



enterprise ilembe
ECONOMIC DEVELOPMENT AGENCY

TERMS OF REFERENCE

FOR

**THE SUPPLY OF TRACTORS AND FLEET MANAGEMENT
SERVICES (FULL MAINTENANCE LEASE) FOR A TWELVE MONTH
PERIOD**

Closing Date: 29 September 2016
Time: 11h00

Information Contact:
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Tel: 072 797 8771

SERVICE PROVIDER TERMS OF REFERENCE

It is the intention of Enterprise iLembe to enter into a formal contract with a single service provider or consortium to provide the services described herein. These Terms of Reference and the consultant's proposal will form the basis of the contract.

Section 1: Details

Province:	KwaZulu-Natal
Agency:	Enterprise iLembe Economic Development Agency
Project Name:	Supply of TWO (2) tractors and fleet management services for a period of twelve (12) months (Full Maintenance Lease)

Section 2: Background

Enterprise iLembe:

Enterprise iLembe is an economic development agency wholly-owned by the iLembe District Municipality mandated to pursue and facilitate investment, economic development and empowerment in iLembe.

The objective of Enterprise iLembe is to improve the competitiveness of the iLembe region by creating an environment that will enable local business to compete successfully on the international stage.

The purpose of the project is to appoint a service provider for the lease of TWO (2) tractors over a period of twelve (12) months on a full maintenance basis.

Section 3: Project Description

Enterprise iLembe invites proposals for the lease of TWO (2) tractors for a period of Twelve (12) months. The tractors will be utilized by Enterprise iLembe to conduct agricultural development activities within the iLembe District.

TRACTOR SPECIFICATIONS:

- Please note that preference will be given to John Deere, Massey Ferguson, New Holland or Ford Tractors. **The tractors must be 2015 or 2016 models.**

The tractors in question must comply with the following **minimum** specifications:-

3.1 TRACTORS

41 KW TRACTOR

4WD

3.2 IMPLEMENTS

3 Furrow Conventional Plough

1,85m Offset Disc Harrow

3 Furrow Ridger 2,5 m

5 Ton Tipper Trailer

3.3 GENERAL TRACTOR SPECIFICATIONS

Engine	
Cylinders (n°)	3
Power [Kw/HP (cv)]	40.25/54
Torque (Nm)	200@1500 rpm
Transmission (30kph)	
Standard	8x2
Optional	12x3
PHO HP	
Power (Kw/hp)	34.9/46.8
Steering	
Type	Power Steering
4WD front axle	Opt
Hydraulics	
Rear lift capacity at ball ends with no assist arms (kg)	1400
Rear lift capacity at ball ends with assist arms (kg)	1900
Hydraulic flow capacity (l/min)	34
Rops Frame with Canopy	Std
Dimensions and Weight	
Min.overall width (mm)	1925
Weight without ballast 4WD(kg)	2370

GENERAL REQUIREMENTS FOR TRACTORS

Tractors to be supplied under this call shall comply with the compulsory SABS requirements:-

1) DIESEL ENGINE

A Duvalco fuel/water separator shall be fitted to the fuel system of diesel engines only if the manufacturers' standard unit is not fitted.

2) ELECTRICAL REQUIREMENTS

a) Batteries

Batteries mounted in a carrier attached to truck chassis shall be protected by a securely fitting cover. Terminals shall be of the open clamp type and must conform to the following dimensions:

Negative : 18 mm tapering to 16 mm
Positive : 19 mm tapering to 17 mm

All battery cables shall preferably be of the copper core type (aluminium is not acceptable) and of the minimum cross sectional area specified by the manufacturer.

b) Hazard Flasher

A hazard flashing system operate on all the direction indicator lights and shall be wired independently of the ignition system. The operating switch shall be marked accordingly.

c) Reversing Buzzer

A standard reversing buzzer shall be fitted.

3) CHASSIS REQUIREMENTS

a) Headlights Protection

All tractors must be supplied with a guard constructed of round bar over each headlight which is hinged at the top and secured at the lower edge by an anti-loose fastener.

b) Front Towing Eye

All units shall incorporate a towing eye which is constructed of a length of 60 x 10 mm flat bar with a hole of 35 mm in diameter bored through it and which is bolted to the front chassis.

This tow eye shall be mounted in a manner to ensure that when a tow bar is coupled using a D shackle, no part of the tractor may be damaged.

This requirement shall not apply to tractors equipped with tow hitches incorporated in the front bumper, or to certain tractors fitted with standard tow eyes.

4) SAFETY INSTRUCTIONS

a) Operating Instructions

All operating instructions for PTO units, rotating lights, auxiliary gearboxes etc. shall, in the form of metal plates, be affixed to a conspicuous position.

b) Safety Triangles

The tractor must be supplied with one SABS approved reflective safety triangle. This triangle shall be positioned in a sheet metal holder or container bolted to the inside of the fender or other approved position.

5) TYRES

All tyres fitted to a vehicle shall be big at the back and small at the front.

6) FUEL CAPS

All fuel tank caps shall be of the lockable type and provided with two keys. Where caps are concealed behind locking type flaps, a locking cap is still required.

7) SPARE WHEELS, JACKS AND EMERGENCY TOOLS

Tendered process shall include for the supply of spare wheels, jacks, wheel spanners and emergency tools.

8) MANUALS

Service providers shall include for the supply of one (1) copies of the Workshop Manual for each main model offered.

These must be delivered with or before the tractors for which they are required.

9) HANDBOOK

A driver's handbook shall be supplied with tractor. If the service book is incorporated into the handbook, a second handbook shall be supplied. No tractor will be accepted without the book.

10) DELIVERY

Prior to bringing tractors for an acceptance inspection, supplier shall make an appointment by contacting the Enterprise iLembe. Tractors submitted to the Enterprise iLembe for an acceptance shall be accompanied by a staff member who is able to record faults found.

The tractors will be required to be delivered to the Enterprise iLembe offices at the following address:

Enterprise iLembe
Sangweni Tourism Centre
Cnr of Link and Ballito Drive
Ballito
4420

SPECIFICATIONS FOR THE SUPPLY AND FITMENT OF A VEHICLE MONITORING, TRACKING AND FLEET MANAGEMENT SYSTEM:

- System must use GPS for vehicle location, GPRS and SMS for data communications.
- System must be capable of using either GPRS or SMS communication modes e.g. automatically fall back on SMS when GPRS connectivity is lost.
- While the vehicle is travelling, the system must automatically increase the rate of recording when the vehicles heading changes by more than a specified number of degrees.
- The control unit must be mounted in the vehicle, and must be tamper proof.
- The control unit must report any power loss or tamper detection.
- The control unit must be capable of receiving outside inputs (signals) e.g. for the monitoring of opening of power take offs etc. (must be able to interface with 8 digital and 2 analogue inputs);
- The control unit must be capable of recording the following aspects related to driving:
 - Over revving of the vehicle
 - Over speeding of the vehicle
 - Harsh braking of the vehicle
 - Excessive vehicle idling
 - Green band driving
- The installed system must provide a running odometer independent of the vehicle odometer.
- System must be capable of reporting data and tracking at various intervals and sending that data in “real time” on the exact location of the vehicle.
- A battery backup must be available on the system to ensure independent operation of the unit for a minimum period of three days.
- The system must be capable of recording and reporting second by second accident information prior to (minimum 60 seconds) and after (minimum 30 seconds) the accident has occurred.
- The installed system must be capable of recording route information and report on any deviation from the route.
- The system must be capable of defining safe areas and no-go area’s and report on any event of leaving the safe area or entering a no-go area.
- The system must be capable of accepting driver identification “keys” and report, lockout or approve driver activation.

- The system must be capable of overriding driver access authority by cell phone “approved manager” i.e. remote immobilisation.
- The system must have a panic button installed and report immediately to the control centre, and responsible manager without delay.
- The system must be capable of forwarding alarm messages to one or more cell phones.
- The system must be capable of voice communication to the driver with a call me facility and other predetermined messages available to the driver.
- The system must provide for in vehicle unit that can receive information displayed on a LCD screen.
- Management of the system should be possible by means of scalable hosted software as well as web based software.
- The polling of vehicles must be capable of one or more multiple polls simultaneously.
- The system must be capable of providing reports on various fleet management reports, such as fuel consumption, down time, kilometres traveled, etc. per vehicle, station, and district and per province.
- The completed installation and hardware must be guaranteed.
- System must be active, transmitting alarm / priority statuses in real time;
- Must interact with the driver by means of a warning buzzer, to prevent where possible actual violation of parameters;
- Must record tachograph data i.e. speed, Rpm and green band performance at 10 second intervals.
- Must make use of enhanced GPS for greater accuracy.
- The bidder must be an ISO 9001:2000 certified service provider.
- The bidder must state the failure rate in respect of the unit
- The system must serve the dual functions of active fleet management and stolen vehicle recovery and must be supported by a 24 / 7 / 365 call centre which provides both a bureau and stolen vehicle recovery service.
- The application software must facilitate the setting of maintenance, license renewal and roadworthiness reminders. The application software and DATA must reside on the Clients own computer.
- The application software must be able to be networked from various user computer stations to the main server hub – on the Clients premises.
- An alternative Internet connection to the above data must be available (For after hours access to the Data).
- All access to the application software and data MUST be password protected with multiple layers of Passwords and functions tailored to suit each user.

- All System installed in the vehicle must have an alternative, completely independent, backup RF unit that is activated when the C-track system is ripped out by thieves

REQUIREMENTS APPLICABLE TO THE TRACTORS:

- Please note that this is a FULL Maintenance Lease (Services, Repairs and Maintenance to be included)..
- The service provider is to provide for insurance on the tractors
- All tractors must be registered and must have registration plates
- Each tractor must be supplied with a separate fuel card and Enterprise iLembe must have access to real time information and status reports must be supplied by the service provider on a monthly basis
- Enterprise iLembe must be able to monitor the vehicles by having 24 hrs. access to real time information and status reports must be supplied by the service provider on a monthly basis
- The Enterprise iLembe logo must be placed on the tractors
- Replacement tractor/s must be supplied in case of unroadworthy vehicles within 24 hrs
- The prices quoted will be valid for a period of 12 months
- Enterprise iLembe reserves the right to increase or decrease the quantity as and when the need arises.

In addition to the requirements detailed above, the service providers' proposal should include a pricing schedule in the format that follows:

Item	Price (Including VAT)
Total Rental Payable per tractor for 12 months	
Transport and Delivery Costs for both tractors	
Delivery costs to return the tractors at the end of 12 months <if applicable>	
Service Plan (3 year/ 2000 hours) <if applicable>	
Maintenance Plan <if applicable>	
Training (Once-Off) <if applicable>	
Other cost (service providers are to include details of other applicable costs e.g Repairs)	
TOTAL Price (Incl VAT) for TWO Tractors	R

Project duration:

The lease will run for a period of twelve (12) months from the date of appointment.

Section 4: Adjudication Criteria

Bids will be evaluated in terms of the Procurement Policy of Enterprise iLembe and shall be applied as follows:-

All proposals received shall firstly be evaluated on functionality and thereafter only those who qualify for the next stage of evaluation will be evaluated in terms of the PPPFA (No.5 of 2000) and the 2011 B-BBEE Regulations.

Any bid that fails to achieve a minimum of 60 points on the functionality evaluation shall not be evaluated further and will be deemed to be non-responsive.

Functionality Evaluation

The functionality evaluation points will be applied as per the table below;-

NB: Bidders must demonstrate by submitting documentary proof in relation to the claim of points with respect to the following key competencies/areas:

Competencies

The successful bidders or consortium must demonstrate the following key competencies for the functionality evaluation:

Competency	Point Allocation	Maximum Points
Previous experience in the leasing of tractors (Bidders are to include a list of similar contracts entered into including contactable references in the format specified below in order to claim points for this competency)	1 – 5 years 25 5 – 10 years 40 Above 10 years 50	50
Proposal meets the minimum tractor specifications		30
Detailed plan relating to the service, repairs and maintenance of the tractors		20

In order to be awarded points for the first competency listed above, please submit the following:

- A list of **contactable references** for similar projects undertaken in the following format:

Client Name	Nature of Work Undertaken	Start Date	Date of Completion	Amount	Client Contact Person	Tel No.

Only bidders who achieve a total of 60 points for functionality in terms of the above will then be evaluated in terms of the 80/20 points scoring system. Bidders wishing to claim preferential points must attach B-BBEE certificate.

The 80/20 preference point scoring system will be applied with points allocated as follows:-

- 80 points for the price;
- 20 points for B-BBEE status level
-

The 20 preference points will be allocated based on B-BBEE status level of contribution and shall be allocated as per table that follows:-

Status Level of Contributor	Preference Points on scorecard (80/20 System)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-contributor	0

Section 5: Requirements Related to this Brief

Submission of Proposals

Proposals must be submitted in sealed envelopes endorsed “**PROPOSAL FOR: THE SUPPLY OF TRACTORS AND FLEET MANAGEMENT SERVICES OVER A TWELVE MONTH PERIOD (FULL MAINTENANCE LEASE)**” and must be hand delivered and placed in the tender box at **Sangweni Tourism Centre, Cnr. Link Road & Ballito Drive, Ballito** and addressed to;

**The Acting Chief Executive Officer
Enterprise iLembe,
Sangweni Tourism Centre,
Cnr Link Road & Ballito Drive.**

The closing date for receipt of proposals is on or before **11h00 on 29 September 2016**.

Please note: All proposals must be hand-submitted to the tender box, and incomplete, faxed, emailed applications and applications received after the closing date and time **WILL NOT** be considered. Bidders using a courier service to deliver documents are responsible for ensuring that such delivered documents are physically deposited in the tender box.

Enterprise iLembe does not bind itself to accept the lowest or any of the bids and reserves the right to accept the whole or part of the bid proposal.

Section 6: Documents Required

1. **Annexure A: Compulsory Information Sheet (see below)**
2. **Service Providers Proposal**
3. **Registration details & Compliance**
 - All interested bidders must be registered on the Central Supplier Database for Government. The detailed registration report must be attached to the proposal (along with the Supplier Number as well as the Unique registration reference number). **Please visit <https://secure.csd.gov.za/> to register on the Central Supplier Database.**
 - ONLY Bidders who are **not registered** with the CSD are required to complete the Enterprise iLembe Supplier Database Registration Form and include it as part of their proposal.
 - All bidders must submit a Valid Tax Clearance Certificate (Compulsory). In line with the latest circular from SARS (South African Revenue Services), bidders can now submit a **UNIQUE PIN** to enable the municipality to verify the bidder's tax compliance status online via E-filing.
 - MBD 2, 4 and 6.1 Forms (**Compulsory**)
 - Bank confirmation letter
 - Company registration documents showing all active members/ directors/ shareholders/ owners etc.
 - Power of Attorney/ Signing authority where applicable
 - B-BBEE Verification Certificate (Please attach the approved B-BBEE accreditation certificate if available in order to claim points for this.)

Points to note regarding the B-BBEE Status Level:

- Bidders other than EMEs must submit valid B-BBEE status level verification certificate or a certified copy thereof issued by a Registered Auditor approved by IRBA or a SANAS accredited Verification Agency.
- A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

ANNEXURE A – MANDATORY INFORMATION

Name of Company: _____

Contact Person/s: _____

Contact Number/s: _____

E-mail address: _____

Postal Address: _____

Details	Response (Please indicate where the information can be found in your proposal)
<p>Proposal includes the following:</p> <ul style="list-style-type: none"> • Details regarding previous experience in the leasing of TRACTORS on a full maintenance basis • Proposal meets the minimum tractor specifications • Detailed plan relating to maintenance of the tractors Compliance with all general requirements of the tender as specified in sections 3.1, 3.2 and 3.3 above. 	
All interested bidders must be registered on the Central Supplier Database. Proof of registration must be attached to the proposal (along with the Supplier Number as well as the Unique registration reference number)	
MBD 2, 4 and 6.1 forms	
Valid Original Tax Clearance Certificate	

Above information certified correct:

Authorised Signatory: _____

Name: _____

Date: _____

NB: *By signing this annexure, the bidder accepts the clauses contained within these Terms of Reference*