THEMBISILE HANI LOCAL MUNICIPALITY

THLM/SCM15/2026-2027/F03
APPOINTMENT OF A SERVICE PROVIDER FOR FUELING AND SUPPLY OF LUBRICANTS FOR MUNICIPAL FLEET AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS

SCOPE OF WORK

Thembisile Hani Local Municipality hereby invites quotations from suitably qualified service provider for the appointment of service providers for FUELLING AND SUPPLY OF RELATED LUBRICANTS FOR MUNICIPAL FLEET AS AND WHEN REQUIRED FOR A PERIOD OF 36 MONTHS.

The scope of work will entails fuelling and supply of related lubricants for THLM fleet for aperiod of 36 months:

1. BACKGROUND

1.1. The municipality is in the process of appointing a service provider for fuelling and supplyof related lubricants for municipal fleet for the period of 36 months.

2. TERMS OF REFERENCE

2.1. Payment for work completed

Payment shall be made on a monthly basis, at the end of each month, for work previously performed and upon proper invoicing and reporting. Thembisile Hani LocalMunicipality has the right to withhold any payment due to service provider's poor performance or negligent.

2.1.1. Claims for payment shall be submitted on a monthly basis and shall consist of thefollowing:

Description of work undertaken with tender number and description.

2.1.2. Tenderers must clearly state the rates to be charged in the spaces provided and mustcomplete the price schedule.

2.1.3. The council reserves the right to add to or omit any area to or from this contract.

2.2. Project Specifications

2.2.1 The Minister of Mineral and Energy has under section 2(1)(a) and 12c(1)(a)(vi), (e) and (f) of the Petroleum Products Act, 1977(Act No.120 of 1977 made regulation in theschedule about fuel substances.

2.2.2 The project specification entails the fuelling and supply of related lubricants for THLMfleet for a period of 36 moths

2.2.3 The appointed service provider shall fuel and supply all municipal fleet with fuel as listedin the specification

2.2.4 All invoices shall be submitted on the last day of the month and contain the history ofthe work performed, including but not limited to all description of a vehicle i.e registration number odometer reading in kilometers or hours in case of a grader etc.

2.2.5 The service provider shall request a petrol requisition signed by the transport officer forfuelling THLM vehicle and the service provider shall produce cash slip as a proof that vehicle so has refilled.

2.2.6 Lubricants and other related substances invoice shall be separated from fuel invoice. .

2.2.7 The service provider shall make a good faith efforts to deliver or supply within the timespecified in the estimate. The service provider shall advice the municipality on any additional service or time extension needed to and the reason for the request.

2.2.8 The municipality may inspect the service provider's premises for satisfactory work, workmanship and service.

2.2.9 The estimated time frame for supply is within 48 hours after the request. In an emergency call the service provider shall respond within 4 hours.

2.2.10 During normal business hours fuelling will be from Monday to Friday, however the service provider may be requested to assist during emergencies through a call fromtransport officers.

2.2.11

- The service provider shall be responsible for proper safeguarding of municipalfleet.
- The service provider shall reimburse the municipality for any loss or damage tomunicipal property.
- Detailed description of fuel on each THLM vehicles on a particular day.
- The service provider shall track and identify in its billing invoice, multiple fuelling onthe same vehicle. Fuel theft will not be billed to THLM.
- Reports shall be provided to fleet unit within two business working days followingthe request or close of action.
- At the end of each contract term and upon completion of all terms, the serviceprovider shall provide a report detailing the fleet fuelling report history and summation of service.

2.2.12 The service provider shall retain total responsibility for defects in workmanship, labour,unlawful activities performed on THLM vehicles. (warranty)

2.2.13 All persons performing work under this contract shall be fully qualified to perform theservices required. All maintenance services shall be performed by skilled technicians. (Standard of performance.)

- the service provider shall ensure adherence to all applicable federal, state and local law, ordinance, rules and regulations.
- The service provider shall have available customer service program that provides assistants with service, billing or routine questions. The customer service program shallprovide a local contact number during normal business hours and 24hour emergency road side assistance number.

- The service provider shall supervise and direct the work under this contract in accordance with the requirements contained herein. The service provider is fully responsible for its acts and omission of its sub-contractors (if permitted.)

2.2.14. The service provider shall be experience in all manner of fuel and lubricants supply for white and yellow plant of all makes and models.

- The service provider shall have a full service Garage/ Storage.
- The service provider shall have a computerised estimating and reporting system
- Submit a corresponding invoice and statement on a monthly basis.
- The service provider shall employ skilled, certified (as applicable) and qualified petrol attendants with experience in all aspects of fuel and other substances.
- The service provider shall secure and maintain throughout the term of the contract Garage keepers coverage for the location where the fuelling will take place.
- The service provider shall have adequate financial resources to perform thework as evidenced by audited financial statements for the preceding two years period, bank statements or other financial records.
- Price increase will be determine by CPI as directed by the Department ofEnergy.

.

SPECIFICATION/ WORK TO BE PERFOMED

Fuelling and supply of lubricants for municipal fleet as and when required for a period of 36Months.