



enterprise ilembe
ECONOMIC DEVELOPMENT AGENCY

TERMS OF REFERENCE

FOR

THE SUPPLY OF VEHICLES AND FLEET MANAGEMENT SERVICES OVER A PERIOD OF THREE YEARS (FULL MAINTENANCE LEASE)

Closing Date: 23 MAY 2018
Time: 11h00

Information Contact:
Name: Mr Sibonelo Simelane
Tel: 072 797 8771

SERVICE PROVIDER TERMS OF REFERENCE

It is the intention of Enterprise iLembe to enter into a formal contract with a single service provider or consortium to provide the services described herein. These Terms of Reference and the consultant's proposal will form the basis of the contract.

Section 1: Details

Province:	KwaZulu-Natal
Agency:	Enterprise iLembe Economic Development Agency
Project Name:	Supply of vehicles and fleet management services over a three years period (Full Maintenance Lease)

Section 2: Background

Enterprise iLembe:

Enterprise iLembe is an economic development agency wholly-owned by the iLembe District Municipality mandated to pursue and facilitate investment, economic development and empowerment in iLembe.

The objective of Enterprise iLembe is to improve the competitiveness of the iLembe region by creating an environment that will enable local business to compete successfully on the international stage.

The purpose of the project is to appoint a service provider for the lease of **Eight (8)** light Delivery vehicles over a period of Three (3) years on a full maintenance basis including Fleet management services.

The appointed service provider will supply eight (8) vehicles with an option to add or remove. Enterprise iLembe will exercise that option when the need arises and also specify the required specifications.

Section 3: Project Description

Enterprise iLembe hereby invites proposals from suitably qualified and experienced service providers for the following:

3.1 Supply of Eight (8) Light Delivery Vehicles with the following minimum requirements:

The vehicles in question must comply with the following specifications:

TYPE A:

1. Isuzu latest model
2. Single Cab 4x4
3. Quantity: six (6)
4. Engine displacement: 2500 cm³
5. Transmission: Manual
6. Diesel
7. Mass: V rating not less than 1400kg
8. Long Wheel base is required
9. White in colour – The Enterprise iLembe logo must be on both doors and rear of the vehicle with the bad driving report number
10. The following accessories must be included with the vehicle:-
 - a) Canopy (½ door opening upwards) – white with sliding windows
 - b) Tow bar
 - c) Bull bar
 - d) Air conditioner
 - e) Bin liner
 - f) Mud flaps
 - g) Manufacturers standard colour wheel rims
 - h) Floor mats
 - i) Auto armour
 - j) Electric windows
 - k) Radio/CD

TYPE B:

1. Isuzu latest model
2. Double Cab 4x4
3. Quantity: Two (2)
4. Engine displacement: 2500 cm³
5. Transmission: Manual
6. Diesel
7. Mass: V rating not less than 1400kg
8. Long Wheel base is required
9. White in colour – The Enterprise iLembe logo must be on both doors and rear of the vehicle with the bad driving report number
10. The following accessories must be included with the vehicle:-
 - a) Canopy (½ door opening upwards) – white with sliding windows
 - b) Tow bar
 - c) Bull bar
 - d) Air conditioner
 - e) Bin liner
 - f) Mud flaps
 - g) Manufacturers standard colour wheel rims
 - h) Floor mats
 - i) Auto armour
 - j) Electric windows
 - k) Radio/CD

3.2 Specifications for the Supply and Fitment of a Vehicle Monitoring, Tracking and Fleet Management System

- System must use GPS for vehicle location, GPRS and SMS for data communications.
- System must be capable of using either GPRS or SMS communication modes e.g. automatically fall back on SMS when GPRS connectivity is lost.
- While the vehicle is travelling, the system must automatically increase the rate of recording when the vehicles heading changes by more than a specified number of degrees.
- The control unit must be mounted in the vehicle, and must be tamper proof.
- The control unit must report any power loss or tamper detection.
- The control unit must be capable of receiving outside inputs (signals) e.g. for the monitoring of opening of power take offs etc. (must be able to interface with 8 digital and 2 analogue inputs);
- The control unit must be capable of recording the following aspects related to driving:
 - Over revving of the vehicle
 - Over speeding of the vehicle
 - Harsh braking of the vehicle
 - Excessive vehicle idling
 - Green band driving
- The installed system must provide a running odometer independent of the vehicle odometer.
- System must be capable of reporting data and tracking at various intervals and sending that data in “real time” on the exact location of the vehicle.
- A battery backup must be available on the system to ensure independent operation of the unit for a minimum period of three days.
- The system must be capable of recording and reporting second by second accident information prior to (minimum 60 seconds) and after (minimum 30 seconds) the accident has occurred.
- The installed system must be capable of recording route information and report on any deviation from the route.
- The system must be capable of defining safe areas and no-go area’s and report on any event of leaving the safe area or entering a no-go area.
- The system must be capable of accepting driver identification “keys” and report, lockout or approve driver activation.

- The system must be capable of overriding driver access authority by cell phone “approved manager” i.e. remote immobilisation.
- The system must have a panic button installed and report immediately to the control centre, and responsible manager without delay.
- The system must be capable of forwarding alarm messages to one or more cell phones.
- The system must be capable of voice communication to the driver with a call me facility and other predetermined messages available to the driver.
- The system must provide for in vehicle unit that can receive information displayed on a LCD screen.
- Management of the system should be possible by means of scalable hosted software as well as web based software.
- The polling of vehicles must be capable of one or more multiple polls simultaneously.
- The system must be capable of providing reports on various fleet management reports, such as fuel consumption, down time, kilometres travelled, etc. per vehicle, station, and district and per province.
- The completed installation and hardware must be guaranteed.
- System must be active, transmitting alarm / priority statuses in real time;
- Must interact with the driver by means of a warning buzzer, to prevent where possible actual violation of parameters;
- Must record tachograph data i.e. speed, Rpm and green band performance at 10 second intervals?
- Must make use of enhanced GPS for greater accuracy.
- The bidder must be an ISO 9001:2000 certified service provider.
- The bidder must state the failure rate in respect of the unit
- The system must serve the dual functions of active fleet management and stolen vehicle recovery and must be supported by a 24 / 7 / 365 call centre which provides both a bureau and stolen vehicle recovery service.
- The application software must facilitate the setting of maintenance, license renewal and roadworthiness reminders. The application software and DATA must reside on the Clients own computer.
- The application software must be able to be networked from various user computer stations to the main server hub – on the Clients premises.
- An alternative Internet connection to the above data must be available (For after hour’s access to the Data).
- All access to the application software and data MUST be password protected with multiple layers of Passwords and functions tailored to suit each user.

- All System installed in the vehicle must have an alternative, completely independent, backup RF unit that is activated when the C-track system is ripped out by thieves

3.3 REQUIREMENTS APPLICABLE TO THE VEHICLES:

- Please note that this is a FULL Maintenance Lease (Services, Repairs and Maintenance to be included).
- Please note that the vehicles are to be registered, with the licence disc clearly displayed on the front windscreen and must have registration plates
- The service provider is to provide for insurance on the vehicles
- All vehicles must be supplied with a fuel card and Enterprise iLembe must have access to real time information and status reports must be supplied by the service provider on a monthly basis
- Enterprise iLembe must be able to monitor the vehicles by having 24 hrs. access to real time information and status reports must be supplied by the service provider on a monthly basis
- The vehicle must be white in colour
- The Enterprise iLembe logo must be on both doors and rear of the vehicle with the bad driving report number
- Replacement vehicles must be supplied in case of un roadworthy vehicles within 24 hrs
- The prices quoted will be valid for a period of
- Enterprise iLembe reserves the right to increase or decrease the quantity as and when the need arises and to request for vehicles with updated specifications as may be determined by internal operational requirements.

Bidders are required to include a monthly price for the lease of all vehicles including VAT and insurance and the total price for the three years.

Project duration:

The lease will run for a period of Three Years from the date of appointment.

Section 4: Adjudication Criteria

Bids will be evaluated in terms of the Procurement Policy of Enterprise iLembe and shall be applied as follows:-

All proposals received shall firstly be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the PPPFA (No.5 of 2000) and the 2011 B-BBEE Regulations.

Any bid that fails to achieve a minimum of 60 points on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.

Functionality Evaluation

The functionality evaluation points will be applied as per the table below:-

NB: Bidders must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key competencies/areas:

Competencies

The successful bidders or consortium must demonstrate the following key competencies for the functionality evaluation:

Competency	Point Allocation	Maximum Points
Previous experience in the leasing of vehicles (Bidders are to include a list of similar contracts entered into including contactable references in the format specified below in order to claim points for this competency)	0 -1 year	10
	1 – 5 years	25
	5 – 10 years	40
	Above 10 years	50
Previous experience in fleet management (Bidders are to include a list of similar contracts entered into including contactable references in the format specified below in order to claim points for this competency)		30
Detailed plan relating to repairs, maintenance and servicing of the vehicles		20

In order to be awarded points for the first two competencies listed above, please submit the following:

- A list of **contactable references** for similar projects undertaken in the following format:

Client Name	Nature of Work Undertaken	Start Date	Date of Completion	Amount	Client Contact Person	Tel No.

Only bidders who achieve a total of 60 points for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system. Bidders wishing to claim preferential points must attach B-BBEE certificate.

The 80/20 preference point scoring system will be applied with points allocated as follows:-

- 80 points for the price;
- 20 points for B-BBEE status level

The 20 preference points will be allocated based on B-BBEE status level of contribution and shall be allocated as per table that follows:-

Status Level of Contributor	Preference Points on scorecard (80/20 System)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

Section 5: Requirements Related to this Brief

Submission of Proposals

Proposals must be submitted in sealed envelopes endorsed “**PROPOSAL FOR: THE SUPPLY OF VEHICLES AND FLEET MANAGEMENT SERVICES OVER A THREE YEAR PERIOD (FULL MAINTENANCE LEASE)**” and must be hand delivered and placed in the tender box at **Sangweni Tourism Centre, Cnr. Link Road & Ballito Drive, Ballito** and addressed to;

**The Chief Executive Officer
Enterprise iLembe,
Sangweni Tourism Centre,
Cnr Link Road & Ballito Drive.**

The closing date for receipt of proposals is on or before **11h00 on 23 MAY 2018**.

Please note: All proposals must be hand-submitted to the tender box, and incomplete, faxed, emailed applications and applications received after the closing date and time **WILL NOT** be considered. Bidders using a courier service to deliver documents are responsible for ensuring that such delivered documents are physically deposited in the tender box.

Enterprise iLembe does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid proposal.

Section 6: Documents Required

1. Annexure A: Compulsory Information Sheet (see below)

2. Service Providers Proposal

3. Registration details & Compliance

- All interested bidders must be registered on the Central Supplier Database for Government. The detailed registration report must be attached to the proposal (along with the Supplier Number as well as the unique registration reference number). **(Compulsory)**. Please visit <https://secure.csd.gov.za/> to register on **the Central Supplier Database**
- All bidders must submit a Valid Tax Clearance Certificate (Compulsory). In line with the latest circular from SARS (South African Revenue Services), bidders can now submit a **UNIQUE Tax Clearance PIN** to enable the municipality to verify the bidder's tax compliance status online via E-filing.
- MBD 1, 4 and 6.1 Forms **(Compulsory)**
- Bank confirmation letter
- Company registration documents showing all active members/ directors/ shareholders/ owners etc.
- Power of Attorney/ Signing authority where applicable
- B-BBEE Verification Certificate (Please attach the approved B-BBEE accreditation certificate if available in order to claim points for this.)

Points to note regarding the B-BBEE Status Level:

- Bidders other than EMEs must submit valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

ANNEXURE A – MANDATORY INFORMATION

Name of Company: _____

Contact Person/s: _____

Contact Number/s: _____

E-mail address: _____

Postal Address: _____

Details	Response (Please indicate where the information can be found in your proposal)
<p>Proposal includes the following:</p> <ul style="list-style-type: none"> • Details regarding previous experience in the leasing of vehicles on a full maintenance basis • Details regarding past experience in fleet management • Detailed plan regarding vehicle maintenance for the duration of the contract • Compliance with all general requirements of the tender as specified in sections 3.1, 3.2 and 3.3 above. 	
All interested bidders must be registered on the Central Supplier Database. Proof of registration must be attached to the proposal (along with the Supplier Number as well as the Unique registration reference number)	
MBD 1, 4 and 6.1 forms	
Valid Original Tax Clearance Certificate	

Above information certified correct:

Authorised Signatory: _____

Name: _____

Date: _____

NB: By signing this annexure, the bidder accepts the clauses contained within these Terms of Reference