



CD63/2018

Repair and Maintenance of Hydraulic Components

Table of Contents

1.	Invitation	3
2.	Minimum Submission Requirements	3
4.	Technical Specification	4
5	Special Conditions.....	6
6	Evaluation Criteria	9
7	Pricing	11
8	Contact details.....	12

1. Invitation

CENTLEC (SOC) Ltd, a Municipal Entity distributing electricity in Mangaung and other Municipalities in the Free State, invite suitable professional service providers to provide a repair and maintenance service (including supply of labour, material and spares) for all CENTLEC's hydraulic components.

2. Minimum Submission Requirements

Any omission of the below listed items would render and automatic disqualification

- 2.1 One (1) letter of reference from a previous company where a similar project was successfully completed and signed by the duly authorized company representative.
- 2.2 Supply unique security personal identification number (PIN) from SARS for TAX compliant status.
- 2.3
 - (a) Supply municipal services (Water, Sanitation, Rates and Electricity) bill(s), not owing more than 30 days; or valid clearance certificate.
 - (b) A valid lease Agreement with Current Bill of Account not owing more than thirty (30) days for municipal services that the lessee (Bidder) is responsible for.
 - (c) In the event that the Bidder utilized prepaid services (e.g. water or and electricity) a valid clearance certificate must be submitted.
 - (d) Bidders that are CENTLEC customers are also expected to attach a valid clearance certificate.
- 2.4 A valid letter of good standing from the Compensation Commissioner, Department of Labour.
- 2.5 Submit proof of company registration with Retail Motor Industry (RMI).
- 2.6 Submit proof of registration on the National Treasury Centralized Supplier's Database.

3. Scope of Work

The successful service provider will be required to provide quality work, carried out by competent and qualified personnel, including but not limited to hydraulic fitters, boilermakers, welders and machinists in a workshop fully equipped for fitment, service, repair, manufacturing, refurbishment of hydraulic lifting equipment and its associated mechanisms.

Inspection, repairs, testing, certification and maintenance of lifting and material handling equipment is required for the current fleet which consist of truck mounted hydraulic platforms, cranes, front-end loaders, logger, tippers, fork-lift, stationary overhead crane, pole-grab, etc.

4. Technical Specification

The service provider should provide full particulars of service centers and after sales services available in Free State. The following services, amongst other, will be required from the successful service provider:

- 4.1 Preventative Maintenance of Lifting and Material Handling Equipment as listed below, but not limited to:
 - 4.1.1 Visual Inspection for cracks, deformations, etc.
 - 4.1.2 Tightening all bolts, bearing ring mounts, bridge bolts, fittings, hydraulic lines, etc.
 - 4.1.3 Lubricating of the crane throughout
 - 4.1.4 Checking and labeling of all control and lever functions
 - 4.1.5 Check oil level, filter and sample oil
 - 4.1.6 Check all safety and safe working load rating markers
 - 4.1.7 Replacement of oil filter, when necessary
 - 4.1.8 Pressure and flow testing of the crane
- 4.2 Load testing as per SANS standards.
- 4.3 Lifting Equipment Repair and load certificate should be issued after each major repair.
- 4.4 Fully equipped workshop: A workshop must meet the minimum MIWA (Motor Industry Workshop Association), - *the largest association within the RMI, ensuring that vehicles are repaired to acceptable standards designed to make them perform better and safely on South African roads* - RMI (Retail Motor Industry) accreditation requirements.

These requirements include the below mentioned, but not be limited to:

- work bay floors that are demarcated with yellow lines
- having an auditable customer satisfaction follow-up system
- washing, drying and vacuuming vehicles before delivery
- having a free delivery and collection service in place.

The minimum equipment requirements for a graded workshop are:

- angle grinder
- battery charger (70A and booster starter)
- battery load tester
- brake fluid tester
- clutch/brake venting tool equipment
- compression tester
- compressor and air gauges
- creepers – one per technician
- cylinder leak down tester
- dial gauge
- drill press
- drilling machine (hand-held)
- drip trays – diesel and graded – trolley on wheels

- electric welder and hood protector
- electronic diagnostic engine analyser
- engine assembly stand
- engine-lifting equipment
- feeler gauges (check if in tool box)
- fender covers and seat covers
- files (set of three, as per tool list)
- gas analyser (at least two)
- gas welder, trolley and welding glasses
- set-bearing pullers
- glycol tester
- grease gun
- bench grinder, wire brush and safe equipment and signage
- hacksaw frame and blades (as per tool list)
- headlight-aiming facility
- headlight beam tester
- helicoil set insert
- hoist (two or four post)
- hydraulic press 10t
- jumper cables (200A/16mm cable)
- lead lights (one per bay)
- Mac Pherson spring clamps
- micrometer
- multimeter
- minimum tools (as per Main Agreement)
- oil pressure gauge
- parts-cleaning equipment – continuous flow
- pop rivet gun
- pressure washer
- radiator pressure tester
- rev counter
- ring squeezer
- soldering iron
- stethoscope
- stocks, dies and taps
- straight rule
- trestles (four per bay)
- vernier
- LED test light
- timing light
- torque wrench – to cover range of 20N.m–300N.m
- transmission jack 1t
- trolley jacks
- Drill bits (2mm–13mm)
- tyre pressure gauge
- valve spring compressor (optional) and workshop bench and vice.

4.5 In the event of a crane or component failure, the priority should be to ensure timely and safe repairs, minimising costly downtime and ensuring the restoration of equipment to maximum productivity.

4.6 Material

4.6.1 The service provider will be required to stock and provide the majority of parts and accessories with a SANS grading or of reputable quality for all makes of truck mounted cranes/aerial platforms. The service provider shall use only material or parts of the best quality acceptable to the manufacturer.

4.6.2 Preference will be given to service providers that house a machining and manufacturing section and manufactures most components, from new cylinders to structural components.

4.6.3 Should it be discovered that components of an inferior quality are being or were used, CENTLEC shall have the right to order such components to be replaced with those of approved quality at the successful service provider's expense.

5 Special Conditions

5.1 The successful service provider shall ensure the following

5.1.1 Only execute service with reference to an official CENTLEC order.

5.1.2 Standard manufacturers' guarantees and warranties to be provided for spares

5.1.3 CENTLEC cannot guarantee the volume or quantity of work, the successful service provider will nevertheless be required to maintain adequate stock to enable the supply of CENTLEC's requirements without undue delay.

5.1.4 Call outs for possible emergency repairs must be dealt within a maximum of two (2) hours of a call being logged (an emergency turn-around time will be agreed upon for fleet items not in the Mangaung area)

5.2 General

5.2.1 CENTLEC's normal working hours are from 07H30 to 16H00 Monday to Friday, excluding Public Holidays.

5.2.2 The service provider shall undertake to carry out the installation, maintenance and/or repairs during CENTLEC's normal working hours, unless prior arrangements for working outside CENTLEC's normal working hours have been made, when work is conducted on CENTLEC premises.

5.2.3 The successful bidder will be expected to enter into a **Service Level Agreement with CENTLEC for 36 months**

5.2.4 The successful service provider;

5.2.4.1 Will ensure that all equipment shall comply with all safety requirements as prescribed in the Occupational Health and Safety Act No 85 of 1993 (Latest revision). The successful service provider furthermore must accept full responsibilities as per Clause 10 of the Occupational Health and Safety Act No 85 of 1993, "General duties of manufacturers and others regarding articles and substances for use at work.

5.2.4.2 Must have an internal health and safety department to assist with specific on-site requirements

5.2.4.3 Must be able to provide MSDS (Material Safety Data Sheet) on request

- 5.2.4.4 Will have to ensure that the contractors to be appointed will be supplied with Safety Health Environment and Quality (SHEQ) specification.
- 5.2.4.5 The successful bidder will have to ensure that the SHEQ documentation is audited regularly for the duration of the contract.
- 5.2.5 The bidder shall submit a list of proposed team members including competent supervisor and highlight their experience and qualifications in rendering similar work.
- 5.2.6 The successful service provider shall within seven (7) days of commencement of the contract, provide CENTLEC with a list of all employees appointed for this contract including supervisor(s) and site manager for vetting to be done by CENTLEC as the work will be carried in the National Key Point area.

5.3 Responsibilities of CENTLEC

- 5.3.1 Implement trouble diagnosis on occurrence of fault and reporting to successful service provider by both telephone and/or e-mail.
 - 5.3.2 Provide safe prompt and reasonable access to the successful service provider for maintenance activities, as well as use of all necessary facilities.
 - 5.3.3 Sign-off the successful service provider's job cards to certify that work has been done by the successful service provider, but not accepting responsibility for the quality and adequacy of the work performed.
 - 5.3.4 Brief the successful service provider on general housekeeping rules and ensure that the service provider has undergone the CENTLEC standard operating procedure course.
 - 5.3.5 Approve quotations submitted by the successful service provider for spares and materials.
- 5.4 The bidder must indicate the percentage surcharge levy on the wholesale price of materials used in the execution of the work. If called upon to do so, the successful service provider shall submit copies of invoices where the wholesale process of any or all of the relevant items are indicated.

5.5 Labour:

The bidder must state the rates of charge for labour in the following categories:

- a) Artisans (qualified)
 - b) Semi-skilled workers
 - c) Unskilled workers
 - d) Other
- 5.5.1 If called to do so the successful service provider shall substantiate the labour charge for every specified job with copies of actual time sheets covering the above categories of labour.
 - 5.5.2 Such time sheets shall state: the date, name of workman, order number and time worked in hours. Where fixed rates are quoted, invoices must be made out according to the quoted rates.
 - 5.5.3 Service provider shall provide a schedule indicating timeframes indicating each task.

5.6 Procedure for execution of work

- 5.6.1 The nature of the work covered by this contract is inclusive of vehicles, plant and equipment involved in the provision of essential services and it is crucial that the successful service provider shall commence the work as soon as possible after an official order has been issued to ensure minimum interruption of CENTLEC services.
- 5.6.2 On completion of a job the successful service provider must submit a job card, in respect of the particular job. On the job card must be listed the components repaired, and all spare parts replaced. Parts replaced must be returned at the same time and the fleet office signature obtained. The fleet office will retain a copy of the job card.

5.7 Defective or unsatisfactory jobs

- 5.7.1 Defective or unsatisfactory jobs or work will be returned or referred back to the successful service provider. The successful service provider shall be liable for all costs incurred in the removal, transport, repair and reinstallation, to the satisfaction of CENTLEC, where applicable.
- 5.7.2 The successful service provider will be required to give immediate attention to defective jobs as essential services may be detrimentally affected by any undue delay. CENTLEC will not consider further payment in regard to additional work affected in these cases.
- 5.7.3 After completion of a job, the service provider shall return the vehicle or other equipment in a tidy condition and shall make good any damage to equipment or components resulting from such repair operations. Failure to do so will result in CENTLEC repairing such damage and the cost of such repairs will be debited against the service provider's account.

5.8 Delays

- 5.8.1 Upon receipt of the official order the service provider shall commence the work immediately and inform the fleet office of any delay anticipated.
- 5.8.2 If it comes apparent that rendering of the services is likely to be delayed on account of any unforeseen circumstances, full written particulars of the circumstances must immediately be submitted. The service provider at the same time must state the new date on which rendering of the service will be affected.
- 5.8.3 CENTLEC reserves the right to withdraw any official order or job in the event of undue delay or unsatisfactory repair work and to arrange for the execution of such work as it deems fit.

5.9 Guarantee

- 5.9.1 A guarantee period will be required in respect of all work carried out. The period of guarantee will commence from the date of accepted delivery of a particular job by the CENTLEC fleet office. The bidder must state the guarantee period on the relevant schedule.
- 5.9.2 In the event of a delay, CENTLEC reserves the right to extend the period of guarantee with a period equal to that caused by a delay.

5.10 Inspection of bidder's workshop

- 5.10.1 CENTLEC representatives may inspect the facilities of the bidders whose documents are in order, to establish whether they conform to CENTLEC's minimum requirements (capability assessments).
- 5.10.2 CENTLEC reserves the right that its representatives be granted access to the premises of the service provider during working hours throughout the contract period.
- 5.10.3 Representatives shall, during the contract period, be permitted to inspect any equipment of CENTLEC at any stage/process of repair and observe tests being performed on the components and assemblies concerned.
- 5.10.4 CENTLEC representatives shall have access to any records and test reports of repairs to CENTLEC's equipment.
- 5.10.5 All testing equipment/facilities, gauges and accessories shall be calibrated regularly. Calibration records of testing equipment must be kept by the contractor for audit purposes

6 Evaluation Criteria

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of CENTLEC. The most suitable candidates will then be selected. Please take note that CENTLEC (SOC) Ltd is not bound to select any of the bidders submitting proposals. Furthermore, technical competence is the principal selection criteria, CENTLEC (SOC) Ltd will evaluate the technical criteria first, and will only look at the price and BBBEE level of contribution if it is satisfied with the technical evaluation. As a result of this, CENTLEC (SOC) Ltd does not bind itself in any way to select the bidder offering the lowest price.

CENTLEC (SOC) Ltd reserves the right to appoint one or more service providers to complete various services as and when required.

The relative technical weighting criteria / Qualification Parameters will be as follows:

No	Criteria	Description	Pts
6.1	Track record and experience	The bidder shall submit a proof of company registration as well as a company profile which must include at least the following: • Number of years active and experience gained in this field, • to whom services were provided • record of services rendered as well as quantities, complete with references. Provide documentation to confirm track record and detail of services rendered to date, with detail regarding scope of work. Score will be based on number of years; Less than three (3) years' experience with two (2) reference letters = 10 points Four (4) to Six (6) years' experience with three (3) reference letters = 20 points Seven (7) and more years' experience with four (4) reference letters = 30 points	30

6.2	Technical Capacity	The bidder shall submit a list of proposed team members including competent supervisor and highlight their experience and qualifications in rendering similar work. Submission of company profile including organogram and personnel qualifications (Curriculum Vitae as well as Certificates). 1 to 2 qualified (MERSETA accredited) artisans = 10 Points 3 to 4 qualified (MERSETA accredited) artisans = 20 Points 5 and more qualified (MERSETA accredited) artisans = 25 Points	25
6.3	Plant and equipment	Minimum equipment to service and repair hydraulic components (submit proof of the company profile detailing available plant and equipment) Fully equipped workshop (refer to 4.4 above) = 20 Points Fully equipped workshop plus recovery vehicle and store with generic stock levels (list the minimum generic stock levels on hand) = 25 Points	25
6.4	Locality	The bidder should have their own local support facilities. The support facilities should be fully owned and managed by the bidder Fully equipped workshop within the CENTLEC supply area (submit proof of clearance certificate or lease agreement) = 20 points If not, proof of intention to establish a local workshop = 10 points If none = 0 points	20
		Points	100

Table 2 – Evaluation criteria

A bidder who gets a minimum of 60 points and above on will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system.

The bidder must score minimum points as follows:

Item 1 – 10 points

Item 2 – 10 points

Item 3 – 20 points

Item 4 – 20 points; in the Evaluation Criteria.

The point system applicable to this project will be: 80/20

80 points for Price

20 points for BBEEE certificate from accredited verification agencies.

On request, bidders will be expected to present their proposals to the evaluation committee, which will be compulsory.

8.2 Price and referential points scoring – (Stage 2)

A Maximum of 80 Points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points Scored for comparative price of bid under consideration
Pt = Comparative Price of bid under consideration
Pmin = Comparative Price of lowest acceptable bid

In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, Preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below

B-BBEE Status Level of Contributor	Number of Points (90/10 System)	Number of Points (80/20 System)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-Compliant Contributor	0	0

Table 3 – BBEE level status

7 Pricing

7.1 Contract Price

- The contract price(s) shall be CPI based.
- The contract price(s) shall be subject to negotiated increase, if absolutely unavoidable, should the contract be extended for one or more further periods, each period not exceeding 12 months.

7.2 Price list (Price should be in Rand and exclusive of VAT)

Description	Quantity <i>Quantities purely for evaluation purposes</i>	Rate
Load-test Rate on aerial platform (cherry picker)	1	
Load-test Rate on aerial platform (cherry picker)	50	
Service Rate on aerial platform (cherry picker)	1	
Service Rate on aerial platform (cherry picker)	50	
Call out charges during normal working hours	1 (hour)	
Call out charges after hours (including Saturdays)	1 (hour)	
Call out charges Sundays and Public Holidays	1 (hour)	

	Normal labour rate per hour?	After hours labour rate per hour?
Qualified artisans?	_____	_____
Semi-skilled workers?	_____	_____
Unskilled workers?	_____	_____
Other, please specify?	_____	_____
	_____	_____

Pricing should include any other unspecified expenses related to items listed under technical specifications

8 Contact details

- 8.1 For any further technical information regarding the document contents please contact Me Chantelle Moodie e-mail: chantelle.moodie@centlec.co.za. Such queries must be done in writing, the email address provided serves this purpose. The answer to one question will be sent to all the other prospective bidders that have bought the bid documents.
- 8.2 For Supply Chain Related questions, please contact Me. Palesa Makhele at palesa.makhele@centlec.co.za