



HUMAN SCIENCES RESEARCH COUNCIL

Terms of Reference (TOR)

Trailer Servicing and unplanned maintenance for the HSRC

1. **Contract Period:** 12 months
2. **Address:** HSRC Building Old Depot, Mbubu Road, Sweetwaters Pietermaritzburg
3. **Quantities / Scope of Services Needed:**
 - a) **Installation:** x2 tow hitch (2500kg – 3500kg) once off.
 - b) **Trailer servicing for a period of 12 months. Which will include:**
Provide brake adjustment, greasing and brake replacement services (when required on a 3 months interval schedule).
 - c) **Provide unplanned maintenance services:**
x9 Trailers
x3 weighing 2500kg
x4 weighing 1600kg
x2 weighing 1900kg
4. **Unplanned maintenance services per visit to include the following:**
 - Brakes- Adjusting, Lining and Repair
 - Lights installation and testing
 - Wiring



5. PRICING SCHEDULE

Please quote as per Table below (NB: All prices must be VAT inclusive)

5.1 X2 Tow Hitch (Bidders to quote -Once-off supply & Installation

Pricing tow hitch (2500kg – 3500kg)- once off	
X2 Tow Hitch	

5.2 Service_(Per Visit)

Trailer Maintenance for 12 Months	Workshop consumables (Mark-up %)	Brake/ Lining adjustment	Greasing
Every 3 months			

5.3 Unplanned Maintenance Labour Rates:

a) LABOUR, NORMAL TIME:

Normal time: 07h00 to 18h00

Qualified Mechanic

R per hour

Assistant

R per hour



b) LABOUR, OVERTIME:

Overtime: Weekdays 18h00 to 07h00
Weekends and Public Holidays

Qualified Mechanic R per hour

Assistant R per hour

6. Mandatory requirements:

6.1 Site briefing

All bidders to attend a compulsory briefing session at the HSRC office in SWEETWATERS.

Site Inspection: 14 October 2024 @ 10:00am

Address: HSRC Building Old Depot, Mbubu Road, Sweetwaters Pietermaritzburg

Contact Person: Simphiwe Nzimande 033 324 5000

6.2 Certification

Each provider to submit a Certification of Trailer Body builder/ any other certified regulated body.

6.3 Proven track record of manufacturing trailers

Each provider to provide at least 2 proof of work completed in the past 24 months of more than R50,000.00 in a form of (purchase order or completion certificate)

6.4 Presence in and within Pietermaritzburg and Proof of address (permission to occupy or lease agreement or title deed).

Bidders to ensure that all above documents are submitted, failing which will result in immediate disqualification





