message and the message contents. This includes all sent parameters for VMU maintenance as				

	well.			
(e)	The Bidder's Proposed Solution/s must have the ability to provide visible on screen as well as reports of all SAPS mobile assets registered and system components with analysis of an assets performance and cost to company.			
(f)	The Bidder's Proposed Solution/s must have the ability to provide visible on screen as well as reports showing the utilization of the SAPS vehicle according to actual vehicle switched on time as opposed to only kilometres driven i.e. actual operating hours and then the number of kilometres driven.			
(g)	The Bidder's Proposed Solution/s must have the ability to provide visible on screen as well as reports which identify the SAPS driver via the identification method used to the vehicle.			
(h)	The Bidder's Proposed Solution/s must have the ability to provide visible on screen as well as detailed reports showing the speed of the SAPS vehicle in set time intervals, per hour, per day, per week and per month.			
(i)	The Bidder's Proposed Solution/s must have the ability to provide for exception-based reporting with full access to history information for at least thirty-six (36) months.			
(j)	The Bidder's Proposed Solution/s must have the ability to provide for Accident reports detailing information that is crucial in reconstruction of the accident..			
(k)	The Bidder's Proposed Solution/s must have the ability to provide for SAPS vehicle activity reports detailing trip by trip analysis of the SAPS vehicles usage.			
(l)	The Bidder's Proposed Solution/s must have the ability to allow for a SAPS			

vehicle logbook to be electronically produced for a specified period, with the driver's identity in association.				
(m) The Bidder's Proposed Solution/s must have the ability to be able to sort and display many vehicles filtered by a number of vehicle statuses such as moving, idling, ignition on or off, last reported time, etc. The user must be able to define the filtering criteria and parameters.				
(n) The Bidder's Proposed Solution/s must have the ability to generate "Alerts" and an "Alert Report" based on pre-defined Alert settings.				
<b>(3) GIS INTERFACE AND TRACKING</b>				
(a) The Bidder's Proposed Solution/s must ensure that the map rendering and the layers on the map is viable on limited network speed of less than 64kb/sec.				30
(b) The Bidder's Proposed Solution/s must have the ability to provide for "Time Routes".				
(c) The Bidder's Proposed Solution/s must have the ability to provide for "User Defined" Locations, and preferred area definitions.				
(d) The Bidder's Proposed Solution/s must have the ability to be able to overlay past routes driven by vehicles to show deviances from agreed route plans.				
(e) The Bidder's proposed Solution/s must have the ability to provide for an overlay of specific information on top of the GIS data as an import facility and possibly separate layer to super impose crime statistics and other relevant information on top of the GIS solution.				
(f) The Bidder's Proposed Solution/s must				

	have the ability to show a number of vehicles on a single cost centre / user structure through the interface.			
	(g) The Bidder's Proposed Solution/s must have the ability to provide for at least 4 "Work Maps" upon which a user may select a number of vehicles from different "Cost Centres".			
	(h) The Bidder's Proposed Solution/s must have the ability to provide a clear distinction be made by means of various symbols or different colour symbols of the various police vehicles and helicopters as well as its precise position on the map, each indicating its own radio call sign and status.			
	(i) The Bidder's Proposed Solution/s must be able to communicate securely via a standard communications interface and support a vehicle Mobile Data Terminal (MDT) or similar devices.			
<b>(4)</b>	<b>MANAGEMENT AND ANALYTICAL REPORTING FACILITIES</b>			
	(a) The Bidder's Proposed Solution/s must be able to monitor vehicles pertaining to utilization and availability			5
<b>(5)</b>	<b>DISASTER RECOVERY REQUIREMENTS</b>	Provide a sworn affidavit committing the bidder to deliver, perform and adhere to the Disaster Recovery Requirements		5
	(a) The bidder's solution must be able to conform to disaster recovery policies and procedures of the SAPS.	Provide a sworn affidavit committing the bidder to deliver, perform and adhere to the Disaster Recovery Requirements		

## **ANNEX A.3: SPECIAL CONDITIONS OF CONTRACT (SCC)**

---

### **9. SPECIAL CONDITIONS OF CONTRACT**

#### **9.1. INSTRUCTION**

- (1) The successful supplier will be bound by Government Procurement: General Conditions of Contract (GCC) as well as this Special Conditions of Contract (SCC), which will form part of the signed contract with the successful Supplier. However, SITA reserves the right to include or waive the condition in the signed contract.
- (2) SITA reserves the right to –
  - (a) Negotiate the conditions, or
  - (b) Automatically disqualify a bidder for not accepting these conditions.
- (3) In the event that the bidder qualifies the proposal with own conditions, and does not specifically withdraw such own conditions when called upon to do so, SITA will invoke the rights reserved in accordance with subsection 9.1(2)above.
- (4) The bidder must **complete the declaration of acceptance** as per section 9.3 below by marking with an “X” either “ACCEPT ALL” or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.

#### **9.2. SPECIAL CONDITIONS OF CONTRACT**

- (1) **CONTRACTING CONDITIONS**
  - (a) **Formal Contract.** The Supplier must enter into a formal written Contract (Agreement)with SAPS
  - (b) **Right of Award.** SITA reserves the right to award the contract for required goods or services to multiple Suppliers.
  - (c) **Right to Audit.** SITA reserves the right, before entering into a contract, to conduct or commission an external service provider to conduct a financial audit or probity to ascertain whether a qualifying bidder has the financial wherewithal or technical capability to provide the goods and services as required by this tender.
- (2) **DELIVERY ADDRESS.** The supplier must deliver the required products or services at the address specified in**Section 2.3, Delivery Address.**
- (3) **SCOPE OF WORK.**
  - (a) The supplier must complete the implementation of the scope of work specified in the following Sections:
    - (i) Section 2 - **SCOPE OF BID**
    - (ii) Section 3 - **REQUIREMENTS OVERVIEW**
  - (b) The proposed solution must provide all functional and/or technical specifications mentioned in:

- (i) **Mandatory Section, Section 7.2**, the following Subsection:
  1. Subsection 7.2(4), VMU REQUIREMENTS
  2. Subsection 7.2(5), CERTIFICATION AND ACCEPTANCE OF LIABILITY REQUIREMENTS
  3. Subsection 7.2(6), DATA TRANSMISSION FROM VEHICLE REQUIREMENTS
  4. Subsection 7.2(7), SECURITY MANAGEMENT REQUIREMENTS
  5. Subsection 7.2(8), FUNCTIONAL REQUIREMENTS
  6. Subsection 7.2(9), MANAGEMENT REQUIREMENTS
  7. Subsection 7.2(10), BIDDER COMMITMENT TO OTHER REQUIREMENTS
- (ii) **Non-Mandatory Section, Section 8.3**, the following Subsection:
  1. Subsection 8.3(1), FUNCTIONAL REQUIREMENT
  2. Subsection 8.3(2), SOFTWARE SOLUTION/ REPORTING FACILITIES AND OTHER ASSOCIATED SOFTWARE SYSTEMS/ SOLUTION FOR MANAGEMENT INFORMATION
  3. Subsection 8.3(3), GIS INTERFACE AND TRACKING
  4. Subsection 8.3(4), MANAGEMENT AND ANALYTICAL REPORTING FACILITIES
  5. Subsection 8.3(5), DISASTER RECOVERY REQUIREMENTS

**Please Note:**

- Any expenses incurred in the enhancements and customization that the Supplier must implements are included as part of bidder's costing (see BID PRICING SCHEDULE in Annex A.4, Section 10.4, BID PRICING SCHEDULE below).
- Thus the bid total indicated by the Supplier includes any required enhancements and customization.
- This is because SAPS expects the Supplier's solution to be functional and complete as per requirements and thus any enhancements and customization are Supplier's cost

(4) **SERVICES PERFORMANCE METRICS.** The Supplier must perform according to the following performance metrics as included in Appendix G: which provides an overview of the minimum Service Level Agreement for Fleet Management Services.

(5) **CERTIFICATION, EXPERTISE AND QUALIFICATION**

- (a) The Supplier represents that,
  - (i) it has the necessary expertise, skill, qualifications and ability to undertake the work required in terms of the Statement of Work or Service Definition;
  - (ii) it is committed to provide the Products or Services; and
  - (iii) perform all obligations detailed herein without any interruption to the Customer.

- (b) The Supplier must provide the service in a good and workmanlike manner and in accordance with the practices and high professional standards used in well-managed operations;
- (c) The Supplier must perform the Services in the most cost-effective manner consistent with the level of quality and performance as defined in Statement of Work or Service Definition;
- (d) **Electrical Work.** The Supplier must ensure that Electrical Work is performed as prescribed by the Occupation Health and Safety Act (Act 85 of 1993 as amended), Electrical Regulations 2009, including,
  - (i) The Supplier is registered at the Department of Labour as an Electrical Contractor;
  - (ii) The standard of work conforms to SABS SANS 10142-1: The code of practice for wiring of premises; and
  - (iii) Any Electrical installation or alteration is certified after completion of work by means of a Certificate of Compliance.
- (e) **Heating, Ventilation and Air Conditioning (HVAC) work.** The Supplier must ensure the HVAC work is performed as prescribed by the Occupation Health and Safety Act (Act 85 of 1993 as amended), Pressure Equipment Regulations, including,
  - (i) The Supplier is registered at the South African Qualification and Certification Committee (SAQCC) as a Refrigerant Gas Practitioner; and
  - (ii) The installation, repair, maintenance or modification to HVAC equipment is performed by a Refrigerant Gas Practitioner in accordance with Pressure Equipment Regulation.
- (f) **Original Software Manufacturer (OSM) work.** The Supplier must ensure that work or service is performed by a person who is certified by Original Software Manufacturer.

## (6) LOGISTICAL CONDITIONS

- (a) **Hours of work.** (as defined in the SAPS Conditions of employment)
- (b) In the event that SITA grants the Supplier permission to access SITA's Environment including hardware, software, internet facilities, data, telecommunication facilities and/or network facilities remotely, the Supplier must adhere to SITA's relevant policies and procedures (which policy and procedures are available to the Supplier on request) or in the absence of such policy and procedures, in terms of, best industry practice.
- (c) **Tools of Trade.** The Supplier must adhere to SAPS tools of trade condition
- (d) **On-site and Remote Support.** The Supplier must adhere to conditions as stipulated in the SLA with the client
- (e) **Support and Help Desk.** The Supplier must adhere to conditions as stipulated in the SLA with the client

## (7) SKILLS TRANSFER AND TRAINING

(a) The Supplier must provide certified training on the proposed solution or product to management and technical staff to enable SAPS to operate and support the product or solution after implementation.

(b) The nature of the training must be formal, informal, hand-on

**(8) REGULATORY, QUALITY AND STANDARDS**

(a) The Supplier must for the duration of the contract ensure compliance with General Quality Standards

**(9) PERSONNEL SECURITY CLEARANCE**

(a) The Supplier personnel who are required to work with information related to NATIONAL SECURITY must have a **valid South African security clearance** or must apply within 30 days of the signed contract for a security clearance to the level of SECRET at the expense of the Supplier from the South African State Security Agency or duly authorised Personnel Security Vetting entity of SA Government.

(b) The Supplier personnel who are required to work with GOVERNMENT CLASSIFIED information or access government RESTRICTED areas must be a South African Citizen and at the expense of the Supplier be security vetted (pre-employment screening, criminal record screening and credit screening).

(c) The Supplier must ensure that the security clearances of all personnel involved in the Contract remains valid for the period of the contract.

**(10) CONFIDENTIALITY AND NON-DISCLOSURE CONDITIONS**

(a) The Supplier, including its management and staff, must before commencement of the Contract, sign a non-disclosure agreement regarding Confidential Information.

(b) Confidential Information means any information or data, irrespective of the form or medium in which it may be stored, which is not in the public domain and which becomes available or accessible to a Party as a consequence of this Contract, including information or data which is prohibited from disclosure by virtue of:

(i) the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000);

(ii) being clearly marked "Confidential" and which is provided by one Party to another Party in terms of this Contract;

(iii) being information or data, which one Party provides to another Party or to which a Party has access because of Services provided in terms of this Contract and in which a Party would have a reasonable expectation of confidentiality;

(iv) being information provided by one Party to another Party in the course of contractual or other negotiations, which could reasonably be expected to prejudice the right of the non-disclosing Party;

(v) being information, the disclosure of which could reasonably be expected to endanger a life or physical security of a person;

- (vi) being technical, scientific, commercial, financial and market-related information, know-how and trade secrets of a Party;
  - (vii) being financial, commercial, scientific or technical information, other than trade secrets, of a Party, the disclosure of which would be likely to cause harm to the commercial or financial interests of a non-disclosing Party; and
  - (viii) being information supplied by a Party in confidence, the disclosure of which could reasonably be expected either to put the Party at a disadvantage in contractual or other negotiations or to prejudice the Party in commercial competition; or
  - (ix) information the disclosure of which would be likely to prejudice or impair the safety and security of a building, structure or system, including, but not limited to, a computer or communication system; a means of transport; or any other property; or a person; methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme; the safety of the public or any part of the public; or the security of property; information the disclosure of which could reasonably be expected to cause prejudice to the defence of the Republic; security of the Republic; or international relations of the Republic; or plans, designs, drawings, functional and technical requirements and specifications of a Party, but must not include information which has been made automatically available, in terms of the Promotion of Access to Information Act, 2000; and information which a Party has a statutory or common law duty to disclose or in respect of which there is no reasonable expectation of privacy or confidentiality;
- (c) Notwithstanding the provisions of this Contract, no Party is entitled to disclose Confidential Information, except where required to do so in terms of a law, without the prior written consent of any other Party having an interest in the disclosure;
  - (d) Where a Party discloses Confidential Information which materially damages or could materially damage another Party, the disclosing Party must submit all facts related to the disclosure in writing to the other Party, who must submit information related to such actual or potential material damage to be resolved as a dispute;
  - (e) Parties may not, except to the extent that a Party is legally required to make a public statement, make any public statement or issue a press release which could affect another Party, without first submitting a written copy of the proposed public statement or press release to the other Party and obtaining the other Party's prior written approval for such public statement or press release, which consent must not unreasonably be withheld.

**(11) GUARANTEE AND WARRANTIES.** The Supplier warrants that:

- (a) The warranty of goods supplied under this contract remains valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier;

- (b) as at Commencement Date, it has the rights, title and interest in and to the Product or Services to deliver such Product or Services in terms of the Contract and that such rights are free from any encumbrances whatsoever;
- (c) the Product is in good working order, free from Defects in material and workmanship, and substantially conforms to the Specifications, for the duration of the Warranty period;
- (d) during the Warranty period any defective item or part component of the Product be repaired or replaced within 3 (three) days after receiving a written notice from SITA;
- (e) the Product is maintained during its Warranty Period at no expense to SITA;
- (f) the Product possesses all material functions and features required for SITA's Operational Requirements;
- (g) the Product remains connected or Service is continued during the term of the Contract;
- (h) all third-party warranties that the Supplier receives in connection with the Products including the corresponding software and the benefits of all such warranties are ceded to SITA without reducing or limiting the Supplier's obligations under the Contract;
- (i) no actions, suits, or proceedings, pending or threatened against it or any of its third party suppliers or sub-contractors that have a material adverse effect on the Supplier's ability to fulfil its obligations under the Contract exist;
- (j) SITA is notified immediately if it becomes aware of any action, suit, or proceeding, pending or threatened to have a material adverse effect on the Supplier's ability to fulfil the obligations under the Contract;
- (k) any Product sold to SITA after the Commencement Date of the Contract remains free from any lien, pledge, encumbrance or security interest;
- (l) SITA's use of the Product and Manuals supplied in connection with the Contract does not infringe any Intellectual Property Rights of any third party;
- (m) the information disclosed to SITA does not contain any trade secrets of any third party, unless disclosure is permitted by such third party;
- (n) it is financially capable of fulfilling all requirements of the Contract and that the Supplier is a validly organized entity that has the authority to enter into the Contract;
- (o) it is not prohibited by any loan, contract, financing arrangement, trade covenant, or similar restriction from entering into the Contract;
- (p) the prices, charges and fees to SITA as contained in the Contract are at least as favourable as those offered by the Supplier to any of its other customers that are of the same or similar standing and situation as SITA; and
- (q) any misrepresentation by the Supplier amounts to a breach of Contract.

**(12) INTELLECTUAL PROPERTY RIGHTS**

- (a) SITA retains all Intellectual Property Rights in and to SITA's Intellectual Property. As of the Effective Date, the Supplier is granted a non-exclusive license, for the continued

duration of this Contract, to perform any lawful act including the right to use, copy, maintain, modify, enhance and create derivative works of SITA's Intellectual Property for the sole purpose of providing the Products or Services to SITA pursuant to this Contract; provided that the Supplier must not be permitted to use SITA's Intellectual Property for the benefit of any entities other than SITA without the written consent of SITA, which consent may be withheld in SITA's sole and absolute discretion. Except as otherwise requested or approved by SITA, which approval is in SITA's sole and absolute discretion, the Supplier must cease all use of SITA's Intellectual Property, at the earliest of:

- (i) termination or expiration date of this Contract;
  - (ii) the date of completion of the Services; and
  - (iii) the date of rendering of the last of the Deliverables.
- (b) If so required by SITA, the Supplier must certify in writing to SITA that it has either returned all SITA Intellectual Property to SITA or destroyed or deleted all other SITA Intellectual Property in its possession or under its control.
- (c) SITA, at all times, owns all Intellectual Property Rights in and to all Bespoke Intellectual Property.
- (d) Save for the license granted in terms of this Contract, the Supplier retains all Intellectual Property Rights in and to the Supplier's pre-existing Intellectual Property that is used or supplied in connection with the Products or Services.
- (e) **Intellectual property rights:** The SAPS will allow the Supplier to retain the intellectual property rights of the source code and designs of the systems offered, but any SAPS specific induced changes will de facto belong to SAPS and use or re-use thereof need to be negotiated with the SAPS. Please note the following **Principles:**
- (i) SAPS will allow the Supplier to retain the intellectual property rights of its source code and designs of the systems offered, where the source code and designs offered exists prior to the commencement of the Bid and for which the Supplier owns the intellectual property rights prior to the commencement of the Bid.
  - (ii) All new designs or functions developed, including the databases, as the solution for these requirements will be the intellectual property of SAPS and may not be utilised or sold in whatever way without the written approval and contractual agreement of SAPS.
  - (iii) The Ownership of Source Code agreements will be finalised during the contract negotiation and contract sign-off process.
  - (iv) The SAPS also reserve the right to outright purchase the applications offered with all rights and continue with amendments as and when deemed necessary.
- (f) **Escrow agreement.** The Supplier must provide an Escrow agreement for software and firmware of the system or systems and solution provided insofar as the Supplier is the owner. Please note the following **Principles:**
- (i) The Supplier must provide an Escrow agreement for source components owned by the Supplier or third parties as part of the system.

- (ii) Proof of entitlement will be required for third party products.
  - (iii) All versions of software / firmware used of all supplied solution must be kept in Escrow and the Supplier must provide SAPS with a certificate showing each version of the software that is being held in Escrow
  - (iv) The Supplier must undertake to ensure that the location and format of the source Code held in Escrow is in Pretoria, and such that it will be immediately accessible and usable if the need arises.
  - (v) It must be in a form that a developer familiar with the relevant development environment will be able to immediately commence programming changes that SAPS may require.
  - (vi) The Supplier will have no claim to these programming changes unless otherwise agreed. All additional developments in functionality implemented due to the exigencies of the SAPS shall remain the property of the SAPS.
  - (vii) Clauses governing reselling of the Supplier's system incorporating this additional functionality shall be negotiated during contract negotiations.
  - (viii) The Supplier may not unreasonably deny SAPS access to the source code held in Escrow if SAPS can demonstrate a need for such access.
  - (ix) In the event that the Supplier is provisionally or finally liquidated, and/or is placed under judicial management or either party enters into a compromise with any of its creditors or is otherwise unable to provide a reasonable level of support for the software, the Source Code held in Escrow will be automatically released to SAPS at no cost.
  - (x) The Supplier must also be prepared to enter into a Memorandum of Understanding regarding the ownership of the sources code if and when the SAPS may require the solution as provided to have radical changes to cater for additional SAPS only type of enhancements. In these events the changes and IP of all changes will be owned by SAPS, and might necessitate a discussion and agreement about the kernel of the application and how to proceed with the source code and alignment thereof.
  - (xi) It must be noted that the SAPS do not have the intention to be dependent on external service providers and would rather acquire internal capacity.
  - (xii) The source code in escrow must be kept current with the latest release of the software in use by the SAPS plus one version prior.
  - (xiii) The Escrow agreements will be finalised during the contract negotiation and contract sign-off process.
- (g) **Owenership.** Please note the following **Principles:**
- (i) All documents and material developed during the project will be the property of SAPS and may not be utilised or reproduce without the permission of SAPS.
  - (ii) All solution and applications require full documentation via the defined SDLC; all these documentations must be available to SAPS on demand at no cost as it is deemed part of the solution documentation.

### 9.3. DECLARATION OF ACCEPTANCE

	ACCEPT ALL	DO NOT ACCEPT ALL
(1) The bidder declares to ACCEPT ALL the Special Condition of Contract as specified in section 9.2above by indicating with an "X" in the "ACCEPT ALL" column, OR		
(2) The bidder declares to NOT ACCEPT ALL the Special Conditions of Contract as specified in section 9.2above by -		
(a) Indicating with an "X" in the "DO NOT ACCEPT ALL" column, and;		
(b) Provide reason and proposal for each of the conditions that isnot accepted.		
<b>Comments by bidder:</b> Provide reason and proposal for each of the conditions not accepted as per the format: Condition Reference: Reason: Proposal:		

## **ANNEX A.4: COSTING AND PRICING**

---

### **QUALIFICATION NOTICE**

To safeguard the integrity of the bidding process, the technical and financial proposals should be submitted in separate sealed envelopes, as per “National Treasury: Supply Chain Management a guide for Accounting Officers / Authorities, 2004”, section 5.9.4; therefore

**All bid Pricing Schedules, as indicated in section 10COSTING AND PRICING, must be submitted in a SEPARATE SEALED ENVELOPE, failing which the bid WILL BE DISQUALIFIED.**

## **10. COSTING AND PRICING**

### **10.1. COSTING AND PRICING EVALUATION**

- (1) ALL PRICING SCHEDULES MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE, failing which the BID will be DISQUALIFIED.
- (2) This bid will be evaluated using the PPPFA preferential points scoring systemas follows:
  - (a) the 90/10 system (90 Price and 10 B-BBEE) for requirements with a Rand value above R50000 000 (all applicable taxes included).
- (3) The bidder must **complete the declaration of acceptance** as per section 10.3 below by marking with an "X" either "ACCEPT ALL", or "DO NOT ACCEPT ALL", failing which the declaration will be regarded as "DO NOT ACCEPT ALL" and the bid will be disqualified.
- (4) Bidder will be bound by the following general costing and pricing conditions and SITA reserves the right to negotiate the conditions or automatically disqualify the bidder for not accepting these conditions. These conditions will form part of the Contract between SITA and the bidder. However, SITA reserves the right to include or waive the condition in the Contract.

### **10.2. COSTING AND PRICING CONDITIONS**

- (1) The bidder must submit the **Pricing Schedule(s)** as prescribed in section 10.4 as well as the relevant enclosed Standard Bidding Document SBD 3.1, 3.2 or 3.3.
- (2) The total price must be VAT inclusive andbe quoted in South African Rand (ZAR).
- (3) **TOTAL PRICE**
  - (a) All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
  - (b) The cost of delivery, labour, S&T, overtime, etc. must be included in this bid.
  - (c) All additional costs must be clearly specified.

### **10.3.DECLARATION OF ACCEPTANCE**

	<b>ACCEPT ALL</b>	<b>DO NOT ACCEPT ALL</b>
(1) The bidder declares to ACCEPT ALL the Costing and Pricing conditionsas specified in section 10.2 above by indicating with an “X” in the “ACCEPT ALL” column, or  (2) The bidder declares to NOT ACCEPT ALL the Costing and Pricing Conditionsas specified in section 10.2above by -  (a) Indicating with an “X” in the “DO NOT ACCEPT ALL” column, and;  (b) Provide reason and proposal for each of the condition not accepted.		

**Comments by bidder:**

Provide the condition reference, the reasons for not accepting the condition.

#### **10.4.BID PRICING SCHEDULE**

- a) Bidder must complete the pricing as **per table below**(or as per the attached spreadsheet if applicable).
- b) Line Prices are all VAT EXCLUDING, and TOTAL PRICE is VAT INCLUSIVE

No	Product/Service description	Price Year 1 (VAT excl.)	Price Year 2 (VAT excl.)	Price Year 3 (VAT excl.)	Total Price
1.	Supply and implement the solution to ensure it performs according to the specifications in the following Sections:  (a) Section 2 - SCOPE OF BID (b) Section 3 - REQUIREMENTS OVERVIEW (c) Section 7.2 - MANDATORY REQUIREMENTS (only Subsection (3) to (10)) (d) Section 8.3 - NON-MANDATORY REQUIREMENTS				
2.	Formal Training as follow: (a) 5 Train the Trainer resources per province (b) 10 Resources at National level				
3.	Provide Maintenance and Support				
4.		<b>SUBTOTAL (VAT Excl.)</b>			
5.		<b>VAT (15%)</b>			
6.		<b>BID TOTAL (VAT Incl.)</b>			

## 10.5. RATE OF EXCHANGE PRICING INFORMATION

Provide the TOTAL BID PRICE for the duration of Contract and clearly indicate the Local Price and Foreign Price, where –

- (c) **Local Price** means the portion of the TOTAL price that is NOT dependent on the Foreign Rate of Exchange (ROE) and;
- (d) **Foreign Price** means the portion of the TOTAL price that is dependent on the Foreign Rate of Exchange (ROE).
- (e) **Exchange Rate** means the ROE (ZA Rand vs foreign currency) as determined at time of bid.

No	Description	Price YEAR 1 (Vat Excl.)	Price YEAR 2 (VAT Excl.)	Price YEAR 3 (VAT Excl.)
1.	LOCAL Price (ZAR)			
2.	FOREIGN Price (ZAR)			
3.	Exchange Rate			
4.	<b>SUBTOTAL (VAT Excl.)</b>			
5.	<b>VAT (15%)</b>			
6.	<b>TOTAL (VAT Incl.)</b>			
7.	<b>BID TOTAL</b>			

*National Treasury Procurement: Standard Bidding Document on next pages*

*\*\*\* SELECT APPLICABLE SBD 3.1, 3.2 OR 3.3 FOR THIS BID*

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

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

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder: .....	Bid number:
-----------------------	-------------

Closing Time: 11:00	Closing date:
---------------------	---------------

OFFER TO BE VALID FOR ..... DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
-------------	----------	-------------	---

- Required by: **THE STATE INFORMATION TECHNOLOGY AGENCY SOC LTD**
- At: .....  
.....
- Brand and model: .....
- Country of origin: .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....  
\*Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

\*Delete if not applicable

**PRICING SCHEDULE – NON-FIRM PRICES  
(PURCHASES)**

**NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of Bidder: .....	Bid number:
Closing Time 11:00	Closing date:

OFFER TO BE VALID FOR ..... DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	--

- Required by: **THE STATE INFORMATION TECHNOLOGY AGENCY SOC LTD**
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- Delivery: \*Firm/not firm

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

\*Delete if not applicable

**PRICING SCHEDULE  
(Professional Services)**

NAME OF BIDDER: ..... BID NO:

CLOSING TIME: 11:00 CLOSING DATE:

OFFER TO BE VALID FOR ..... DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
------------	-------------	--

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
-----	R-----	-----
-----	R-----	-----
-----	R-----	-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

-----	R-----	----- days

- 5.1 Travel expenses (specify, for example rate/km and total km, class of air-travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
			<b>TOTAL: R.....</b>

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

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
			<b>TOTAL: R.....</b>

6. Period required for commencement with project after acceptance of bid .....  
 7. Estimated man-days for completion of project .....  
 8. Are the rates quoted firm for the full period of contract? \*YES/NO  
 9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

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

\*[DELETE IF NOT APPLICABLE]

## **ANNEX A.5: TECHNICAL SCHEDULES**

---

### **11. Technical Schedules**

*Include the schedules that are referenced in the technical specifications sections.*

**11.1.LOCATION SCHEDULE**

**11.2.EQUIPMENT AND QUANTITY SCHEDULE**

**11.3.SOLUTION ARCHITECTURE**

**11.4.SERVICES AND PERFORMANCE SCHEDULE**

**11.5.PROJECT AND DELIVERY SCHEDULE**

## **ANNEX A.6: Terms and definitions**

---

### **1. ABBREVIATIONS**

*In alphabetical order*

Adv.	Advocate
BBBEE	Broad Based Black Economic Empowerment
BSCOM	Bid Specification Committee
CRM	Customer Relations Manager
CSD	Central Supplier Database
DoA	Delegation of Authority
EME	Exempted Micro Enterprise
GCC	General Condition of Contract
GPS	Global Positioning System
ICT	Information and Communication Technology
IEC	International Electro-technical Commission
ISO	International Standardization Organization
N/A	Not Applicable
NT	National Treasury
OEM	Original Equipment Manufacturer
OSM	Original Software Manufacturer
POC	Proof of Concept
PPPFA	Preferential Procurement Policy Framework Act
QSE	Qualifying Small Enterprise
RFA	Request for Accreditation
RFB	Request for Bid
RFP	Request for Proposal
RFQ	Request for Quotation
RSA	Republic of South Africa
SBD	Standard Bidding Document
SCC	Special Condition of Contract
SCM	Supplier Chain Management
SITA	State Information Technology Agency
SMME	Small Medium and Micro Enterprise
TCV	Total Contract Value
USD	United States Dollar
VAT	Value Added Tax
WCED	Western Cape Education Department
WCG	Western Cape Government
ZAR	South African Rand

## 2. DEFINITIONS

- (1) The following two diagrams in Figure 5 and 6 depict the solution symbols used in the descriptions of the TAF (Technology Architecture Framework) as well as the e-business pattern framework used in the TAF.

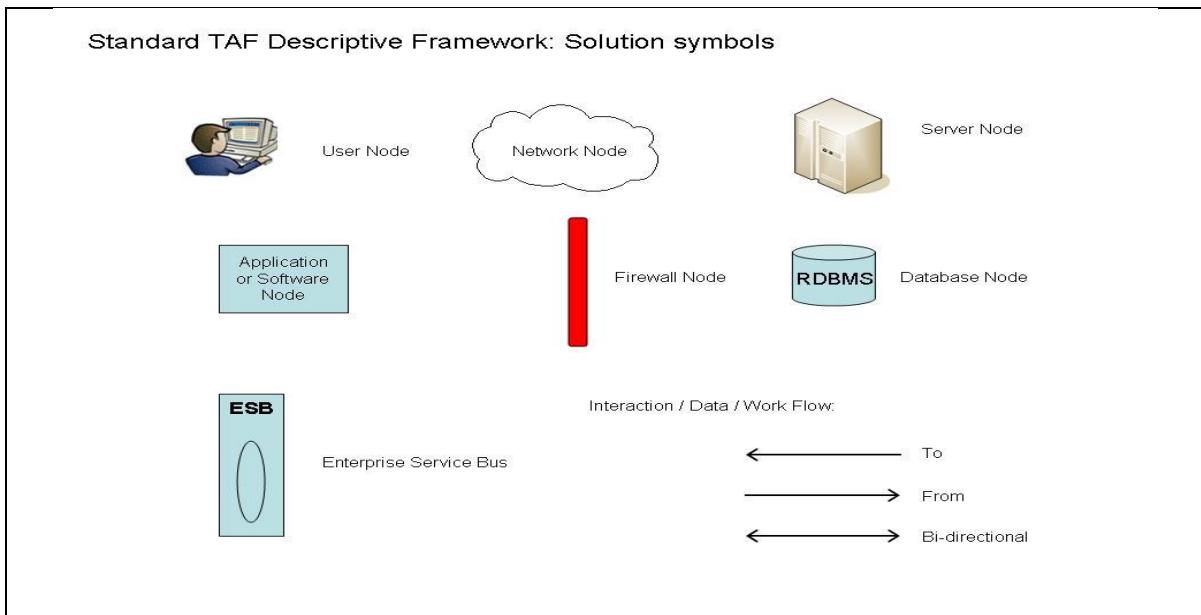


Figure 12: TAF Solution Symbols

## ANNEX A.7: ICT Principles

---

No.	B
	Principle Description
1.	Standardise the instances of ICT utilized within the solution
2.	Parameterised applications to simplify amendments required in the future (part of Application Architecture).
3.	Apply best practice patterns for ICT topologies.
4.	Forward and backwards compatibility of solution
5.	Data integrity and security is complied with as part of the solution
6.	Account for legacy while moving towards new architecture blueprint, thus a road-map is available.
7.	Modular / Incremental evolutions is planned and executed on a frequent basis.
8.	Accommodate manual and automated operations supported by full documentation on a continuous basis
9.	Use open standards especially for integration protocols and interfaces
10.	Implementation of Industry approved standards, thus non-proprietary.
11.	Scalability, portability and interoperability with other applications
12.	Standard and user-friendly application interfaces for users
13.	Flexibility and adaptability is part of the solution
14.	Architecture-based system development methodologies with full SDLC is supported
15.	Data, information, and (electronic) knowledge accessibility on the products are freely available
16.	Data integration (automated) between the various components transpire seamlessly for the whole solution
17.	Primary data captured once, at one point and appropriately shared between all relevant solution of the total Solution
18.	Ownership of data resides with the creating and amending component / solution with full audit trails.
19.	Gathering and distribution of data amongst components / solution are seamless
20.	Large data chunks movement in off-peak periods is scheduled to update centralised and localised environments to ensure optimum data integrity for on-board as well as off-board solution.
21.	Governance mechanisms for architecture, security, protecting assets, adjudicating disagreements between components, SLA management, accountability of the SDLC and knowledge sharing is in place and fully documented.

<b>No.</b>	<b>B</b>
	<b>Principle Description</b>
22.	Centralised management of all components of the IS / ICT solution that supports the Bidder's solution is in place
23.	Proven leading edge technology adoption rather than bleeding edge is a standard principle being adhered to
24.	Automated business process management (BPM) is adhered to, and through this total accountability within the full scope of the Bidder's Solution is established. Thus clear and unambiguous accountability of every component ownership of the total Solution is established, documented and clearly agreed to between all parties.
25.	Reduction in Information Flow Time Period from collection to final delivery
26.	Compliance with external governances where interaction with clients transpires
27.	Continuous and dedicated research and development

## **ANNEX A.8: BIDDER SUBSTANTIATING EVIDENCE**

---

This section is reserved for the bidder to provide information related to the substantiating evidence or comments in the format as required by the bid specification (e.g. text, graphical representation, diagrams, statistical reports, lists, reference letters, copies of product of solution documentation, certificates, licences, memberships, etc.).

*The lines of business (LoB) can provide structured tables/guidelines to be completed by bidders for specific evidence required.*

Note: The evidence provided in this section will be used by the bid evaluation committee to evaluate the bid. Therefore, each piece of substantiating evidence must be cross referenced to requirements specification section.