

SCOPE OF WORK

APPOINTMENT OF THE SERVICE PROVIDER FOR HIRING OF BAKKIES TO THE SANPC REFINERY FOR A PERIOD OF 5 MONTHS

The SANPC Refinery seeks services of a service provider to hire out vehicles for Operational needs for a period of 5 months . Minimum services scope of work and specification :

- **7 X DOUBLE CAB 4X4 WITH TOWBARS, CANOPY & REVERSE BUZZER**
- **2 X SINGLE CAB 4x4 WITH TOWBARS, CANOPY & REVERSE BUZZER**
- **1 X SINGLE CAB 4X4 WITH TOWBARS & REVERSE BUZZER**

1. SPECIAL HIRING CONDITIONS/ DELIVERABLES :

- 1.1 All vehicles must be using the **diesel fuel**.
- 1.2 The supplier shall supply the vehicles that are without any defects and roadworthy
- 1.3 All vehicles must be fitted with reverse buzzers.
- 1.4 The supplier is responsible for the servicing and tracking of servicing of the vehicles. Advance notice must be given by the supplier when service of any of the hired vehicles is becoming due. This notice must be at least two weeks in advance before the vehicle is collected by the supplier for off-site servicing by the service agent.
- 1.5 The supplier shall provide a replacement vehicle should the repair to any hired vehicle which takes longer than one day (24 hours) . Replacement vehicle shall be provided for the duration of the repairs/ servicing at no extra cost to SANPC Refinery.
- 1.6 The supplier will respond within 24 hours to any defects reported by any SANPC Refinery Facilities Management on any of the hired vehicles. Licence discs to be valid and renewals are the responsibility of the supplier to ensure they are replaced before the expiry date.
- 1.7 The supplier is to ensure that every vehicle supplied enters SANPC Refinery with a full tank of fuel. SANPC Refinery is to ensure that vehicles returned to the supplier leaves site with a full tank of fuel.
- 1.8 The supplier will assign a responsible person to regularly inspect vehicles to ensure that tyres and wiper blades are in good condition and arrange replacement if necessary.
- 1.9 SANPC Refinery is responsible for the washing and cleaning of the vehicles.
- 1.10 SANPC Refinery is responsible for reporting any defects that may arise to the

supplier for the contractor's attention and action via email.

- 1.11 Accidental damage of any nature must be reported by the SANPC Refinery to the contractor. The supplier is responsible for repairs/ replacements insurance costs resulting from damage/ accidents during the period of hire by the SANPC Refinery.
- 1.12 All hired vehicles shall have a valid certificate of fitness, reverse beeper and fire extinguishers, and shall be subject to the SANPC Refinery safety inspection prior to being used on site. Any vehicle that fails the SANPC Refinery safety inspection shall be repaired or replaced with a similar unit within 24 hours at the Contractors own cost.
- 1.13 All hired vehicles are to be delivered to SANPC Refinery in a road worthy condition with a full tank of fuel and will be filled with fuel prior to return to the Contractor. Vehicles will be subject to an initial delivery inspection by SANPC Refinery.

2. SERVICE POINT DELIVERY

SANPC REFINERY
1 Prospecton Road
Prospecton
Durban

3. CONTRACT TERM

The contract will be effective over a period of 5 months.

4. MANDOTARY REQUIREMENTS

At this phase service providers must submit the required supporting documents to substantiate compliance to the requirements below. It must be noted that if the service provider does not meet any of the requirements, the service provider will be disqualified and not be evaluated further

No.	Description of the Mandatory requirements	Comply	Not Comply
1.1	Bidder must provide Proof of Vehicle Comprehensive Insurance to cover damages		
1.2	Bidder must provide Proof of a Vehicle Rental Permit / License to operate a vehicle rental services		