



**TERMS OF REFERENCE  
(TOR)**

**PROVISION OF VEHICLE MAINTENANCE AND REPAIR SERVICES**

**FOR**

**UNDP VEHICLE FLEET**

## ***Background:***

The United Nations Development Programme (UNDP) in Sierra Leone support the Government of Sierra Leone through programme implementation which requires strong operational support. UNDP aims to perform this support efficiently, effectively with accountability and transparency. As such, UNDP is willing to sign a Long-Term Agreement (LTA) with a reputable service provider in order to contribute to increased cost-effectiveness for all programme implementation.

Vehicle maintenance is one of the back-office services that is required to keep all UNDP operations running effectively. For this purpose, UNDP Sierra Leone is setting up a Long-Term Agreement for vehicle maintenance and repair services to ensure that the UNDP vehicle fleet is in good condition and cost-effective manner in order to efficiently deliver programme activities. The Long-Term Agreement may further be extended subject to satisfactory performance.

## ***Objectives:***

The objective of this Long-Term Agreement is to obtain vehicle maintenance and repair services in a cost-effective and efficient manner for all vehicle types being used by UNDP and its Projects, and Sister Agencies. These maintenance services will include routine service, minor & major maintenance/repairs and ad-hoc repairs.

## ***Type of Vehicles and Motorbikes:***

Currently, UNDP and its Projects, and Sister Agencies runs a fleet of vehicles provided below:

- (a) Toyota Land Cruiser Hard Top – 76 Series
- (b) Toyota Land Cruiser Hard Top – 78 Series
- (c) Toyota Land Cruiser Prado: Model LJ150L-GKMEE
- (d) Toyota Land Cruiser Prado: Model LJ120L-GKMEE
- (e) Toyota Hilux
- (f) Nissan Patrol

## **SECTION 1: Maintenance & Repairs Service Requirements.**

### **Maintenance:**

The periodic inspections are designed to provide check of all vehicle components, allowing adequate time for repair/replacement of worn out and broken parts. Each successive inspection includes all of the elements of the previous inspection (Service level B has its own elements, however, includes the elements of Service level A).

- a. The vendor shall take full responsibility for any error made through maintenance rendered by him/her and shall recover at his/her own cost any loss or damage.
- b. The vendor shall maintain an adequate inventory of parts for the models of vehicles specify above and shall have a satisfactory source of supply for such parts as may be needed in the performance of services.
- c. The vendor will avail the services of the workshop and give priority to UNDP vehicles with all necessary maintenance and repairs.
- d. The vendor shall perform all services in a diligent, skilful and professional manner in strict compliance with the provision of this TOR and the instruction of UNDP consistent with this TOR or respective contract.
- e. The vendor shall keep and maintain up to-date records of all services rendered to UNDP vehicles and shall remind UNDP on the next service schedule.



- f. The vendor shall ensure that the mechanics for any repair works are skilled and sufficiently trained on the respective vehicles. Unskilled mechanics/staff shall not carry out repairs on any UNDP vehicle.
- g. The service provider should agree to provide services, maintenance and inspections of UNDP vehicles on Contractor's territory as agreed with UNDP and could not change condition without approval from UNDP.
- h. The service provider should give access for UNDP to reach him/her either through telephone, email, or both for continuous communication in case of emergency or unplanned replacement of part(s) on UNDP vehicles. All the information on provided services/repairs is to be provided to UNDP on monthly basis. Form and Content of such information should be agreed with UNDP.
- i. Billing procedures shall be in accordance with the following:
  - The Authorized UNDP Officer shall sign a work order request to the vendor, specifying the plate number of the vehicle and requesting service/maintenance to be provided. Any additional works/services not provided in the work order should be approved before the works/services take place.
  - All drivers shall certify the work done by signing the workshop job cards which should clearly indicate the preventative maintenance service/repairs performed on the vehicle.
  - A copy of every job card should be made available to UNDP for verification as and when required.
  - At any time, the UNDP can request that replaced parts be sent at the vendor's expense to UNDP for inspection.
  - If a new vehicle is added to the fleet and it requires a particular service, where the cost exceeds the quoted price, the contractor shall seek first the approval of UNDP to allow either or price adjustment for that vehicle before commencing on the job.

**The Minimum requirements** (the below mentioned equipment should be fully functional):

- Computer diagnostic apparatus.
- Motor lifter (up to 1.5 ton or more)
- Vehicle inspection pitches
- Toe-in / Wheel Camber and Balancing apparatus/Balancing stand
- Stand for checking of fuel apparatus.
- Tin and molar workshop (fully equipped).
- Vulcanization workshop (fully equipped).
- Body workshop (fully equipped).

**Maintenance** will fall into three (3) levels of service:

1. General Inspection & Routine Service – Level A – 5,000 kms
2. General Inspection & Routine Service – Level B – 10,000 kms
3. General Inspection & Routine Service – Level C – 30,000 kms (Ad-hoc repairs - this also includes servicing of air condition)
4. Towing services



### **SERVICE LEVEL “A”** (Service to be performed every 5,000 Kilometres)

- a. The engine oil to be drained from the crankcase and replaced with high quality engine oil designed for diesel/petrol engines 10W40 during the rainy season and 20W50 (for diesel engines), 15W40 (for petrol engines) during the dry season. Price to be based upon 8 litres for 4-cylinder engine and 12 litres for 6-cylinder engine.
- b. Oil filter and Fuel filter to be replaced with new ones that meets the manufacturer's recommendations and NOT below the specified standard.
- c. The tires are to be checked for proper air pressure.
- d. Brake pads and brake liners to be checked and replaced when necessary.
- e. A visual inspection for leakage, deterioration, or abnormal wear is to be made on the following components: drive belt(s), radiator and hoses, shock absorbers, exhaust system, and windshield wipers.
- f. A check of all fluid levels, including but not limited to radiator, power steering, brakes, transmission and windshield washer. Levels are to be topped up where necessary (Cost of fluids should be added to the invoice as a line item).
- g. All running and indicator lights will be checked and amended if needed. (Cost of lamps should be added to the invoice as a line item).

During Service Level “A”, if provisions for lubrication are indicated by Manufacturer, chassis lubrication will be performed. The service will be an additional cost to Service Level “A” and is shown as a separate cost on the Pricing Schedule.

### **SERVICE LEVEL “B”** (Service to be performed every 10,000 Kilometres)

- a. All items contained in Service Level “A”.
- b. The Oil, Air and Fuel filter filters are to be replaced with a new one that meets or exceeds the manufacturer's recommendations and not below the specified standard.
- c. The Air filter is to be replaced with new one that meets the manufacturer's recommendations and NOT below the specified standard.
- d. “Wheels Off” inspection of all four brakes and components.
- e. Tires are to be rotated according to the pattern set forth in the vehicle owner's manual every 10,000 Kilometres. (**Free Rotation of Tires**)

During Service Level “B” and if provisions for wheel bearing lubrication is indicated by manufacturer wheel bearings are to be cleaned, inspected and repacked with quality energy conserving grease. This service will be an additional cost to Service Level “B” and is shown on the Pricing Schedule as a separate cost.

### **SERVICE LEVEL “C”** (Ad-hoc repairs - this to be performed every 30,000 Kilometres also includes servicing of air condition)

- a. Check suspension and steering linkage Ball joints for looseness or damage. Replace any deteriorated or damage parts.
- b. Brake lines and hoses – visually inspect for proper installation. Check for chafing, crack deterioration and sign of leakage. Replace any deteriorated or damage parts.
- c. Brake lining/drums and brake pad/disc – check the brake lining and drums for scoring, burning, fluid leakage, broken parts and excessive wear. Check the pads for excessive wear and the disc for run out, excessive wear and fluid leakage. Replace any deteriorated or damage parts.
- d. Cabin Air filter – check and replace when necessary
- e. Drive belts – inspect for cracks, excessive wear and oiliness. Check the belts tension and adjust if necessary. Replace the belts if they are damaged.
- f. Engine Air filter – inspect and check for damage, excessive wear and oiliness and replace if necessary.
- g. Engine coolant – drain the cooling system and refill with an ethylene-glycol type coolant.





Inspect hose and connections for corrosion and leaks. Tighten connections and replace parts if necessary.

- h. Exhaust Pipes and Mountings – visually inspect the exhaust pipes, mufflers and hangers for cracks, deterioration and damage.
- i. Steering system.
- j. Differential overhauling.
- k. Gear overhauling.
- l. Engine overhauling.
- m. Clutch system overhauling.
- n. Tyre rotation – tyres should be rotated according the instruction in the owner's manual.
- o. Steering box – inspect for sign of leakage and amend if there is any.
- p. Front and rear differential oil – inspect and check each component for any sign of leakage. If there is any leakage replace the component part.
- q. Fuel lines and connections, Fuel Tank Band and Fuel Tank Vapour System hoses. Visually inspect for corrosion, damage, cracks and loose or leaking connections. Tighten connections or replace part if necessary.
- r. Fuel Tank Gasket – visually inspect for cracks, deterioration and damage, and replace if necessary.
- s. Radiator and Condenser – inspect for debris, corrosion and signs of damage.
- t. Bolts and Nuts and the Chassis and Body tighten the seat mounting bolts and rear/front suspension member retaining bolts.
- u. Propeller Shaft – lubricate the propeller shaft spiders and side yokes with lithium-base chassis grease.
- v. Any other issues arising from vehicle malfunctioning.

**Towing Services** – provide towing services when required.

**Payment:**

UNDP shall receive a monthly statement from the service provider. The statement shall identify all preventive maintenance service completed by vehicle number and invoice number.

The statement total must equal the sum of all of the invoices attached to the statement.

Each invoice will have to display the vehicle plate number of the vehicle receiving service and the date of service provided.

In case of provision of defective maintenance works or replace of spare parts, UNDP reserves the rights to hold the payment for the services provided requesting repeat service.

**Bid Submission requirement:**

Your quotation shall include the following:

- a. Brief information about the company (inclusive information on the workshop location, number of qualified staff, number of assisting staff, workshop area (m2), working hours.
- b. List of equipment.
- c. Copy of the registration documents of the bidding firm/company as a vehicle repair and maintenance service provider.
- d. CV(s) and copies of the relevant technical certificates of the key personnel.
- e. Completed bid price
- f. List of clients to whom the firm/company provides services including their contact details.
- g. Delivery date. Please indicate earliest date of availability to start requested services.





## Evaluation Criteria:

UNDP will evaluate the quotations based on best value for money, i.e. best quality and cost-effectiveness of the proposed offers. The following aspects will be considered for the evaluation:

- (a) Proof of being a registered firm/company as a vehicle repair and maintenance vendor.
- (b) Technical capacity in terms of availability of equipment, adequate staffing and relevant experience of the firm/company.
- (c) Lowest evaluated price (Spare Parts: the prices of each item would be multiplied to the quantities of each type of vehicles).

## SECTION 2: Pre-requisite for bidding and Schedule of Requirements.

### 2.1 Pre-requisite for bidding

| Item No. | Description and minimum/mandatory specifications  |
|----------|---|
| 1        | At Least 8 years' experience providing general maintenance on vehicles for UN Agencies, governments, international development partners and NGOs in Sierra Leone (Please attach supporting documents as a proof)  |
| 2        | Qualifications and/or years of professional experience of staff in the following areas;<br>8 years working experience as general motor mechanic<br>8 years working experience in paneling and spraying of vehicles<br>8 years working experience as auto electricians |
| 3        | Immediate and swift response to rescue vehicles in any part of the Country  |
| 4        | Security of the garage that is fence perimeter wall of the garage. The Bidder will be responsible for loss and damage to all UN vehicles under custody  |
| 5        | Quality assurance procedures, warranty (sample of quality control/safety).  |

### 2.2 Schedule of Requirements

The Bidder shall also furnish a list giving full, including available sources and current prices of spare parts, etc., necessary for the proper and continuing functioning of the vehicles for at least one year following commencement of the use of the vehicles by UN Agencies.

| No | Required documents  |  |
|----|---|--|
| 1. | Bid submission form   |  |
| 2. | Price Schedule  |  |
| 3. | Charter of Company (if available)   |  |
| 4. | List of staff and technical qualification   |  |
| 5. | List of the technical capability (equipment and tools)  |  |
| 6. | Documentary evidence that the Bidder is eligible to and is qualified to perform the contract if its Bid is accepted |  |



|    |   |  |
|----|---|--|
|    | or Valid license of the Republic of Sierra Leone for Vehicle Maintenance and Repair Services activities |  |
| 7. | Tax authority certificate confirming that it is in a good standing                                      |  |
| 8. | Bank certificate on Company's bank account and confirmation that it is in a good standing               |  |
| 9. | Past experiences (Company's annual turnover for the last 2 years)                                       |  |
| 10 | Check list (filled)   |  |






## Price Schedule

### A. Pricing for Spare Parts

| <b>BIDDER'S PRICES FOR SERVICES (Price &amp; Currency to be entered by Bidder):</b> |   |  |            |                                  |                                     |                      |
|---|---|--|------------|----------------------------------|-------------------------------------|----------------------|
| <b>ITEM No.</b>   | <b>DESCRIPTION OF THE GOODS NEEDED FOR SERVING OF A VEHICLE IN 1 YEAR</b> | <b>Discounted rates offered for different vehicle brands<br/>CURRENCY: Sierra Leone Leones (SLL)</b> |            |                                  |                                     |                      |
|   |   | <b>Unit of measure</b>   | <b>QTY</b> | <b>Toyota Land Cruiser Prado</b> | <b>Toyota Land Cruiser Hard Top</b> | <b>Nissan Patrol</b> |
|   | <b>Body and main parts</b>  |  |            |                                  |                                     |                      |
| 1.  | Bumper  | 1 piece  | 1          |                                  |                                     |                      |
| 2.  | Cowl screen   | 1 piece  | 1          |                                  |                                     |                      |
| 3.  | Decklid   | 1 piece  | 1          |                                  |                                     |                      |
| 4.  | Fender (wing or mudguard)   | 1 piece  | 1          |                                  |                                     |                      |
| 5.  | Front fascia and header panel   | 1 piece  | 1          |                                  |                                     |                      |
| 6.  | Grille (also called grill)  | 1 piece  | 1          |                                  |                                     |                      |
| 7.  | Pillar and hard trim  | 1 piece  | 1          |                                  |                                     |                      |
| 8.  | Quarter panel   | 1 piece  | 1          |                                  |                                     |                      |
| 9.  | Radiator core support   | 1 piece  | 1          |                                  |                                     |                      |
| 10.   | Rocker  | 1 piece  | 1          |                                  |                                     |                      |
| 11.   | Rims  | 1 piece  | 1          |                                  |                                     |                      |
| 12.   | Paneling and spraying   | 1 vehicle  | 1          |                                  |                                     |                      |
| 13.   | Hubcap  | 1 piece  | 1          |                                  |                                     |                      |
|   | <b>Tire/Tyre</b>  |  |            | <b>BRAND NAME</b>                |                                     | <b>PRICE</b>         |
| 14.   | 265/65R 17 rim Tyre   | 1 piece  | 1          |                                  |                                     |                      |
| 15.   | 235/85R 16 rim Tyre   | 1 piece  | 1          |                                  |                                     |                      |
| 16.   | 275/70R 18 rim Tyre   | 1 piece  | 1          |                                  |                                     |                      |
| 17.   | 245/70R 17 rim  | 1 piece  | 1          |                                  |                                     |                      |
| 18.   | 245/70R 16 rim  | 1 piece  | 1          |                                  |                                     |                      |
| 19.   | 7.50R 16 rim  | 1 piece  | 1          |                                  |                                     |                      |
| 20.   | Outer door handle   | 1 piece  | 1          |                                  |                                     |                      |
| 21.   | Inner door handle   | 1 piece  | 1          |                                  |                                     |                      |



|                                   |   |         |   |  |  |  |
|-----------------------------------|---|---------|---|--|--|--|
| 22.                               | Door control module                     | 1 piece | 1 |  |  |  |
| 23.                               | Door seal Body and main parts           | 1 piece | 1 |  |  |  |
| 24.                               | Door water shield                       | 1 piece | 1 |  |  |  |
| 25.                               | Door lock and power door locks          | 1 piece | 1 |  |  |  |
| 26.                               | Center-locking relay                    | 1 piece | 1 |  |  |  |
| 27.                               | Fuel tank cover                         | 1 piece | 1 |  |  |  |
| <b>Windows</b>                    |   |         |   |  |  |  |
| 28.                               | Glass                                   | 1 piece | 1 |  |  |  |
| 29.                               | Window motor                            | 1 piece | 1 |  |  |  |
| 30.                               | Window regulator                        | 1 piece | 1 |  |  |  |
| 31.                               | Windshield (also called windscreen)     | 1 piece | 1 |  |  |  |
| 32.                               | Windshield washer motor                 | 1 piece | 1 |  |  |  |
| <b>Electrical and electronics</b> |   |         |   |  |  |  |
| 33.                               | Alternator                              | 1 set   | 1 |  |  |  |
| 34.                               | Alternator bearing                      | 1 piece | 1 |  |  |  |
| 35.                               | Alternator bracket                      | 1 piece | 1 |  |  |  |
| 36.                               | Alternator fan                          | 1 piece | 1 |  |  |  |
| 37.                               | 90 AMP Battery<br>(Indicate brand name) | 1 piece | 1 |  |  |  |
| 38.                               | 95 AMP Battery<br>(Indicate brand name) | 1 piece | 1 |  |  |  |
| 39.                               | Battery cable terminal                  | 1 set   | 1 |  |  |  |
| 40.                               | Battery cable                           | 1 set   | 1 |  |  |  |
| 41.                               | Battery control system                  | 1 set   | 1 |  |  |  |
| 42.                               | Voltage regulator                       | 1 piece | 1 |  |  |  |
| 43.                               | Fuel gauge                              | 1 piece | 1 |  |  |  |
| 44.                               | Odometer (also called milometer )       | 1 set   | 1 |  |  |  |
| 45.                               | Speedometer                             | 1 piece | 1 |  |  |  |
| 46.                               | Tachometer (also called rev counters)   | 1 set   | 1 |  |  |  |
| 47.                               | Temperature gauge                       | 1 piece | 1 |  |  |  |
| 48.                               | Voltmeter                               | 1 piece | 1 |  |  |  |
| 49.                               | Water temperature meter                 | 1 piece | 1 |  |  |  |
| 50.                               | Glow Relay                              | 1 piece | 1 |  |  |  |
| 51.                               | Fog light (also called foglamp)         | 1 set   | 1 |  |  |  |
| 52.                               | Halogen bulb                            | 1 set   | 1 |  |  |  |

|                        |                            |         |   |  |  |  |
|------------------------|----------------------------|---------|---|--|--|--|
| 53.                    | Head Lamp                  | 1 piece | 1 |  |  |  |
| 54.                    | Interior light and lamp    | 1 set   | 1 |  |  |  |
| 55.                    | Side lighting              | 1 set   | 1 |  |  |  |
| 56.                    | Taillight                  | 1 set   | 1 |  |  |  |
| 57.                    | Taillight cover            | 1 set   | 1 |  |  |  |
| 58.                    | Indicator light            | 1 set   | 1 |  |  |  |
| <b>Starting system</b> |                            |         |   |  |  |  |
| 59.                    | Starter                    | 1 set   | 1 |  |  |  |
| 60.                    | Starter motor              | 1 piece | 1 |  |  |  |
| 61.                    | Switches                   | 1 piece | 1 |  |  |  |
| 62.                    | Door switch                | 1 piece | 1 |  |  |  |
| 63.                    | Ignition switch            | 1 piece | 1 |  |  |  |
| 64.                    | Power window switch        | 1 piece | 1 |  |  |  |
| 65.                    | Steering column switch     | 1 piece | 1 |  |  |  |
| 66.                    | Fuse                       | 1 piece | 1 |  |  |  |
| 67.                    | Fuse box                   | 1 set   | 1 |  |  |  |
| <b>Braking system</b>  |                            |         |   |  |  |  |
| 68.                    | Anti-lock braking Actuator | 1 set   | 1 |  |  |  |
| 69.                    | ABS steel pin              | 1 set   | 1 |  |  |  |
| 70.                    | Bleed nipple               | 1 set   | 1 |  |  |  |
| 71.                    | Brake backing plate        | 1 set   | 1 |  |  |  |
| 72.                    | Brake backing pad          | 1 set   | 1 |  |  |  |
| 73.                    | Brake cooling duct         | 1 set   | 1 |  |  |  |
| 74.                    | Brake disc                 | 1 set   | 1 |  |  |  |
| 75.                    | Brake Fluid                | 1 litre | 1 |  |  |  |
| 76.                    | Brake drum                 | 1 piece | 1 |  |  |  |
| 77.                    | Brake pad                  | 1 set   | 1 |  |  |  |
| 78.                    | Brake pedal                | 1 piece | 1 |  |  |  |
| 79.                    | Brake piston               | 1 piece | 1 |  |  |  |
| 80.                    | Brake rotor                | 1 piece | 1 |  |  |  |
| 81.                    | Brake servo                | 1 set   | 1 |  |  |  |
| 82.                    | Brake shoe                 | 1 set   | 1 |  |  |  |
| 83.                    | Brake lining               | 1 set   | 1 |  |  |  |



|                                    |                                      |         |   |  |  |  |
|------------------------------------|--------------------------------------|---------|---|--|--|--|
| 84.                                | Caliper                              | 1 set   | 1 |  |  |  |
| 85.                                | Calliper Seal Kits                   | 1 kit   | 1 |  |  |  |
| 86.                                | Hold-down springs (retainer springs) | 1 kit   | 1 |  |  |  |
| 87.                                | Brake booster hose                   | 1 piece | 1 |  |  |  |
| 88.                                | Load-sensing valve                   | 1 piece | 1 |  |  |  |
| 89.                                | Master cylinder                      | 1 piece | 1 |  |  |  |
| 90.                                | Park brake lever/handle (hand brake) | 1 piece | 1 |  |  |  |
| 91.                                | Pressure differential valve          | 1 piece | 1 |  |  |  |
| 92.                                | Proportioning valve                  | 1 piece | 1 |  |  |  |
| 93.                                | Reservoir                            | 1 piece | 1 |  |  |  |
| 94.                                | Shoe return spring                   | 1 piece | 1 |  |  |  |
| 95.                                | Vacuum brake booster                 | 1 piece | 1 |  |  |  |
| 96.                                | Wheel cylinder                       | 1 piece | 1 |  |  |  |
| 97.                                | Wheel stud                           | 1 piece | 1 |  |  |  |
| <b>Engine components and parts</b> |                                      |         |   |  |  |  |
| 98.                                | Camshaft                             | 1 piece | 1 |  |  |  |
| 99.                                | Connecting rod                       | 1 piece | 1 |  |  |  |
| 100.                               | Crankshaft                           | 1 piece | 1 |  |  |  |
| 101.                               | Cylinder head                        | 1 piece | 1 |  |  |  |
| 102.                               | Cylinder head gasket                 | 1 piece | 1 |  |  |  |
| 103.                               | Shaft Couplings                      | 1 piece | 1 |  |  |  |
| 104.                               | Complete Prop Shaft                  | 1 piece | 1 |  |  |  |
| 105.                               | Engine block                         | 1 piece | 1 |  |  |  |
| 106.                               | Fan belt                             | 1 piece | 1 |  |  |  |
| 107.                               | Air cleaner elements                 | 1 piece | 1 |  |  |  |
| 108.                               | Heater plug                          | 1 piece | 1 |  |  |  |
| 109.                               | Mounting                             | 1 piece | 1 |  |  |  |
| 110.                               | Piston                               | 1 piece | 1 |  |  |  |
| 111.                               | Pulley part                          | 1 piece | 1 |  |  |  |
| 112.                               | Rocker arm                           | 1 piece | 1 |  |  |  |
| 113.                               | Rocker cover                         | 1 piece | 1 |  |  |  |
| 114.                               | Turbocharger and supercharger        | 1 piece | 1 |  |  |  |
| 115.                               | Tappet                               | 1 piece | 1 |  |  |  |

|                              |                                     |         |   |  |  |  |
|------------------------------|-------------------------------------|---------|---|--|--|--|
| 116                          | Timing belt                         | 1 piece | 1 |  |  |  |
| 117                          | Valve cover                         | 1 piece | 1 |  |  |  |
| 118                          | Valve housing                       | 1 piece | 1 |  |  |  |
| 119                          | Valve spring                        | 1 piece | 1 |  |  |  |
| 120                          | Valve stem seal                     | 1 piece | 1 |  |  |  |
| 121                          | Water pump pulley                   | 1 piece | 1 |  |  |  |
| <b>Engine cooling system</b> |                                     |         |   |  |  |  |
| 122                          | Air blower                          | 1 piece | 1 |  |  |  |
| 123                          | Coolant hose (clamp)                | 1 piece | 1 |  |  |  |
| 124                          | Cooling fan                         | 1 piece | 1 |  |  |  |
| 125                          | Fan blade                           | 1 piece | 1 |  |  |  |
| 126                          | Fan clutch                          | 1 piece | 1 |  |  |  |
| 127                          | Radiator                            | 1 piece | 1 |  |  |  |
| 128                          | Thermostat                          | 1 piece | 1 |  |  |  |
| 129                          | Water neck o-ring                   | 1 piece | 1 |  |  |  |
| 130                          | Water pump                          | 1 piece | 1 |  |  |  |
| 131                          | Water pump gasket                   | 1 piece | 1 |  |  |  |
| 132                          | Water tank                          | 1 piece | 1 |  |  |  |
| <b>Engine oil system</b>     |                                     |         |   |  |  |  |
| 133                          | Engine Oil<br>(Indicate brand name) | 1 litre | 1 |  |  |  |
| 134                          | Oil filter                          | 1 piece | 1 |  |  |  |
| 135                          | Oil gasket                          | 1 piece | 1 |  |  |  |
| 136                          | Oil pan                             | 1 piece | 1 |  |  |  |
| 137                          | Oil pump                            | 1 piece | 1 |  |  |  |
| 138                          | Oil strainer                        | 1 piece | 1 |  |  |  |
| <b>Exhaust system</b>        |                                     |         |   |  |  |  |
| 139                          | Catalytic converter                 | 1 piece | 1 |  |  |  |
| 140                          | Exhaust clamp and bracket           | 1 piece | 1 |  |  |  |
| 141                          | Exhaust flange gasket               | 1 piece | 1 |  |  |  |
| 142                          | Exhaust gasket                      | 1 piece | 1 |  |  |  |
| 143                          | Exhaust manifold                    | 1 piece | 1 |  |  |  |
| 144                          | Exhaust manifold gasket             | 1 piece | 1 |  |  |  |
| 145                          | Exhaust pipe                        | 1 piece | 1 |  |  |  |



|  |                        |         |   |  |  |  |
|--|------------------------|---------|---|--|--|--|
| 146                                    | Heat shield            | 1 piece | 1 |  |  |  |
| 147                                    | Muffler (silencer)     | 1 piece | 1 |  |  |  |
| 148                                    | Spacer ring            | 1 piece | 1 |  |  |  |
| <b>Fuel supply system</b>              |                        |         |   |  |  |  |
| 149                                    | Air filter             | 1 piece | 1 |  |  |  |
| 150                                    | Carburetor             | 1 piece | 1 |  |  |  |
| 151                                    | Choke cable            | 1 piece | 1 |  |  |  |
| 152                                    | EGR valve              | 1 piece | 1 |  |  |  |
| 153                                    | Fuel cap               | 1 piece | 1 |  |  |  |
| 154                                    | Fuel cooler            | 1 piece | 1 |  |  |  |
| 155                                    | Fuel distributor       | 1 piece | 1 |  |  |  |
| 156                                    | Fuel filter            | 1 piece | 1 |  |  |  |
| 157                                    | Fuel filter seal       | 1 piece | 1 |  |  |  |
| 158                                    | Fuel injector          | 1 piece | 1 |  |  |  |
| 159                                    | Fuel injector nozzle   | 1 piece | 1 |  |  |  |
| 160                                    | Fuel line              | 1 piece | 1 |  |  |  |
| 161                                    | Fuel pump              | 1 piece | 1 |  |  |  |
| 162                                    | Fuel pump gasket       | 1 piece | 1 |  |  |  |
| 163                                    | Fuel rail              | 1 piece | 1 |  |  |  |
| 164                                    | Fuel tank              | 1 piece | 1 |  |  |  |
| 165                                    | Fuel tank cover        | 1 piece | 1 |  |  |  |
| 166                                    | Fuel water separator   | 1 piece | 1 |  |  |  |
| 167                                    | Intake manifold        | 1 piece | 1 |  |  |  |
| 168                                    | Intake manifold gasket | 1 piece | 1 |  |  |  |
| 169                                    | Throttle body          | 1 piece | 1 |  |  |  |
| <b>Suspension and steering systems</b> |                        |         |   |  |  |  |
| 170                                    | Axle case              | 1 piece | 1 |  |  |  |
| 171                                    | Control arm            | 1 piece | 1 |  |  |  |
| 172                                    | Axle kit               | 1 piece | 1 |  |  |  |
| 173                                    | Idler arm              | 1 piece | 1 |  |  |  |
| 174                                    | Kingpin                | 1 piece | 1 |  |  |  |
| 175                                    | Panhard rod            | 1 set   | 1 |  |  |  |
| 176                                    | Pitman arm             | 1 set   | 1 |  |  |  |




|                            |  |         |   |  |  |  |
|----------------------------|--|---------|---|--|--|--|
| 177                        | Rack end   | 1 set   | 1 |  |  |  |
| 178                        | Shock absorber   | 1 set   | 1 |  |  |  |
| 179                        | Spindle  | 1 set   | 1 |  |  |  |
| 180                        | Spring   | 1 set   | 1 |  |  |  |
| 181                        | Coil spring  | 1 set   | 1 |  |  |  |
| 182                        | Leaf and parabolic leaf spring   | 1 set   | 1 |  |  |  |
| 183                        | Ball joint   | 1 set   | 1 |  |  |  |
| 184                        | Spiral spring  | 1 set   | 1 |  |  |  |
| 185                        | Stabilizer bars and link   | 1 set   | 1 |  |  |  |
| 186                        | Steering arm   | 1 set   | 1 |  |  |  |
| 187                        | Steering box   | 1 unit  | 1 |  |  |  |
| 188                        | Steering column assembly   | 1 unit  | 1 |  |  |  |
| 189                        | Steering rack (a form of steering gear; see also rack and pinion and recirculating ball) | 1 set   | 1 |  |  |  |
| 190                        | Steering shaft   | 1 set   | 1 |  |  |  |
| 191                        | Steering wheel (driving wheel)   | 1 set   | 1 |  |  |  |
| 192                        | Lateral bar Suspension Arm Bushing   | 1 set   | 1 |  |  |  |
| 193                        | Front Absorber Bushings  | 1 set   | 1 |  |  |  |
| 194                        | Spring bushing   | 1 set   | 1 |  |  |  |
| 195                        | Back Absorber Bushings   | 1 set   | 1 |  |  |  |
| 196                        | Bumping Rubbers  | 1 set   | 1 |  |  |  |
| 197                        | Stabilizer Bar Bushings  | 1 set   | 1 |  |  |  |
| 198                        | Strut  | 1 set   | 1 |  |  |  |
| 199                        | Stub axle  | 1 set   | 1 |  |  |  |
| 200                        | Swivel seal  | 1 set   | 1 |  |  |  |
| 201                        | Axle seal  | 1 set   | 1 |  |  |  |
| 202                        | Suspension link and bolt   | 1 set   | 1 |  |  |  |
| 203                        | Tie rod  | 1 set   | 1 |  |  |  |
| 204                        | Tie rod end  | 1 set   | 1 |  |  |  |
| <b>Transmission system</b> |  |         |   |  |  |  |
| 205                        | Adjustable pedal   | 1 piece | 1 |  |  |  |
| 206                        | Axle shaft   | 1 piece | 1 |  |  |  |
| 207                        | Bell housing   | 1 piece | 1 |  |  |  |






|     |  |         |   |  |  |  |
|-----|--|---------|---|--|--|--|
| 208 | Universal joint  | 1 piece | 1 |  |  |  |
| 209 | Other belts  | 1 piece | 1 |  |  |  |
| 210 | Carrier assembly   | 1 piece | 1 |  |  |  |
| 211 | Clutch assembly  | 1 piece | 1 |  |  |  |
| 212 | Clutch disk  | 1 piece | 1 |  |  |  |
| 213 | Clutch fan   | 1 piece | 1 |  |  |  |
| 214 | Clutch fork  | 1 piece | 1 |  |  |  |
| 215 | Clutch hose  | 1 piece | 1 |  |  |  |
| 216 | Clutch lever   | 1 piece | 1 |  |  |  |
| 217 | Clutch lining  | 1 piece | 1 |  |  |  |
| 218 | Clutch pedal   | 1 piece | 1 |  |  |  |
| 219 | Clutch pressure plate  | 1 set   | 1 |  |  |  |
| 220 | Clutch spring  | 1 set   | 1 |  |  |  |
| 221 | Differential case  | 1 set   | 1 |  |  |  |
| 222 | Pinion bearing   | 1 set   | 1 |  |  |  |
| 223 | Differential clutch  | 1 set   | 1 |  |  |  |
| 224 | Spider gears   | 1 set   | 1 |  |  |  |
| 225 | Differential casing  | 1 set   | 1 |  |  |  |
| 226 | Differential flange  | 1 set   | 1 |  |  |  |
| 227 | Differential gear  | 1 set   | 1 |  |  |  |
| 228 | Differential seal  | 1 set   | 1 |  |  |  |
| 229 | Flywheel   | 1 set   | 1 |  |  |  |
| 230 | Flywheel ring gear   | 1 set   | 1 |  |  |  |
| 231 | Gear   | 1 set   | 1 |  |  |  |
| 232 | Gear coupling  | 1 set   | 1 |  |  |  |
| 233 | Gear pump  | 1 set   | 1 |  |  |  |
| 234 | Gear ring  | 1 set   | 1 |  |  |  |
| 235 | Gear stick (gearstick, gear lever, selection lever, shift stick, gear shifter) | 1 set   | 1 |  |  |  |
| 236 | Gearbox  | 1 set   | 1 |  |  |  |
| 237 | Idler gear   | 1 set   | 1 |  |  |  |
| 238 | Knuckle pin  | 1 set   | 1 |  |  |  |
| 239 | Master cylinder  | 1 set   | 1 |  |  |  |
| 240 | Output shaft   | 1 set   | 1 |  |  |  |

|                                      |   |         |   |  |  |  |
|--------------------------------------|---|---------|---|--|--|--|
| 241                                  | Pinion                                    | 1 set   | 1 |  |  |  |
| 242                                  | Planetary gear set                        | 1 set   | 1 |  |  |  |
| 243                                  | Prop shaft (drive shaft, propeller shaft) | 1 set   | 1 |  |  |  |
| 244                                  | Shift fork                                | 1 set   | 1 |  |  |  |
| 245                                  | Shift knob                                | 1 set   | 1 |  |  |  |
| 246                                  | Shift lever                               | 1 set   | 1 |  |  |  |
| 247                                  | Slave cylinder                            | 1 set   | 1 |  |  |  |
| 248                                  | Speed reducer                             | 1 set   | 1 |  |  |  |
| 249                                  | Speedometer gear                          | 1 set   | 1 |  |  |  |
| 250                                  | Steering gear                             | 1 set   | 1 |  |  |  |
| 251                                  | Torque converter                          | 1 set   | 1 |  |  |  |
| 252                                  | Transaxle housing                         | 1 set   | 1 |  |  |  |
| 253                                  | Transfer case                             | 1 set   | 1 |  |  |  |
| 254                                  | Transmission gear                         | 1 set   | 1 |  |  |  |
| 255                                  | Transmission pan                          | 1 set   | 1 |  |  |  |
| 256                                  | Transmission seal and bonded piston       | 1 set   | 1 |  |  |  |
| 257                                  | Transmission spring                       | 1 set   | 1 |  |  |  |
| 258                                  | Transmission yolk                         | 1 set   | 1 |  |  |  |
| 259                                  | Universal joint (UJ, cardan joint)        | 1 set   | 1 |  |  |  |
| <b>Air conditioning system (A/C)</b> |   |         |   |  |  |  |
| 260                                  | A/C clutch                                | 1 piece | 1 |  |  |  |
| 261                                  | A/C compressor                            | 1 piece | 1 |  |  |  |
| 262                                  | A/C condenser                             | 1 piece | 1 |  |  |  |
| 263                                  | A/C hose                                  | 1 piece | 1 |  |  |  |
| 264                                  | A/C kit                                   | 1 piece | 1 |  |  |  |
| 265                                  | A/C relay                                 | 1 piece | 1 |  |  |  |
| 266                                  | A/C valve                                 | 1 piece | 1 |  |  |  |
| 267                                  | A/C expansion valve                       | 1 piece | 1 |  |  |  |
| 268                                  | A/C low-pressure valve                    | 1 piece | 1 |  |  |  |
| 269                                  | A/C INNER PLATE                           | 1 piece | 1 |  |  |  |
| 270                                  | A/C Cooler                                | 1 piece | 1 |  |  |  |
| 271                                  | A/C Belt                                  | 1 piece | 1 |  |  |  |
| 272                                  | Gas for A/C                               | 1 kilo  | 1 |  |  |  |



|     |                                  |         |   |  |  |  |
|-----|----------------------------------|---------|---|--|--|--|
| 273 | A/C Evaporator                   | 1 piece | 1 |  |  |  |
|     | <b>Bearings</b>                  |         |   |  |  |  |
| 274 | Front wheel bearing              | 1 piece | 1 |  |  |  |
| 275 | Back wheel bearing               | 1 piece | 1 |  |  |  |
|     | <b>Other miscellaneous parts</b> |         |   |  |  |  |
| 276 | Adhesive tape                    | 1 piece | 1 |  |  |  |
| 277 | Dashboard                        | 1 piece | 1 |  |  |  |
| 278 | Glove compartment                | 1 piece | 1 |  |  |  |
| 279 | U-Bolt Hangers                   | 1 piece | 1 |  |  |  |
| 280 | 4x4 Vacuums                      | 1 piece | 1 |  |  |  |
| 281 | Horn and trumpet horn            | 1 piece | 1 |  |  |  |
| 282 | Mirror                           | 1 piece | 1 |  |  |  |
| 283 | Nut                              | 1 piece | 1 |  |  |  |
| 284 | Flange nut                       | 1 piece | 1 |  |  |  |
| 285 | Hex nut                          | 1 piece | 1 |  |  |  |
| 286 | O-ring                           | 1 piece | 1 |  |  |  |
| 287 | Rivet                            | 1 piece | 1 |  |  |  |

## B. Pricing for repairs.

*Note:* the “fraction – (/)” sign means the prices should be shown separately. For example: Check / Repair, where Check is the different amount and Repair is different.

| # | Type of Service                                  | Expected Time of Completion | 4 Cylinder Engine      | 6 Cylinder Engine      |
|---|--|-----------------------------|------------------------|------------------------|
|   |  |                             | Per Vehicle Unit Price | Per Vehicle Unit Price |
| 1 | Service Level “A”                                |                             |                        |                        |
| 2 | Service Level “B”                                |                             |                        |                        |
| 3 | Chassis Lubrication                              |                             |                        |                        |
| 4 | Air Condition Servicing (after every 30,000 kms) |                             |                        |                        |
| 5 | Body Work (paneling and spraying)                |                             |                        |                        |

Currency: SLL



| #  | Type of Service   | 4 Cylinder Engine      | 6 Cylinder Engine      |
|----|---|------------------------|------------------------|
|    |   | Unit Price Per Vehicle | Unit Price Per Vehicle |
| 1  | Major Engine Check  |                        |                        |
| 2  | Check / Repair of manual gearbox  | /                      | /                      |
| 3  | Replacement of Shock Absorber assy (front / rear)   | /                      | /                      |
| 4  | Replacement of brake pads and shoes (front / rear)  | /                      | /                      |
| 5  | Replacement of clutch cover and bearing   | /                      | /                      |
| 6  | Repair of fuel pump   |                        |                        |
| 7  | Diagnose of defects by human sense  |                        |                        |
| 8  | Diagnose of defects by electronic tools / Computer check  |                        |                        |
| 9  | Vacuum pump / brake booster repair  |                        |                        |
| 10 | Check Braking System  | /                      | /                      |
| 11 | Engine Oil and oil filter change, washing and lubrication.  |                        |                        |
| 12 | Fuel filter and Air cleaner element change  |                        |                        |
| 13 | Checking of Gear oil - Hydraulic- Brake fluid- Clutch fluid- Anti freeze - Battery acid levels and quality check. |                        |                        |
| 14 | Changing tyres  |                        |                        |
| 15 | Fuel supply line (from tank to pump) service  |                        |                        |
| 16 | Adjustment of Steering free play/linkage, Brake pedal free play, Clutch pedal free play                           |                        |                        |
| 17 | Tightening of bolts and nuts on chassis and body  |                        |                        |
| 18 | Alternators repair / replace  |                        |                        |
| 19 | Starter repair / replace  | /                      | /                      |
| 20 | Check / replacement of Automatic Relay  | /                      | /                      |
| 21 | Check / repair of Ignition system   | /                      | /                      |
| 22 | Repair of Lights, Horns, Wipers and Washer  | /                      | /                      |
| 23 | Power Windows & Locks repair / replace  |                        |                        |
| 24 | Instrument panel (switch board) removing / reinstallation   | /                      | /                      |
| 25 | Checking of Miscellaneous Electrical Accessories  | /                      | /                      |
| 26 | Adjustment of Timing Belt, Alternator belts, AC belt and Hydraulic pump   |                        |                        |
| 27 | Changing of Fuel Pump and plunger, test at Lab / reinstall  |                        |                        |
| 28 | Injector Nozzle removal, test at Lab / reinstall  | /                      | /                      |
| 29 | Petrol engine tuning  | /                      | /                      |
| 30 | Radiator, Water pump, Thermostat and Hoses replacement  |                        |                        |
| 31 | Exhaust pipe and muffler repair / replace   |                        |                        |
| 32 | Pre-starting heater (Glow plug) check / replace   | /                      | /                      |
| 33 | Engine mounting   | /                      | /                      |
| 34 | Heater check / repair   |                        |                        |
| 35 | Air conditioning system check / repair and Freon filling  | /                      | /                      |
| 36 | Clutch Hydraulic Components check / replace   | /                      | /                      |
| 37 | Exhaust pipe and muffler repair / replace   | /                      | /                      |
| 38 | Propeller shaft repair  |                        |                        |



|    |  |   |   |
|----|--|---|---|
| 39 | Front and Rear Differential repair / replace                                 |   |   |
| 40 | Drive Axles replace  |   |   |
| 41 | Hub bearings and oil seals replacement                                       | / | / |
| 42 | Steering-wheel, linkage, steering box and steering pump repair / replacement |   |   |
| 43 | Replacement of 4 shock absorbers   |   |   |
| 44 | Tie Rod End and Ball Joint inspection / Replacement                          | / | / |
| 45 | Wheel Balancing  |   |   |
| 46 | Wheel Alignment  |   |   |
| 47 | Windshield / glasses replacement   | / | / |
| 48 | Adjustment / repair of Doors/ Hood/ Tail Gate/ Front & Rear Bumper           |   |   |
| 49 | Seats/seat belts inspection and Upholstery works                             |   |   |
| 50 | Dry-cleaning   | / | / |

Currency: SLL

SIGNATURE \_\_\_\_\_ Stamp: \_\_\_\_\_

### GENERAL INFORMATION

| Description   | Bidder to complete |
|---|--------------------|
| Workshop location (address)   |                    |
| Full Company Name   |                    |
| Number of qualified staff   |                    |
| Number of assisting staff   |                    |
| Workshop area (M2):   |                    |
| Working hours (opening closing time)                                    |                    |
| Working days per week   |                    |
| List of equipment   |                    |
| Response to emergency call (if yes, provide contact number)             | Yes/No             |
| Possibility of on-road/office repairs                                   | Yes/No             |
| Possibility to import spare parts which are not available in your store | Yes/No             |

Developed by:



Name: Mohamed P. Jah

Title: Fleet Manager

Date: 18/11/2020

Reviewed by:

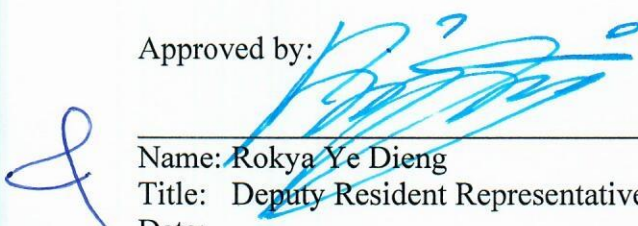


Name: Ann A. Touray

Title: Administrative Associate

Date: \_\_\_\_\_

Approved by:



Name: Rokya Ye Dieng

Title: Deputy Resident Representative (P/O)

Date: \_\_\_\_\_