

Guidelines on Specification for Procuring Services

Project Name:	PANEL OF 05 EXTERNAL MECHANICAL WORKSHOP FOR REPAIRS AND MAINTENANCE OF VEHICLES AND PLANT FOR THREE (03) YEAR PERIOD AS & WHEN NEEDED
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Guideline for Terms of reference

This tender is for the appointment of a panel of 05 Service Providers of external mechanical workshop for repairs and maintenance of vehicles and plant for a three (3) years as and when needed.

A. Background

The Moqhaka Local Municipality requires a panel of 05 external mechanical workshop for repairs and maintenance of vehicles and plant for a three (3) years period as and when necessary.

B. Scope of Work / Terms of Reference

Operating external mechanical workshop for repairs and maintenance of vehicles and plant for a three (3) years period as and when necessary. The workshop must include the following:

- Repairs and maintenance of fleet
- Attend mechanical breakdowns

Tender prices to be fixed for the first twelve (12) months and only annual escalation will be provided for as per the Service Level Agreement (SLA).

C. Panel

1. In this panel, the municipality will appoint a maximum of **05** service providers who scored the highest points scored in terms of the Preferential Procurement Policy of Moqhaka Local Municipality.

The external mechanical workshop must be stationed at Kroonstad or Viljoenskroon or Steynsrus (**Moqhaka Municipality**).

D. Sourcing of Quotations

Quotations will be requested only from the service providers appointed on the panel on a **rotation basis** to ensure all service providers appointed on the panel have an opportunity of being selected during the contract period.

Should the service providers on the panel not be in a position to supply the required product within the desired timeframes, the municipality:

- allows subcontracting with a handling fee kept at 10%
- may invite quotations outside the appointed panel.

E. Performance Management

In terms of Section 116 (2) of the MFMA, the municipality is required by Law to monitor the performance of service providers on a monthly basis in line with the performance areas as stipulated in the Service Level Agreement (SLA). The monitoring of panels will be done as and when their services are utilised.

F. Preferential Points System

Indicate whether the tender will be evaluated in terms of 80/20 below a 50 million and 90/10 above 50 million.

80/20

A maximum of 20 points (80/20 preference points system), will be allocated for specific goals. The maximum points for these goals are as follows:

- Locality of Supplier – 15 Points
- Women Ownership of Company - 5 Points

These goals are specified in MBD6.1 in terms of the PPR2022.

G. Duration of the Contract

State how long the contract will take

3 Years

H. Functional or Technical Evaluation Criteria (If Applicable)

See examples of Functional Evaluation Criteria below in Annexure A

ANNEXURE "A"

Technical or Functional Evaluation Criteria and Functional Evaluation Report Guideline

Only those tenderers who score the minimum of 70 points in respect of the following criteria are eligible for further evaluation.

Criteria	Weight	Points	Documents to be submitted as proof to score points
Mechanics experience with similar projects of repairs and maintenance of fleet (vehicles and plant): Minimum of Two (02) qualified mechanic/artisan with work experience: 0 year of previous experience 1-2 years of previous experience 3-4 years of previous experience 5plus years of previous experience	0 1 3 5	35	Certified certificate of relevant qualification(s) of personnel(s). Updated CV of personnel
Mechanical workshop with fixing equipment: (Panel beating/Mechanical/Auto electrical equipment) Non-Operating Operating	0 5	25	Bidder must provide: -Pictures of the workshop. -List of equipment. -Proof of Workshop address. (to be verified by the Fleet manager before Bid Evaluation Committee)
RMI (Retail Motor Industry) Approval Workshop member(s) /repairer (s) certification: NOT approved Approved	0 5	20	Bidders must attach valid membership certificate (expired certificate will be regarded as invalid)
Safety Insurance that covers vehicles and plant awaiting repairs. Not Available Available	0 5	20	Bidder must provide insurance approval documents that indicates the safety insurance
MAX POSSIBLE SCORE		100	