

SCOPE OF WORK

A. GENERAL

The purpose of this contract is to supply Eskom Rotek Industries (ERI) with various vehicle categories for rental on an ad hoc basis for a period of two (2) years.

The supplier shall provide licensed and ready to operate rental vehicles in the following vehicle categories:

- Hatchbacks and Sedans;
- Light Delivery Vehicles (LDV's); and
- Busses of different body types as specified in the ERI vehicle categorisation section below

B. SCOPE OF WORK

The standard specifications are as follows:

- All LDV's must be fitted with Tow bars;
- Mini buses (14 and 22 seaters) must be fitted with Tow bars;
- All LDV's must be fitted with Roll bars;
- All LDV's without canopies must be fitted with Tonneau covers;
- If canopies are needed, standard fibreglass or as specified must be fitted;
- Loading bins must be rubberised;
- Factory-fitted driver and passenger air bags is required in all vehicles;
- Factory-fitted antilock braking system (ABS) is required in all vehicles;
- Factory-fitted alarm/immobiliser is required (if not available by the manufacturer, it shall be fitted at approved fitment centres);
- All vehicles must have factory-fitted power steering system;
- All vehicles must be fitted with air conditioner;
- All heavy commercial vehicles, buses and construction equipment or vehicles being used on construction sites must be fitted with reverse beeper;
- Heavy Commercial Vehicles with Gross Vehicle Mass (GVM) in excess of 3 500 kg must be fitted with Yellow reflective tape all around, as per the National Road Traffic Act specification;
- All vehicles must be fitted with tyres as per the manufacturer's specifications for the intended purpose;
- All vehicles must have Fire Extinguishers and First Aid Kits, and two (2) emergency warning triangles; and

- **All vehicles must be white in colour.**

ERI vehicle categorisation

Cars
Car H/B ($>998 - \leq 1400$ cc) Min Engine capacity off 63Kw and UP
Car H/B ($>1400 - \leq 1600$ cc) Min Engine capacity off 75Kw and UP
Car Sedan ($>998 - \leq 1400$ cc) Min Engine capacity off 63Kw and UP
Car Sedan ($>1400 - \leq 1600$ cc) Min Engine capacity off 75Kw and UP
LDV's 0.5 Ton
LDV 0.5Ton S/C ($\geq 1300 \leq 1600$ cc) Petrol
LDV 0.5Ton S/C ($\geq 1500 \leq 1900$ cc) Diesel
LDV's 1.0 Ton
LDV High Rider 4X2 LWB S/C ($\geq 2000 \leq 2500$ cc) Min Engine capacity off 98Kw Diesel
LDV High Rider 4X2 LWB S/C ($\geq 2500 \leq 3200$ cc) Min Engine capacity off 120Kw Diesel
LDV High Rider 4X4 LWB S/C ($\geq 2000 \leq 2500$ cc) Min Engine capacity off 100 Kw Diesel
LDV High Rider 4X4 LWB S/C ($>2500 \leq 3200$ cc) Min Engine capacity off 120Kw Diesel
LDV High Rider 4X2 LWB D/C ($\geq 2000 \leq 2500$ cc) Min Engine capacity off 105Kw Diesel
LDV's 1.0 Ton
LDV High Rider 4X2 LWB D/C ($\geq 2500 \leq 3200$ cc) Min Engine capacity off 120Kw Diesel
LDV High Rider 4X4 LWB D/C ($\geq 2000 \leq 2500$ cc) Min Engine capacity off 100Kw Diesel
LDV High Rider 4X4 LWB D/C ($\geq 2500 \leq 3200$ cc) Min Engine capacity off 120Kw Diesel
People Carrier Truck
5Ton truck with Crew Cab and drop sides (to seat a Min. of 7 people)
Bowsers and Trailers
Diesel Bowsers 1,000L All Diesel Bowsers to be fitted with the relevant Hazchem warning signs.
Diesel Bowsers 2,500L All Diesel Bowsers to be fitted with the relevant Hazchem warning signs.
Busse
MPV 7 seater Min Engine capacity off 77Kw.
Mini bus 10 seater Min Engine capacity off 75Kw

Midi bus 14 seater Min Engine capacity off 75Kw
Midi bus 23 seater Min Engine capacity off 95Kw
Maxi bus 65 Seater Min Engine capacity off 154Kw

Other requirements

- The tenderer shall only supply vehicles which are current models and must not exceed 15 000 kilometres at the time of first delivery to ERI;
- Hatchbacks and Sedans vehicles must be exchanged at 100 000 kilometres;
- LDV's must be exchanged at 160 000 kilometres;
- Busses must be exchanged at 250 000 kilometres; and
- All vehicles will be fitted with ERI approved safety devices (i.e. live tracking, drive-cam and fatigue monitoring systems).

The supplier shall ensure compliance to Eskom's Vehicle Safety Specification in terms of the rental vehicles provided.

The supplier shall ensure compliance to the NRTA 93 of 1996 and Eskom Safety Policies and Procedures.

In addition, the supplier shall comply with the mandatory SHEQ requirements as provided during tender stage.

1.1 The Contractor's plan for the service

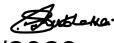
The Employer has provided the following plan for this service and the Contractor to follow:

- a) To reduce total cost of ownership for Car Rental Services while maintaining *Contractor* relationships. The *Contractor* to meet with the Service Manager on a monthly basis to analyse the trends in the contract and provide Management Information System (MIS) Reports on the following:
 - Savings Report
 - Quarterly Reports
 - Accident reports
 - Exception reporting
 - Pre and Post Trip Reports
 - Data Refreshment Cycles
 - Customized Reports

- b) Eskom supports contracting with emerging or developed Black Youth, Black People Living with Disabilities, Black Women Owned and Black Owned companies.
- c) Regular (quarterly) meetings to be held with the *Contractors* to monitor performance and SD&L initiatives.
- d) Ensure that no car will be issued to an employee (traveller) without a **Valid Driver's License**, **Valid Eskom Driver Permit**, as well as **Valid PDP** for those categories that require one.
- e) Ensure that non-airport rentals are delivered from non-airport branches to avoid airport surcharges, except in areas where the only branch available is at the airport. However, those areas must be communicated with the *Contractor* upon contract commencement.
- f) All non-airport (flexi) rentals to be handled by the Eskom's fleet offices and the rest to be handled by the travel agency.
- g) Ensure that an official Eskom Purchase Order is received and attached to all non-airport rental requests before releasing a vehicle. This is for those requests that do not come via the Travel Agency. **NB:** This instruction will be in effect fully from **01 October 2016** and until then the current process will still apply. This period will allow for Eskom to communicate this aspect (Non-travel/Fleet Support Requests) to the relevant Business Units so that they comply.
- h) Car Rental Insurance will be covered by Eskom as this is the most cost-effective option Eskom has. Meaning that Eskom is self-insured. Insurance claims to be submitted to Eskom on a weekly basis.
- i) There will be no claims for Tyres and Windscreen damages submitted, as Eskom has contracted for Tyres and Windscreen Claims Waiver with the Car Rental Company (Avis).
- j) Claims dispute resolution team to be formed by Eskom and the *Contractor* (Car Rental Company). All the other insurance claims should be submitted to Eskom Insurance Services.
- k) Communicate any changes with respect to car rental services to the organisation.

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