

**AMAJUBA DISTRICT MUNICIPALITY
P2019/05**

**INVITATION TO REGISTER ON THE PANEL OF SERVICE PROVIDERS FOR
VEHICLE HIRE SERVICE SERVICES FOR A PERIOD OF THREE (3) YEARS**

Amajuba District Municipality hereby invites service providers with vehicles to hire to submit applications to be registered on Amajuba District Municipality's panel of service providers for the provision of vehicle hire service within Amajuba District areas as and when required. The service providers must be registered on the Central Supplier Database (CSD).

TERMS OF REFERENCE are available from Amajuba District Municipality Offices during normal working hours, B9356, Amajuba Building, Section1, Madadeni, 2951 or can be downloaded from website www.amajuba.gov.za or www.etenders.gov.za

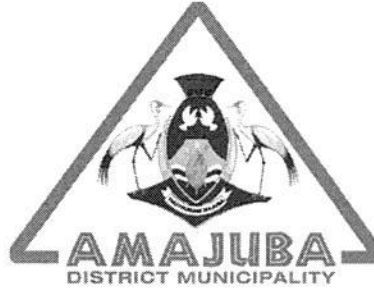
Completed applications in sealed envelopes endorsed "**P2019/05: Vehicle Hire Service**" must be deposited in the Municipality's tender box located at the Reception of the Amajuba District Municipality on or before the closing date, whereby applications will be opened in public. Applications that are not clearly marked, received after the due date and time will not be considered.

All technical enquiries should be directed to **Mthembeni Jiyane** on 034 3297200 or by email: mthembenij@amajuba.gov.za and for enquiries regarding the Supply Chain Management procedures, kindly contact **Henry Mthembu** on the same number or by email: henrym@amajuba.gov.za.

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Closing date: Friday, 06 September 2019 @12h00 noon


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**MR S.R ZWANE
MUNICIPAL MANAGER**





**TERMS OF REFERENCE FOR PANEL OF SERVICE PROVIDERS FOR
VEHICLE HIRE SERVICE AS AND WHEN REQUIRED.**

1. BACKGROUND

Amajuba District Municipality is looking for service providers with Vehicles to Hire on Amajuba District Municipality's panel of service providers for the provision of Vehicle Hire Service within Amajuba District areas as and when required. The validity of the service providers' existence on the panel of service providers shall be for the period of three (3) years. The request is hereby made for the submission of service provider profile for registration in the Amajuba Vehicle Hire Service panel.

2. OBJECTIVES

Amajuba District Municipality intends to hire vehicles as and when required.

3. REQUIREMENTS.

3.1. Proof of ownership and licensing.

4. CONDITIONS OF PANEL.

4.1. BID DOCUMENT LAYOUT.

This tender document is divided into several sections. Please read through all the sections. In particular, the Conditions of Tender are most important, as they contain several new clauses in the light of the procurement policy and please take note of the conditions of tender and the list of required documents to be handed in, seeing that non-adherence to these requirements can lead to non-responsiveness of tender.

4.2. SUBMISSION

Your completed tender document must be placed in a sealed envelope, and the contract number and name of the contract written clearly on the outside. The envelope must be deposited, in accordance with the instructions in the Tender Advertisement. It is the Service Provider's responsibility to ensure that their bid is deposited in the correct tender box. No bid document delivered at any other venue or tender box than the mentioned one will be considered.

4.3. PANEL VALIDITY PERIOD.

The panel listing validity period is valid for 36 months.

4.4. ACQUAINTANCE WITH TENDER DOCUMENTS

By submission of a tender, the Tenderer will be deemed to have acquainted himself/herself fully with the tender documents, local requirements and the laws prior to pricing and submission of tender.

5. SPECIAL CONDITIONS FOR HIRING OF VEHICLES.

5.1. Vehicle Licencing

- 5.1.1. Vehicles will be owned and registered by the vehicle hire company and ADM will be the user.
- 5.1.2. Licensing and registration will be done by vehicle hire company when the vehicle is bought.

5.2. Comprehensive Insurance

- 5.2.1. The vehicle hire company will be responsible for ensuring that comprehensive insurance cover is in place for all hired vehicles.

5.3. Fleet Management System

- 5.3.1. A detailed information of Fleet Management System must be provided by the vehicle hire company e.g. Tracker and log sheets.

5.4. Vehicle Maintenance

- 5.4.1. A detailed information of vehicle maintenance package must be provided by the vehicle hire company.

- 5.4.2. The vehicle hire company must change a vehicle once it reaches 150 000 km before the end of the agreement.
- 5.4.3. Vehicles must be white in colour.
- 5.4.4. Vehicle Hire Company must be responsible for both service and maintenance plan.

6. PERFORMANCE MANAGEMENT

- 6.1. Successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with ADM. The SLA will serve as a tool to measure, monitor and assess the supplier 's performance level.

7. AWARDING OF TENDER.

- 7.1. The municipality will award the tender as an when required by requesting quotations from approved panel of service providers.
- 7.2. Approved panel listing does not guarantee appointment.

8. VEHICLE SPECIFICATIONS

The specifications of the required vehicles are as follows:

N o.	Vehicle Description	Type of vehicle	Vehicle specs
1	Double Cab Bakkie	4x4	2.5 liter Diesel Engine. 5-speed manual gearbox. Power steering. Air-Conditioner. Immobilizer. Full and live vehicle tracking including access to view reports. Vehicle must have a standard lockable canopy.
1	Crew Cab		2.5 liter Diesel Engine. Automatic gearbox. Power steering. Air-Conditioner. Immobilizer. Full and live vehicle tracking including access to view reports. Vehicle must have a standard lockable canopy.

1	Single Cab Bakkie	4x2	2.0-liter Diesel Engine. 5-speed manual gearbox. Power steering. Air-Conditioner. Immobilizer. Full and live vehicle tracking including access to view reports. Vehicle must have a standard lockable canopy.
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9. RETURNABLE DOCUMENTS.

Service providers are required to submit the following:

1. Proof of company registration
2. Certified ID copies of all members/directors of company or sole proprietor
3. Bank details (together with an original cancelled cheque/ bank stamp or original letter from financial institution)
4. Original or certified copy of valid B-BBEE status level verification.

TERMS OF REFERENCE APPROVED/NOT APPROVED

 29/07/19

MR S. ZWANE.
MUNICIPAL MANAGER.