



TERMS OF REFERENCE
GEOGRAPHICAL INFORMATION SYSTEM (GIS)
CONSULTANCY SERVICE

RFT Number: 16/2019

RFT Due: 05/10/2018

Sealed proposals must be received by the Executive Secretary on or before 4.00 pm. All Proposals are to be properly identified with proposal number and title.

1. Purpose

To implement a Geographical Information System (GIS) for the Land Transport Authority (“Authority”) that will highlight the functional capability and benefits of the GIS System as a tool in improving service delivery and to assist the Authority in making informed decisions.

2. General Information

The Authority operates under the *Land Transport Act 1998* and with the responsibility for administering driver, vehicle and operator licencing, vehicle roadworthiness certification including vehicle testing dealerships and driving schools.

The Authority is keen to implement a GIS Hub for the Authority to hold a transport database for transport related statistics and information. The GIS Project is a software-based project, where the Authority’s major focus will be on Transport mapping and spatial analysis of transport-based data.

This software will enable the Authority to capture, store, query, analyse, and display spatial data to support decision makers.

3. Scope of Work

The Authority holds various transport data such as vehicle registration, where the Authority recorded a total of 123,108 valid vehicles as at 8th August 2018 of which 71% were Private Vehicles, followed by 16% Commercial Vehicles, and 10.5 % Public Service Vehicles.

The stored data also includes public transport permit permits issued, operational regime, Enforcement and Road Safety Awareness data includes Number of TINs (Traffic Infringement Notices) issued, Types of Offences, Road Accident and Fatality Data, Road Safety Awareness and Outreach programs and Defensive Driver Training.

The Authority in its current effort to centralize all data and to link these data to their geographical location such as road fatality sites / black spots, bus staging, e-ticketing and transport zones, has led to the need to implement a GIS System.

GIS System will assist the Authority to make proper policy planning and identify areas for improvement in the road transport sector, which will contribute to an efficient and effective road transport system. The GIS system must integrate with LTASoft for datasets that can be directly update with data sets to be broken down to the lowest disaggregate level

it possibly can assist the Authority in improving service delivery, as the GIS System will store, record, analyze and present transport data. The GIS Application will be useful in terms of planning for future transport developments in the Authority's Transport System.

This project will be able to harness the Authority's data into a platform that will provide pictorial resemblances for better understanding in terms of planning and decision making purposes. The acquirement of this software together with the setting up of the GIS Operations Centre will usher in a new dimension for transport services and operational level planning for the Authority in dealing with and assisting vehicle owners, public transport users and potential customers.

In addition, it will set a platform for the image of a dynamic organization using state of the art devices to continuously improve service delivery.

The Scope of Works will also include the following:

- i. Review of existing Authority data, collection of all other relevant data including list of detailed location area, settlements, landmarks, routes, roads, streets and infrastructure.
- ii. Suggest the GIS Platform to suit the Authority's Transport Data and the future needs for Transportation Planning.
- iii. Prepare base maps of all transport data by interpreting and digitizing all existing data and prepare different layers of information (Digitization process should include vectorization, symbolization facility, edge matching, topological integrity and data linking facility).
- iv. Generation of scales and detailed base map with necessary data inputs under different layers such as road boundaries, buildings/build-up area, roads, water bodies, important landmarks, physical features, institutions including service providing and the educational, open spaces those can use as shelter during disasters, etc.
- v. Conduct GPS survey and consultations.
- vi. Conduct participatory survey to collect attribute information associated with identified features and add with the map layers.
- vii. Travel Demand forecasting:
 - Data Modelling such as Trips, Trip attractions, Trip distribution, Trip balancing
 - Mode choice analysis
- viii. Traffic management and Infrastructure alignment:
 - Public Travel- Transport and Road networks and paths
 - Enforcement Operations and TIN
 - Accidents and Fatalities Data and identifications of Black spots
 - Creating layers and shape files for Pedestrian Crossing, Street Lights, Traffic Lights, Bustops and Bustands
 - Office locations and Business Hours

- Road networks of all types of roads with associated details
 - Information on all PSV stands and bases
 - Information on Transport Infrastructures
- ix. Organize validation workshop municipal level and incorporate data.
 - x. Finalize Base Map and print it, which then will be handing over to City Corporation (Municipals and government bodies).
 - xi. Base map will be prepared on various layers for ease of operation in AUTOCAD/GIS/CAD.
 - xii. Base map will be supplied by the agency in digital form JPEG format/GIS based format with one set of multi-color plotted maps.

4. Project Deliverables

- i. Implementation and establishment of the LTA GIS Hub
- ii. Establishment of the Transport Database at LTA for all LTA related data
- iii. Action Plans for rolling out the deliverables identified in the Project plan
- iv. Development and Implementation of the Project Strategy, which would include:
 - Success Factors required for implementation
 - Analysis of recommendations using an evaluation matrix including Cost and other factors that will have an impact on the organization
 - Timeline and prioritization of activities
 - Future recommendations (Long Term Strategy)
 - Documentation of Project steps
- v. Recommended training / development / reassignments required to achieve the recommendations.

Deliverables:	Time Frame:
Project Action Plan	One Month after signing of the Contract
Information Paper/Updates	Per Week
Data Sorting and Gathering	Per week
Creation of Database/Data Portal	Weekly
Creating of Map Layers and Shape Files	Daily
Analysis of LTA/ Transport Data	Daily/Weekly
Field observations and data collection-Travel Demand	Daily/Weekly
Project Report Write and Design	Fortnightly
Finalization of All data sorting	Fortnightly
Procurement of GIS Tools/Hardware	TBC
Development of GIS for Transport Needs	TBC
Implementation of the GIS	TBC

Documentation of all GIS Project	After the Implementation
Monitoring of GIS Project	After the Implementation

- vi. Colour printed copies of all Transport Data Maps in A3 size
- vii. Colour printed copies of all Transport Data Maps in A1 size
- viii. A large size (A0 Size) of whole Fiji Island Map with the data available
- ix. Geodatabase/Shape file of all prepared layers and layer in AUTOCAD/CAD format
- x. Softcopies of all prepared maps (JPEG format) and reports (Excel and Word format)

5. Tender Specifications

A) i) SCOPE OF WORK

Consultancy Service for Geographical Information System

ii) CONFIDENTIALITY

Vendors must treat all documents and information provided by LTA including this RFT, as confidential. LTA will treat all proposals received, and the information contained therein, as confidential until a negotiated contract is executed or all proposals are rejected.

iii) PUBLIC STATEMENT

No vendor shall make any public statement in relation to this RFT without prior written consent from LTA.

B) GENERAL CONDITIONS

The following general conditions apply:

- i. LTA may not necessarily accept the lowest cost bidder, but will strive to select the best and most responsive bidder.
- ii. LTA may cancel this RFT or amend its contents at any time prior to the acceptance of a submission.
- iii. If no proposal is acceptable, then LTA may either re-issue the Terms of Reference or negotiate with one or more vendors for a satisfactory offer.
- iv. The award of a submission shall not be deemed final unless and until a contract is successfully negotiated and approved by LTA.

C) PROPOSAL RESPONSE SECTION

Interested vendors shall submit submission responding to items below. Identify each response with the appropriate letter designation and respond to all items in the order given.

i) EVALUATION CRITERIA

a) BASIC SUBMISSIONS COMPULSORY REQUIREMENTS

- i. Company Profile
- ii. Business License & Business Registration
- iii. Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders
- iv. Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders

It is mandatory for the bidder to provide all the requirements listed under (i to iv.) above in order for their bid to be considered for further assessment. Any bidder who does not meet the 100% requirement as per above list, their submission SHALL NOT BE CONSIDERED for further assessment.

b) ASSESSMENT CRITERIA

- 1. Non Price Factor 70%**
 - i. Qualifications & Experience – 30%
 - ii. Specification – 40%

- 2. Price Factor 30%**

Evaluation Criteria	
Basic Submissions Compulsory Requirement	
i)	Company Profile <ul style="list-style-type: none"> • Background / History of company including details of parent companies and subsidiaries; • Types of services provided • Specify the years of experience
ii)	Business License & Registration <ul style="list-style-type: none"> • Valid Business License (Certified Copy) • Valid Business Company Registration Certificate (Certified Copy)
iii)	Tax Compliance <ul style="list-style-type: none"> • Tax Identification Number Letter • Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders
iv)	Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders

Non Price Factor 70%	Percentage (%)
<p>Qualifications & Experience – 30%</p> <p>Respond to these criteria:</p> <ul style="list-style-type: none"> Describe how the vendors experience will benefit LTA in terms of the successful service delivery – minimum 1-2 pages; & List of major clients of the company with particular reference to local government, which may have utilized the areas of expertise. Provide at least three (3) references from clients you have previously provided service. Names and contact of suitable client contact persons for reference checks. 	<p>15%</p> <p>15%</p>
<p>Specification - 40%</p> <p>With reference to Scope of Works- Part 3:</p> <ul style="list-style-type: none"> Consultancy Services for Geographical Information System 	<p>40%</p>
Total	70%

Price Factor 30%	Percentage (%)
<p>Cost Proposal 30%</p> <ul style="list-style-type: none"> Project Outcomes and Deliverables; and Project costs including a breakdown of the company's rates, fees and charges for services by phase and proposed payment schedule and VAT inclusive price (VIP) and /or TAX if applicable to any fees/charges: 	<p>15%</p> <p>15%</p>
Total	30%

6. Presentations

If deemed necessary, a shortlist of qualified bidders may be selected for oral presentations. Such a presentation will be at the bidder's expense.

7. Terms and Conditions

Terms and Conditions will be specified in the contract once this request of proposal is awarded.

8. Schedule of Events

Actions	Dates
RFT Advertised	15 th & 22 nd September 2018
RFT Closing Date / Time	05/10/2018 at 4pm
RFT Opening & Registration	
Evaluations Completed & Finalist Presentations (If Authority requires further clarifications)	15/10/2018
Approvals Completed	22/10/2018
Notification of Successful & Unsuccessful Bidders	24/10/2018
Drafting & Negotiation of Contract	01/11/2018
Effective date of Contract	16/11/2018

9. Tender Advertisement



REQUEST FOR TENDERS

The Land Transport Authority (LTA) invites submissions from reputable companies / vendors for the following tenders:

RFT No.	Title	Contact Person	Contact Name	Contact Details
16/2019	Geographical Information System Consultancy Services	Manager Regulation	Peni Komainavoka	9989580 / peni.komainavoka@lta.com.fj
17/2019	Consultant for Annual Report Development	Corporate Communications Coordinator	Arishma Devi	9905411 / arishma.devi@lta.com.fj
18/2019	Supply of Cell (Mobile) Phones, Cell Phone Service & Data Service	Finance Officer	Shanil Rao	9906969 / shanil.rao@lta.com.fj

Manual submissions must include three (3) hard copies in sealed envelopes and placed in the tender box provided at Level 1, Building A, Valelevu, Nasinu or upload the submission electronically on LTA tenderlink site <http://www.tenderlink.com/ltafj/>.

The submission must be clearly addressed:

Management Tender Committee
Confidential – [RFT No. & Title]
P.O. Box 6677
Land Transport Authority
Lot 1 Daniva Road, Valelevu,
Nasinu, Fiji

Closing dates:

- RFT 16/2019 closes on Friday, 5th October 2018 at 4pm
- RFT 17/2019 & 18/2019 closes on Friday, 28th September 2018 at 4pm

To obtain a copy of the tender's Terms of Reference document, please visit the LTA tenderlink site <http://www.tenderlink.com/ltafj/> and LTA website <https://www.lta.com.fj/>. It is the responsibility of the Company / Vendor to ensure that their electronic submission is submitted within the due date and time.

Late or faxed submissions shall not be accepted. LTA reserves the right to accept, decline or negotiate with one or all bidders. The lowest bid may not necessarily be accepted. For any enquiries, please kindly contact the respective contact persons mentioned above.