

Guidelines on Specification for Procuring Services

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| Project Name: | PANEL OF 05 SERVICE PROVIDERS TO SUPPLY AND DELIVER MECHANICAL WORKSHOP EQUIPMENT FOR A PERIOD OF THREE YEARS AS AND WHEN NEEDED |
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Guideline for Terms of reference

This tender is for the appointment of a panel of 05 Service Providers for Supply and delivery of Mechanical workshop equipment for a period three (3) years as and when needed.

A. Background

The Moqhaka Local Municipality requires a panel for Supply and deliver Mechanical workshop equipment as and when needed.

B. Scope of Work / Terms of Reference

Supply and deliver Mechanical workshop equipment as and when needed. It includes:

- Manual of operating equipment
- Training of operating equipment if necessary

Refer to Annexure B for the Bill of Quantities / Pricing Schedule.

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

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.

D. Sourcing of Quotations

Quotations will be requested only from the service providers appointed on the panel 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.

NB: Bidder are requested to quote on all items on the Annexure B

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 **75** points in respect of the following criteria are eligible for further evaluation.

| Criteria | Weight | Points | Documents to be submitted as proof to score points |
|--|----------------------------|------------|---|
| Number of similar type of successfully completed projects of supplying and delivering of Mechanical workshop equipment by the supplier: 0 Projects 1 Projects 2 - 3 Projects 4 - 5 Projects 6 - 7 Projects 8plus Projects | 0 1 2 3 4 5 | 60 | Bidder must attach evidence such as copy of appointment and reference letters for current/completed projects with contact details for references that can be contacted by the Municipality to confirm that reference letter is valid. |
| Delivery period No letter attached. 1- 3 days 4 – 5 days 6 - 7 days 8 days and above | 0 5 3 2 1 | 10 | Bidder to submit signed guarantee letter stating delivery period with company letterhead. |
| Accreditation to supply and deliver mechanical workshop equipment: No accreditation Accreditation | 0 5 | 30 | Proof of ownership and valid licensing certificate (NRCS - National regulatory for Compulsory Specifications) |
| MAX POSSIBLE SCORE | | 100 | |

ANNEXURE "B"

PRICING SCHEDULE

| NO | ITEM | PRICE PER UNIT | TOTAL (vat incl) |
|-----------|--|-----------------------|-------------------------|
| 1 | PNEUMATIC ANGLE GRINDER (180MM) 6-10 BAR (FMG180A) | | |
| 2 | PNEUM. TYRE CHANGER W/HELPING ARM (14"T026") 1,1KW (LT-950A) | | |
| 3 | 10 TON HYDRAULIC PULLER CRANK TYPE | | |
| 4 | PLASTIC CREEPER | | |
| 5 | MODEL 50 EN BOTTLE JACK | | |
| 6 | MODEL 1000 HYDRAULIC TRANSMISSION JACK | | |
| 7 | MODEL 2250 H/D TROLLEY JACK | | |
| 8 | 12 TON HEAVY DUTY RATCHET TYPE CAR STAND | | |
| 9 | MODEL 20 000- 11 TON H/DUTY LONG REACH TROLLEY JACK | | |
| 10 | WHEEL SPANNER 32X33MM WITH 600MM HANDLE | | |
| 11 | DC OIL TRANSFER PUMP (PLASTIC) (SZ-12) | | |
| 12 | HIGH PRESSURE GREASE PUMP LID (TO FIT DRUM) | | |
| 13 | BATTERY TESTER | | |
| 14 | AUXILIARY 12V 38 AMP BATTERY POWER PACK | | |
| 15 | MACAFRIC CD600 1 PH 220V 50HZ 400A 12V/24V CHARGER/BOOSTER | | |
| 16 | 7 DRAWER TOOL CABINET W/217 PCE TOOL KIT (TBR3007BP-X | | |
| 17 | 26 PCE H/D 19MM &25MM H/CHROME ALLOY SOCKET SET | | |
| 18 | 12 PCE GEAR WRENCH FLEXABLE HEAD | | |
| 19 | 40 PIECE TAP AND DIE SET | | |
| 20 | HYDRAULIC CRIMPING TOOL (HHY-300A) | | |
| 21 | 10" (250MM) HEAVY DUTY BENCH GRINDER | | |
| 22 | CLICK TORQUE WRENCH 28-210NM | | |
| 23 | POWXI LI ION CORDLESS 18V DRILL KIT (2 BA | | |
| 24 | MAC-AFRIC 124 BAR 5,5 HP 22000PSI H/PRESSURE CLEANER | | |
| 25 | 6" (150MM - 16.5 KG) INDUST. B/VICE (DUCTILE CAST IRON) | | |
| 26 | 19 PIECE COBALT DRILL BIT SET (BLUE CASE) | | |

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| 27 | 600CC GREASE GUN (YELLOW) | | |
| 28 | MAC-AFRIC V-HEAD 500L 10 HP 380V COMPRESSOR (V-1.0511) | | |
| 29 | 26 PCE COMB SPANNER SET C/VANAD. SATIN FINISH (3-32MM) | | |
| 30 | 3/4" DRIVE 200 NM - 1000 NM TORQUE WRENCH | | |
| 31 | 4,5 TON HEAVY DUTY LOW LEVEL LIFT (TDJ85) | | |
| 32 | THERMA-MAX MIG 250A INVERTER WELDER 220V | | |
| 33 | LAZY TONG RIVETER (FH44) - UP TO 3MM RIVETS ALUM | | |
| 34 | PNEUMATIC GREASE GUN (RP8843) | | |
| 35 | 450CC OIL CAN | | |
| 36 | 3" PISTON RING COMPRESSOR | | |
| 38 | 6" PISTON RING COMPRESSOR | | |
| 39 | VALVE SPRING COMPRESSOR : PIPE FRAME (21027) | | |
| 40 | 6,3KG (14 LBS) BUILDERS HAMMER WITH RUBBER HANDLE GRIP | | |
| 41 | PEDESTAL DRILL 32MM 1100W - 220V | | |
| 42 | H/D AIR TYRE INFLATOR & DEFLATOR GARAGE TYPE | | |
| 43 | 1/2 IMPACT WRENCH (231 GXP) | | |
| 44 | 8 PCE SCREW EXTRACTOR FINE THREAD - ALLOY STEEL | | |
| 45 | BLUE 20M PVC FLEXIBLE HOSE 8MM WITH COUPLERS | | |
| 46 | AUTO DARKENING - VIEWING TYPE 91X 40MM (LCD+SOLAR CELL+) | | |
| OVERALL TOTAL | | | |