

1. TERMS OF REFERENCE SCOPE OF WORK

1. Background

The inland region has no active tyre supply contract, which is a risk for the region. The vehicle workshop is therefore failing to get the tyres in time for replacement for the light duty and heavy-duty vehicles. This leads in backlogs because of the normal tender processes have to be followed for every acquisition and replacement of tyres. The normal processes are protracted and lead to backlogs in the changing and repair of tyres. The vehicles are a critical tool in ensuring that uMngeni- uThukela Water fulfils its service delivery mandate for provision of water and sanitation services.

uMngeni uThukela Water needs to keep its fleet's road worthy and compliant to road legislation. Failure to maintain and change tyres when needed can lead to accidents, which is a threat to human life, resources and public using the road; non-compliance with road regulations and legislation and to meet client obligations and maintenance of critical infrastructure

2. Description of goods/ services required.

The contract scope of work includes the supply, fitment , wheel alignment and repair punctures of various types and sizes of tyres for light, medium and heavy duty vehicles within the inland region an "as and when" required basis for a period of 3 years:

Services provided under the contract:

- Supply, fitment, alignment, balancing and field services of various type and size tyres for:
 - sedan,
 - vans ,
 - trailers,
 - mini bus kombis
 - tractors
 - trucks
 - mobile earthmoving plants
 - mobile cranes
- Supply only of various type and size tyres (Re-treads excluded)
- Puncture repair of various types and sizes of tyres (Loose tyres or fitted tyres)
- Alignment of vehicles i.e Trucks, LDVS and cars
- Balancing of tyres
- Supply of tubes
- Field services to attend to breakdowns (puncture repairs)
- Disposal of worn /defective replaced tyres

Services are to be priced individually per a section and the entire section must be completed in full in order for the bid to be evaluated for that particular section.

A successful bidder shall be awarded per a section.

In the event that the preferred bidder performance or products supplied is not satisfactory uMngeni-uThukela Water reserves the right utilize the alternate (informed by the ranking on preference point system ranking) bidder.

Services will be requested as and when needed.

3. Specification Requirements

If your specifications exceed the minimum specifications below, your bid will not be penalized or excluded.

IF THE ANSWERS ARE “YES” TO ALL OF THE SPECIFICATIONS PROCEED WITH TENDER. IF “NO” PROSPECTIVE SUPPLIERS DO NOT QUALIFY.

3.1 New Tyres

Description	Required Specification	Comply Y/N (failure to answer (Y) to this column will result in bid being deemed as non-responsive)
3.1.1. New Pneumatic tyres for passenger Cars and their trailers	3.1.1.1. Compulsory specification: VC8056 ECE Regulation 30	
3.1.2. New Pneumatic tyres for Commercial Vehicles and their trailers	3.1.2.1. Compulsory specification: VC8059 ECE Regulation 54	
3.1.3. Motor vehicle tyres and rims-Dimensions and loads	3.1.3.1. SANS 1550-2-2018 (Part 1-10)	
3.1.4. Repairs to tyres for motor vehicles, tubes and valves	3.1.4.1. SANS 10408:2018	
3.1.5. Reporting	Successful bidders shall provide a monthly report inclusive of the following but not limited to: Units purchased, Calls outs received, Repair time, repairs done per vehicle etc. (At no cost to uMngeni uThukela Water)	
4.1.6. Service level	Successful bidders are required to attend quarterly service level meetings with duly authorized UMngeni uThukela Water officials. . (At no cost to uMngeni uThukela Water)	

4. Schedule of items and services to be supplied under this contract

SECTION A LIGHT AND MEDIUM DUTY VEHICLE TYRES AND SERVICES The unit price must include supply, delivery, balancing and fitting of New Tyres Only(All cells in Section A must be completed)	
ITEM NO.	DESCRIPTION OF ITEM
PASSENGER VEHICLE AND COMMERCIAL LDV TYRES	
A1	Tyre size – 155/80R12

A2	Tyre size – 155/80R13
A3	Tyre size – 165/ 80R13
A4	Tyre size – 175/65R13
A5	Tyre size – 175/65R14
A6	Tyre size – 175/70R13
A7	Tyre size – 185/60R14
A8	Tyre size – 185/60R15
A9	Tyre size – 185/65R14
A10	Tyre size – 185/65R15
A11	Tyre size – 185/80R14
A12	Tyre size – 185/70R14
A13	Tyre size – 195R14
A14	Tyre size – 195R15
A15	Tyre size – 195/75R16
A16	Tyre size - 205/60R14
A17	Tyre size - 205/60R16
A18	Tyre size – 225/65R17
A19	Tyre size - 205/65R15
A20	Tyre size – 245/70R16
A21	Tyre size - 205/70 R15
A22	Tyre size – 205/80R16
A23	Tyre size – 215/55R17
A24	Tyre size – 215/75R17
A25	Tyre size – 215/R15 (A/T)
A26	Tyre size – 215/70R16 (A/T)
A27	Tyre size – 215/80R15(A/T)
A28	Tyre size – 225/55R17
A29	Tyre size – 235/60R17
A30	Tyre size - 245/70R16
A31	Tyre size - 245/75R15 (A/T)
A32	Tyre size – 265/70R16
A33	Tyre size – 225/65R17
A34	Tyre size – 235/60R17
A35	Tyre size – 245/45R20
A36	Tyre size – 265/65R17
A37	Tyre size – 265/60R18
A38	Tyre size – 265/75R16 (A/T)
A39	Tyre size – 255/55R17 (A/T)
A40	Tyre size – 255/75R17 (A/T)
BREAKDOWN/-PUNCTURE REPAIRS	
	PLUG
A41	Sedans and LDV's
WHEEL ALIGNMENT	
A42	Motor cars and LDV's
A43	Supply and install tubeless valves
A44	Balancing

SECTION B _HEAVY DUTY VEHICLE TYRES AND SERVICES supply, delivery, balancing and fitting of New Tyres Only (All cells in Section B must be completed)	
ITEM NO.	DESCRIPTION OF ITEM
TRUCK TYRES	
B1	Tyre size – 275/70R22.5
B2	Tyre size – 315 / 80 R22.5
B3	Tyre size – 340/70R18
B4	Tyre size – 700R16

B5	Tyre size – 750R16
B6	Tyre size - 14.00 R20 Army tyres
B7	Tyre size – 445/95/R25
PLANT AND AGRICULTURAL (TRACTORS) VEHICLE TYRES	
B8	Tyre size - 16.9/28
B9	Tyre size – 16.9/30
B10	Tyre size – 18.4/30
B11	Tyre size – 12.5/80/18
B12	Tyre size – 12.5/18 /12
B13	Tyre size – 12.4/24 /12
B14	Tyre size – 12.0/18 x 12
B15	Tyre size – 12.0 / 75/18
B16	Tyre size – 10.50 /16
B17	Tyre size – 18.4/34
B18	Tyre size – 14.9/24
B19	Tyre size – 18.4/38
B20	Tyre size – 14.9/38
B21	Tyre size – 900 /20/ 14
B22	Tyre size – 12.5/80/18
B23	Tyre size – 16.9/28
TUBES	
B24	Size – 750/16
B25	Size – 900/20
B26	Size – 700/16
B27	Size – 16.9/28
B28	Size – 18.4/30
B29	Size – 12.5/18
B30	Size – 15.4/24
B31	Size – 12.0/18
B32	Size – 12.4/ 24
B33	Size – 16.9 /30
B34	Size -7.50/16/122
B35	Size -- 340/70/18
B36	Size – 18.4/34
B37	Size – 14.9/24
B38	Size – 18.4/28
B39	Size – 14.9/38
B40	Size – 900/20/14
B41	Size – 12.5/80/18
B42	Size – 12.5/18/12
B43	Size – 12.4/24/12
B44	Size – 12.0/75/18
B45	Size – 12.0/18/12
B46	Size – 445/95/R25
B47	Size – 18.4/30
ITEM NO.	DESCRIPTION OF ITEM
BREAKDOWN-/PUNCTURE REPAIRS	
FLAPS PUNCTURE REPAIR	
B48	Trucks Vehicle < 3 Ton
B49	Trucks Vehicle > 3 Ton
GAITER REPAIR	
B50	Agricultural Vehicles :Tractors
B51	Industrial Machines: Digger Loader (JCBs, etc.)
MUSHROOM PUNCTURE REPAIR	
B52	Agricultural Vehicles :Tractors
B53	Industrial Machines: Digger Loader (JCBs, etc.)

B54	Industrial Machines: Motor Grader and cranes
B55	Kilometer (Km) tariff
B56	Normal hours/Call out tariff (Inclusive of all labour required for puncture repairs, tyre changes a maximum of 3 hours labour.)
B57	After hours/Call out tariff (Inclusive of all labour required for puncture repairs, tyre changes a maximum of 3 hours labour.)
ITEM NO.	DESCRIPTION OF ITEM
WHEEL ALIGNMENT AND BALANCING	
B58	Trucks < 3 tons
B59	Trucks > 3 tons
B60	Supply and install tubeless valves

5. Contract term

The contract term will be 36 months /3 years

6. Procedure for work execution

The Employer will only order those quantities of spares, which are actually requires for execution of repairs and stock replenishment from time to time/on as an when needed basis. The Employer reserves the right not to order any quantities at all depending on circumstances and subject to operational conditions.

The acquisition process shall be in three Categories and the categories predetermined by the end user department representative i.e.

- Standard Procedure – 5 days
- Fast Tracked Procedure – 3 days
- Crisis/emergency Procedure – 4 Hours

The works shall be done subject to availability of funding.

The procedures are described in detail below.

6.1 Standard Procedure

As and when the Employer requires the tyres or service to be acquired under this contract, the Employer shall specify the specification for the tyres, the sizes, quantities, fitment, additional services and delivery time lines for of such in a form of an RFQ document.

The Employer will invite the successful tenderer(s) that are part of the panel to bid to supply the required tyres and services .

The successful tenderer(s) will receive an RFQ document comprising Returnable Documents, Agreement and Contract Data, Bills / Schedule(s) of Quantities. The RFQ document will generally be sent to the panel of service providers via email.

In the RFQ documents, on the Bills / Schedule(s) of Quantities the Employer shall assign quantities to the items relating to the specific tyres and services required. The assigned quantity shall be multiplied by the panel member's rate at the time of request and those rates must be fixed for a minimum period of 30 days.

The Employer will specify the proposed lead times for delivery on the RFQ document. The panel member must confirm adherence to the delivery timelines

Included in RFQ document successful panel members tenderer(s) will fill be a works acceptance and refusal Notice requesting the successful tenderer to state in writing whether he/she accepts/refuses the opportunity afforded to participate further in the supplier

appointment procedure (i.e. that he/she is willing/not willing to undertake the work specified in Schedule of Quantities and has/has not the necessary resources available to complete the work within the required prescribed time period should he/she be appointed).

The RFQ document shall be completed, signed and returned to the SCM buyer no later than five (5) working days of receipt of the RFQ document comprising Returnable Documents, Agreement and Contract Data, Bills / Schedule(s) of Quantities. Any prospective suppliers whose reply RFQ document is received after the date and time specified or who does not reply at all will not be considered further.

The returned Works Project documents / schedules will be evaluated in accordance with the procedure on the Tender Data of the panel of service provider tender document. The tenderer obtaining the highest points will be appointed as a service provider to supply, fit and provide the relevant tyre services on UUV vehicles.

Commencement and Completion Date-Standard Procedure

- Contractor to Sign the Acceptance form
- SCM buyer to generate a Purchase Order
- End user receives the services

8.2 Fast Tracked Procedure

The Procedure is applied in an emergency situation where tyres and services are needed on an urgent basis, but where it is possible to invite approved suppliers to price for the urgent supply, deliver and to be evaluated urgently in time to avoid severities to the site. The Procedure used is the same as the standard Procedure except that the supplier is expected to return the RFQ document 3 days from the date of the invitation.

The time duration for the supplier to provide a quotation is 3 days

- Time for pricing of "Emergency Works Project" – 1 day
- Time for adjudication/allocation of work – 1 day
- Time for Purchase Order and commencement – 1 day

8.3 Crisis /Emergency Procedure

This occurs where the tyres and services are required immediately. Time duration for service provider to attend to Crisis Situation is a maximum 4 hours. The Procedure is as follows:

- Operational staff will call service providers heading list of successful tenderers as per approved Tender.
- Service provider may Accept OR reject emergency supply
 - A follow up e-mail will be sent to the successful contractor confirming the time of call(s), time on site, general details of tyre sizes and service required, general details of the crisis and copied to the maintenance clerk, Foreman, Maintenance engineer and Buyer and all unsuccessful contractors.
 - Should a service provider reject Crisis work/supply, or is not contactable, an e-mail will be sent confirming this aspect.
 - Where a service provider was not contactable, the e-mail will include the approximate time an attempt was made to contact them.
- Acceptance of Crisis Work will require the service provider to be able to provide quote and supply the required tyres and services within 6 hours of notification.
 - Delay in providing the tyres and service may result in the next highest scoring contractor being allocated the work. Failure to respond timeously, may lead to censor.
- Rejection by service provider, call next on list of approved tenderers
- Procedure follows as above

- Signing of Acceptance Form
 - The contractor to sign the Acceptance Form on the first day following the receipt of the RFQ notification.
 - Scanned e-mail / faxed copy of the Acceptance Form is initially acceptable.
- Procurement provides a Purchase Order post facto, after services have been rendered.

7. Delivery Instruction

7.1. The successful service provider must be capable of delivering and fitting new tyres after receipt of an official order/instruction within 3 working days.

7.2. The successful service provider must be capable of repairing tyre after receipt of an official order/instruction within 3 hours.

- a) The services will be requested as and when needed
- b) Delivery point for supply, delivery and fitment of new tyres: uMngeni uThukela Water Izintaba Region Vehicle Workshop 14 Portland Road, Umkondeni Pietermaritzburg.
- c) Payment will be on successful delivery of called off items on a monthly invoice].

8. Penalties

8.1. An amount of R 5000.00 (incl. VAT) Penalty Fee per an infringement may be fined for late deliveries of products or services rendered as stipulated in section 5.1 and 5.2

9. Applicable Laws and Regulations

The successful service provider must adhere to the following legislation but this does not exclude any other legislation that may be relevant to this bid.

- 9.1. Supply Chain Management (SCM) Regulations
- 9.2. Preferential Procurement Regulations, 2017
- 9.3. uMngeni -uThukela Water SCM Policy
- 9.4. National Road Traffic ACT , 1996 (Act no. 93 of 1996)
- 9.5. Government Notice R 1125 of 16 November 2001