

# Request for Quotations for Non-Consultancy Services

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## PROCUREMENT OF INSTALLATION OF GLOBAL POSITIONING SYSTEM (GPS) TRACKING SYSTEM FOR NAMRA VEHICLES

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**Procurement Reference No: NCS/RFQ/NAMRA/01-15/2023**

**Cost:** Free to be downloaded from NamRA website.  
[www.namra.org.na](http://www.namra.org.na)

**BIDDER NAME:** \_\_\_\_\_

**TOTAL BID AMOUNT – VAT INCLUSIVE:** \_\_\_\_\_

Procurement Management Unit (PMU)  
Windhoek  
P O Box 569  
[procurementclarification@namra.org.na](mailto:procurementclarification@namra.org.na)

NamRA  
Town Square Building, Upper Retail  
Post Street Mall  
Tel no: 061-2092518

## Letter of Invitation

TO: Prospective Bidders

04 April 2024

REFERENCE NUMBER: NCS/RFQ/NAMRA/01-15/2023

### **PROCUREMENT OF NON-CONSULTANCY SERVICES - PROCUREMENT OF INSTALLATION OF GLOBAL POSITIONING SYSTEM (GPS) TRACKING SYSTEM FOR NAMRA VEHICLES**

Dear Sir/Madam

NamRA invites you to submit your best quote for the services described in detail hereunder, page 10 and including the attached terms of reference.

Any resulting contract shall be subject to the terms and conditions referred to in this document.

Queries, if any, should be addressed to PMU at: [procurementclarification@namra.org.na](mailto:procurementclarification@namra.org.na) contact office telephone number: 061-209 2518.

**DEADLINE FOR BID SUBMISSION: FRIDAY, 12 APRIL 2024 AT 11:00**

### **MANDATORY PRESENTATION ON GPS EQUIPMENT:**

Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully



.....

**Ms. Petra Lisho- Mayumbelo**

**MANAGER: PROCUREMENT MANAGEMENT UNIT**





## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of NamRA

NamRA reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, and or split the contract to different bidders per region and or per lot.
- (b) To accept or reject any quotation; and
- (c) To cancel the quotation process and reject all quotations at any time prior to contract award.

### 2. Preparation of Quotations

You are requested to quote for the works mentioned in Section III, by completing, signing and returning:

- a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable.
- b) the Priced Activity Schedule in Section IV;
- c) the Specifications and Compliance Sheet in Section V; and
- d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your Quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

### 3. Validity of Quotations

The quotation validity period shall be **180 days** from the date of bid submission deadline.

### 4. Eligibility Criteria [Mandatory documents for submission]

To be eligible to participate in this Quotation exercise, you should:

- (a) Have a valid or certified copy of company Registration Certificate.
- (b) Have a valid or certified copy of original valid good Standing Tax Certificate.
- (c) Have a valid or certified copy of good Standing Social Security Certificate.
- (d) Have a certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.
- (e) Submit completed and signed Bid-securing Declaration.
- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof,
- (g) This bid is reserved for Namibians only

Bidders who do not submit "ALL" above-mentioned mandatory documents will be disqualified irrespective of submitting the lowest quotation/s.

### 5. Bid Securing Declaration

Bidders are required to submit a *Bid Securing Declaration* for this procurement process.

**6. Completion Period**

This is a once-off service. Deviation in completion period shall not be considered if such deviation is not reasonable and if not communicated to NamRA three days prior to the event.

**7. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to NamRA with the Bidder's name at the back of the envelope.

**8. Submission of Quotations**

Quotations should be delivered in the Quotation/Bid Box located in Post Street Mall, NamRA Town Square Building, Upper Retail Floor at the Security, not later than **FRIDAY, 12 APRIL 2024 AT 11:00** (Namibian time). Quotations by post or hand delivered should reach the same address at the time and date provided. **Late quotations will be rejected.**

**9. Opening of Quotations**

Quotations will be opened internally **(no public opening to prospective bidders)** by NamRA PMU staff immediately after the closing time referred to in Clause 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, and including all other mandatory documents referred to in Clause 4 [under Eligibility Criteria] above will be kept by NamRA.

**10. Evaluation of Quotations**

NamRA shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on conforming with ALL required mandatory documents and compliance to technical specifications / terms of reference / scope of work as per Clause 4 instruction, evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

**11. Technical Compliance**

The Specifications and Compliance Sheet refer to the minimum specifications [subject matter of the project in this instance] of the goods, works and / or services to be carried out.

**12. Prices and Currency of Payment**

Prices for the execution of goods, works and / or services shall be fixed in Namibian Dollars **WITH VAT INCLUSIVE** as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits, transport, and all associated costs for performing the goods, works and / or services, and shall include all duties. The whole cost of performing / delivering the goods, works and / or services shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.



**13. Margin of Preference**

*[Not Applicable]*

**14. Award of Contract**

The Bidder having submitted ALL the mandatory documents and or the lowest evaluated substantially responsive quotation and qualified to perform or deliver the goods, works, and / or service shall be selected for award of contract. **Award of contract shall be by issuance of Letter of Award (in the absence of a Purchase Order). Suppliers are expected to send Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.**

**15. Performance Security**

*[Not applicable]*

**16. Notification of Award and Debriefing**

NamRA shall after award of contract inform all unsuccessful bidders by posting on NamRA website in writing of the name and address of the successful bidder and the contract amount within 7 days. Furthermore, NamRA shall provide the executive summary report upon request made in writing within 7 days of the unsuccessful bidders being informed of the award.

## SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. If your quotation is not authorised, it will be rejected.]*

Quotation addressed to:	NamRA
Procurement Reference Number:	NCS/RFQ/NAMRA/01-15/2023
Subject matter of Procurement:	<b>PROCUREMENT OF NON-CONSULTANCY SERVICES - PROCUREMENT OF INSTALLATION OF GLOBAL POSITIONING SYSTEM (GPS) TRACKING SYSTEM FOR NAMRA VEHICLES</b>

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

Works will commence within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

### Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

**BID SECURING DECLARATION**  
**In line with NamRA Policy**

**Date:**.....

**Procurement Ref No.:** .....

**To:** .....  
*[insert complete name of NamRA and address]*

I/We\* understand that in terms of NamRA Procurement Policy must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We\* accept that under NamRA Procurement Policy, I/we\* may be suspended or disqualified in the event of

- (a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity.**
- (b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We\* be successful bidder; or**
- (d) **failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We\* understand this bid securing declaration ceases to be valid if I am/We are\* not the successful Bidder

Signed: .....  
*[insert signature of person whose name and capacity are shown]*

Capacity of:  
*[indicate legal capacity of person(s) signing the Bid Securing Declaration]*

Name: .....  
*[insert complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
*[insert date of signing]*

**Bidders company stamp:**



## Republic Of Namibia

### Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act

#### 1. EMPLOYERS DETAILS

Company Trade Name.....

Registration Number .....

Vat Number: .....

Industry/Sector: .....

Place of Business.....

Physical Address.....

Tell No.....

Fax No.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

#### 2. PROCUREMENT DETAILS

Procurement Reference No.:.....



Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

### **3. UNDERTAKING**

I .....[insert full name], owner/representative

of .....[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal:**.....

*Please take note:*

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance.*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract*

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/NAMRA/01-15/2023

You may complete / write the total bid amount in the block below. *Bidders must attach their detailed prices for each item as per the specifications provided on the Bill of quantity. Quotations are to be on the bidder's company letter head addressed to NamRA Procurement Management Unit, Post Street Mall, NamRA, Town Square Building, Upper Retail, P O Box 569, Windhoek.*

**Quotations not addressed to NamRA will not be accepted.**

Item No	Brief Description of Service	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
	PROCUREMENT OF NON-CONSULTANCY SERVICES - PROCUREMENT OF INSTALLATION OF GLOBAL POSITIONING SYSTEM (GPS) TRACKING SYSTEM FOR NAMRA VEHICLES				
1	SEE ATTACHED ANNEXURE A				
				<b>Subtotal</b>	
				<b>VAT @      %</b>	
				<b>Total Bid amount</b>	

**Priced Activity Schedule Authorised By:**

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:	Company		

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/NAMRA/01-15/2023

*[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also, state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below].*

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	PROCUREMENT OF NON-CONSULTANCY SERVICES - PROCUREMENT OF INSTALLATION OF GLOBAL POSITIONING SYSTEM (GPS) TRACKING SYSTEM FOR NAMRA VEHICLES		
1	See attached annexure A		

\* Columns A and B to be completed by NAMRA.

**Specifications and Compliance Sheet Authorised By:**

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	



## **SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT**

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **G/RFQ-GCC**) available on the website of Procurement Policy Unit (<http://www.mof.gov.na/procurement-policy-unit>) except where modified by the Special Conditions below.

## SECTION VII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/RFQ/NAMRA/01-15/2023

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

<b>GCC Reference</b>	<b>Special Conditions</b>
<b>Employer</b> <b>GCC 1.1(r)</b>	<b>NamRA</b>
<b>Intended Completion Date</b> <b>GCC</b>	The intended completion date is: Two (2) weeks from the date of Purchase Order / Letter of award and Acceptance thereof.
<b>Project Manager</b> <b>GCC 1.1 (y)</b>	The Project Manager is: Anyone Appointed by NamRA
<b>Site</b> <b>GCC 1.1 (aa)</b>	The site/final destination is: NamRA Offices
<b>Start Date</b> <b>GCC 1.1(dd)</b>	The Start Date shall be: after issue of Purchase Order / Letter of award and Acceptance thereof.
<b>The Works</b> <b>GCC 1.1(hh)</b>	The Works consist of: <b>PROCUREMENT OF INSTALLATION OF GLOBAL POSITIONING SYSTEM (GPS) TRACKING SYSTEM FOR NAMRA VEHICLES</b>
<b>Interpretation</b> <b>GCC 2.2</b>	The project will be completed in the following sections: as per the scope of works. _____
<b>Interpretation</b> <b>GCC2.3</b>	The following additional documents shall form part of the contract: _____
<b>Language and Law</b> <b>GCC 3.1</b>	The language of the contract is English.  The law that applies to the Contract is the law of Namibia.
<b>Project Manager's Decisions</b> <b>4.1</b>	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
<b>Delegation</b> <b>GCC 5.1</b>	The Project Manager <i>may</i> delegate his/her duties.
<b>Notices</b> <b>GCC 6</b>	Any notice shall be sent to the following addresses:

GCC Reference	Clause Special Conditions
	<p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be:</p> <p>Ms. Petra Lisho-Mayumbelo  <b>NamRA, Town Square Building</b>  <b>Upper Retail</b>  <b>Post Street Mall</b>  <b>Windhoek</b>  Namibia</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact's name shall be _____</p>
<b>Insurance</b> GCC 13.1	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <p>Not Applicable</p>
<b>Site Data</b> GCC 14.1	The site Data shall be: Available to successful bidder.
<b>Possession of the Site</b> GCC 20.1	The Site Possession Date shall be: Not Applicable
<b>Procedure for Disputes</b> GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
<b>Program</b> GCC 25.1	The Contractor shall submit for approval a Program for the Works within 2 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement / Letter of Award.
<b>GCC 25.3</b>	Program updates <i>shall</i> be required.
<b>Defects Liability Period</b> GCC 33.1	The Defects Liability Period is: six months ( <i>180 days</i> ).
<b>Payment Certificates</b> GCC 39.7	A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor.
<b>Payments</b> GCC 40	<p>The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by:</p> <p>(a) the payment certificate; and</p>



GCC Clause Reference	Special Conditions
	(b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (l)	<i>[ Not Applicable]</i>
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	(i)no proportion of any payments shall be retained.
Liquidated Damages GCC 46.1	Not Applicable
Bonus GCC 47.1	The rate for the Bonus per calendar day is: Not Applicable
Advance Payment GCC 48.1	<b>No advance payment shall be made.</b>
Performance Security GCC 49.1	No Performance Security is required.
GCC 56.1	“As built” drawings or operating and maintenance manuals <i>are</i> required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: <i>[Not Applicable]</i>

*SCHEDULE 1*

**QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No.: NCS/RFQ/NAMRA/01-15/2023**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Attached Identity Document		
Have a valid company Registration Certificate;		
Have an original valid good Standing Tax Certificate;		
Have an original valid good Standing Social Security Certificate;		
Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
Submit signed Bid-securing Declaration.		
An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and		
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		

**Disclaimer:** *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*

## **ANNEXURE 1**

### **TERMS OF REFERENCE FOR THE SUPPLY AND INSTALLATION OF GLOBAL POSITIONING SYSTEM (GPS) VEHICLE TRACKING DEVICES**

#### **I. Purpose**

The purpose of this document is to outline the requirements and scope for the implementation of a vehicle tracking system for NamRA. The system aims to provide real-time monitoring and management of the Agency's fleet of vehicles.

#### **II. SCOPE OF WORK**

The Scope of work shall broadly comprise the following:

1. **Hardware procurement:** Purchase of GPS devices or installation of tracking hardware in company vehicles.
2. **Software development or acquisition:** Acquisition or development of a software platform for tracking and data analysis.
3. **Installation and integration:** Installation of tracking devices in vehicles and integration with the software platform.
4. **User training:** Training sessions for NamRA employees to effectively use the system.
5. **Testing and evaluation:** Rigorous testing to ensure system functionality and accuracy before signoff NamRA.
6. **Deployment:** Rollout of the system across the entire NamRA fleet.

#### **III. DELIVERABLES**

The expected deliverables are:

1. The selected supplier will be required to supply and install a proven monitoring system (hardware and software) on an outright purchase basis.
2. Supply GPS Devices with SIM/Data cards for enabling GPRS on the GPS Device for Vehicle Tracking.
3. This will include the provision of all relevant software for use with NamRA information technology systems.
4. The system will be used for the monitoring of driving methods, vehicle performance, and utilization.
5. The system must incorporate GPS tracking to enable vehicle position to be tracked by the Transport Office of NamRA.
6. The successful bidder shall install GPS vehicle tracking devices (with an inbuilt GPRS module) in all vehicles and manage the tracking of the entire fleet operations on real real-time basis.
7. The Contractor shall replace a non-functional/faulty device within each time limit from registering of complaint with a new device during the contract period.
8. The installation shall be done in the compound of the NamRA.
9. Provide Training Manuals and User Guides for the system. The successful bidder shall also provide onsite (physical) training on the GPS Device and



Tracking system to approximately 4 - 8 users/officials of NamRA. Develop a training plan that ensures all users of the system receive sufficient training and knowledge transfer to successfully operate the system.

10. Provide a web-based fleet management software and software upgrades.
11. Provide backup and data restoration solutions to support business continuity as stipulated in the Service Level Agreement (SLA).
12. Geo-fence and Route management.
13. Trip Replay.
14. Active tracking and monitoring of vehicles 24 hours seven days a week.
15. Real-time and historical tracking
16. Report System downtime always.
17. Back up and restore device data to support business continuity.

## **II. SPECIFIC TASKS**

1. Provision of brand vehicle tracking (GPS) devices:
  - a. The device must capture the GPS location information and vehicle information at regular intervals and transfer data to a central secure server by the operator.
  - b. The device must be fitted in the vehicle in a manner that does not interfere with vehicle manufacturer warranties and without tempering any other technicality of the vehicle.
  - c. The device must allow the client unlimited tests and searches for device operation.
  - d. The device should have a backup battery and must monitor the battery in real-time.
  - e. The device must allow remote immobilizing & mobilizing and software updates.
  - f. The device must be able to send email and SMS/System alerts on any of the configured violations.
  - g. The device must protect information from any destruction.
  - h. The GPS unit should be tampered with proof, vandal proof and waterproof casing.
  - i. The system shall track each vehicle from source to destination. The tracking shall be real-time, and web based.
  - j. Following activation by a driver of the Panic button, the vehicle's location must be relayed to the base. Impact sensors must be indicators of crashes as and when they happen.
  - k. Configure driver identification tags.
  - l. Three-year warranty on the equipment must be included.
  - m. Annual maintenance charges after the warranty period should be indicated as a separate line item.
  - n. Sufficient training and training manual users/officials and Drivers of the NamRA staff to successfully operate the system.

## 2. System Installation

- a. Acceptable installation of the system by fully qualified technicians.

## 3. Proper satellite service to have the appropriate report for the installed devices on the - vehicles' real-time and historical data.

## 4. Provide backup and data restoration solutions to support business continuity.

## 5. Provide a web-based fleet management software and software upgrades.

## 6. Evaluation report on drivers driving behaviors'

- a. Over speeding
- b. Excessive acceleration
- c. Harsh Braking
- d. Excessive RPM
- e. Freewheeling
- f. Unauthorized time driving.
- g. Un-authorized place driving
- h. Excessive idling
- i. Reckless driving
- j. Driver's violations listed above (number and type of errors summarized)
- k. Early warning system- movement without ignition/tow notification.

## 7. Reports /Information

- a. Fleet report
- b. Fuel report
- c. Real-time alert and historical tracking report (View Vehicle information)
- d. Geo-fence and route management report
- e. Trip replay report, vehicle speed, and total distance coverage
- f. Tachograph report (speed graph every minute)
- g. Driver's violations listed above (number and type of errors Summarized)
- h. All reports must be filtered by a single vehicle, group of vehicles, and driver.

## 8. Maintenance Service

- a. Provision of after-sales regular maintenance/installation and dismantling works when it is required.

# III. APPLICATION DEVICE

- 1. Web-based fleet management system.
- 2. Location-based services (stolen vehicle recovery).
- 3. Android App/ios App store for smartphones.
- 4. SMS activated car guard function.
- 5. SMS-based vehicle location polling.

6. Configure SMS and /or email notification.
7. High-risk area and border proximity notification.
8. Over speed notification.
9. Harsh braking notification.
10. Tow notification.
11. Ignition on/off notification.
12. Curfew violation notification.
13. Status of the vehicle including speed, location, start/stop.
14. Trip playback facility.
15. Standard and hybrid (satellite) maps.
16. Early warning system – Movement without ignition/tow notification, curfew violation.
17. Assist button – Located on the steering column, centre, console, or seatbelt clip.

#### **IV. QUALIFICATION REQUIREMENTS**

1. The company/supplier should have a minimum of five (5) years' experience in the provision and installation of vehicle tracking and management services.
2. Should have adequate, experienced, and skilled personnel in vehicle tracking management services in Namibia.
3. Should provide at least two referees whom the company has dealt with for the past five years in the provision of similar services.
4. The vendor should have supplied and maintained a minimum of 50 units for a minimum period of six months for similar applications.

#### **V. CONTENT OF TECHNICAL PROPOSAL**

All bid proposals submitted should cover the following:

1. Profile of the company outlining:
  - a. Number of years of experience as a vehicle tracking company
  - b. Knowledge and capacity
  - c. List of past vehicle tracking contracts (contacts of persons and numbers to be included)
  - d. List of current vehicle tracking contracts (contacts of persons and numbers to be included)
  - e. Proof of registration in accordance with all statutory requirements. The following must be submitted:
    - Physical and postal addresses, and contact details of the office, which will be installing and providing the vehicle tracking services.
    - List of equipment to be used.



- Planned joint ventures / sub-contracting related to this project (this will only be considered valid if there is proof of signed agreement by all parties involved).
- Project implementation plan and schedule. This should outline how the tracker services will be provided according to the bid specification.
- Price proposals must be strictly prepared and firm for the duration of the contract.

## VI. FINANCIAL PROPOSAL

The bid proposal should clearly indicate the total price and be aligned to the following but not limited to;

1. Tracking unit device
2. Installation and configuration of the unit
3. De-installation and upgrade of the device
4. Subscription fee
5. Cost per unit
6. Driver identification keys
7. Vehicle recovery
8. End-user training
9. Accident investigation information
10. Any other relevant costs

## TECHNICAL EVALUATION CRITERIA

No.	Description	Maximum Score
1	Core business and Experience of the company <ul style="list-style-type: none"> <li>▪ 2 – 4 years: 8</li> <li>▪ 4 years and above: 10</li> </ul>	10
2	A few similar projects handled by the company (Attach evidence/references of similar projects handled in the vehicle tracking system. Where a project is defined as having supplied and managed 20 units to a single client) <ul style="list-style-type: none"> <li>▪ 2 projects: 10 marks</li> <li>▪ 4 projects: 15 marks</li> <li>▪ 5 and above projects: 20 marks</li> </ul>	20
3	Knowledge and capacity of key personnel (Must show certification/ competencies (CV) of staff who will be involved in the installation and maintenance) <ul style="list-style-type: none"> <li>▪ 2 - 3 years: 5</li> <li>▪ 3 - 5 years: 8</li> <li>▪ 5 years and above: 10</li> </ul>	10

4	Implementation Work Plan/Methodology of the physical tracking, monitoring, and reporting and Training <ul style="list-style-type: none"> <li>▪ Work plan: 5</li> <li>▪ Technical approach: 15</li> <li>▪ Operations Manual/Brochure: 10</li> <li>▪ Methodology: 10</li> </ul>	40
5	Knowledge transfer (training) plan	10
6	After Sales Service/Technical Backup Post installation/implementation support plan	10
<b>Total</b>		<b>100</b>

The minimum score required to pass is 70%. Only bidders who pass the technical evaluation shall be considered for financial evaluation.