



Trailer Servicing and unplanned maintenance for the HSRC Pietermaritzburg Office

Terms of Reference (TOR)



HUMAN SCIENCES RESEARCH COUNCIL

1. GENERAL TERMS

The HSRC in Sweetwater wishes to appoint an experienced service provider who is registered as a truck body builder with the Department of Transport to be located within 100km from our HSRC Sweetwaters office to **provide x2 tow hitch for trailers and provide service on 4 trailers (x4 weighing 1600kg). The service provider is requested to quote for unplanned maintenance for 9 trailers (x3 weighing 2500kg, x4 weighing 1600kg, x2 weighing 1900kg) for a period of 12 months** at the HSRC Building Old Depot, Mbubu Road, Sweetwaters Pietermaritzburg for the following specification:

Scope of Services Needed

Replace x2 tow hitch (2500kg – 3500kg) once off.

Provide trailer servicing for a period of 12 months. Which will include:

- Provide brake adjustment, greasing and brake replacement services when required on a 3 months interval schedule for a period of 12 months.

Provide unplanned maintenance services on x9 trailers (x3 weighing 2500kg, x4 weighing 1600kg, x2 weighing 1900kg), when required for a period of 12 months. Which will include:

- Mechanical/ body repairs, tow hitch repairs, tyre replacement, Chases repair and replacement when required for a period of 12 months.
- Provide breakdown on the maintenance per visit including (Brakes, Lining, Lights, Sealing, Wiring)

PRICING SCHEDULE (Per Visit)

Please quote as per Table below (NB: All prices must be VAT inclusive, cover a one (1) year period, quoted in South African Rands, and indicate escalation percentage, if applicable)

Pricing tow hitch (2500kg – 3500kg)	
Tow hitch 1	
Tow hitch 2	



Service

The service may include but not limited to the below

- Brake adjustments and linings
- Greasing

Unplanned maintenance

Unplanned maintenance may include but not limited to:

- Sealing leaks
- Locks replacement
- Cabinets repairs
- Welding

Labour rates per hour

a) LABOUR, NORMAL TIME:

Normal time: 07h00 to 18h00

Qualified Mechanic with assistant R per hour

Additional assistant R per hour

b) LABOUR, OVERTIME:

Overtime: Weekdays 18h00 to 07h00
Weekends and Public Holidays

Qualified Mechanic with assistant R per hour

Additional assistant R per hour



Contract duration

1 years (service provider selected to enter into a 12 months Service level agreement with HSRC)

Service plan and Unplanned maintenance quote

Service provider to provide a clear brake maintenance plan for every three (3) months for a period of 12 months.

Delivery time

Service provider to provide services on call when requested.

Site briefing

Bidders who wish to attend a briefing session can arrange with Mr. Simphiwe Nzimande, email: snzimande@hsrc.ac.za. Address: HSRC Building Old Depot, Mbubu Road, Sweetwaters, Pietermaritzburg.

Mandatory requirements:

Certification

Each provider to submit a certification of truck body builder registered with the Department of Transport.

Proven track record of manufacturing trailers

Each provider to provide proof of work completed in the past 24 months of more than R50,000.00 in a form of (purchase order, receipt slips, completion certificate)

References

The service provider must provide two references not older than 2 years with complete contact details, including the name of the business where services were provided, name of the contact person, telephone numbers, email address and signature.

Bidders to ensure that all above documents are submitted, failing which will result in immediate disqualification

Closing Date: 27 June 2025 @ 13:00pm