

Guidelines on Specification for Procuring Services

Guideline for Terms of reference

This tender is for the appointment of a Panel of 10 Service Providers for Hiring of Fleet (yellow and white) for three (3) years as and when needed.

A. Background

The Moqhaka Local Municipality requires a panel for the Hiring of Fleet (yellow and white) as and when' necessary.

B. Scope of Work / Terms of Reference

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 **10** 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 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 capped 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. These goals are:

- (a) The Promotion of Black-Based Black Economic Empowerment (B-BBEE) enterprises: 5 points**
- (b) the promotion of SMMEs located in the local area: 10 Points**
- (c) the promotion of enterprises owned by women: 5 points**

The Promotion of Black-Based Black Economic Empowerment (B-BBEE) enterprises: 5 points

B-BBEE Status Level of Contributor	Points
Level 1	5
Level 2	3
Level 3	1
Level 4 to Level 8	0

The promotion of SMMEs located in the local area: 10 Points

Locality of supplier	Points
Within the boundaries of Moqhaka Local Municipality	10
Within the boundaries of Fezile Dabi District	6
Within the boundaries of the Free State	4
Outside of the boundaries of the Free State	0

The promotion of enterprises owned by Women: 5 points

Locality of supplier	Points
81 – 100% Women Owned	5
61 – 80% Women Owned	4
41 – 60% Women Owned	3
21- 40% Women Owned	1
0% Women Owned	0

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
Number of similar type of Hiring projects successfully completed by the supplier: 0 Projects 1 Projects 2 - 3 Projects 4 - 5 Projects 6 - 7 Projects 8plus Projects	0 1 2 3 4 5	30	Bidder must attach evidence such as copy of appointment and reference letters for current/completed projects. (White and yellow plant hiring) with contact details for references that can be contacted by the Municipality to confirm that reference letter is valid.
Delivery period No letter attached. 0-1 days 2 – 3 days 4-5 days 6 days and above	0 5 3 2 1	12	Bidder to submit signed commitment letter stating delivery period.
Ownership of yellow fleet: (Total of mentioned fleet) 0 Owned 1% - 20% Owned 21% - 40% Owned 41% - 60% Owned 61% - 80% Owned 80% plus Owned	0 1 2 3 4 5	30	Proof of ownership and licensing certificate OR Signed letter of intent to hire from supplier/plant owner (yellow plant must be listed in detail) with proof of ownership.

Ownership of white fleet: (Total of mentioned fleet)	0	28	Proof of ownership and licensing certificate OR Signed letter of intent to hire from supplier/plant owner (white fleet must be listed in detail) with proof of ownership.
	1		
0 Owned	2		
1% - 20% Owned	3		
21% - 40% Owned	4		
41% - 60% Owned	5		
61% - 80% Owned			
80% plus Owned			
MAX POSSIBLE SCORE		100	

BILL OF QUANTITY

ITEM	DESCRIPTION (White fleet)	Unit price (Wet rate per hour)
1	Minimum specification for Single Cab Bakkie- Canopy	
2	Minimum specification for Single Cab Bakkie	
3	Minimum specification for Double Cab Bakkie-Canopy	
4	Minimum specification for Traffic Patrol Vehicles Hatchback (1.6/2L)	
5	Minimum specification for 15-Seater Minibus	
6	Minimum specification for Sedan	
7	Minimum specification for SUV	
TOTAL		

ITEM	DESCRIPTION (Yellow fleet)	Unit price (Wet rate per hour)
1	Minimum specification for Crew Cab Truck (4 ton)	
2	Minimum specification for Cherry Picker	
3	Minimum specification for Cherry Picker – Bakkie style	
4	Minimum specification for Vacuum Tanker Truck	
5	Minimum specification for Grader	

6	Minimum specification for Vibrator Soil Compactor	
7	Minimum specification for Backhoe Loader 4-wheel Driver	
8	Minimum specification for Mini-Backhoe loader	
9	Minimum specification for Excavator	
10	Minimum specification for Tipper Truck	
11	Minimum specification for Water Cart Truck 10 000 ℓ	
12	Minimum specification for Lowbed	
13	Minimum specification for Skid Steer Loader (Bob-cart)	
14	Minimum specification for Water Tanker 15 000 ℓ	
15	Minimum specification for Front End Loader	
16	Minimum specification for Bull Dozer	
TOTAL		