

**AMAJUBA DISTRICT MUNICIPALITY
P2023/01**

**INVITATION TO REGISTER ON THE PANEL OF SERVICE PROVIDER FOR
VEHICLE AND PLANT BREAKDOWNS FOR A PERIOD OF 36 MONTHS**

Amajuba District Municipality hereby invites service providers for the provision of vehicle and plant breakdowns for a period of 36 months. The service providers must be registered on the Central Supplier Database (CSD) and be registered with (RMI) Retail Motor Industry (provide valid proof of registration). Retail Motor Industry Organization (RMI) and, in addition, is accredited by one of the constituent bodies of the RMI. This membership and accreditation must be maintained for the duration of the contract period. The constituent bodies referred to are as follows: ACRA Automotive Component Remanufacturers' Association, ERA Engine Remanufacturers ' Association, MIWA N Motor Industry Workshop Association, SADFIA South African Diesel Fuel Injection Association, SAMBRA South African Motor and Body Repairers ' Association.

Terms of Reference will be emailed to the bidder upon producing proof of payment of a non-refundable fee of **R500.00** per document. Deposits must be made into the Amajuba District Municipality bank account: **Standard Bank Account N° 062156624** with the reference number **20207**. Bidders are required to email proof of payment, name of bidding company and its contact details before **12h00 17 March 2023** to khethiwem@amajuba.gov.za. Evaluation of applications will be done on bid companies that submitted their proof of payment before or on the 17th of March 2023. Cash payments are not accepted at the Amajuba District Municipality office.

Completed applications in sealed envelopes endorsed "**P2023/01 PANEL OF VEHICLE AND PLANT BREAKDOWNS**" must be deposited in the Municipality's tender box located at the Reception of the Amajuba District Municipality, B9356 Amajuba Road, Section 1 Madadeni, 2951 on or before the closing date, whereby applications will be opened in public. Applications that are not clearly marked, received after the due date and time will not be considered.

Technical enquiries are to be directed to Phindile Mthembu on 034 329 7200 or by email phindilemt@amajuba.gov.za and SCM enquiries must be directed to **Sabelo Zulu** on 0343297200 or by email: sabeloz@amajuba.gov.za

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Closing date: Friday, 31st of March 2023 @12h00 noon

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**MR P.M MANQELE
ACTING MUNICIPAL MANAGER**





TERMS OF REFERENCES FOR PANEL OF SERVICE PROVIDER FOR VEHICLE AND PLANT BREAKDOWNS FOR A PERIOD OF 36 MONTHS

1. PURPOSE

Amajuba District Municipality hereby wish to appoint a qualified Panel of Service providers to provide periodic minor, comprehensive maintenance, and plant breakdown services (including fitting of batteries and tyres) to increase safety, monitoring the lifecycle of commercial vehicles while lowering risk, boosting efficiency, enhancing productivity, and maintaining compliance with regulations.

2. BACKGROUND

Amajuba District Municipality monitors the conditions of all fleet and Plant to ensure that vehicles are always in good and safe running conditions to ensure wellbeing of the workers and shortening turnaround time in response to service delivery.

3. CONTRACT OBJECTIVES

Amajuba District Municipality to appoint a professional qualified and registered service provider to render maintenance of all fleet and plant services.

3.1 REPAIR TYPES (ALL REPAIRS PERFORMED MUST HAVE WARRANTIES)

The “repairs” have been listed in the below categories. The categories are detailed as follows:

Category 1	Major Repairs – Vehicles (trucks, bakkies, etc.)
Category 2	General Repairs (Construction Plant)
Category 3	General Repairs – Mobile
Category 4	General Machining
Category 5	Auto Electrical Repairs
Category 6	Fuel Injection Repairs
Category 7	Turbochargers
Category 8	Automotive Engineering and Engine Assembly
Category 9	Gearbox, Transmission and Differential Repairs
Category 10	Driveline Repairs
Category 11	Brake and Clutch Friction Component Repairs
Category 12	Air Brake System and Component Repairs

Category 13	Radiator, Oil Cooler Repairs & Fuel Tanks
Category 14	De-rusting and Respray
Category 15	Automotive Glass Replacement
Category 16	Hydraulic Hose Repairs
Category 17	Specialized Hydraulic Component Repairs
Category 18	Minor Plant / Machinery Repairs
Category 19	Fitment Centres
Category 20	Bin Lining
Category 21	Speedo & Rev Counter Repairs
Category 22	Spring Repairs
Category 23	Statutory Inspection and Testing of Pressure Vessels
Category 24	Statutory Inspection and Testing of Lifting Equipment
Category 25	Thread and Bolt Repairs
Category 26	Vehicle Air Conditioner Repairs
Category 27	Agents

4. REQUIREMENTS

- 4.1** The service provider must be registered with (RMI) Retail Motor Industry (provide valid proof of registration).
- 4.2** Retail Motor Industry Organization (RMI) and, in addition, is accredited by one of the constituent bodies of the RMI. This membership and accreditation must be maintained for the duration of the contract period. The constituent bodies referred to are as follows: ACRA Automotive Component Remanufacturers' Association ERA Engine Remanufacturers' Association MIWA N Motor Industry Workshop Association SADFIA South African Diesel Fuel Injection Association SAMBRA South African Motor and Body Repairers' Association

5. SCOPE OF WORK

- 5.1** Provision of Standard preventive maintenance services and repair of fleet of ADM.
- 5.2** Carry out quality and comprehensive body work repairs
- 5.3** Quick respond to motor vehicles rescues operations because of mechanical or plant breakdown

5.4 REPAIRS TO BE PROVIDED

The repairs to be provided under the various categories shall include, but not necessarily be limited to:

- 5.4.1 Major Repairs – Vehicles (trucks, bakkies, etc.)**

General maintenance repairs of road vehicles (including trailers). Includes removal and replacement of components, repair of certain components (where these components are not catered for in this contract).

5.4.2 **General Repairs** (Construction Plant)

General maintenance repairs of construction plant, including removal and replacement of components and repair of certain components (where these components are not catered for in this contract).

Note: The work in Category 1 and 2 will be allocated within the parameters of the Contractor's equipment and experience.

5.4.3 **General Repairs – Mobile**

On-Site general maintenance repairs of construction plant, including removal and replacement of components and repair of certain components (where these components are not catered for in this contract).

5.5 **General Machining**

Manufacture and re-building of Pins, Bushes, Shafts, etc.

Note: The work in these categories will be allocated within the parameters of the Contractor's Equipment and experience.

5.6 **Auto Electrical repairs**

Repairs to all auto electrical components

Note: The supply of batteries is permitted in this category under the terms of this contract on a replacement basis only i.e., where the existing battery is faulty. Any battery supplied must conform to SANS IEC 95 and must carry the SABS mark.

5.7 **Fuel Injection Repairs**

Repairs to all fuel injection components / overhauling of fuel pumps & injectors.

5.8 **Turbochargers**

Repairs to turbochargers / overhauling of turbochargers.

5.9 **Automotive Engineering and Engine Assembly**

Remove, strip, machine, rebuild and refit engines.

The Contractor may be required to send these items to firms on sub-contract: hence the Municipality should be contacted before the Contractor Sends such work out.

The Contractor will be required to provide a dynamometer test report for every engine that is overhauled.

The Contractor will be required to provide written proof that crankshafts have undergone a crack detection test with satisfactory results.

5.10 Gearbox, Transmission and Differential Repairs

Remove, strip, quote, rebuild and refit manual and automatic automotive gearboxes, transfer boxes and drive axle assemblies.

5.11 Drive Line Repairs

Repair and rebalance propeller shafts. Rebuild constant velocity joints.

5.11 Brake and Clutch friction Component Repairs

Repairs to all brake and clutch system friction and hydraulic components.

Note: The work in this category will be allocated within the parameters for the contractor's Equipment and experience.

5.12 Air Brake System and Component Repairs

Repairs to pipework and components on air brake systems including air/hydraulic braking systems.

5.13 Radiator, Oil Cooler Repairs & Fuel Tanks

Repairs to and reconditioning of radiators, oil coolers and fuel tanks.

5.14 De-rusting and Respray

Carry out de-rusting and respray to plant and vehicles.

5.15 Automotive Glass

Replacement of windscreens and other safety glass.

5.16 Hydraulic Hose and Pipe Repair

Repair and replacement of hydraulic pipes and hoses including automotive brake pipes and hoses.

Specialized Hydraulic component Repairs (excluding replacement & manufacture of hydraulic hoses & pipes)

Repairs to hydraulic cylinders, pumps, motors, valves, jacks, etc. An Efficiency Certificate from an approved testing institution will be required for each pump or motor that has been repaired.

To maintain the warranty on pumps that have been repaired, it is a requirement that the contractor sets the pressure relief valves on installation.

5.17 Minor Plant / Machinery Repairs

Repairs to mowers (pedestrian and ride-on), brush cutters, chain saws, rammers, cutters, and other equipment powered by small two- and four-stroke petrol engines (up to 12kW).

5.18 Fitment Centres (Vehicles <3500kg)

Supply and fit exhaust systems, shock absorbers and tow bars, replace number plates.

5.19 Category 19 Bin Lining

Carry out lining of bins.

6 PANEL EVALUATION

Panel proposals will be evaluated in both price and functionality using 80/20 preference point system and the Preferential Procurement Regulations of 2022 wherein 80 are for price and 20 points for specific goals.

Contractors must use the table below to indicate the category or categories they wish to bid on be considered for by completing in the relevant price offer(s). The panel appointment categories will follow the selection as listed below.

6.1 PRICING SCHEDULE

SCHEDULE OF RATES						
Contractors must use the table below to indicate the category or categories they wish to bid on be considered for by completing in the relevant price offer (s) l/we the undersigned offer to render						
REPAIR CATEGORY	DISCRIPTION	QTY	FIXED ANNUAL LABOUR RATE PER HOUR			
			1st	2nd	3rd	
1	Major Repairs (trucks, Bakkies, etc)	1				
2	General Repairs (Construction Plant)	1				
3	General Repairs (Mobile)	1				
4	On site Welding (mobile)	1				
5	Welding & Fabrication	1				
6	General Machining	1				
7	Auto Electrical Repairs	1				

8	Fuel Injection Repairs		1			
9	Turbochargers		1			
10	Automotive Eng. & Engine Assembly		1			
11	Gearbox & Diff. (incl. wet brakes)		1			
12	Prop shaft & Driveline Repairs		1			
13	Brake & Clutch Friction Components		1			
14	Air Brake & Component / Mobile		1			
15	Radiator, Oil Cooler & Fuel Tanks		1			
16	De-rusting & respray		1			
17	Accident Repairs		1	0.00		
18	Automotive Glass Replacement		1			
19	Upholstery & Automotive body trim		1	0.00		
20	Hydraulic Hose Repairs		1			
21	Hydraulic Component Repairs		1			
22	Minor Plant / Machinery Repairs		1			
23	Fitment Centres		1			
24	Bin Lining		1			
25	Speedo & Rev. Counter Repairs		1			
26	Spring Repairs		1			
27	Statutory Insp. & Testing of Vessels	Testing	1			
		Repairing	1			
28	Statutory & Insp. & Testing of Lifting Equipment	Testing	1			
		Repairing	1			
29	Thread & Bolt Repairs		1			
30	Vehicle Air Conditioner Repairs		1			
31	Agents		1			
32	Light delivery vehicle per KM					
Travelling	Small truck < 4 ton per KM					
	Medium Truck < 8 ton per KM					
	Low bed truck per KM					
TOTAL EXCL VAT						
VAT@15%						
GRAND TOTAL						
TOTAL OVER 3 YEARS (CARRIED OVER TO MBD 1 FORM)						

6.2 FUNCTIONALITY EVALUATION

6.2.1 Company experience

Service providers should at least have three (3) years' experience in providing Maintenance of vehicles, tankers and TLB'S

A. Previous Company Experience	Weighting
Five and above appointment letters or Purchase orders from previous work	50
Four and above appointment letters or Purchase orders from previous work	40
Three appointment letters or Purchase orders from previous work	30

6.2.2 Capacity and Expertise

B. Capacity and Expertise to Undertake the Project	Weighting
	30
Project Team with the following areas of expertise:	
One or more personnel must have a minimum of Certificate in Petrol and Diesel Mechanic	20
One or more personnel must have a minimum of six months in maintenance of motor vehicles including plant certificate.	10
NB: Attach certified copies not older than 3 months for all qualifications	
TOTAL POINTS	80

Note: If the Service Provider scores less than 60 points for functionality will be deemed no responsive.

7. SPECIAL CONDITIONS OF CONTRACT

- 7.1 Contractors will be required to give quotations on repair work.
- 7.2 Provide Warranty for repairs carried out on plant and fleet.
- 7.3 Retail Motor Industry Organization (RMI) and, in addition, is accredited by one of the constituent bodies of the RMI.
- 7.4 This membership and accreditation must be maintained for the duration of the contract period.

7.5 Cause of Failure

Before commencing with a repair, the Contractor shall, where possible, make every endeavour to determine the cause of a failure and then proceed to rectify such cause before allowing the repaired plant to continue operating. If the work

involved in rectifying the cause of the failure is extensive, the Contractor shall notify the Municipality who will decide on what course of action to take.

7.6 Warranty

The Contractor Shall unconditionally guarantee any work performed on the Municipality's plant and vehicles for twelve (12) months on new parts supplied and six (6) months for labour, irrespective of hours worked or kilometres travelled:

If the standard warranty period on any parts that are supplied by the contractor is more favourable to the Municipality than that stated above, then the standard warranty shall apply.

7.7 Maintenance of Records

To facilitate the monitoring of this repair contract, it is essential that accurate and detailed records be kept of all work executed and materials used.

8 REQUEST FOR QUOTES (RFQ) FROM THE PANEL

The RFQs will be made in line with categories applicable to the need as and when required.

9. RETURNABLE DOCUMENTS

Service providers are required to submit the following:

All MBD forms included must be completed and signed

Central supplier Database (CSD) registration number.

Supporting documents for the requirements

Attached municipal rates and taxes or municipal charges to the municipality/municipal entity, or to any other municipality / municipal entity, that is not older than 3 months.

TERMS OF REFERENCES APPROVED BY

MR P.M MANQELE
ACTING MUNICIPAL MANAGER