



ELM 05/2027 OUTSOURCE OF ELECTRONIC TRAFFIC LAW ENFORCEMENT EQUIPMENT AND SOFTWARE LICENSE WITHIN EMALAHLENI JURISDICTION FOR THE PERIOD OF THIRTY-SIX (36) MONTHS

EMALAHLENI LOCAL MUNICIPALITY



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EQUIPMENT AND SOFTWARE LICENSE WITHIN EMALAHLENI
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SCOPE OF WORK

Part C3: Scope of Work

C3 Scope of Work



NAME OF BIDDING ENTITY: _____

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1. DISCLAIMER

- 1.1 Whereas all reasonable care was taken in the preparation of this document, the information contained herein may not be conclusive. Accordingly, Emalahleni Local Municipality, together with its fleet user groups, shall be held harmless to all third parties for any alleged material inaccuracy or inadequacy of the information that may be contained herein that leads to loss or damage of any nature or form.
- 1.2 Save where it is expressly stipulated in this document, no representation or warranty will be given by the Emalahleni Local Municipality or any of its officials, agents or advisors with respect to the information or views contained herein or in relation to any note issued pursuant thereto.
- 1.3 These terms of reference (hereafter referred to as "TOR") have been compiled solely for the purpose set out herein and is not intended to form any part or basis of any investment decision by the bidders, their equity members or funders. Each person to whom the TOR documents is made available shall make their own independent assessment of the project after investigation and taking such other professional advice, as they deem necessary.
- 1.4 The Emalahleni Local Municipality reserves the right to amend, modify terms and conditions set out in this document at its sole discretion or to withdraw the TOR or terminate the procurement process at any time, without prior notice and without liability to compensate or reimburse any persons or entity in relation thereto.

1. DEFINITIONS

- 2.1 **Accessories** -Additional equipment fitted does not form part of the standard specification. These items must not have any effect on the standard guarantees and warranties of the equipment in question
- 2.2 **Daily Working Hours (DWH)** - shall be expressed either as 12 hours per day or as 24 hours per day (Relevant equipment will be identified during contract negotiations).
- 2.3 **Early Termination date** – is the return of a equipment to the Supplier greater than 60 days prior to the agreement termination date.
- 2.4 **Excess hourly charge** – is the pre-declared charge for each hour of operation in excess of the hours allowance published in the "vehicle schedule".
- 2.5 **Finance Lease** – is the financing of a equipment, exclusive of maintenance and in which ownership of the equipment passes to the municipality at the end of the financing period.
- 2.6 **Full Maintenance Lease** - is the total rental of a equipment which is inclusive of maintenance, wherein the risk and benefits are outsourced to a supplier for a period of time. The supplier takes risk on the resale value and cost of maintenance



- 2.7 **Merchant / Supplier** – any legal entity which contracts with the service provider to provide goods or services to the municipality.
- 2.8 **Normal Termination** - it is the return of vehicle to the service provider within 60 days prior to or 15 days after the agreement termination date.
- 2.9 **Operating Lease** - is the total rental of a equipment which is inclusive of maintenance wherein the risk and rewards of ownership are outsourced to a service provider for a period of time. The supplier takes risk on the resale value.
- 2.10 **Sales and Leaseback** – is the purchase of all equipment being used by the municipality from either the municipality and/or current Service Provider and the vehicles are to be re-leased back to the municipality on a FML or Managed Maintenance basis, for a pre-determined time.
- 2.11 **Service Plan/Maintenance**– a service as that can be optionally procured during the purchasing of the equipment that will cover all cost in terms of normal services as set out in the equipment's owner manual or handbook up until a time period.
- 2.12 **Parts** – any parts fitted to a equipment ensuring that the equipment is fully operational and functional and has to be replaced due to the malfunction thereof. The fitment of non-OEM approved spares will need to be done in consultation with the relevant user department without jeopardizing any warranties of guarantees in terms of the equipment.
- 2.13 **Equipment Working Days (EWD)** - shall be expressed either as 7 days / week or as 5 days /Week. (Relevant equipment will be identified during contract negotiations)
- 2.14 **Equipment schedule** – is the document concluded for each equipment which shall as a minimum define equipment details, period of rental, monthly rental, hourly allowance.

SCOPE OF WORK



1. AIM OF THE PROJECT

The aim of the project is to provide Traffic Contravention Management System and revenue enhancement services (collection of outstanding traffic fines) with the objective of reducing road fatalities and improving road safety in Emalahleni, hereafter referred to as the Service Provider to execute the works and to deliver the desired outcome suitable for Emalahleni, taking into account all the relevant aspects of the project.

Emalahleni Local Municipality would therefore like to request for proposals from professional service providers for the aforementioned project.

2. SPECIFICATION OF A PROJECT

Standard Specifications

The Service Provider shall undertake the following works for the project, comprised of the following items:

1. Traffic Management System
2. Revenue Enhancement services
 - Call Centre Facility to send outgoing SMS facility for outstanding Traffic Fines
 - Outgoing SMS for future concept court register
3. Supply of Computers hardware and leasing
4. Automated Laser Speed Cameras
5. View fines website
6. Offender tracking System
7. ANPR System
8. Easy Pay System
9. The System must be a Multi-user Traffic Contravention, able to be linked to the Municipal main Server and a Central file server on a Local Area Network environment running on Microsoft Server platform with functionality distributed to Operational Offices.
10. The Contravention System must be able to accommodate the capturing and processing of the following contraventions:
 - All traffic offences including Camera Speed and Red Traffic Signal Images
 - All Municipal By-Laws as decided by Council from time to time
 - The System must be able to interface to eNATIS and/ or alternative database obtain offender name and address details
 - It must be able to accommodate the AARTO Act arrangements and all other traffic related Legislations



11. The System must provide for the capturing of hand-written contravention notices including Audit Trails
12. Interface Software to register Financial Institutions i.e Banks, Post Office (SAPO), Easy Pay, Internet Banking, etc for the processing of electronic payments
13. The System must be able to generate and print summonses in terms of Section 54 of the Criminal Procedure Act 51 of 1977
14. The System must provide the allocation of Summonses/Warrant to Peace Officers and provide information and progress and Summonses Servers Management
15. The System must be able to provide a Court related documentation i.e. Criminal Case Register Admission of guilt and Spot Fine Registers, Warrant of Arrest and related register
16. The System must provide for the tracing of Offenders and Call Centre Support Functionality
17. Interface to the existing Emalahleni Local Municipality Financial System as used by the Treasury Department or Chief Financial Officer
18. Online Cashier facilities and Interfaces for the verified payment with electronic payment Services Providers i.e Easy Pay, any Financial registered Institutions
19. The System must provide for the Comprehensive Management Information Support which includes written reports, statistics and explanatory graphs
20. Processing of Section 341 Notices
21. Section 341 Summary Analysis, (Successful, Unsuccessful, Outstanding)
22. Section 341 details analysis of all images (Successful issued, Notices before Summons, Generated Summons, Court, Warrant of Arrest, Unsuccessful and Withdrawn, Cancelled, Reduced value, Outstanding- Issued stage, Generated Summons stage, Court stage and Warrant of Arrest stage
23. Processing of Section 54 Notices
24. Processing of Section 56 Notices
25. Productive report per Officer
26. Report per offence and category
27. Report per payment method

The Service Provider must be able to provide the following:

1. Training to relevant Municipal employees
2. System and User support
3. System maintenance
4. Manage the update process for all new releases

The Service Provider system should be able to Process and Generate documentation, Incidents Activities, Performance Reports, Data uploading and interfacing as prescribed in terms of the Criminal Procedure Act in the form of:



- Representations,
- Court Registers
- Admission of Guilt Registers
- Warrant of Arrest Registers
- Dossier Registers
- Officer Accident Reports; and
- Officer Productivity Reports



Bidders must comply with the below technical specifications. Bidders may be required to demonstrate the functional systems.

ITEM	DESCRIPTION
1	CONTRAVENTION SOFTWARE SYSTEM
1.1	Capturing of handwritten: Section 56, AARTO infringement notice and section 341
1.2	Uploading and capturing of camera offences.
1.3	Maintaining a database of camera offence images for enquiry and court evidence.
1.4	Keep prime evidence of all camera offences for court evidence.
1.5	Interface with eNaTIS to obtain offender details.
1.6	Data washing with 3 rd party databases.
1.7	Update of offender data
1.8	Printing of notices for camera offences with picture of offence on the camera mailer
1.9	Email of camera notices to the offender upon request
1.10	Monthly SMS's sent to camera offenders
1.11	Generating and printing summonses and allocating summonses to the court and servers
1.12	Officer book management- audit facility to indicate the status of each document in the book
1.13	Recording and finalization of representations
1.14	Printing of registers:
1.14.1	Court roll- Automatic system allocation of case numbers
1.14.2	Warrant register – Automatic system allocation of warrant numbers
1.14.3	Admission of guilt register – Automatic system allocation of Admission of guilt numbers
1.15	Comprehensive Management reports:
1.15.1	Habitual offenders
1.15.2	Offences per officer
1.15.3	Struck off the roll (SOR) per officer



1.15.4	Audit reports
1.15.5	Daily balance of income per cashier (reconciliation with the bank and the Debt collection and Revenue Management system – Indicating total revenue accrued and recognized)
1.16	Charge book for easy reference issued to traffic officers
1.17	Full detailed enquiry screens
1.18	Scanned warrant and control document images to be linked to infringement and warrant number
1.19	Email of enquiry results to offenders
2	The System should make provision for the following operational functions: -
2.20.1	Back Office/Contravention Management system
2.20.2	Camera image processing and management
2.20.3	Call Centre Module (CAD)
2.20.4	Incident Command System (ICS forms-based planning and response tool)
2.20.5	Roadblock – roadside debt collection vehicle and system
2.20.6	Accident logging and handling Module
2.20.7	Overload Management system
2.20.8	Chemical transport information system
2.20.9	Vehicle roadworthy incident management
2.20.10	Operational units Fleet Management and tracking system
2.21	No off site downloading and capturing of Camera cases
2.22	Full audit trail of each Notice in the Contravention System
2.23	Recording of finalization of representation
2.24	Validation officer must be able to adjudicate/validate camera infringements before eNaTIS request
3	Revalidate and correct information such as vehicle make and type on discrepancy with eNaTIS information acquired



3.1	Housekeeping Manual and Automatic Processing with email sending of list of fines to be approved for expiry
4	AUTOMATIC NUMBER PLATE RECOGNITION (ANPR) SYSTEM (EQUIPMENT)
4.1.1	Roadblock bus to be panel van or equivalent
4.1.2	Roadblock vehicle equipped with the following as a minimum
4.1.3	Automatic Number Plate Recognition dual camera for day and night operations
4.1.4	Stop-Go sign (Red/Green)
4.1.5	Manual enquiry
4.1.6	Three (3) personal computers or laptops
4.1.7	laser printer
4.1.8	A4 Dot Matrix (impact printer)
4.1.9	Receipt printer
4.1.10	License scanner (Drivers and Vehicles)
4.1.11	Live system with dual sim 4G/5G connectivity
4.1.12	Online cashier facilities
4.1.13	Colour laser printers for printing of scanned Warrants of Arrest (WOA), scanned control documents and Section 54 summonses
4.1.14	On site payment with receipt printing
4.1.15	On site representations to be captured
4.1	Road side furniture: final requirement to be listed in the Service Level Agreement
4.1.1	50 x Day glow traffic cones (450mm)
4.1.2	Portable Road Signs with stands: -
4.1.3	Reflective 3 in 1 panel 900mm
4.1.4	1 x Stop sign
4.1.5	1 x Traffic Police



4.1.6	1 x Temporary Speed – 100km/h, 80km/h, 60km/h, 40km/h and 20km/h
4.1.7	1 x Directional Arrow
4.1.8	1 x Roadblock Ahead
5	SYSTEM REQUIREMENTS
5.1.1	Live, real-time integration with the Traffic Contravention System
5.1.2	Vehicles of Special Interest (VOSI) LIST
5.1.3	Immediate production and printing of Section 54 summonses
5.1.4	Immediate printing of scanned copies of warrants of arrest and summons returns of service
5.1.5	Online enquiries on the system and the viewing of camera images
5.1.6	Facilities for online payments on the system
5.1.7	Operate completely from vehicle, battery or solar power
5.1.8	Warrant Unit Supervisors to have full access to database
6	SPEED CAMERAS: -
6.1	Radar or Laser automatic speed cameras with Manufacturing Quality assurance certification through ISO 9001 and SANS 1795 (NMI when passes in SA)
6.2	Radar automatic speed cameras to have at least ISO 9001 and SANS 1795 (NMI Certification when passed in SA)
7	Movable automatic/manual speed cameras: -
7.1	Radar portable (semi-permanent) speed cameras
7.2	ANPR (optimal range 50m)
7.3	GPS Location
7.4	Minimum coverage of two (2) lanes and detect a minimum of 24 objects simultaneously
7.5	4D Radar
7.6	Lens-motorized zoom and focus, remotely adjustable
7.7	Average speed over distance



7.8	Laser Speed Cameras: -
7.9	Maximum Range 1200m
7.10	Minimum of two (2) lanes automatic identification
7.11	Optimum Video range 40 to 150m
7.12	0.33 sec per Violation (No Video) and 1.2 sec with video
7.13	GPS location
7.14	Manual and Automatic mode
7.15	-laser wavelength 904nm. +/- 10mm
7.16	-speed accuracy +/-1km/h, +/-1mph, +/-1knot
7.17	-speed range 16km/h to 320km/h, 10mph to 200mph, 8 optional minimum speed of 0km/h
7.18	-reach range 3m at 2.400m (10 feet to 8,000 feet) stationery and reflective
7.19	-accuracy range +/-15cm (+/-6inches)
7.20	-screen resolution 0.1m (0.1 feet)
7.21	-acquisition time 0.3 sec (no qualifying target)
7.22	-laser beam width 1Mr.Horizontal/2.67Mr. Vertical.
7.23	Eye safety CDHR/FDA class 1 or 1Miec60825-1
7.24	-battery life more than 11 hours continuously with the trigger pulled.
7.25	-operating temperature 30 to 60 C (-22F to 140C)
7.26	-power input 4AA batteries USB with high retention connector
7.27	-dimension (height x width x length) 25cm x 11cm x 16cm (9.8x4.3x6.3)
7.28	-weight including batteries 1.1kg (2.5kg)
7.29	-weight without batteries 1.0kg (2.2lb)
7.30	-protection IP-67 certified rain and dust proof
8	HANDHELD DEVICES: -



8.1	Minimum of Fifty (50) handheld devices as and when required during the period of the contract
8.2	Section 56 notices to be printed with court dates
8.3	Section 341, and any other legally required notices to be printed
8.4	The device must have live, real time integration with the traffic contravention system, via Application Program Interface to Home Affairs National Identification System, detection of stolen vehicle and eNaTIS system
8.5	Confirm vehicles status
8.6	Status of vehicle roadworthiness
8.7	Driver's license
8.8	PrDP and a Vehicle of Special Interest (VOSI) list to flag suspect vehicles
8.9	GPS tracking of officer movement and productivity
8.10	Must comply with the Senior Public Prosecutor's specifications
8.11	8-inch Android Tablet with finder print activity, connectivity via 4G/5G (durable for all weather)
8.12	SMS Capability
8.13	2D Barcode decryption scanner (driver license and vehicle license disc)
8.14	Embedded Payment System (debit and credit cards)
8.15	Proof of identity of driver's license name via Home Affairs National Identification System Database
8.16	Live connection to the Back Office to check for outstanding Warrants of Arrest (WOA)
8.17	The mobile system must be able to validate the driver using a Biometric to obtain the driver's particulars (Home Affairs National Identification System)
8.18	Print on site and/or send message to the driver via mobile phone
8.19	The Officer connects with the Motorist' cell phone via OTP sent from the tablet, identifying the Traffic Officer/Force Number and providing a GPS location