

TENDER NO#:
LEASE OF LIGHT VEHICLES FOR OWWSC

SCOPE OF WORK

1 INTRODUCTION



- 1.1 OWWSC is a Government of the Sultanate of Oman owned entity and is empowered to build own and operate the Water and Wastewater Project. Our vision is to Build and Operate a World Class Water and Wastewater System in all the Governorates.

2 VEHICLE REQUIREMENT FOR LONG TERM USE

- 2.1 The table below summarizes OWWSC forecast of quantities of vehicles to be leased within the contract period. Contractor to note that the quantities below are estimates and might increase/decrease. The contractor will be paid only for actual numbers of vehicles leased. The minimum specification for each type of vehicle is mentioned in Appendix A

Vehicle Type	New Requirement				
	Jan 2023	May 2023	Dec 2024	Aug 2025	Total
6 Cylinder Car	56	6	3	7	72
4 Cylinder Car	86	23	95	67	271
S/C Pick up 4x2	1	0	0	0	1
S/C Pick up 4x4	1	0	0	2	3
D/C Pick up 4x4	91	0	0	24	115
S/C Van	6	0	0	0	6
Total	241	29	98	100	468

2.2 The contractor shall adhere to below terms & conditions:

Description	Terms & Conditions
Year of Manufacture	Latest
Lease Period	Maximum 60 months from the 1 st Jan 2023
Free Mileage for all vehicles	During Lease Period
Changing Tires	Every 2 Years or 50,000 Km. (whichever is earlier)
Repair of Flat tire	To be included.
Battery Change	To be included.
Maintenance	To be included in the offer.
Spare Parts	To be included.
Towing Service	To be included.
Insurance	To be included as comprehensive within Oman (including STF) for the whole leased period
 Branding	Branding, Logo to be fixed in front both side door. To be included.
IVMS (Tracking System) purchase, installation, removal & Subscription charges	To be included, IVMS must be of the latest version of the system.
IVMS flask keys/ chip	Initial Quantity of 2000 Nos. to be included in the contract
Registration	To be included in the contract
Vehicle Replacement during normal preventive Service	To Provide Permanente replacement as 10% of total number of leased vehicles of each Type
Other statutory expenses	To be included in the contract
Yearly Municipality fees for branding	To be included in the contract
Safety Tools	To be included in the contract
Oman/UAE insurance facility	On occasion, certain OWWSC tasks require crossing the borders, 10 vehicles must have appropriate insurance (Oman/UAE) and relevant documents i.e., orange insurance booklet and no objection letter when required, to be provided without additional cost.
 Canopy box	Three D/C pickups (from the first batch) are to be fitted with canopy box. To be included in the contract
Exclusions:	Fuel, ROP & MM fines and Insurance excess charges for accidents

3 VEHICLE REQUIREMENT FOR SHORT TERM USE

3.1 The vehicles shall meet the minimum specifications of the long-leased vehicles.

3.2 The contractor shall adhere to below terms & conditions

Description	Terms & Conditions
Year of Manufacture	One year old or maximum 20,000 km run whichever is less
Lease Period	One day / one week / one month / from the date of vehicles delivery
Free Mileage for all vehicles	Minimum 100,000 Km
Repair of Flat tyre	To be included.
Tyre	To be in a good condition
Battery Change	As and when required.
Maintenance	To be included in the offer.
Spare Parts	To be included.
Insurance	Comprehensive within Oman (including STF) for the whole leased period
IVMS (Tracking System) purchase, installation, removal & Subscription charges	To be included, IVMS must be of the latest version of the system.
Registration	To be included in the contract
Other statutory expenses	To be included in the contract
Yearly Municipality fees for branding	To be included in the contract
Safety Tools	To be included in the contract
Exclusions:	Fuel, ROP & MM fines and Insurance excess charges for accidents

3.3 The requirement of a vehicle either for short term or long term is at the discretion of the client and such intention will be notified to the Contractor in advance for the required date for long term engagement and call off basis will be resorted to for short term engagement.

4 GENERAL NOTE

4.1 The offer and all correspondence and documents relating to this agreement shall be written in English language.

4.2 All supporting materials and other documents included with response will become the property of the client.

- 4.3 The following call off service to be done by the leasing company or through AAA (cost to be included in the contract)
- 4.4 Attend repair / Accident towing services
- 4.5 Attend Mechanical Repair (Roadside) whenever call
- 4.6 Maintain Service schedule / matrix and intimate the client for each and every vehicle.
- 4.7 Regular maintenance of the Fire extinguishers and First Aid Kits
- 4.8 Attend vehicle locksmith service
- 4.9 The contractor will be paid only on actual utilization of the vehicles.

5 DELIVERY OF VEHICLES

- 5.1 The Contractor shall be fully responsible for all necessary scheduling and planning in order to deliver the vehicles on time and to ensure the effective and efficient provision of Services in accordance with the Contract.
- 5.2 The Contractor shall submit a detailed time schedule for OWWSC approval within two weeks from issuance of LoA (Letter of Acceptance) specifying detailed delivery of all the Vehicles.
- 5.3 The Contractor is emphasized to deliver the vehicles to shortest possible duration as indicated in Evaluation Criteria. Delivery period should not exceed 4 months from date of LoA.
- 5.4 The contractor shall deliver a quantity of no more than 15 vehicles per day at OWWSC premises for inspection and acceptance. OWWSC may allow doing inspections at Contractor facilities if deemed necessary.
- 5.5 The Contractor shall allocate representatives at site to go through the inspections. Any rejected vehicle shall be replaced with a new one without any cost to OWWSC.
- 5.6 In the event that new vehicles are not delivered by the agreed date, the Contractor shall agree to supply a comparable replacement vehicle at no cost to OWWSC until the new vehicles are delivered and accepted by OWWSC

6 DURATION OF THE CONTRACT

- 6.1 The Duration of the contract shall be for maximum 60 months from 1st of Jan 2023. Apart from long term contract, vehicles may also be required on call-off basis for short term. In case of short-term lease, the terms daily / weekly / monthly / yearly shall be reckoned as 1 / 7 / 30 / 365 calendar days from the first day of utilization of vehicle.

7 KPIs

Preventive maintenance	Vehicle preventive maintenance to be performed within Max 12 hours.
Road breakdown	Regardless of road breakdown type (nature) the tenderer must attend within an hour of receiving the notification of the breakdown (within capital area).
Annual vehicle Registration renewal	Insurance and ROP registration to be completed at least one week before expiry date
Personnel	Personnel should be available at OWWSC premises to handle leased vehicle and maintain proper records as per the job description in the item 8
Vehicle Safety Tools	Ensure fire extinguisher, first aid kit box and tires are well maintained.

8 MANPOWER REQUIREMENT

8.1 The contractor shall provide two transport coordinators, two IVMS officers and five light drivers for the duration of leased period and shall be Omani national to manage the entire fleet of leased vehicles for OWWSC and ensure proper smooth functioning of day-to-day business operations. This role will also be responsible for interacting with the internal customers to provide the required vehicles as per the requests. The comprehensive roles and responsibilities of the above-mentioned manpower are found below.

8.2 Job Description.

a. Transport Coordinators

- Maintain all the ROP documents for leased vehicles inspection report.
- To ensure the registration of all leased vehicles are kept up to date.
- Maintain fleet tracking report through tracking system.
- Report on unsafe condition/acts whenever they occur.
- Focal point for all leased vehicles and issuing pool car to our customers with prior approval of the respective fleet supervisor.
- Coordinate with vehicle users whenever there is a need of maintenance or repair for the vehicle vehicles booking arrangement.
- Responsible to schedule and organize the leased vehicles for any preventive maintenance and any corrective maintenance.
- Maintain history of Daily/Weekly vehicle check list.
- Received and maintain fuel slips history from internal customers.
- Maintain proper and effective monthly fleet management standards records on fuel consumption, KMs driven, vehicle availability, vehicle utilization, vehicles maintenance, vehicle accident history, vehicle registration, tyres changing etc.

- Monitoring road worthiness assurance for leased fleet.
- Study and negotiate the cost elements and provide technical assistance as and when required on all road traffic accidents.
- Enhance the safety awareness of staff by initiating safety meetings and seminars.
- Highlighting unsafe conditions/acts whenever they occur.
- To ensure all records of leased vehicles are maintained.
- Focus on vehicles utilization and ensure vehicle availability to internal customer as when required.
- Responsible for light drivers planning & management related to fleet management
- Implement flexible schedule for light drivers for their day-to-day activities & ensure the availability at all times.
- Check the delivery note and invoices of all leased related vehicles in order to process the payment.
- Ensure all the leased vehicles are clean and tidy as per the Daily / Weekly schedule provided by the supervisor.
- Responsible for maintaining logbook for all vehicles without tracking devices.
- Responsible to manage light drivers' performance through motivation, coaching and monitoring individual action plans and improvements to achieve their goals & targets.
- Any other concerns as tasked by Head of fleet / Supervisors & Officer.

b. IVMS Administrator

- Manage and control of tracking system, analyze driver behavior efficiency through online tracking, report all accidents/Incident and potential adverse activities or near miss immediately.
- Tracking vehicles in accordance with their movement (day, date, time and location) according to zones,
- Prepare and produce IVMS reports on monthly basis to all divisions.
- Monitor and receive all emergency signals, messages and alarms and respond accordingly through coordination and follow up with IVMS contractor to rectify any system failure.
- Track fuel consumption of each vehicle as a mean of affirmation against monthly fuel invoices.
- Track vehicle annual registration on monthly basis as administrative function in accordance with existing Logistics procedure.
- Report the service alert notification to the maintenance supervisor by setting up vehicle tracking processes, systems and controls.
- Insure the driver and vehicle identification is registered in the tracking system.
- Ensure all vehicles not crossing the geo fencing to support and work together with Journey managers.
- Create the over speed report and take the necessary action as per the Fleet Management & Maintenance procedure.
- Create utilization during restricted hours report and take the necessary action as per the Fleet Management & Maintenance procedure.

- Assist the Fleet Management & Maintenance supervisor to implement quality/productivity initiatives to ensure continual improvement.
- Assist the Fleet Management & Maintenance supervisor for forecasting & scheduling of preventive maintenance for all OWWSC heavy vehicles/ specials equipment and lease vehicles, ensure the plan is implemented and compliant as per external customers and contract agreement.
- Maintain a proper, accurate and effective OWWSC own vehicles & lease vehicles history and monthly report such as fuel consumption, accident/incident, KMs driven, vehicle utilization, and provide vehicles monthly KM driven to HSE section.
- Contribute section development of the Fleet Management & Maintenance team to achieve their goals & targets.
- Follow-up the tracking system and make sure the system working for OWWSC vehicles / specials equipment and lease vehicles.
- Analyze the function problems and produce new solutions in order to achieve maximum efficiency and quality service.
- Supervision utilization and administration of lease vehicles and permanently allocated vehicles.
- Ensure system is working effectively to prevent any shortfall during vehicles tracking and loss of important information.
- Ensure that (IVMS chip / keys / flash) are issued to the applicants and recorded in the system and follow-up to correctly solve the problems of lost keys to avoid duplication of information.
- Provide evidence of traffic violations through IVMS and insure proper integration between IUS and IVMS for employees' details.
- Ensure constant updating of DD License and ROP License list, liaise with Training department for those close to the expiration of their licenses

C. Light Driver

- Drive and provide delivery services support as required from Fleet Management & Maintenance.

8.3 Experience/ Qualification

- a. Transport Coordinator & IVMS Administrator
 - High Secondary School Certificate or equivalent.
 - Minimum 5 years' experience in automotive industry in vehicles maintenance.
 - Good communication skills both Arabic and English.
 - PC skills, MS-word, Excel & Power Point etc.
 - Fully familiar with Government legislation and GCC vehicles standards.

- b. Light Drivers.
 - Grade 9 and above.

- Valid driving license
- Age between 23 and 45 years old.
- Good communication skills in Arabic, English is preferable
- Familiar with Government legislation and GCC vehicles standards.

8.4 Safety accountabilities

- Ensure that all activities are carried out safely, in a manner that safeguards the health of OWWSC staff, Contractor staff and the general public, and so as to protect the environment and prevent pollution.
- Safety induction course will be provided by OWWSC for the coordinators / drivers prior to commencing duties.

8.5 Interfaces

- All OWWSC department

8.6 Reporting

- Report to Fleet Maintenance Supervisor. On day-to-day basis provide all the feedback with action and outstanding work.

8.7 Challenges

- To effectively monitor, maintain and sustain all lease vehicles.

Appendix (A)

1 VEHICLE SPECIFICATION

The vehicles shall meet the following minimum requirements.

a. 4WD Midsize SUV

4WD Midsize SUV		
SR.	Specification	Minimum Requirements
1	Engine	3L & above, 6 Cylinder
2	Transmission	Auto
3	Drive System / Train	4WD
4	Fuel Type	Mogas 91
5	Body Style	5 Doors Wagon
6	Color	White
7	ABS (Anti-lock braking system) + EBD (Electronic brake-force distribution) / Active Stability Traction Control	Standard
8	Sidestep	Yes
9	Air Bags	2 (Driver + Passenger) and above
10	Window + Door Lock	Auto

B. 4 Cylinder SUV

4 Cylinder SUV		
SR.	Specification	Minimum Requirements
1	Engine	2.4L & above, 4 Cylinder
2	Transmission	Auto
3	Drive System / Train	4WD/AWD
4	Fuel Type	Mogas 91
5	Body Style	5 Doors Wagon
6	Color	White
7	ABS (Anti-lock braking system) + EBD (Electronic brake-force distribution) / Active Stability Traction Control	Standard
8	Sidestep	Yes
9	Air Bags	2 (Driver + Passenger) and above
10	Window + Door Lock	Auto

c. pick up S/C 4X2

Pick Up S/C 4X2		
SR.	Specification	Minimum Requirements
1	Engine	2.4L & above, 4 Cylinders
2	Transmission	Auto
3	Fuel Type	Mogas 91
4	Steering system	Power Steering
5	Drive System / Train	4X2
6	Color	White Super
7	ABS (Anti-lock braking system)	Standard
8	Air Bags	2
9	Window + Door Lock	Auto
10	Bed liner	Yes

d. S/C pick up 4X4

Pick Up S/C 4X4		
SR.	Specification	Minimum Requirements
1	Engine	8 Cylinders/ or equivalent
2	Transmission	Auto
3	Fuel Type	Mogas 91
4	Steering system	Power Steering
5	Drive System / Train	4WD
6	Color	White
7	ABS (Anti-lock braking system)	Standard
8	Air Bags	2
9	Window + Door Lock	Auto
10	Rear Pintle Hook	As per manufacture / locally fitted
11	Bed liner	Yes

e. Pick Up D/C 4X4

Pick Up D/C		
SR.	Specification	Minimum Requirements
1	Engine	2.4L & above, 4 Cylinders
2	Transmission	Auto
3	Fuel Type	Mogas 91
4	Steering system	Power Steering
5	Drive System / Train	4WD
6	Color	White Super
7	ABS (Anti-lock braking system)	Standard
8	Air Bags	2
9	Window + Door Lock	Auto
10	Bed liner	Yes

f. **S/C Van**

S/C VAN		
SR. No	Specification	Minimum Requirements Single Cabin
1	Engine	2.6 L 4 Cylinders and above
2	Wheelbase	3000 mm
3	Payload	1075 KG
4	Transmission	Auto
6	Fuel Type	Mogas 91
7	Color	White
8	Air Bags	2
9	Revers camera	Yes
10	Revers Alarm	Yes
11	Revolving light Rear and front	Yes
12	External dimensions Length	4963 mm
13	External dimensions Height	2254 mm
14	Side Sliding Doors Length	1075 mm
15	Side Sliding Doors Height	1485 mm
16	Rear Doors Length	1562 mm
17	Rear Doors Height	1520 mm
18	Load space Length	2670 mm
19	Load space Height	1662 mm