

TERMS OF REFERENCE FOR FLEET MANAGER

1. BACKGROUND

The Government of Lesotho (GOL) owned vehicle fleet and maintenance workshops and operated the latter as Plant and Vehicle Pool Services (PVPS). In 1995 GOL embarked on a Privatisation and Private Sector Development Programme which included the privatisation of PVPS. The divestiture process of PVPS started in 1998. In 2002, GOL procured the services of Imperial Fleet Services ("IFS") through international competitive bidding process to provide and manage the Government vehicle fleet. The GOL further, as part of the above privatisation process, leased its maintenance workshops (the main site in Maseru and the others spread across the country in Leribe, Mophale's Hoek, Qacha's Nek, Thaba Tseka and Mokhotlong) to IFS. Subsequent to IFS, Avis was awarded the contract to provide vehicle fleet and management services to the GOL in 2007. This contract was terminated in September 2015 and subsequently Proposal Bidvest Bank Limited was engaged to provide GOL with fleet under short term hire contract for initial period of 6 months which was subsequently extended by eight (8) months to present. GOL is in the process of terminating this contract with the existing service provider.

2. OBJECTIVE

The aim of GOL is to establish a Fleet Management Unit (FMU) within the Ministry of Finance which will manage vehicle fleet for the Government. In the interim the Government will procure and manage (outsource) Basotho vehicles on short-term hire basis.

3. SCOPE OF WORK

The Government intends to procure the services of a Fleet Expert who will assist GOL with the following:

- a. Manage the FMU and impart knowledge and skills to the Fleet Management Unit Personnel.
- b. Assist GOL in developing transport policy;
- c. Assist GOL in procuring fleet management system;
- d. Conduct Government Fleet Management/ownership options analysis study;
- e. Business planning and budget monitoring/planning;
- f. Customer relationship management;
- g. Policy and procedure setting;
- h. Vehicle Fleet Management including insurance ;
- i. Vehicle Fleet maintenance management;

- j. Supplier management;
- k. Performance monitoring and reporting;
- l. Fuel monitoring and reporting;
- m. Reconciliation of payments against bills;
- n. Fleet user advocacy; and
- o. Any other related activities that may be assigned from time to time.

4. SKILLS AND CAPABILITIES

- The Fleet Manager must have a Masters degree in Logistics and Fleet Management and at least two (2) years' experience in undertaking similar assignments at a managerial level.
- OR
- Degree in Logistics and Fleet Management and at least five (5) years' experience in undertaking similar assignments at a managerial level.
 - The incumbent must have excellent organisational and communication skills.
 - The incumbent must have an excellent analytical and document drafting skills.
 - The proposal must include the full profile of the Fleet Manager.

The consultant must have the professional personnel with the experience and expertise described in the following section.

- The proposal must include full details of applicants, signed detailed CVs of all personnel, no longer than 3 pages each, must be submitted with the proposal document. Failure to adhere to this will invalidate the proposal.
- The incumbent must be knowledgeable and experienced in the following areas:
 - ✓ Fleet Management
 - ✓ Contract Management
 - ✓ Process Engineering
 - ✓ Monitoring and Evaluation
 - ✓ Requisite computer literacy
- The consultant will report to the Manager- Contracts Management Unit (CMU).

5. WORK PLAN AND TIMEFRAME

A detailed work plan of the Fleet Manager showing all activities and milestones must be developed in the first week of the assignment. The work plan must include time and resource allocation matrix showing work allocation for each task.

6. REQUIREMENTS AND PRE-REQUISITES

Tenderer is expected to provide:

- a. Correct number of responses (one original and four copies).
- b. 3 reference letters confirming experience in similar sized project
- c. Copy of valid Traders license certified at source
- d. Copy of valid Tax Clearance certified at source

7. SUBMISSION OF BIDS/ PROPOSALS AND OPENING:

All Tenderers should deposit **one original and four copies of the bids** and be deposited in the tender box at finance House, 3rd Floor, Government Complex not later **than 20th June, 2017 on or before 1200hrs**. Tenders will be opened in the presence of bidders or their representatives who choose to attend at **1430hrs** on the same day (**20th June, 2017**) at 3rd Floor, Ministry of Finance Tender Board Room

Tenders should be clearly marked “**Tender for the procurement of Fleet Specialist services**”

8. EVALUATION CRITERIA

Evaluation of bids will be carried out using the following criteria

Criteria	Score
Qualifications and skills	30
Capacity building and skills transfer	20
Project management	15
Track record and experience	25
3 Client reference letters	10

9. TIMING

- a. The Fleet Manager will assume duties from the 3rd July, 2017.
- b. The assignment must be completed within a period of nine months i.e. 31st March 2018.

10. CONTACTS

Bidders must contact the following person for clarification:

- Mr Motolo Mandoro
E-mail: mmandoro@gmail.com
Tel: 2231 5318/59465929
Room: 3035

- Ms Mathabo Mphale
E-mail: msmphale@gmail.com
Tel: 2231 4367/58854884
Room: 3004