

# **EMBASSY OF THE UNITED STATES OF AMERICA, AMMAN**

## **STATEMENT OF WORK**

### **INTRODUCTION**

The US Embassy in Amman is looking for a qualified mechanic / garage to assemble, maintain and repair more than hundred and fifty vehicles to include but not limited to Sedans , SUVs , vans , trucks... , these vehicles could be Gasoline and Diesel dedicated and could be armored and regular You will be responsible for ensuring the functionality and reliability of engines and mechanical systems. An excellent mechanic must have manual dexterity and great attention to detail. They must be able to work with various machines and tools and follow all safety precautions.

The vendor must use only brand new original spare parts, fluids, lubricants as recommended by the manufacturer manual, the spare parts must be available within short time to perform the work.

The vendor is expected to provide the service in deferent times and locations in the country, including weekends, holidays and after hours.

### **PURPOSE**

The purpose of this task is to solicit offers for the operation of the Maintenances service. Perform preventative maintenance such as routine car maintenances

#### **Routine Car Maintenance Includes but not limited to:**

- Check/replace the engine oil and replace oil filters
- Check/replace fuel filters
- Inspect or replace windshield wipers
- Replace windshield
- Check or refill windshield washer fluid
- Check and replace tires
- Inspect tires for pressure and wear
- Tire balancing
- Tire rotation

- Wheel alignment
- Check/replace battery
- Check, clean or replace battery terminals and top up battery fluid
- Replace brake pads or flush brake fluid
- Replace brake shoe
- Replace lower and upper arm
- Check/replace clutch
- Check or flush transmission fluid
- Check or flush power steering fluid
- Check and flush engine coolant
- Inspect or replace spark plugs
- Inspect or replace air filter
- Inspect or replace timing belt and other belts
- Lubricate locks, latches, hinges
- Check all lights
- Tighten chassis nuts and bolts
- Check if rubber boots are cracked and need replacement
- Test electronics, e.g. anti-lock braking system or ABS
- Check/repair electrical issues
- Perform welding task
- Read fault codes from the Engine control unit

## **VENDOR REQUIREMENTS**

- Proven experience as Mechanic/Garage
- Excellent knowledge of machinery and hydraulic, electrical, and other systems and their components
- Aptitude in using various hand tools (scanner devices screwdrivers, etc.) and precision measurement tools (e.g. calipers)

- Ability to follow established procedures and practices and read instruction, blueprints etc.
- A strong commitment to all health and safety guidelines
- Very good communication skills
- A problem-solving ability.
- Could provide on road service all around the country in all times.
- Pass all the security checks required by the embassy.

#### **OTHER REQUIREMENTS FOR BIDDERS**

- Technical proposal including:
  - Statement of offerors understanding and capability to perform the project.
  - Description of work to be conducted and detailed price list containing specifics on types of materials to be used.
  - Detailed timeline for completion of the project.
- Cost proposal including:
  - Detailed cost proposal for each stage of the work to be done.
  - Price list that includes unit and total cost by item.