

**National Cement Share Company
TOR
for the establishment of additional NAV module
for
fleet operation**



DIRE DAWA, ETHIOPIA

September, 2017

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Terms of Reference for fleet Operation NAV System

1. Introduction

Fleet Operation is established in June 2013 and it has a vital role in the transportation of cement for customers and raw material for the factory. After reviewing our current transaction which is mostly done manually outside of the NAV system, we need to integrate a fleet module that can generate serviceability history of trucks, delivery time, spare part consumption and other related costs to transportation.

Therefore, we are looking for an experienced NAV developer for the implementation of the fleet module.

2. Scope

The key element in NCSC logistics department is transportation system and that occupies one-third of the amount of cost incurred in the logistics. Transportation is required in the production of cement process from the transportation of raw materials to the plant site till the delivery of the product to the customers.

3. Objective

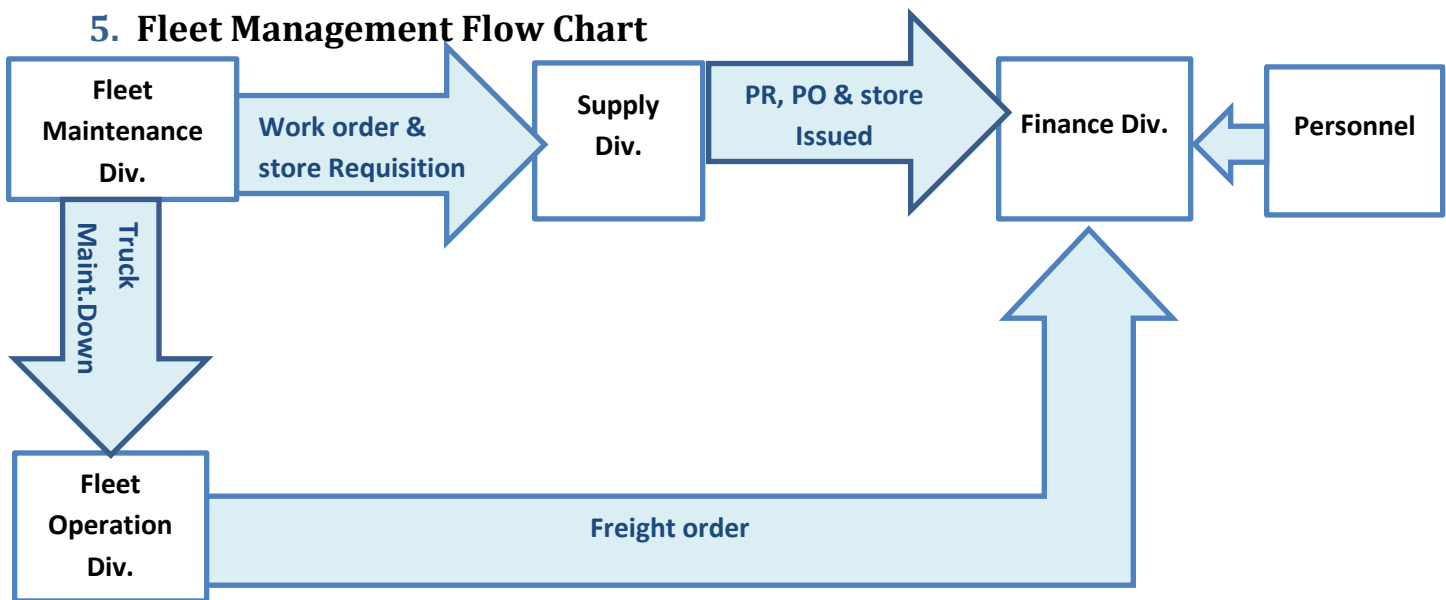
The objective of the NAV system is to establish the fleet management system in Dynamics NAV 2013 R2, so as to provide reliable data capture, proper data management and performance indicator in a centralized manner that has serviceability, efficiency and financial implications. the objectives are defined as follows: -

- To maintain & evaluate periodical each truck financial costs.
- To manage existing work difficulty is such as outsourcing Truck, fleet cancellation and fleet diversions on the NAV system.
- To manage simply the financial payment through the integrated system.
- To help as truck replacement policy related to the vehicle lifespan.
- To easy control the truck maintenance history.
- To reduce unplanned work process at all level.
- To get update information on the required time.
- To evaluate each tire km coverage performance.
- To determine transportation cost for each locations.

4. Existing NAV System Shortcomings

- I. Currently we are using Dynamics NAV 2013 R2 as a financial system, but for the management of the transportation it lacks some of the basic features required by the fleet unit, to mention few: -
- ❖ There is no option to record the maintenance history for our trucks
 - ❖ It doesn't provide the
 - ❖ Financial implications not separated with admin and running cost of truck e.g. periderm.
 - ❖ On Maintenance truck down time and tire efficiency are registered outside of the NAV system
 - ❖ Fleet Operation truck dispatching and delivered freight performance are recorded manually

5. Fleet Management Flow Chart



NB: All Divisions interconnect with truck master list.

6. Challenging on implementation

- ❖ Electric interruption and internet connection problems will the abstractly for the work activities.
- ❖ Truck diversion after truck loading products and conciliation/adjustment of any errors.

7. Expectation from the System

- ❖ At each level the system should be integrated with truck master list.
- ❖ Work order maintenance must be sequential and print from the system and made relation from supply chain department for spare part issuance.
- ❖ The system developer must in a close communication and visit during and after the implementation of system for support
- ❖ Every truck expense must hold in with maintenance work order and fleet operation receipt and non-receipt payment with freight order description, because we sometimes expect exceptional payments
- ❖ Technician maintenance time may important to implement the work starting and completion works of time.

8. Attachment for Requirement of Formats

A. Finance

1. Dispatch Date
2. Freight Order(FO)
3. Power/Trailer Plate No
4. Route
5. Distance in Km
6. Customer
7. Product Type
8. Ton
9. Tariff/ton
10. Reference No
11. Perdiem expense
12. Handling expense
13. Adama Fuel expense in birr
14. Awash Fuel In liter
15. DD Depot fuel in liter
16. Awash Fuel in Price
17. DD Depot fuel in price
18. Total Fuel Cost
19. Other Costs (Wage, Tire Repairing/checking...)

20. Own Truck/ Outsource

NB: In the existing NAV system there is not separately captures in Fleet finance admin and Running cost May be column adjustment e.g. per diem and other similar jobs.

B. Fleet Operation

1. FO #
2. Power/Trailer Plate #
3. Driver Name
4. Rout
5. Customer
6. Product Type
7. Own Truck/ Outsource
8. Ton
9. Tariff/ton
10. Transporter
11. Distance covered with Load (Km)
12. Distance covered with Empty (Km)
13. Delivered Ton
14. GRN/Stamp/ signature
15. Delivered Date
16. Dispatch Date & Time
17. Loading date & Time - IN
18. Loading date & Time - OUT
19. Unloading date & Time - IN
20. Unloading date & Time-Out
21. Custom process date & Time IN
22. Custom process date & Time -out
23. Other Down Time Total Hours
24. Dispatch Completed Date & Time
25. Actual TAT (Days /Hour)
26. Standard TAT (Days /Hour)

C. Fleet Maintenance Down Time

SN	Description Of Master table	Remark
1	Plate No	
2	Place of Failure	For Road Call Only

3	Failure Description	For Road Call Only
4	Work Order No	
5	Current Km Reading	
6	Location of Maintenance	
7	Garage Unit	Garage 1,2 etc
8	Budget Year	Eg, 2017/2018
9	Closing Date	31/08/2017
10	CM Date-in	CM=Corrective Maintenance
11	CM Hour-in	
12	CM Minu-in	
13	CM Date-out	
14	CM Hour-out	
15	CM Minu-out	
16	Total CM DT	
17	BS Date-in	BS= Basic Service
18	BS Hour-in	
19	BS Minu-in	
20	BS Date-out	
21	BS Hour-out	
22	BS Minu-out	
23	Total BS DT	
24	MS Date-in	MS= Medium Service
25	MS Hour-in	
26	MS Minu-in	
27	MS Date-out	
28	MS Hour-out	
29	MS Minu-out	
30	Total MS DT	
31	AS Date-in	AS= Annual Service
32	AS Hour-in	
33	AS Minu-in	
34	AS Date-out	
35	AS Hour-out	
36	AS Minu-out	
37	Total AS DT	
38	OH Date-in	OH= Over houle
39	OH Hour-in	
40	OH Minu-in	
41	OH Date-out	
42	OH Hour-out	
43	OH Minu-out	
44	Total OH DT	
45	RC Date-in	RC= Road call
46	RC Hour-in	
47	RC Minu-in	
48	RC Date-out	

49	RC Hour-out	
50	RC Minu-out	
51	Total RC DT	
52	ACCI Date-in	ACCI= Accident
53	ACCI Hour-in	
54	ACCI Minu-in	
55	ACCI Date-out	
56	ACCI Hour-out	
57	ACCI Minu-out	
58	Total ACC DT	
59	LMP Date-in	LMP= Lack of man power
60	LMP Hour-in	
61	LMP Minu-in	
62	LMP Date-out	
63	LMP Hour-out	
64	LMP Minu-out	
65	Total LMP DT	
66	LSP Date-in	LSP= Lack of spare
67	LSP Hour-in	
68	LSP Minu-in	
69	LSP Date-out	
70	LSP Hour-out	
71	LSP Minu-out	
72	Total LSP DT	
73	Total Maint DT	Toal Cm+BS+MS+AS+OH+RC+ACCI+LMP+LSP=TotalDT of the month
74	Justification For MaintDT	
75	Remark	For Road Call Only

D. Fleet Maintenance Tire Km Coverage performance

SN	Description	Remark
1	Plate_No	
2	Type_Of_Tyre	Pirelli, Triangle Etc
3	Tyer_Number	Serial No
4	Assembeled_Km	
5	Assembeled_Date	
6	Assembeled_Branch	
7	Replaced_Km	
8	Replaced_Date	

9	Replaced_Branch	
10	KM Coverage	
11	Month	
12	Year	
13	Budget_Year	
14	Reason	

E. Technician Hour Utilization (May be change with detail a recording Format)

1	Month
2	Name of Technician
3	Calendar working time
4	Available working time
5	Actual Time
6	Standard Time
7	Annual leave
8	Sick leave
9	Meeting
10	Training
11	Field
12	Other
13	Type of technician
14	Closing Date
15	Justification

F. Fleet Employees Personnel History (For personal data We will discuss)

1.	Id No
2.	Employee Name
3.	Date Of Birth In (E.C)
4.	Age
5.	Educational Background
6.	External Work Experience
7.	Internal Work Experience
8.	Effective Date (G.C)
9.	Types Of Employment
10.	Job Title
11.	Job Grade
12.	Working Division
13.	Duty Station
14.	Salary

15. Hardship & Compensate Allowance
16. Housing Allowance
17. Responsibility Allowance
18. File No
19. Date of leave
20. Annual Leave
21. Annual Leave Balance
22. Sick Leave
23. Mourning Leave
24. Maternity Leave
25. With Out Pay Leave
26. Promotion
27. Transfer (In/Out)
28. Penalty
29. Type Of Termination
30. Status
31. Period

Annex
PART ONE

INSTRUCTION TO BIDDERS

1. Bid offer must be sent to our email address: foreign.purchase@nationalcementsc.com protected by multiple passwords of management members or may submit Addis Ababa office before the closing date.

National Cement Share Company

Ethio-China Friendship Road Wellosefer

KT-12 Building 1st floor

Tel:

Cell: +251984922313/+251930283483

E-mail: gedion.mekoya@nationalcementsc.com

Or

Abdurehman.seid@nationalcementsc.com

Addis Ababa, Ethiopia

Bidders may contact us directly through the above email and telephone for further information if any.

2. Bids shall be submitted by the consultant (Bidder) within 15 days after the first announcement of the tender on during office hours. Opening of the bids shall be on the 16th day after the first announcement of the tender on at 10:00 AM local time in the presence of bidders or their representative who choose to attend at National Cement Share Company in Dire Dawa office.

PART TWO

GENERAL CONDITIONS

1. APPOINTMENT OF AGENT

Bids submitted by persons other than the consultant shall be accompanied by a certified letter from the consultant stating that the bidder is authorized agent of the said service provider.

2. CONSULTANT'S NAME AND SIGNING OF DOCUMENTS

- 2.1. The bid shall bear the legal name of the consultant and shall be signed by an officer of the service provider.
- 2.2. The bid shall have the bidders name and signature shall be shown on each sheet on which he makes an entry. Any changes shall be initialed by the person signing the bid.

3. PRICE AND TERMS OF PAYMENT

- 3.1. The bidder shall indicate the total price in his/her pro-forma invoice. The price shall be inclusive of all costs and taxes.
- 3.2. The price quoted shall be firm for at least 60 days from the date of the bid opening.
- 3.3. The bidder shall submit his quotation in ETB (Ethiopian Birr).
- 3.4. The price offer should be submitted separately from the technical offer.

4. AWARD OF CONTRACT

- 4.1. The bid award shall be made to the responsible bidder who complies with requirements in the bid documents and technical specifications and whose

bid is most advantageous to the NCSC, price and other factors including the following points will be considered for evaluation.

- a. Technical Evaluation
 - b. efficiency and Reliability
 - c. Price Evaluation
- 4.2. Prior to the expiration of the period of bid validity, the NCSC will notify the successful bidder in writing, by fax or mail that the bid has been accepted.
- 4.3. The notification of award will constitute the formation of the contract.
- 4.4. Conditions which were no stipulated in the offer shall not be accepted by NCSC.

PART THREE

BID SCHEDULE

To: National Cement Share Company (NCSC)

Dire Dawa

Dear Sirs,

Having examined the Bid document for the provision of the service stated under your invitation to bid No _____. We, the undersigned hereby submit the following offer for the services listed below in accordance with the terms of the bid document issued by NCSC.

S. No	Description of services to be provided	Total Price

1. The above prices must be firm for 60 days from date of bid opening
2. State clearly delivery date:

We undertake, if the bid is accepted, to have all services provided within_____ calendar days from the date of contract signing.

Signature of the bidder

Date _____