

# TERMS OF REFERENCE FOR THE APPOINTMENT OF A VENDOR TO INSTALL A VEHICLE TRACKING SYSTEM FOR THE ETHIOPIAN CENTER FOR DISABILITY AND DEVELOPMENT (ECDD)

## I. PURPOSE

In order to ensure the safety of vehicles, optimize fuel efficiency, enhance driver safety, monitor utilization, misuse, fraud, and other fleet-related challenges, and improve vehicle fleet management Ethiopian Center for Disability and Development invites bids from prospective vendors to supply, install and maintain comprehensive GPS based Vehicle Tracking System.

## II. BACKGROUND

Ethiopian Center for Disability and Development (ECDD) is an Ethiopian Development Organization established in 2005 and reregistered at the Agency for Civil Society Organizations as Ethiopian Development Civil Society Organization with Certificate № 0321 under Proclamation № 1113/2019. ECDD is working with other organizations to promote and facilitate the inclusion of persons with disabilities and disability issues in mainstream service delivery and development programs envisioning an Inclusive Ethiopia where persons with disabilities exercise the same rights and have access to the same services and opportunities enjoyed by other citizens. ECDD has its Head Quarter in Addis Ababa and Regional Offices in Adama, Hawassa, Wolayita Sodo, Dire Dawa, Jigjiga, Mekelle, Bahir Dar, Debre Markos, Woldia, and Assosa.

## III. SCOPE OF THE SERVICE

The scope of the work shall mainly relate to the following tasks.

- 3.1. Supply of GPS Vehicle Tracking Devices:** the vendor shall supply hardware and software to equip approximately 10 (Ten) or more vehicles with GPS Vehicle Tracking systems to be installed on the vehicles by the vendor. The supply includes the fuel sensor with the most accurate precision level and door triggering (with the lowest cost). The proposal shall include detailed information describing the manufacturer and model of the equipment to be provided.
- 3.2. Installation of GPS Vehicle Tracking System:** The vendor shall install the GPS vehicle tracking system with the best professional standard.
- 3.3. Maintenance:** the vendor shall provide periodic and corrective maintenance at its own risk. The periodic maintenance shall be based on the agreed period in the contract.
- 3.4. Deployment:** The application and database must deploy on ECDD premises.
- 3.5. Training and support of users of the system:** the bidder shall provide technical and user training.
- 3.6. After Sales Service:** the bidder shall provide after-sales service including maintenance and fixing problems that might happen during operation.

## IV. DEVICE SPECIFICATION

- 4.1.** A tracking device that uses Global Positioning System (GPS) technology for locating vehicles, (such as street location).
- 4.2.** Each device must have a Unique Reference Number (URN).

- 4.3. The device must capture the GPS location information and vehicle information at regular intervals and transfer data to a central secure server.
- 4.4. The device must be fitted into the vehicle in a manner that does not interfere with the vehicle manufacturer warranties and should be un-detachable and difficult to tamper with.
- 4.5. The device must allow unlimited tests and searches for GPS device operation
- 4.6. The device must have a backup battery and must monitor the battery in real-time and replace the battery where necessary.
- 4.7. The device must be connected to the vehicle's battery and must be clearly indicated as a feature of the device.
- 4.8. The device must allow for remote immobilization.
- 4.9. The device must allow for remote software upgrade.
- 4.10. The device must be able to send e-mail alerts on any of the configured violations.
- 4.11. The device must have a panic button or warning system which allows the driver to give alerts in cases of emergency situations that may require urgent responses from the service provider.
- 4.12. The device must have an impact sensor which gives an indication of crashes as and when they happen.

## **V. APPLICATION SPECIFICATION**

The fleet management application should provide

- 5.1. Web-based Fleet Management Software.
- 5.2. Android app for smartphones.
- 5.3. SMS-based vehicle location polling.
- 5.4. SMS activated car guard function.
- 5.5. Configure SMS and/or e-mail notification.
- 5.6. Location-based services (stolen vehicle recovery).
- 5.7. Overview of the online status of each vehicle in the fleet with a variety of filters to locate a vehicle by group, type, specific vehicle, free text, or vehicle status.
- 5.8. Top-level management tools
- 5.9. Vehicles-based GPRS/GSM/GPS technology on real-time map overlay.
- 5.10. Current vehicle status (engine off/ on/ moving/idling, speed, location) in real-time
- 5.11. Points of Interest (as defined by the user) and geofence zones
- 5.12. Access to Vehicle from a single tab:
  - 5.12.1. over speeding
  - 5.12.2. over acceleration
  - 5.12.3. over-revving
  - 5.12.4. harsh braking
  - 5.12.5. idle times
  - 5.12.6. freewheeling
- 5.13. Ability to report the movement of the vehicle if it is meant to be stationary e.g. in a warehouse (Geo-lock)

- 5.14.** Optimize routes: generate routes with precise schedules, individual operating patterns, and bound units.
- 5.15.** Distribute vehicles between routes
- 5.16.** Manage schedules: employee handy timeline, quick notifications, and multiple mapping options to control late/early arrivals and deviations from routes.
- 5.17.** Track route performance in real-time
- 5.18.** Alerts when vehicle service is due based on odometer or engine hours
- 5.19.** Ability to disable vehicle remotely in real-time via direct command, context menu command, or via Smartphone app.
- 5.20.** Allows vehicle identification by registration plate
- 5.21.** High-risk area and border proximity notification.
- 5.22.** Notifications:
  - 5.22.1.** Over-speed notification.
  - 5.22.2.** Harsh braking notification.
  - 5.22.3.** Tow notification.
  - 5.22.4.** Ignition on/off notification.
  - 5.22.5.** Curfew violation notification.
- 5.23.** Trip playback facility.
- 5.24.** Standard and hybrid (satellite) maps.
- 5.25.** Early warning system – movement without ignition/tow notification, curfew violation.
- 5.26.** Assist button, usually located on the steering column, center console, or seatbelt clip.
- 5.27.** Reporting features include:
  - 5.27.1.** Ability to generate ad hoc reports with user-defined fields.
  - 5.27.2.** Automatically generate reports according to a pre-defined schedule and then deliver the report to designated recipients.
  - 5.27.3.** Exporting reports in MS Excel, MS Word, Adobe PDF, XML, and file formats
  - 5.27.4.** Provide lists of available reports and attach printouts of the same, including but not limited to:
    - Real-time Tracking
    - Trip Detailed Report
    - Trip replays
    - Driver performance reports
    - Customer visit reports
    - Daily Summary Report
    - Geo-fencing
    - Exception violation reports
    - Forbidden Working Hours report
    - Fuel Level report
    - Fuel Consumption reports & analysis

## VI. The type and model of the vehicles in ECDD

No	Vehicles types	Model	Total number of vehicles per model	Engine Capacity
1	Minibus - Toyota	LH222L	1	2986 CC
2	Double cabin pick-up	HZJ79L	2	4164 CC
3	Toyota Landcruiser	HZJ79L	1	4164 CC
4	Toyota Prado	GDJ150L	1	2755 CC
5	Double cabin pick-up Toyota	GUN125L	1	2393CC
6	Coster Toyota	HZB0L	1	4164 CC
7	Double cabin pick-up Toyota	KUN25L	1	2494 CC

## VII. BID PROPOSAL

It is compulsory for all bid proposals submitted to cover the following:

- 6.1. Profile of the company outlining:
  - a) number of years of experience in a vehicle tracking company,
  - b) knowledge and capacity,
  - c) list of past vehicle tracking contracts (contact persons and numbers to be included)
  - d) list of current vehicle tracking contracts (contact persons and numbers to be included)
- 6.2. Proof of registration in accordance with all statutory requirements of the vehicle tracking system.  
The following must be submitted by the bidder:
  - a) Attached license and TIN.
  - b) Terms of Reference (ToR).
  - c) Physical and postal addresses, and contact details of the office that will be installing the vehicle tracking device.
  - d) A contingency plan to be implemented during industrial action must be attached to the bid proposal.
  - e) List of equipment to be used

## VIII. Selection Criteria

The Technical and Financial Proposals will account for 70% and 30% respectively of the selection criteria, broken down as follows:

CRITERIA	SCORES
<b>TECHNICAL PROPOSAL:</b>	
Experience in the industry (attach evidence of implemented tracking system contracts)	20%
Knowledge and capacity of personnel (attach organogram structure and CVs)	20%
Methodology of physical tracking, monitoring and reporting of the vehicle (Device specification, system specification and reporting specification)	30%
Financial	30%
<b>Total</b>	<b>100%</b>

## IX. Payment Modalities

Payment Installment	Deliverables	Percentage
1 <sup>st</sup> Installment	After signing the contract and upon submission of the Inception Report with detailed methodology and implementation plan	30%
2 <sup>nd</sup> Installment	Upon installment of the tools on vehicles and configure the system on the ECDD Server	30%
3 <sup>rd</sup> Installment	After thoroughly testing the device and the application, approving the system functionality, providing thorough training, and providing technical documentation and a user manual.	40%

## X. Mode of Payment

The payment will be made in ETB via bank transfer or Cheque payment.

## XI. How to Apply

Interested and Potential Suppliers are requested to send essential documents via the following address within fifteen (15) calendar days from the date of this announcement, through [Tenderecdd@ecdd-ethiopia.org](mailto:Tenderecdd@ecdd-ethiopia.org) or Hand-delivered in a sealed envelope to the ECDD office- Located behind Dreamliner Hotel Meskel Flower Road; Tel: +251-114-165859/0116-653916/or P.O. Box: 1530 Code 1250; Addis Ababa, Ethiopia

### **DISCLAIMER:**

*ECDD is a disability-based organization that is committed to safeguarding all Children and Adults with Disabilities and without Disabilities. ECDD has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed by employees, volunteers, consultants, or contractors working with us. ECDD expects everyone who works for it to share this commitment by understanding and working within the ECDD Children and Adults at Risk Safeguarding Policy and related legal framework.*