

**Appendix 4: SCOPE OF SERVICES**

**SCHEDULE OF ROUTINE PREVENTATIVE MAINTENANCE TO BE CARRIED OUT BY THE SERVICE PROVIDER:**

Description of Service to be provided: Provision of vehicle repairs and maintenance service to GOAL Uganda on the basis of the enclosed Scope of Services

TERMS AND CONDITIONS:

1. **DELIVERY PLACE:**

The services are to be provided from the service provider's workshop,

**B. PRICE VARIATION AND INSPECTION OF SPARE PARTS:**

**a.** GOAL may request at any time that replaced parts be sent at the vendor's expense to the GOAL office for inspection.

b. The service provider shall submit to GOAL a price list for oils, lubricants, vehicle parts and the labour cost of service every 4 months. The service provider must inform GOAL of any significant increases in the price of oils, lubricants, and other vehicle parts. Any significant variations in prices must be explained by the service provider and proper justification must be given in writing.

c. In case the cost of service to be provided exceeds the cost quoted/approved on the vehicle job order form, advance approval has to be given by GOAL before the service can be carried out.

d. The vehicles to be serviced are 4x4 and 2x2 and include, but are not limited to those listed in Annex 1, at the end of this appendix.

1. **RECORD KEEPING:**

All vehicles should have a complete history on file that includes documentation of all repairs, inspections, and other related maintenance activities. The Service Provider shall keep individual files for each vehicle and the files shall contain the following information:

a) Completed Copies of Services I, II, and III vehicle inspection forms

b) Copies of duly approved GOAL Vehicle Repair/Maintenance Job Order Forms.

c) Copies of Pro-forma/Tax Invoices Submitted to GOAL Uganda

d) Forms indicating any other repairs, overhauls, etc carried out.

e) Any other relevant communication with GOAL Uganda regarding each vehicle.

1. **SCHEDULE OF ROUTINE PREVENTATIVE MAINTENANCE TO BE CARRIED OUT BY THE SERVICE PROVIDER:**

The periodic inspections are designed to provide checks on all vehicle components, allowing adequate time for the repair of worn or broken parts. Inspection intervals should be determined based on the manufacture’s recommended mileage. Each successive type of inspection shall include all of the elements of the previous inspection.

The Vehicle Preventative Maintenance Programme will fall into three (3) levels of service:

a. Service / Inspection Level I @ 5,000 Kilometers

b. Service / Inspection Level II @ 10,000 Kilometers

c. Service / Inspection Level III @ 15,000 Kilometers

**SERVICE LEVEL I: Service to be performed after every 5,000 Kilometers**

1. Clean the engine

2. Clean and drain water sedimenter

3. Clean axle breather and hose

4. Change engine oil and oil filter, check for oil leakages

5. Change pre-fuel filter if applicable

6. Check/top up clutch fluid reservoir. Check clutch adjustment

7. Check/top up brake fluid reservoir

8. Check/top up cooling system

9. Check/top up fluid in power steering reservoir

10. Check/clean air filter and clean pipes

11. Check/top up windscreen washer reservoir

12. Check heating and cooling system for leaks and hoses for security and condition

13. Check power steering for leaks hydraulic pipes and unions for chaffing and corrosion

14. Check condition for driving belts, adjust if required.

15. Check/top up front, rear differential oil SAE 80W90

16. Check/top up gearbox oil (ATF oils for automatic transmissions)

17. Check/top up transfer case oil SAE 80W90

19. Check engine and transmission mountings

20. Check all steering joints for excess wear

21. Check all suspension for wear. Replace if necessary

22. Lubricate propeller shaft universal joints and all steering joint

23. Lubricate hand brake mechanical linkage and adjust if needed

24. Check visually brake, fuel, and clutch pipes unions for chafing, leaks and corrosion

25. Check exhaust systems for security and leaks

26. Check oil leaks from engine and transmission

27. Check security and condition of suspension fixings

28. Check security and condition of shock absorbers. Replace if needed

29. Check security and condition of steering unit, joint gaiters and steering shaft universal joints

30. Check tightness of propeller shaft coupling bolts

31. Check/top up battery electrolyte and battery connection

32. Check operation of all lights, electrical equipment and switches

33. Check brake pads front and rear brake shoes and check rear wheel cylinders

34. Check windscreen wipers

35. Check all lights, bulbs and fittings

36. Check steering ends and greasing

37. Check all water hoses and joist and radiator

38. Check starter, alternator and lift pump + starter heater plugs

39. Check drive shafts and half shafts. Replace and adjust, lubricate wheel bearings if needed

40. Check fuel filter bleed system and check for all fuel leaks

41. Check all tyres, wheel studs and nuts

42. Check door locks, bonnet lock and lubricate

43. Check front tyres for uneven wear (adjust tracking)

**SERVICE LEVEL II: Service to be performed after every 10,000 Kilometers then do service I as above at 15,000 Km**

1. Clean the engine

2. Clean and drain water sedimenter

3. Clean axle breather and hoses

4. Change engine oil and oil filter, check for oil leakages

5. Change fuel filter

6. Check/top up clutch fluid reservoir. Check clutch adjustment

7. Check/top up brake fluid reservoir

8. Check/top up cooling system

9. Check/top up fluid in power steering reservoir

10. Change/clean air filter and clean pipes

11. Check/top up windscreen washer reservoir

12. Check heating and cooling system for leaks and hoses for security and condition

13. Check power steering for leaks hydraulic pipes and unions for chaffing and corrosion

14. Check condition for driving belts, adjust if required. Check timing belt

15. Check/top up front, rear differential oil SAE 80W90

16. Check/top up gearbox oil (ATF oils for automatic transmissions)

17. Check/top up transfer case oil SAE 80W90

18. Check engine and transmission mountings

19. Check all steering joints for excess wear

20. Check all suspension for wear. Replace if necessary

21. Lubricate propeller shaft universal joints and all steering joint

22. Lubricate hand brake mechanical linkage and adjust if needed

23. Check visually brake, fuel, and clutch pipes unions for chafing, leaks and corrosion

24. Check exhaust systems for security and leaks

26. Check oil leaks from engine and transmission

27. Check security and condition of suspension fixings

28. Check security and condition of shock absorbers. Replace if needed

29. Check security and condition of steering unit, joint gaiters and steering shaft universal joints

30. Check tightness of propeller shaft coupling bolts

31. Check/top up battery electrolyte and battery connection

32. Check operation of all lights, electrical equipments and switches

33. Check brake pads front and rear brake shoes and check rear wheel cylinders

34. Check windscreen wipers

35. Check all lights, bulbs and fittings

36. Check steering ends and greasing

37. Check all water hoses and joints and radiator

38. Check starter, alternator and lift pump + starter heater plugs

39. Check drive shafts and half shafts. Replace and adjust, lubricate wheel bearings if needed

40. Fit fuel filter bleed system and check for all fuel leaks

41. Check all tyres, wheel studs and nuts

42. Check door locks, bonnet lock and lubricate

43. Check front tyres for uneven wear (adjust tracking)

44. Check wheel alignment and balancing and advice.

**SERVICE LEVEL III: Service to be performed after every 20,000 kilometers**

1. Clean the engine

2. Clean and drain water sedimenter

3. Clean axle breather and hoses

4. Change engine oil and oil filter, check for oil leakages

5. Change diesel filter x 2

6. Change clutch fluid. Check clutch adjustment

7. Change brake fluid

8. Change coolant if necessary

9. Change fluid in power steering reservoir

10. Change/clean air filter and clean pipes

11. Check/top up windscreen washer reservoir

12. Check heating and cooling system for leaks and hoses for security and condition

13. Check power steering for leaks hydraulic pipes and unions for chaffing and corrosion

14. Check condition for driving belts, adjust if required. Check timing belt

15. Change front, rear differential oil SAE 80W90

16. Change gearbox oil (ATF oils for automatic transmissions)

17. Change transfer case oil SAE 80W90

18. Change swivel housing grease.

19. Check engine and transmission mountings

20. Check all steering joints for excess wear

21. Check all suspension for wear. Replace if necessary

22. Lubricate/grease propeller shaft universal joints and all steering joint

23. Lubricate hand brake mechanical linkage and adjust if needed

24. Check visually brake, fuel, and clutch pipes unions for chafing, leaks and corrosion

25. Check exhaust systems for security and leaks

26. Check oil leaks from engine and transmission

27. Check security and condition of suspension fixings

28. Check security and condition of shock absorbers. Replace if needed

29. Check security and condition of steering unit, joint gaiters and steering shaft universal joints

30. Check tightness of propeller shaft coupling bolts

31. Check/top up battery electrolyte and battery connection

32. Check operation of all lights, electrical equipment and switches

33. Check brake pads front and rear brake shoes and check rear wheel cylinders

34. Check windscreen wipers

35. Check all lights, bulbs and fittings/dashboard

36. Check steering ends and greasing

37. Check all water hoses and joints and radiator

38. Check starter, alternator and lift pump + starter heater plugs

39. Check drive shafts and half shafts. Replace and adjust, lubricate wheel bearings if needed

40. Fit fuel filter bleed system and check for all fuel leaks

41. Check all tyres, wheel studs and nuts

42. Check door locks, bonnet lock and lubricate/grease

43. Check front tyres for uneven wear (adjust tracking)

44. Change tyres (if necessary

45. Check wheel alignment and balancing.

46. Provide defect report and advice accordingly.

**Annex 1: List of Vehicles of GOAL Uganda Fleet**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/NO** | **Year of Manufacture** | **Reg. No** | **Make** | **Chassis no** | **Engine no** | **Model** | **Status/Condition** |
| 1 | 2015 | UAY 011L | Toyota Land Cruiser Hardtop | JTEEB71J707030258 | 1HZ9833847 | HZJ76R-RKMRS-22 | New, no major repair expected. . |
| 2 | 2015 | UAY 008L | Toyota Land Cruiser Hardtop | JTEEB71J807030527 | 1HZ0836503 | HZJ76R-RKMRS-22 | New, no major repair expected. . |
| 3 | 2015 | UAZ 127R | Toyota Hilux Double Cabine | AHTFR22G606112890 | 2KDA885215 | KUN25R-PRMDHN | Good running condition, no major repair expected |
| 4 | 2015 | UAY 793M | Toyota Land Cruiser Hardtop | JTEEB71J807030124 | 1HZ0832809 | HZJ76R-RKMRS-22 | New |
| 5 | 2015 | UAY 279Q | Toyota Land Cruiser Hardtop | JTEEB71J907031251 | 1HZ0841674 | HZJ76R-RKMRS-22 | New |
| 6 | 2015 | UAY 514R | Toyota Land Cruiser Hardtop | JTEEB71J107031132 | 1HZ0840982 | HZJ76R-RKMRS-22 | New |
| 7 | 2014 | UAX 457J | Toyota Land Cruiser Hardtop | JTEEB71J207026831 | 1HZ0806786 | HZJ76R-RKMRS-22 | Good running condition |
| 8 | 2014 | UAX 709H | Toyota Land Cruiser Hardtop | JTEEB71J207026893 | 1HZ0807560 | HZJ76R-RKMRS-22 | Good running condition |
| 9 | 2014  | UAW 245Z | Toyota Land Cruiser Hardtop | JTEEB71J107026366 | 1HZ0801027 | HZJ76R-RKMRS-22 | Good running condition |
| 10 | 2016 | UAZ 836G | Toyota Hilux Double Cabine | AHTFS8CD701400362 | 2KDU875822 | Double cabin | New |
| 11 | 2013 | UAV 780E | Toyota Land Cruiser Hardtop | JTEEB71J807020886 | 1HZ0751432 | HZJ76R-RKMRS-22 | Good running condition |
| 12 | 2009 | UAN 121F | Toyota Land Cruiser Pick up | JTELB71J507085573 | 1HZ0634328 | HZJ79R-T-JMRS | Good running condition |
| 13 | 1998 | UAY 668J | Toyota RAV4 | SXA110189822 | 3S6783655 | RAV4SXA11 | Good running condition |
| 14 | 2002 | UAY 010K | Toyota Corona | ZZT2400045525 | 1ZZ1161458 | Corona Premio ZZT240 | Good running condition |
| 15 | 2019 | UBG 806L | Toyota Land Cruiser Hardtop | JTEEB71J10F004003 | IHZ0925250 | HZJ76R-RKMRS | New |

|  |  |
| --- | --- |
| Signed: |  |
| Print name:  |  | Position: |  |
| Company Name: |  | Date: |  |
| Address: |  |