



## **VETLAB SPORTS CLUB**

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### **VEHICLE MAINTENANCE AND REPAIR SERVICES FOR VETLAB SPORTS CLUB**

The Club wishes to prequalify competent & eligible bidders for the mentioned category for the Maintenance of the Club's Vehicle and repair services.

March 17<sup>th</sup>, 2023

## Table of Contents

SECTION ONE: .....	3
GENERAL INFORMATION .....	3
PURPOSE .....	3
SECTION TWO: .....	3
SERVICE REQUEST PROCEDURES .....	3
SCOPE OF SERVICE: .....	4
CLARIFICATIONS.....	5

## SECTION ONE:

### GENERAL INFORMATION

Veterinary Laboratory sports Club also popularly referred to as VetLab Sports Club is a private members club whose aim is to provide the members, their families and friends with exceptional experience through playing golf, social interactions as well as health and fitness in a friendly and relaxed atmosphere.

We are pleased to invite you to submit a competitive tender for the above works.

Upon payment of a non- refundable tender fee of Kes. 2,500/=, all tenderers MUST accompany their bids with the following documents:-

1. Tax Compliance Certificate.
2. PIN Certificate.
3. Certificate of Incorporation.
4. Audited Accounts for the past 2 years.
5. Company profile with references of similar works previously undertaken.

### PURPOSE

VetLab Sports Club is looking for a competitive and reliable company which will ensure the provision of vehicle maintenance and repair services that are efficient and cost effective for one vehicle which is a 14 – Seater Van. These maintenance services include routine minor and major services and repairs.

## SECTION TWO:

### SERVICE REQUEST PROCEDURES

The procedure of vehicle admission to the workshop shall be in accordance with the following:

- The company will receive a Purchase Order from VetLab Sports Club specifying the plate number of the vehicle and requesting service/maintenance to be provided. Any additional services not mentioned in the work order shall be approved prior to carrying out the services. VetLab Sports Club shall not be obligated to compensate for services which were not approved in advance. (No work orders to be accepted verbally).

- After the vehicle's maintenance and repair, the vehicle is handed over to the driver and he signs to certify the service which would clearly identify the maintenance service/repair performed once the services are complete.
- After service/repair is carried out, VetLab Sports Club can request that replaced parts be sent to VetLab Sports Club for inspection.

#### SCOPE OF SERVICE:

The service provider shall:

- Conduct the inspection services for the pre-trip and post-trip to the vehicles within 24 hours.
- Perform all services in a diligent, skillful and professional manner - Ensure that the mechanics for any repair works are skilled (trained and certified) and sufficiently trained in the respective vehicles.
- Take full responsibility for any error made through maintenance rendered by it and shall be responsible at the cost of the workshop owner for any loss or damage.
- Maintain an adequate inventory of officially authorized manufacturer parts for the models of the vehicle where possible and shall have a satisfactory source of supply for such parts as may be needed in the performance of the services.
- Avail the services of his workshop and give priority to provide the vehicle with all necessary repair and maintenance to comply with the service delivery timeframe.
- Keep and maintain records of all services rendered to the vehicles and shall remind VetLab Sports Club two weeks in advance of the next service schedule.
- Have landline/mobile phone access and email address for the continuous communication in case of emergency or unplanned replacement of parts for the vehicles.

## CLARIFICATIONS

Interested parties may request for clarification before the submission deadline and directed to the General Manager on the contacts mentioned herein below:

**The General Manager**

**Vetlab Sports Club P.O**

**Box 29105-005025**

**Nairobi, Kenya.**

**Tel: 0722730549**

**Email: [generalmanager@vetlabsc.com](mailto:generalmanager@vetlabsc.com)**

**CC: [tenders@srmhub.com](mailto:tenders@srmhub.com)**

Signed:



**Michael Mukayagi**

**General Manager**