



**REQUEST FOR PROPOSAL FOR THE  
PROVISION OF AN INTEGRATED  
ELECTRONIC TRAFFIC SURVEILLANCE  
MANAGEMENT SYSTEM TOGETHER WITH  
AN END TO END SOLUTION ON MANAGING  
TRAFFIC FINES FOR THE RTMC FOR A  
PERIOD OF FIVE YEARS**

**RTMC BID NO:11/2018/19**

## SECTION: 1

# **CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID**

## CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

### 1. **Proprietary Information**

---

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal which is provided to the bidder to be proprietary to RTMC. It shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish or advertise this specification or related information to any third party without the prior written consent of RTMC.

### 2. **Enquiries**

---

- 2.1 All communication and attempts to solicit information of any kind relative to this bid should be channeled to the email below, however such enquiries will be entertained until last ten days of publication on tender bulletin and National Treasury tender portal

Name	RTMC
Email Address	<a href="mailto:Bidadmin@rtmc.co.za">Bidadmin@rtmc.co.za</a>

- 2.2 All the documentation submitted in response to this bid must be in English.
- 2.3 The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

### 3. **Validity Period**

---

Responses to this bid received from bidders will be valid for a period of **120 days** counted from the closing date of the bid.

### 4. **Supplier Performance Management**

---

- 4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

## 5. **Instructions on submission of Bids**

---

- 5.1 Bids should be submitted in **Five (5) copies** and all bound in a sealed envelope endorsed, **RTMC BID 11/2018/19: Request for proposal for the provision of an integrated electronic traffic surveillance management system together with an end to end solution on managing traffic fines for the RTMC for a period of five years.**
- 5.2 The sealed envelope must be placed in the bid box at the Main Reception area of by no the **RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion, Gauteng** later than **11:00 AM on 03 September 2018.**
- 5.3 **Compulsory briefing session will be held on the 07 August 2018 at 10h00, RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion, Gauteng wherein a briefing session certificate will be issued to bidders who were in attendance.**
- 5.4 The compulsory briefing session certificate must be attached to the bid documents. Failure to include it will result in a disqualification of your bid.
- 5.5 A valid tax clearance certificate must be included in the bid response or proof of application endorsed by SARS in this regard.
- 5.6 The bidder's company name, closing date and the return address must also be endorsed on the envelope.
- 5.7 All bids submitted must be signed by a person or persons duly authorised thereto.
- 5.8 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.
- 5.9 Bid received by telegram, telex, email, facsimile or similar medium will not be considered.
- 5.10 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**

- 5.11 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.
- 5.12 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

## **6. Undertakings by the Bidder**

---

- 6.1 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this bid shall be for the account of the bidder.
- 6.2 The bidder hereby offer to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.
- 6.4 The successful bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 6.5 The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk

## **7. RTMC's Rights**

---

- 7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the RTMC.
- 7.2 The RTMC also reserves the right to award this bid as a whole or in part.

- 7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.
- 7.4 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.
- 7.5 The RTMC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

## **8. Supplier Development and Promotion of Emerging Black Owned Service Provider**

---

- 8.1 The RTMC promotes enterprise development In this regard, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be subject to negotiations between the RTMC and the successful bidder.
- 8.2 It is also the objective of the RTMC to promote transformation of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc. where a portion of the work under this bid would be undertaken by black owned entities.
- 8.3 To give effect to this requirement, bidders are required to submit a partnership/ subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

## 9. Bidders Details and Contact Person

---

DETAILS OF BIDDERS			
Name of your Company (in block letters)			
Signature(s) of the Bidder or assignee(s)		Date	
Name of person signing (in block letters)			
Capacity			
Are you duly authorized to sign this Bid?			
Company Registration Number			
VAT Registration Number			
Postal address (in block letters)			
Physical address (in block letters)			
Domicilium citandi et executandi in the RSA (full street address) (in block letters)			

DETAILS OF THE CONTACT PERSON	
Name of Contact Person	
Telephone Number	
Fax Number	
Cellphone Number	
E-Mail Address	

## 10. **RESPONSE FORMAT**

---

Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked):

### 10.1 **Cover Page:**

10.1.1 The cover page must clearly indicate the bid reference number, bid description and the bidder's name

10.1.2 **Annexure 1** Invitation to Bid (SBD 1 - duly completed and signed)

### 10.2 **Schedule 1:**

10.2.1 Executive summary of the bidder's Company/Joint Venture/Partnership/Close Corporation.(Agreements/ supporting documentation must be attached and any amendments post award should be approved by RTMC)

10.2.2 **Annexure 2** of this bid document (Duly completed and Signed)

### 10.3 **Schedule 2:**

10.3.1 Original and Valid Tax clearance certificate(s); please refer to annexure below:

**Annexure 3** Tax Clearance Certificate Requirements

10.3.2 Certified copies of your CIPC company registration documents listing all members with percentage shareholding, in case of a Close Corporation or latest certified copies of all share certificates in case of a company;



10.3.3 B-BBEE Certificate verified by a SANAS accredited verification agency or a letter from the supplier's auditor. In case where a Joint Venture/Consortium is formed a combined B-BBEE Certificate must be provided.

10.3.4 **Annexure 4** Declaration of Interest (SDB 4)

10.3.5 **Annexure 5** Declaration of Bidders Past SCM Practices (SBD 8)

10.3.6 **Annexure 6** Certificate of Independent Bid Determination (SBD 9)

10.3.7 **Annexure 7** Joint Venture/Consortium Agreement (In case of Consortium or Joint Venture)

**Note: Where bidders form a Consortium or a Joint Venture, bidders must submit all documents as listed under Schedule 2 above for each party to the Consortium or Joint Venture.**

#### **10.4 Schedule 3:**

10.4.1 Responses to **Section Two** of this document, in line with the format indicated in this bid document.

10.4.2 The below list of appendixes completed

- Appendix A – Key Projects
- Appendix B – Key Skills Matrix
- Appendix C – Project / Program Management
- Appendix D – Technical Solution
- Appendix E– Business Processes

#### **10.5 Schedule 4:**

10.5.1 **Annexure 8** Preferential Point Claim (SBD 6.1) and B-BBEE Certificate

## 11. **SPECIAL INSTRUCTIONS TO BIDDERS**

---

- 11.1 Bidders shall provide full and accurate answers to the questions posed in this document.
- 11.2 Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.
- 11.3 RTMC reserves the right to appoint more than one service provider in order to ensure prompt delivery and efficiency of the service.
- 11.4 Should a need arise, RTMC reserves the right to negotiate a flat/ standard rate with appointed service provider.
- 11.5 Bidders must be registered on centralised supplier database( CSD).
- 11.6 All equipment supplied by the service provider must where necessary comply with the requisite SANS standards and the Legal Meteorological Act.

## 12. **EVALUATION CRITERIA**

---

The bid will be evaluated on a three stage process.

- a) Stage 1 – Compliance to all Mandatory Requirements
- b) Stage 2 – Functional Evaluation. Functionality evaluation will have two steps process
- Step 1 will be based on written responses/ proposals which will consists of 70 points. Bidders must score atleast 60 points to qualify for next step.
  - Step 2 will be based on presentation and demonstration which consists of 30 points. Bidders must score atleast 20 points.

**NB: Bidders are expected to score 80 points to be shortlisted for the next Stage**

- c) Compulsory Sub-contracting

In terms of Regulation 9 of the Preferential Procurement Regulations 2017 the bidder will be required to sub-contract a minimum of 30% of the contract value to an Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by designated groups outlined in paragraph 12.5 (page 17).

- d) Stage 3– Request for funding proposals on a revenue sharing basis will be conducted with Shortlisted bidders and a minimum of 7 days will be provided for short listed bidders to make their funding presentation to the RTMC. Pursuant to the above, RTMC shall provide guidelines on the minimum/basic content of the funding proposals/ Business case. A negotiation process may be conducted with the shortlisted bidders on their Best and Final Offer. This bid will be evaluated on the amended Preferential Procurement regulations of 2017 90/10.

It should be noted that the RTMC reserves the right not to make an award or award this Bid in parts.

## 12.1 STAGE 1 – MANDATORY REQUIREMENTS

MANDATORY REQUIREMENT (1)	Comply (Yes / No)
<p><b>FUNDING MODEL</b></p> <p>The RTMC envisages a funding model that is structured as a revenue sharing model. It is believed that this approach will provide value to both the bidder and the Corporation and will incentivise both parties to share the risks and successes of the project . RTMC will not outlay any cash and all capital investments shall be borne by the Bidder.</p> <p><b>Requirement</b></p> <p>The bidder must indicate their acceptance that funding of this project will be through a revenue sharing model and provide a signature by the authorised or delegated official. This will be evaluated as part of Stage 3 of this Bid process and will be negotiated and evaluated with the short listed bidders only. Failure to accept this mandatory requirements will result in your Bid being disregarded for any further evaluation.</p>	
<p><b>MANDATORY REQUIREMENT (2)</b></p> <p>Bidder must agree to sub-contract a minimum of 30% of the value of the contract to categories of business owned by youth, women, people with disabilities and Historically Disadvantaged Individuals (HDI)</p> <p>Requirement:</p> <p>A letter or declaration signed by the authorised person that the bidder</p>	Comply (Yes / No)

will commit to the above	
<b>MANDATORY REQUIREMENT (3)</b>	<b>Comply (Yes / No)</b>
Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a> )  Tumelo Ntlaba - 012 406 9222  Email: <a href="mailto:CSD@Treasury.gov.za">CSD@Treasury.gov.za</a>	
Bidders must sign all SBD bidding forms attached	
<b>MANDATORY REQUIREMENT (4)</b>	<b>Comply (Yes / No)</b>
Submission of signed Briefing Certificate issued by RTMC as proof of attendance of mandatory briefing session. ( In case of joint venture etc briefing session certificate from any party that attended the briefing session will suffice)	

**NOTE: A BIDDER WHO FAILS TO MEET THE ABOVE MANDATORY REQUIREMENT WILL BE DISQUALIFIED FROM FURTHER EVALUATION**

## 12.2 STAGE TWO – FUNCTIONALITY AND PRESENTATION EVALUATION CRITERIA

Stage two will be based on written proposals (Step 1) and Presentations (Step 2) to functionality criteria requirements.

### STEP 1: FUNCTIONALITY REQUIREMENTS

REQUIREMENTS	Score
<b>A. ABILITY TO DELIVER THE REQUIRED SERVICE</b>	<b>20</b>
<p>The bidder must demonstrate the ability to deliver the required, related and or similar solution, further, indicate previous projects executed in the past three (3) years. Bidder must complete appendix A and indicate the required detail.</p> <ul style="list-style-type: none"><li>• 1 key and relevant similar project = 10 points</li><li>• 2 key and relevant similar projects = 20 points</li></ul> <p>Bidder to complete the table provided (Appendix A).</p>	
<b>B. BIDDERS CORE TEAM EXPERIENCE</b>	<b>10</b>
<p>The bidder must outline the experience of the core team. The following lead disciplines (service areas/roles) have been identified and must be demonstrated in the form of a detailed CV with testimonials.</p> <ul style="list-style-type: none"><li>• Overall Implementation / project manager (3 points)</li><li>• Technical solution architect (3 points)</li><li>• Business Analyst</li><li>• Subject matter expert in Traffic Law Enforcement/ criminal procedure/ legal (2 points)</li><li>• Call center (likened to a back-office setup) Management (1 point)</li><li>• Revenue Management (1 point)</li></ul> <p>Knowledge of the Traffic Law environment is key and the bidder must be able to demonstrate inherent knowledge and experience. This is critical in the construct of the project team that will be overseeing the design and implementation of the integrated solution. The CV's submitted for the 5 key roles mentioned above will be assessed based on the following key aspects:</p>	

REQUIREMENTS	Score
<p>a)Relevance of experience in highly complex projects</p> <p>b)Ability to deliver in the key role identified taking into account relevance of qualification</p> <p>c)Demonstratable knowledge of the industry</p> <p>d)Leadership and strategic engagement</p> <p>A full skills matrix is expected as an appendix attached to the Bid explaining in full the strength of experience and expertise in the various areas as outlined in the scope of work of this bid. Key resources as identified above must be detailed in the skills matrix appendix with as much relevant information as possible being provided. This document must be attached as appendix “Key skills matrix – Appendix B”.</p> <p>All of the above requirements will be evaluated and assessed based on the evaluation criteria applicable to this bid</p>	
<b>C. PROJECT / PROGRAMME MANAGEMENT METHODOLOGY</b>	<b>20</b>
<ul style="list-style-type: none"> <li>• The bidder must provide a detailed project plan for early commencement with rapid delivery</li> <li>• The project plan must reflect a detailed work breakdown structure that is time bound</li> <li>• Included in the project plan must be a detailed project management structure with a clear write up on the methodology and approach that will be applied by the bidder</li> <li>• Details of the training plan for traffic officers (users) must be included in the overall project plan</li> </ul> <p>A full document is expected as an appendix (Appendix C ) to the Bid explaining in full,the approach to the management of the project structure ,support and staff functions that the Bidder will provide and maintain in order to execute the entire solution as well as the implementation thereof. ”.</p> <p>All of the above requirements will be evaluated based on the criteria applicable to this bid.</p>	

REQUIREMENTS	Score
<b>D. SOLUTION OVERVIEW</b>	<b>20</b>
<p>The bidder must provide a detailed solution architect and associated business processes / model with a full and detailed schematic outline of the proposed solution in line with the scope of work outlined in this bid. The bidder must provide a detailed methodology and approach to each of the elements covered including the associated business processes that should be in place to enable the sustained business model in support of the solution requirements and provide in their response the required resourcing and funding methodology. The solution offered must be able to provide all the below requirements:</p> <ul style="list-style-type: none"> <li>• <b>Mobile Tracking Laser Camera</b></li> <li>• <b>Automated Number Plate Recognition Capability (mobile &amp; installed in vehicles)</b></li> <li>• <b>Integration to Natis and other RTMC back office systems</b></li> <li>• <b>Overall Back Office resourcing and management</b></li> <li>• <b>Establishment of various payment centres for ease of ticket fine payments</b></li> <li>• <b>Tracking and Tracing services for ticket fine defaulters</b></li> </ul> <p>The overall solution proposed must be able to enhance the service offering by the RTMC and assist the Corporation in combating the ever increasing demands of enhanced Road Safety on our roads. The ability to use technology and achieve overall efficiency in the management of identification and prosecution of traffic offenders as a key operational requirement by the Corporation. The overall seamless integrated solution required is a strategic imperative of the Corporation. This section must be attached as appendix "Technical Solution Proposal = Appendix E and "Business Process = Appendix F"</p>	
<b>TOTAL SCORE</b>	<b>70</b>
<b>MINIMUM THRESHOLD</b>	<b>60</b>

**NB : The minimum qualifying score for functionality is 60 points All bidders that fail to achieve the minimum qualifying score on Step 1 shall not be considered for Step 2 of the presentation and demonstration**

Functionality will be evaluated at the following scales:

VALUE	DESCRIPTION
5- Excellent	Meets and exceeds the functionality requirements
4- Very Good	Above average compliance to the requirements
3- Good	Satisfactory and should be adequate for stated element
2- Average	Compliance to the requirements
0- Non Compliant	Does not comply to the requirements

## **Step 2 – PRESENTATION AND DEMONSTRATION**

The bidder is required to make presentation to the RTMC and demonstrate the overall solution ( This Step consists of 30 points of which bidders will be expected to score 20 points for further evaluation) . The following evaluation criteria will apply:

<p><b>A1 Bidder to illustrate the clear understanding of the RTMC online payment solution in its entirety which must include an architectural and business overview of the proposed solution with regards to the following key area's:</b></p> <ul style="list-style-type: none"> <li>• Mobile Tracking Laser Camera</li> <li>• Automated Number Plate Recognition Capability (mobile &amp; installed in vehicles)</li> <li>• Integration to Natis and other RTMC back office systems</li> <li>• Overall Back Office resourcing and management including an approach that can be taken to ensure the finalization of the backlog of outstanding offences</li> <li>• Establishment of various payment centre's for ease of ticket fine payments</li> <li>• Tracking and Tracing services for ticket fine defaulters</li> <li>• Provision of Laser Cam 4 speed cameras.</li> </ul> <p>NB: The bidder is expected to provide a schematic representation and detailed narrative of an end to end solution which includes the seven components as stated above. The bidder must outline the entire business process and display the points of integration and the value to be derived from each of the above areas.</p>	<b>30</b>
--	-----------



The bidder must indicate their understanding of RTMC's business and operational needs by highlighting the risks associated with the implementation of this project and how the RTMC can support the Project implementation plan.	
--	--

## 12.4 OVERALL EVALUATION SCORE REQUIREMENTS

In order for a bidder to be shortlisted, they must score a minimum of **80** points (this is inclusive of Step 1 and Step 2).

## 12.5 COMPULSORY SUB-CONTRACTING (Regulation 9 of the Preferential Procurement Regulations 2017)

- The successful bidder must sub-contract a minimum of 30% of the value of the contract to:
  - An Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE)
    - i) An EME or QSE which is at least 51% black owned
    - ii) An EME or QSE which is at least 51% black youth owned
    - iii) An EME or QSE which is at least 51% black women owned
    - iv) An EME or QSE which is at least 51% owned by black people with disabilities
- Prior to submitting the financial proposals shortlisted bidders will be required to give an indication of the area within their solution they intend to sub-contract. This will enable RTMC to be in the position to have an idea of which category/sector on CSD should be downloaded in order to identify potential service providers.
- The above is in line with sub-regulations (2) (i) - (vii) which states that a list of designated groups must be made available by organ of state selected from amongst suppliers registered on Centralised Database of National Treasury.
- Information relating to identified suppliers on CSD shall be availed to the shortlisted bidders for purposes of sub-contracting.

## 12.6 STAGE THREE – PRICE AND PREFERENCE POINTS EVALUATION

Request for funding proposals will only be invited from Shortlisted bidders. A bidder will be given a minimum of 7 days to make their financial presentation to the RTMC). A negotiation process will be conducted with the shortlisted bidders on their Best and Final Offer.

This stage will be evaluated on a 90/10 Preference Point System (i.e. 90 points on Price and 10 points on B-BBEE

CRITERIA	MAXIMUM POINTS
Price	90
B-BBEE Rating	10
<b>Grand Total</b>	<b>100</b>

## **SECTION: 2**

# **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**

## **SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION**

### **1. PROBLEM STATEMENT**

The RTMC has a law enforcement arm established in terms of the RTMC Act read with the National Road Traffic Act of 1996 as amended. Traffic officers in the employ of the RTMC are also empowered in terms of the Criminal Procedure Act of 1977 to enforce road traffic legislation and other relevant laws. Part of the duties includes the issuance of citations and enforcement of related warrants in terms the Criminal Procedure Act for certain categories of offences.

The National Traffic Police is charged with the responsibility to develop processes and systems of establishing infringement management by way of adopting the Criminal Procedure in particular, to Public Transport enforcement throughout the entire country and the NRTA in some parts of Gauteng and across the Republic in collaboration with other external Stakeholders. The aforesaid technological capability is currently not in existence and this request for proposals envisages to establish same.

### **2. BACKGROUND**

The Road Traffic Management Corporation (RTMC) is enjoined by the enabling legislation/ RTMC ACT to regulate Road Traffic Management and matters related thereto. Road crashes and resulting fatalities arising from non compliant road users has created challenges for Road Safety in the Republic. This development has necessitated the development of stringent track, trace and prosecution measures of Road Traffic violators as well as the need to enforce warrants of arrests in pursuance of unpaid traffic fines

To this end, there is need for the Corporation to establish an end to end solution to resolve the aforesaid gap. Several technologies have been identified to be of significance to the activation of the identified solution, this includes but are not limited to;

- ANPR
- MVR
- Back office management solution
- Speed Enforcement Equipment amongst others
- Call centre capability

Persuant to the mandate enshrined in the RTMC Act to phase out public funding and phase in private investment, the Corporation has deemed it prudent to partner with private business to develop the abovementioned solution. In this regard that a Request for Proposal (RFP) from industry was identified as the most expeditious approach to source similar services.

Further to the above, the PFMA places an obligation for managers to put systems in place for the collection of revenue owed to the state. The RFP is regarded as one of the aforementioned systems in the PFMA to ensure the collection of revenue owed by traffic law violators.

The RTMC has presence in six (6) regions within the Republic with the view to extend to the remaining three (3) for which the envisaged solution is required. The envisaged project is further supported by the recent development of National Traffic Contravention Management System (NTCMS) which interfaces with the Natis.

Further to the above, the required technological equipment should be supported by appropriate training to Traffic Law Enforcement officials whom it is envisaged will implement the project in collaboration with the identified service provider. It is noteworthy for the reader to note that the Corporation has made provision for back office space which is currently in use as back office for the management of a parallel administrative adjudication approach.

**NB: In addition to the brief background/ briefing note or supplementary information will be provided during the briefing session**

### **3 SCOPE OF WORK**

3.1 The constant change and evolution of technology has warranted the Road Traffic Management Corporation to move towards a *structured lease* of the services required for using electronic traffic contravention management system and related services.

The Corporation may increase its numbers of equipment to be leased during the duration of the contract, based on the needs and as its workforce grows within the specified core functions.

3.2 Interested bidders must take cognizance of:

The potential impact of the national roll-out of AARTO Act.

The contract will be a turn-key solution providing for end-to-end functionality with full operations support for all non-enforcement activities.

**The scope of this project is thus to supply:**

<b>No</b>	<b>Item description</b>	<b>Quantities</b>
1	ANPR Systems (two camera system)	20
2	Patrol cars 2.0 L engine	20
3	Back Office – Traffic Contravention Management which includes processing of all camera violation and handwritten notices from capturing to finalization and warrant of arrest execution	1 linked to all regions
4	Laser Cam 4 Cameras for all regions and linked to Head Office	13
5	Technical support staff	1
6	Back Office support staff	35
7	Technical support vehicle.	1

Service provider must:

- a) Supply staff at the centralized back office in Pretoria & 8 regions countrywide
- b) Supply Technical support staff
- c) Hardware and software for the Back Office systems
- d) Printing summonses and enquiries
- e) Supply new ANPR two camera Systems for 20 vehicles
- f) Capture ,prepare and print all relevant notices from the Back Office i.e. AARTO 01 etc
- g) Post Section 341 Notices
- h) Print Sect 54 Summonses
- i) Serve Sect 54 summonses
- j) Manage case results
- k) Manage all Warrants of Arrests
- l) Train all staff on the use of RTMC Back Office systems
- m) Train Officers on the use of ANPR system
- n) Provide Technical support
- o) Provide a call centre for traffic fines queries
- p) Compile Director of Public Prosecutions applications for submission by client
- q) Fine payment website enabling electronic payment of fines

#### **4. DELIVERABLES**

The following deliverables are key requirements which prospective bidders need to comply with:

##### **KEY FEATURES AND TECHNICAL SPECIFICATIONS**

**(a) Mobile Tracking Laser Camera must be able to:**

- (i) Automatic Vehicle Classification
- (ii) Lane Identification (up to 5 lanes)
- (iii) Simultaneous Dual Direction operation
- (iv) Built-in GPS / 4G
- (v) High brightness touch screen for easy operation and fast setup
- (vi) High quality, colour day/night image operation (with optional flash)
- (vii) Up to 12 hour continuous operation on a single battery charge
- (viii) Infringement data stored on the internal solid state memory is tamper proof and fully encrypted.
- (ix) Robust and compact design
- (x) Session statistics (Max speed, , average speed, vehicle count, session length etc.)
- (xi) Ability to browse through previous images during a session
- (xii) Instant image zoom on every infringement image captured
- (xiii) SANS 1795, including Part 0, 2 and 5
- (xiv) Approval of the Director of Public Prosecutions:
- (xv) The camera systems shall produce evidence of each offence in full compliance with SANS 1795 and the National Prosecuting Guidelines as issued by the National Road Traffic Management Corporation Technical Committee for Standards and Procedures, in digital form with all required infringement information (including any amendments during contract period)
- (xvi) The bidder will be required to ensure that software system support upgrades and routine maintenance are undertaken.

**(b) LaserCam Specification**

<b>Construction</b>	
Large 8.1 cm (3.2") high resolution display	
Optical bonded LCD for superior daylight viewability	
Colour touchscreen, glove-friendly	
Easy setup with user programmable presets	
Video playback and frame image capture	
Wireless Wi-Fi file transfer	
AES 256 encryption for added security	
Integrated GPS	
IR emitter for night operation	
<b>Specifications</b>	
Optimum focus distance	From 10 m to 500 m (33 ft to 1640 ft)
Range accuracy	+/- 2 km/h (+/- 1 mph)
Speed range	16 km/h to 320 km/h (10 mph to 200 mph) 0 minimum speed optional
Minimum measurement distance	3 m (10 ft)
Maximum measurement distance	Up to 2.4 km (up to 8,000 ft). Stationary, reflective target
Target acquisition time	0.33 seconds
Battery life	14 hours, typical 12 AH Battery
Eye safety	FDA/CDRH Class I Eye Safe/IEC 60825-1
Environment	IP55 certified for water and dust. NHTSA Conforming Product List



Weight	1.7 kg (3 lbs 12 oz)
Size	17.3 cm X 10.7 cm X 31.2 cm (6.8" X 4.2" X 12.3")
Evidence Management	ProLog Lite (included)  Option: ProLog Standard  Option: ProLog Standard Client
Language Support	20+ languages
Camera sensor	720 X 576 video resolution
Camera lens	36X Optical zoom auto focus, auto iris progressive scan, image stabilizer
High-Res colour display	800 X 480 pixel resolution. Optically bonded
Photo or video evidence with	Automatic: Speed/range with auto fire and thresholds  Manual: Speed/range with trigger and thresholds  Range: Range with trigger  Photo/Video: Photo/Video only  Photo on trigger release
<b>Package contents</b>	
LaserCam	
12V-12AH Battery Pack	
USB cable	
Tripod + Carry bag	
Battery charger	
64 GB video memory (>33 hours record time)	
Compass/Inclinometer/GPS	

ProLog™ Lite back office
Rugged carry case
Multiple language support
Li polymer rechargeable batter

## 5. Automated Number Plate Recognition System

### Key capabilities are:

- 5.1 ANPR (Automatic Number plate Recognition) System that will record vehicles and highlight the vehicles with outstanding fines, summonses, warrants, stolen vehicles un-licenced and etc.
- 5.2 Check driver license and any unpaid fines against the driver (in cases where driver is not the vehicle owner)
- 5.3 Print a list of unpaid fines, summonses, warrants as well as the value of the fines
- 5.4 Produces a digital print of warrants.
- 5.5 Web-viewing facilities, where offenders can view camera-related offences
- 5.6 Payment facilities; either cash or credit card.
- 5.7 Live link to eNatis to check vehicle status such as roadworthy
- 5.8 Vehicle to be secure and fitted with a drop-safe
- 5.9 Printing of receipts
- 5.10 Immediate/ live update on Traffic Contravention System
- 5.11 Road Block system must be fully self-contained, mobile enforcement
- 5.12 Must have a fully networked data base system and Automatic Number Plate
- 5.13 Recognition (ANPR) camera that automatically screens all vehicles approaching the deployed system. The on-board server must be linked via appropriate connectivity for the location to regional as well as National data bases. The data derived from the ANPR camera must be screened against these data bases and vehicles matching the search criteria selected will immediately sound alarms that notify officials to intercept the vehicle. At the same time all details related to the vehicle must be available for review and further processing.
- 5.14 Typical information that must be provided includes outstanding warrants, all offences that are linked to the vehicle registration number,
- 5.15 Facilities must be provided for the administration of legal documents by appropriate officials as well as facilities to deal with On-line or manual payments if so required.

- 5.16 The system must alert system operators with an audible tone and message alert. The ANPR system must interface on a real-time, live basis to SAPS Circulation database, eNATIS and other databases which all provinces may require
- 5.17 Provide a facility for immediate, on-site production of warrant of arrests at the roadblocks and other traffic operational sites for the purposes of serving on offenders that have been apprehended at such roadblocks.
- 5.18 Ensure that ANPR system provides for the following in respect of cashier transactions:
- 5.18.1 System printed receipts
  - 5.18.2 Show balance of outstanding fine amounts on receipts
  - 5.18.3 Receipt re-prints by authorized supervisor/s.
  - 5.18.4 Cancellation of payment transactions only by authorized supervisor
  - 5.18.5 Daily cashing-up reports showing the daily transactions for the cashier and giving the amounts taken by the payment type (cash, credit cards, bank guaranteed cheques, and debit cards).
  - 5.18.6 Reports showing payments transactions cancelled by supervisor
  - 5.18.7 Audit trails and reports as necessary for auditing purposes
- 5.19 Enable the taking of fine payments via the Corporation's cash receipting system and via other service providers with whom the Corporation's has existing agreements with.
- 5.20 Import a daily consolidated data file received from the Department of all categories of traffic fine payments in order to record on the ANPR system payments envisaged.
- 5.21 Ensure that the ANPR system is adapted to interface directly with the Corporation's cash receipting system, or the systems of any of the province's third-party payment agents to allow on-line, real-time validation and updating of fine payments via these systems as well as on-line, real-time enquiries on outstanding fines.
- 5.22 Allocate fines and all other warrants of arrest to traffic / peace officers for execution.
- 5.23 Ensure that warrants of arrests are properly cancelled upon expiry of their period of validity and marked as cancelled on the ANPR system.
- 5.24 Provide facilities for the immediate production and printing of summonses at the roadside to allow serving on previously untraceable persons. Service providers must be able to demonstrate in their proposals where they have implemented or utilized this process.
- 5.25 Provide facilities for the immediate production and printing of scanned copies of warrants of arrest and summons returns of service at roadside enforcement operations.
- 5.26 Provide systems for the transmission of electronic copies of documents and printing at roadsides if necessary.
- 5.27 Assist with roadside enforcement operations by:
- 5.27.1 Providing the necessary equipment for conducting of efficient roadside law enforcement operations, including portable computers printers, scanners, fax

facilities, electronic information displays, generators, reflective barrier tape and other related equipment.

- 5.27.2 Preparing and uploading databases for the ANPR systems, including outstanding warrants of arrest, duplicate number plates, outstanding summonses, stolen vehicles, unknown addresses, or any other data sets specified by the Department.
- 5.27.3 Providing sufficient operators on-site to operate the ANPR systems and print copies of documents during the full duration of any roadside enforcement operations.

## **6. TRACK AND TRACE SERVICES**

The envisaged solution, should be able to reconcile all outstanding fines that have warrant of arrests issued to them and develop a system to alert the motorist of an outstanding warrants of arrest. The solution will further be required to locate motorists with outstanding warrant of arrests and once traced , enforce the warrant of arrest or alternative payment.

## **7. MULTI PAYMENT CENTERS**

The desired solution, should provide easy access to payment centres, facilities and platforms. It is envisaged that the solution should be accessible from all commercial banks, retail outlets, post offices and other convenient paypoints available to the convenience of the solution.

## **8. BACK OFFICE**

8.1. Supply the Back Office personnel which will amongst others:

Capture the data related to the following:

- Section 341 notices issued
- Section 56 notices issued
- AARTO 01
- Inspection forms
- Representations received from offenders
- Representation results
- Court results
- Authorization of Warrant of Arrest
- Name and address changes

- Change of offender detail
- Return of Service of summonses

8.2. Utilise e-NaTIS system in order to automatically obtain name and

address details of registered owners of offending vehicles and update the contractor system accordingly.

8.3. Utilise e-NaTIS system that allows enquiries on the ownership particulars of individual vehicles directly on the e-NaTIS system.

8.4. Generate, print and process the following documents

- Section 341 notices (camera mailers)
- Notification of No Admission of Guilt offences
- Notice Before Summons (2nd notice)
- Warrant of Arrest notices
- Representation acknowledgement letters
- Representation result letters
- Include a full colour image and relevant offence details on Section 341 notices printed in respect of camera related offences.

8.5 Generate, print and process the following Court related documentation by Court:

- Section 54 Summonses
- Court Rolls
- Admission of Guilt Register
- Contempt of Court Register
- Warrant of Arrest Register
- Comparison of monthly offence volumes.
- Status of all offences at the various processing stages.
- Representation results showing “proceed”, “withdrawn”, “reduced” separately.

Outstanding representation results.

8.6 Officer statistics and productivity.

- 8.7. Creating regular backup of all data and images captured
- 8.8. Performing system administrator duties such as registering users on the system and assigning user rights.
- 8.9 System is fully auditable and able to produce reports and on screen logs of all activities on the system for each offence, including the time and date of the event, user, activity details, data element added, or changed, or deleted by any user, or system transaction.
- 8.10 Website that allows for the ease of the public to be able to log on to the internet and view their fines from anywhere in the world.

## **9 GENERAL REQUIREMENTS OF THE ANPR SYSTEMS**

- 9.1. Bidders are required to submit their proposals based on a minimum number of twenty (20) (not exceeding 50) patrol vehicles which will be required / fitted with devices, etc. of the ANPR system.
- 9.2. The system should be able to interact with its main source for access by such deployed vehicles in all Provinces in the country.
- 9.3. Roving vehicles must be fitted with:
- 9.4. Automatic Number Plate Recognition cameras and recognition engine specifications
- 9.5. Ability to read passing, parked and approaching vehicles on the left-hand side
- 9.6. Read rate and accuracy of more than 95% in all lighting conditions of legitimate license plates
- 9.7. Must record a colour overview image of each vehicle read
- 9.8. Requires no operator intervention for adjusting cameras for different lighting conditions
- 9.9. Able to read simultaneously in all directions at more than 3 vehicles per second
- 9.10. Vehicles must be fitted with a camera surveillance system attached to a DVR for evidential purposesDaily reports must be produced in an electronic format and must include:
  - 9.10.1 Quantity of vehicles read
  - 9.10.2 Quantity of positively matched against the various databases
  - 9.10.3 Details of action taken by officer

- 9.10.4 The colour overview image of the positively identified vehicle
- 9.10.5 GPS coordinates
- 9.10.6 Date and Time of reads
- 9.11 The system must be capable of connecting real-time via HSDA/3G and GPRS to the following external databases
  - 9.11.1 NATIS
  - 9.11.2 SAPS Circulation database
  - 9.11.3 The queries on these databases must return the results in less than 2 seconds
  - 9.11.4 Databases of the RTMS's scanned warrant images
- 9.12 Patrol vehicles which are equipped with the ANPR system / devices, must have an alternative power supply to ensure that the system is fully operational in the event the vehicles primary power source is lost. Such power supply should have a minimum of 3 hours uptime to maintain the system.
- 9.13 The service provider must ensure that the designated patrol vehicles fitted with the ANPR systems / device has a vehicle tracking unit installed as well. These tracking units must be able to be monitored via the web or any web enabled portable device / handheld computer / cellular phone, etc. The service provider must maintain such vehicle tracking unit's subscription fees and maintenance.
- 9.14 The system must be fitted with a GPS receiver for recording GPS co-ordinates of read motor vehicles
- 9.15 The vehicles must be fitted with a suitable printer for printing the results sets from a specific vehicle registration number or ID Number.
- 9.16 The system must facilitate automatic (via ANPR) as well as manual enquiries via a keyboard for both registration and ID number.

## **10 Road Traffic Management Corporation responsibilities:**

- 10.1 Provide admin staff for the regional office
- 10.2 Provide cashiers at all regional offices and at the Roadblock
- 10.3. Provide enough Officers for the execution of camera deployment and execution of warrants of arrests
- 10.4 Provide Clerks of Court for the preparation and signing of summonses
- 10.5. Supply communication network between regional offices
- 10.6. Supply speed points for payments at the Roadblocks

10.7 Supply officer books

10.8 Supply office accommodation for the Back Office operations

## **11 DURATION OF THE CONTRACT**

The Road Traffic Management Corporation will enter into a contract with the successful Service Provider who meets all the requirement and deliverables as set out in this Request for Proposal (RFP) for a ***fixed term contract of five (5) years***. At the end of the contractual period, the Road Traffic Management Corporation reserves the right to extend the contract for an additional period, which may be determined by the Corporation's needs.





**SECTION: 3**

**ANNEXURE AND STANDARD  
BIDDING DOCUMENTS**

**ATTACHED**

**BIDDERS MUST SIGN AND SUBMIT ALL  
ATTACHED SBD FORMS**

## **ANNEXURE AND STANDARD BIDDING DOCUMENTS**

<b>DOCUMENT</b>	<b>DESCRIPTION</b>
<b>BDGI</b>	<b>Bid Documents General Information</b>
<b>Annexure 1</b>	<b>Invitation to Bid (SBD 1)</b>
<b>Annexure 2</b>	<b>Acceptance of Bid Conditions and Bidder's Structure</b>
<b>Annexure 3</b>	<b>Tax Clearance Requirements (SBD 2)</b>
<b>Annexure 4</b>	<b>Declaration of Interest (SBD 4)</b>
<b>Annexure 5</b>	<b>Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)</b>
<b>Annexure 6</b>	<b>Certificate of Independent Bid Determination (SBD 9)</b>
<b>Annexure 7</b>	<b>Pricing Schedule (SBD 3.3)</b>
<b>Annexure 8</b>	<b>Preference Points Claim Forms (SBD 6)</b>



## **BIDDING DOCUMENTS : GENERAL INFORMATION**

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, shall be completed and submitted with the completed Bid.
6. Firm bid prices and delivery periods are preferred. Consequently bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification or not.
9. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".

- 10.** In cases where the items are not to specification, the deviations from the specifications shall be indicated.
- 11.** The bid prices shall be given in the units shown.
- 12.** All prices shall be quoted in South African currency.