



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

PROCUREMENT DOCUMENT

FOR

RFP – FLEET MONITORING SERVICES

Reference No.:	Wits Tender 2025: 11	
Description:	Fleet Monitoring Services	
Issue Date:	4 May 2025	
Issued by:	Operations and Facilities Management Department (OFMD)	
Submission Date and Time:	Date: 30 May 2025	Time: 23h59 (Before Midnight)
Important Information:	Non-Compulsory Briefing Session	Date: 12 May 2025 @ 10h00

Name of Tenderer: _____

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ATTACHMENTS:

List of Annexures	Description of Annexures
Annexure A	Scope of Work
Annexure B	Returnable Schedules and Documents
Annexure C	Pricing Schedule
Annexure D	Compliance Schedule
Annexure E	Customer References
Annexure F	Draft Contract (The draft Contract will be uploaded onto the website as soon as we can) Ensure that you check the site on a regular basis for updates

PART A: TENDER OVERVIEW

1 TENDER OUTLINE

1.1 University's Background

The University of the Witwatersrand, Johannesburg (the “**University**”) is a leading university in Africa, as reflected by its international standing and the quality of its graduates, many of whom have played a major role in founding industries in South Africa, including sectors such as mining, financial services, and information technology. The University prepares students for managerial, professional and leadership positions in the public, private and non-governmental sectors. The University has more than 30000 students and approximately 6500 staff and is one of the biggest sources of skills in Africa.

1.2 Tender Background

The University of the Witwatersrand, Johannesburg (the University) seeks the services of fleet monitoring system to the vehicle tracking system. Eligibility criteria are stated in the tender documents. Only respondents who meet the stated criteria are eligible to have their submissions evaluated.

1.3 Tender Description

1.3.1 The primary objective of this tender is to appoint a reputable service provider to supply fleet monitoring services for the University fleet.

1.3.2 Procurement Strategy

1.3.3 This is an open competitive tender process.

1.4 Pre-qualification Criteria

1.4.1 Tenderers who have suitable experience and demonstrated capacity in the provision of fleet monitoring services may be eligible to participate in this Tender.

1.4.2 Only Tenderers who meet the pre-qualification criteria outlined in the table below are eligible to submit a Tender Submission. Failure to meet the pre-qualification criteria will result in disqualification.

No.	Procurement Mandatory Criteria
	It is compulsory that the Tenderer:
1.	is a South African registered entity.
2.	provides Schedule 1: Signed Submission which must be signed by a duly authorised representative.
3.	provides proof of their legal entity's registration documentation (e.g. CIPC) indicating date of registration/incorporation, list of directors, partners, and members.
4.	must show a current and valid Tax Clearance certificate/Pin.
5.	provides their VAT registration details if relevant. Provide reasons if VAT registration is not available. This will be assessed for acceptability.
6.	provide audited company financial statements for the past 3 years in line with the Companies Act. Provide rationale if financial statements are not audited. This will be assessed for acceptability. The University reserves the right to request additional information if required to assess the financial position among others.
7.	provides a Letter of Good Standing from its bankers or a bank confirmation letter.
8.	provide proof of insurance cover for their goods (equipment) or show commitment to have the appropriate insurance in place at time of contract if awarded with no impact on submitted pricing.
No.	Functionality (including Technical) Mandatory Criteria
	It is compulsory that the Tenderer must provide:
9.	evidence demonstrating a track record of a minimum of 5 years' experience relating to the supply, maintenance and support of the fleet monitoring and tracking solution. This solution must be of a similar nature, scale and value to those required by the University as set out in the Scope of Work. The track record will be assessed for acceptability and appropriateness.
10.	A minimum of three (3) distinct and reachable references relevant to the provision of fleet monitoring solutions. At least one (1) appropriate reference must provide acceptable evidence of delivering fleet monitoring services for a comparable scale of at least 200 or more passenger and commercial vehicles under a single fleet monitoring contract. References must not be older than 5 years.

11.	evidence of valid International Communications Authority of South Africa (ICASA) accreditation of the organisation.
12.	meet all mandatory criteria as listed in Annexure D Compliance Schedule

1.4.3 The Tenderer's attention is drawn to the pre-qualification criteria which requires the Tenderer to provide the necessary evidence (please refer to Annexure B: Returnable Schedules and Documents) in order to be eligible, failure to do so will result in disqualification.

1.4.4 Tenderers who fail to provide the required schedules and documents will not have their Tender Submissions evaluated further.

1.4.5 Despite the above, the University reserves the right to request additional information (which must be responded and/or provided to the University within the period as determined and communicated by the University) where the information provided yields insufficient detail and Tenderer differentiation.

1.5 Tender Terms and Conditions

1.5.1 The [Tender Terms & Conditions](#) apply to and form an integral part of this Tender.

Full link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Tender%20Terms%20%20Conditions%2015.08.2020.pdf>

1.5.2 Words and phrases defined in the Tender Terms & Conditions shall also apply in the interpretation of the same words and phrases in this Tender, save where specifically otherwise indicated.

PART B: KEY INFORMATION

2 TENDER TIMELINE

2.1 The table below lists key events, dates, and periods applicable to this Tender:

No.	Description	Date / Period
1.	Invitation to Tender notice release via print media	4 May 2025
2.	Publication of Tender available on the University's Procurement website	5 May 2025
2.	<p>A Non-Compulsory Online Briefing session will be held on:</p> <p>Date and time: 12 May 2025 10h00</p> <p>Microsoft Teams Join the meeting now</p> <p>Meeting ID: 396 939 645 317</p> <p>Passcode: uR6Vr6cL</p> <p>Note: it is highly recommended that the person/s that will be working on the submission attend the online briefing session.</p>	
3.	Submission Date and Time	30 May 2025
4.	Presentation/Demo Date	June/July 2025

2.2 These dates and times do not create an obligation on the part of the University to take any action or create any right for a Tenderer to demand that the University executes a certain action on a specific date at a certain time.

2.3 In accordance with section 6 of the Tender Terms and Conditions, the University may issue amendments until **3 (three) Business Days** before the Submission Date and Time.

3 INTENT TO SUBMIT A TENDER SUBMISSION (WHERE APPLICABLE)

Prior to the submission of any returnable schedules, documents or other information as set out in the Tender Documents, the Tenderer must notify the University's Procurement Representative (see section 4) in writing in a single email, on or before the time indicated in section 2.1, of its intention to participate in the Tender.

4 UNIVERSITY CONTACT INFORMATION

Queries relating to the issue of the Tender Documents must be addressed to the Tender Administrator at admin.tenders@wits.ac.za and Bonolo Mpshe (**Procurement Representative**) via e-mail: to



bonolo.mpshe@wits.ac.za.

5 DEVELOPING YOUR TENDER SUBMISSION

- 5.1 The Tender Documents set out the step-by-step process and conditions that apply.
- 5.2 Tenderers should take time to read and understand the Tender Documents, in particular:
- 5.2.1 the Tender Terms & Conditions;
 - 5.2.2 the Tender Submission protocol (please refer to section 6);
 - 5.2.3 develop a strong understanding of the University's Scope of Work detailed Annexure A;
 - 5.2.4 in structuring your Tender Submission consider how it will be evaluated, Part C: The Evaluation Process of this document describes the evaluation approach;
 - 5.2.5 important checklists are included in Annexure B: Returnable Schedules and Documents to assist Tenderers with the completion of their Tender Submission. Tenderers are required to tick the relevant boxes for verification purposes. Where information is not applicable, the symbols N/A must be inserted in the space provided.
- 5.3 Tenderers are advised to check the number of pages. Should any pages be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or contains any obvious errors they shall as soon as possible inform admin.tenders@wits.ac.za and to bonolo.mpshe@wits.ac.za with a request to have the same rectified.
- 5.4 Queries and requests for clarification should be submitted by email to admin.tenders@wits.ac.za and to bonolo.mpshe@wits.ac.za. The University will respond to queries and requests for clarification received up to 5 (five) Business Days before the Submission Date and Time. Please note that additional information supplied to any one Tenderer may also be provided to other Tenderers via e-mail.
- 5.5 It must be noted that the University shall not be held liable for any loss or damage incurred to the Tenderer should the Tenderer fail to fulfil the requirements of the Tender.

6 SUBMITTING YOUR TENDER SUBMISSION

- 6.1 The mode of delivery for submission is set out below and will apply to this Tender:
- 6.2 Electronic Submissions:
- 6.2.1 The [Electronic Submission Protocol](#) will apply to this Tender.
Full Link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Electronic%20Submission%20Protocol%202015.08.2020.pdf>
 - 6.2.2 Tenderers must submit Annexure C: Pricing in an editable xls - Microsoft Excel file and a .pdf - PDF file.
 - 6.2.3 Tenderers are urged to contact the University's Procurement Representative if unsure which mode of delivery applies to the Tender. The University will not be held responsible where the Tenderer incorrectly interprets the mode of delivery.
 - 6.2.4 Please note that telegraphic, telephonic, telex, facsimile, physical submissions, and late submissions will not be accepted by the University

PART C: THE EVALUATION PROCESS

7 EVALUATION METHODOLOGY

- 7.1 The University will apply a multi-criteria approach in evaluating the Tender Submissions. It is envisaged that the following core criteria (which includes but is not limited to and in order of preference) will amongst others form the basis of the tender evaluation:
- 7.1.1 The financial offer.
 - 7.1.2 The Tenderer's ability to match service requirements as set out in Annexure A: Scope of Work;
 - 7.1.3 The type of organisation and the number of years in operation in the industry;
 - 7.1.4 The track record and experience of the Tenderer;
 - 7.1.5 The Tenderer's contactable client references;

- 7.1.6 The competence of the proposed management, project managers and staff of the Tenderer;
- 7.1.7 The product offering, the variety thereof and the appropriateness of the offerings for the Wits customer base;
- 7.1.8 Accuracy and presentation of the calculations which must be sufficient for comparison purposes;
- 7.1.9 Financial ability of the Tenderer to provide the goods and/or services and to meet its contractual obligations;
- 7.1.10 Adequate insurance coverage with regard to the goods and/or services.
- 7.1.11 Risk will be assessed and inform the evaluation process.
- 7.2 **Evaluation Procedure:**
- 7.2.1 The University may in writing request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's Tender Submission.
- 7.2.2 The University may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Tender.
- 7.2.3 The University will evaluate the proposals with reference to the University's set and approved evaluation criteria as indicated in these Tender Documents.

8 EVALUATION CRITERIA

8.1 **Stage 1: Pre-qualification Stage (Procurement Mandatory Criteria & Functionality Criteria)**

- 8.1.1 The University has a defined minimum pre-qualification criterion listed in the table under section 1.4 that must be met by the Tenderer in order for the University to accept the Tender Submission for evaluation.
- 8.1.2 The pre-qualification evaluation will be carried out by the University's tender evaluation committee members to determine which Tender Submissions are compliant or non-compliant with the requirements issued by the University as part of this tender process.
- 8.1.3 Where there is failure to comply with the pre-qualification criteria as set out in section 1.4 or the University is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the University may disqualify the Tender Submission;
- 8.1.4 Tenderers that do not meet the pre-qualification criteria may not advance to the next stage of evaluation.
- 8.1.5 Please note that no points are allocated at this stage.
- 8.1.6 **Note:** The Tenderer acknowledges and accepts that only documents related to the Tenderer's entity must be submitted in support of this Tender. The University will not accept documents relating to different companies or business units within a group of companies.

8.2 **Stage 2: Functional including Technical Evaluation**

- 8.2.1 In this stage, the Tenderer must get a minimum of **70%**, in order to move on to the next stage of evaluation.
- 8.2.2 The Functionality Criteria of the Tender Submission are used to evaluate Tenderers on various aspects to establish if the Tenderers have the capabilities to provide the goods/services or not and will be based on the following criteria:

No.	Criteria	Weight
1.	<u>Company Experience/Track record:</u>	20 Points
1.1	<u>Years of experience providing Fleet monitoring services</u>	
1.1.1	To demonstrate knowledge, skills and experience, The bidder must demonstrate successful delivery of fleet monitoring services within the past five (5) years. a) Completed projects must be accessible for vetting purposes. b) Submit documentation and/or verification that the bidder has at least 5 (five) years of experience in offering fleet monitoring services.	

1.2	<u>VESA Certification</u>	
1.2.1	Provide evidence of a valid and up-to-date VESA certification or documentation of a VESA certification application.	
2.	<u>Company Resource Capacity and competency:</u>	20 Points
2.1	Provide evidence of a functioning 24/7 support service capability, organizational structure, and support service centre.	
2.2	Provide statistical information on vehicle recovery for a timeframe of 3 to 5 years.	
3.	<u>Evidence of Performance:</u>	10 Points
3.1	Provide a minimum of three (3) references/evidence of satisfaction feedback/reviews from different clients.	
3.2	Provide proof of five (5) main system performance characteristics, including software uptime, system integration adaptability, Stolen Vehicle Recovery, Automatic health checks and notifications, and historical data access.	
4.	<u>Systems and Technology Adaptability & Governance:</u>	45 Points
	The tenderer must provide the following:	
4.1	Real Time Tracking/ Telematics App/ System Access - Present proof of efficient real time tracking systems and capabilities	
	Reporting: Driver behaviour	
	Geofencing or Zone Management – After Hrs/Weekend Usage/Out of Boundary Alerts-Notification (Journey Management/vehicle work tracking systems)	
4.2	Fuel Monitoring system	
	Km per fuel trip/Litres/Filling Station/Litres per Km	
4.3	Accident detection/impact/Tacho Data	
	Accident collision reconstruction/impact/Tacho Data	
4.4	Driver identification	
4.5	Other alerts	
	Over speeding and Battery disconnect	
	Harsh acceleration and excessive idling	
4.6	Reporting and analytics features	
	Mobile Accessibility: vehicle tracking to be accessed through mobile devices, allowing fleet managers and supervisors to monitor vehicle performance on-the-go.	
	Application-based accessibility	
	Back-up unit	
4.7	Technical / Functional Criteria	
	Provide Project Management and Implementation team and structure	
4.8	Reliability and Accuracy	
	System uptime and availability	
	GPS accuracy and coverage	
	Ability to operate in different environments and conditions	
4.9	User Interface and Ease of Use/	

	Intuitive and user-friendly interface		
	Ease of installation and setup		
	Ease of training and onboarding		
4.10	Integration with Existing Systems		
	Compatibility with existing fleet management software		
	Data integration and reporting		
	APIs and integrations with other systems		
4.11	Data Security and Privacy		
	Compliance with relevant regulations and standards such as POPIA		
	Data access and user permissions		
4.12	Innovation and Future Proofing		
	Future scalability and expansion options		
	Ability to keep pace with technology advancements		
4.13	Training: Describe the following		
	a) technical training (days, times)		
	b) super user training (days, times)		
4.14	Risk Strategy:		
	a) risks envisaged and mitigation plan and how the risk log will be maintained through project life cycle		
	References:		5 Points
	Provide a minimum of three (3) distinct and reachable references relevant to the provision of fleet monitoring solutions. At least one (1) appropriate reference must provide acceptable evidence of delivering fleet monitoring services for a comparable scale of at least 200 or more passenger and commercial vehicles under a single fleet monitoring contract.		
	Total		100%
	Threshold		70%

8.3 Stage 3: Presentation, Demonstrations, or other due diligences

8.3.1 This phase of assessment will include Presentation, Demonstrations, or other due diligences. Only successful Tenders that have met the minimum threshold of **70%** requirements in the technical/functionality stage (Stage 2) will be considered.

8.3.2 Presentations:

8.3.2.1 The University may require short-listed Tenderers to make presentations/demonstrations to University the evaluation team on the date and at the place in section 2.1.

8.3.2.2 Presentations/demonstrations are designed to give Tenderers the opportunity to present their solution and have a question and answer clarifying session. A **70%** threshold will be applicable at this stage.

8.4 Stage 4: Price, Preference (B-BBEE) Evaluation and where applicable Consideration of Previous Stages

8.4.1 Tenderers who scored **70%** in stage 3 will be considered for stage 4 (final stage).

8.4.2 In this final stage the criteria elements below will be considered. Therefore, a Tenderer's Tender Submission will be evaluated based on the weightings set out below:

Price and B-BBEE and Consideration of Previous Stages	Documents Required	Weighting %
Price	Annexure C: Pricing to be completed	60%
B-BBEE	Please submit a current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an	20%

	exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.	
Functionality		10%
Demo & Presentation		10%
Total		100%

8.4.3 B-BBEE Score Card

B-BBEE Status Level Contributor	Number of Points (20% B-BBEE)
Level 1 contributor	20
Level 2 contributor	18
Level 3 contributor	14
Level 4 contributor	12
Level 5 contributor	8
Level 6 contributor	6
Level 7 contributor	4
Level 8 contributor	2
Non-Compliant contributor	

Note: Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Tenderer being awarded zero (0) points for the preference point system.

8.4.4 Price Points Calculation

A maximum of 60 = X points is allocated for price on the following basis for the respective pricing elements and combining their related scores:

$$PS = X \left\{ \frac{1 - \frac{Pt - Pmin}{Pmin}}{Pmin} \right\}$$

Where:

- Ps = Points scored for the comparative price of Tender Submission under consideration;
- X = Ratio allocated to pricing for scoring purposes;
- Pt = Comparative price of the Tender Submission under consideration; and
- Pmin = Comparative price of the lowest acceptable Tender Submission.

8.5 Other Information

- 8.5.1 After completion of the evaluation process, all Tenderers will be formally notified of the University's decision to award or not and Tenderers are requested not to contact the University in this regard.
- 8.5.2 The detailed evaluation results and Tenderer ratings will not be published or made available to anyone.

PART D: SCOPE OF WORK

9 SCOPE OF WORK

- 9.1 The detailed scope of worked is attached to the Tender Documents and marked as Annexure A: Scope of Work.
- 9.2 Tenderers must ensure that before submitting a Tender Submission that they are able to meet the requirements as set out in Annexure A: Scope of Work.
- 9.3 **Note:** The University will not accept any material variation to Annexure A: Scope of Work (which may include but not is not limited to the products, services and service levels).

PART E: RETURNABLE SCHEDULES & DOCUMENTS

10 THE SUBMISSION OF RETURNABLE SCHEDULES & DOCUMENTS

- 10.1 The Tender Submission will be evaluated based on the information submitted as set out in Annexure B: Returnable Schedules and Documents. The Tenderer's Tender Submission must be composed according to, and in the sequence as set out in Annexure B: Returnable Schedules and Documents. Additional instructions are contained under the applicable sections per Annexure B: Returnable Schedules and Documents.
- 10.2 Tenderers must complete the returnable schedules in type-written format and submit them in PDF and/or Excel compatible (.xls) (where indicated).
- 10.3 Tenderers must ensure that all returnable schedules, documents, and certificates are legible, current, legally compliant and valid.

PART F: PRICING

11 PRICING INSTRUCTIONS

- 11.1 The pricing that the Tenderer submits will be considered the Tenderer's final pricing which will be included in the Contract. The Excel spreadsheet that is Annexure C: Pricing must be used to submit the applicable pricing as indicated in these Tender Documents.
- 11.2 Tenderers must show its pricing information using the pricing template contained in **Annexure C**:
- 11.3 Pricing must be submitted in editable and printable softcopy in both the original Excel compatible (.xls) and .pdf formats.
- 11.4 Tenderers agree that an item against which no rate or price is entered by the Tenderer shall be considered to be covered by other rates or prices detailed in the Tenderers final pricing submitted.
- 11.5 Tenderers must carefully consider the provisions as set out in sections 11.6, when providing provisions.
- 11.6 **Annual Escalation Adjustments:**
- 11.6.1 The prices for the goods and/or services specified in Annexure A: Scope of Work will remain unchanged for the first 12 (twelve) months of the Contract. Thereafter, such amounts may be adjusted provided that the relevant supporting documentation is supplied in accordance with CPI on the first and each subsequent annual anniversary of the effective date (the successful service provider is required to give 1 (one) month's prior written notice of such adjustment). The prices for the goods and/or services must include VAT, all other taxes (insofar as they are applicable) and insurance as required.
- 11.6.2 **Note:** CPI means the average annual rate of change (expressed as a percentage) in the Consumer Price Index for all metropolitan areas as published by Statistics South Africa (or such other index reflecting the official rate of inflation in the Republic of South Africa as may replace it), which annual change shall be determined by comparing the most recently published index with the average index published over the 12 (twelve) months preceding the anniversary of the start date of the awarded Contract, and applying the lower of the 2 (two) compared indices.
- 11.7 **Cost Savings:**
- 11.7.1 The University expects the Tenderer to be an active partner in generating ideas to reduce costs beyond only price reductions. Alternative cost reduction methods must be included in a separate spreadsheet in Annexure C: Pricing.

PART G: INSURANCE

12 INSURANCE REQUIREMENTS

- 12.1 A Tenderer must demonstrate that it has adequate insurance cover to meet the minimum requirements as set out in the Scope of Work or obtain a letter of confirmation from its insurers indicating that the Tenderer will qualify for adequate insurance cover to satisfy the minimum requirements. The Tenderer will have to establish its standard company insurance (please refer to **Annexure B**: Returnable Schedules and Documents) and details of:
- 12.1.1 public liability; and/or
- 12.1.2 professional indemnity insurance; and/or

- 12.1.3 insurance covering its liability to any employees, its agents or representatives as contemplated in the Compensation for Occupational Injuries and Diseases Act, 130 of 1993; and/or
- 12.1.4 general and commercial liability insurance which includes defective workmanship, public liability, cyber risk insurance, products and equipment liability, bodily injury and death, and property damage.
- 12.2 Tenderers agree that should it be awarded as a successful service provider that it shall at all times maintain insurance cover satisfactory to the University's insurance brokers. Proof of payment of premium for the respective policy shall be furnished annually to the University in the event the Tenderer is the successful service provider. This should not have an impact on the Tenderer's submitted pricing.

PART H: THE CONTRACT

13 THE CONTRACT

- 13.1 Tenderers must please take note of the following important contractual terms:

Indicative Contract Dates:	Start Date – End Date (TBC) Target from September 2025
Indicative Contract Duration:	(3) Three years
Classification and Type of Contract:	Memorandum of Agreement

- 13.2 Any award made as a result of this Tender process will be governed by the terms and conditions of the Contract.
- 13.3 In the event that a Contract has been included in the Tender Documents (see **Annexure D**: Draft Contract) and if a Tenderer takes exception or wishes to propose a deviation to any term or condition in the Contract, it must be done clearly and conspicuously by referencing the specific clause number or the term or condition and by describing the exception or deviation in the **Annexure B** under the Contract Deviation Schedule. If a Tenderer does not clearly and conspicuously take an exception or propose a deviation to a specific term or condition, the Tenderer shall be bound by such term or condition in the event the award is made to it. The University reserves the right to in each instance to:
- 13.3.1 Accept the deviations or exceptions; or
- 13.3.2 Negotiate the deviations or exceptions; or
- 13.3.3 Reject a proposal with deviations or exceptions deemed unacceptable by the University at its option and in the exercise of its sole discretion .
- 13.4 The rejection or amendment by the Tenderer of any terms and conditions contained in the Contract may increase the risk to the University and will thus be taken into consideration when assessing the Tenderer's Tender Submission.
- 13.5 Tenderers should not provide or include their own contract, service level agreement or '*reserve the right to negotiate if the Tenderer is selected as the preferred service provider*' statement (the University will not consider this type of documentation). Tenderers must ensure that they follow the protocol as set out in section 13.3.
- 13.6 The Tender awarded will be conditional and subject to successful negotiations and signing of a written contract, failing which the University reserves the right to withdraw the Tender and to award another Tenderer without the need to repeat the same Tender process.
- 13.7 Should the final contract negotiations with the preferred Tenderer not be concluded within 4 (four) weeks of the tender award or the preferred Tenderer takes exception to certain terms in the Contract which the parties cannot agree to, the University reserves the right to cancel the award and select an alternative Tenderer