



**ENERGY FIJI LIMITED**

**BIDDING DOCUMENT**

**MR239/2018**

**Preferred Supplier of Petrol Drilling  
Machine**

# Section 1. Instructions to Bidders

## 1. Scope of Bid

Energy Fiji Limited (hereinafter referred to as "the Employer"), wishes to receive bids for supply of **Petrol Drilling Machine** and Accessories as specified in these bidding documents (hereinafter referred to as "Petrol Drilling Machine").

## 2. Eligible Bidders

This Invitation to Bid is open to bidders who have sound financial background and have previous experience.

Bidders shall provide such evidence of their continued eligibility satisfactory to the Employer as the Employer shall reasonably request.

Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent.

## 3. Eligible Materials, Equipment and Services

The Petrol Drilling Machine to be supplied under the Contract shall have their origin from reputable companies from various countries. The bidders may be required to provide evidence of the origin of the Petrol Drilling Machine.

## 4. Qualification of the Bidder

To be qualified for award of Contract, bidders shall submit proposals regarding work methods, scheduling and resourcing which shall be provided in sufficient detail to confirm the bidder's capability to fulfil the contract.

## 5. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and the Employer will in no case be responsible or liable for those costs.

## 6. Sealing and Marking of Bids

The bidder shall seal the original copy of the technical proposal, the original copy of the price proposal and each copy of the technical proposal and each copy of the price proposal in separate envelopes clearly marking each one as: "ORIGINAL-PROPOSAL", and "COPY PROPOSAL", etc. as appropriate.

The bidder shall seal the original bids and each copy of the bids in an inner and an outer envelope, duly marking the envelopes as "ORIGINAL" and "COPY".

The inner and outer envelopes shall be addressed to the Employer at the following address:

Tuvitu Delairewa  
General Manager Commercial 2 Marlow Street,  
Suva, FIJI. Phone: 679 3224 185 Facsimile: 679  
331 1882 Email: [TuvituD@efl.com.fj](mailto:TuvituD@efl.com.fj)  
And

bear the following identification:

- Bid for: Preferred Supplier of the Petrol Drilling Machine for Network Distribution Department
- Bid Tender Number: MR **239/2018**

- 7. Deadline for Submission of Bids** Bids must be received by the Employer at the address specified above no later than 1600 hours (Fiji Time) (27<sup>th</sup> June 2018).
- The Employer may, at its discretion, extend the deadline for submission of bids by issuing an addendum, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will thereafter be subject to the deadlines extended.
- 8. Late Bids** Any bid received by the Employer after the deadline for submission of bids prescribed will be rejected and returned unopened to the bidder.
- 9. Modification and Withdrawal of Bids** The bidder may modify or withdraw its bid after bid submission, provided that written notice of the modification or withdrawal is received by the Employer prior to the deadline for submission of bids.
- The bidder's modification or withdrawal notice shall be prepared, sealed, marked and delivered, with the outer and inner envelopes additionally marked "MODIFICATION" or "WITHDRAWAL", as appropriate. A withdrawal notice may also be sent by fax but must be followed by a signed confirmation copy.
- No bid may be modified by the bidder after the deadline for submission of bids.
- 10. Employer's Right to Accept any Bid and to Reject any or all Bids** The Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Employer's action.
- 11. Notification of Award** Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder by fax/email, confirmed by registered letter, that its bid has been accepted. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") shall name the sum which the Employer will pay the Contractor in consideration of the execution, completion and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called "the Contract Price").
- The notification of award will constitute the formation of the Contract.
- Upon the furnishing by the successful bidder of a performance security, the Employer will promptly notify the other bidders that their bids have been unsuccessful.

**12. Signing of  
Contract  
Agreement**

At the same time that he notifies the successful bidder that its bid has been accepted, the Employer will send the bidder the Form of Contract Agreement provided in the bidding documents, incorporating all agreements between the parties.

Within 7 days of receipt of the Form of Agreement, the successful bidder shall sign the Form and return it to the Employer.

**13. Corrupt or  
Fraudulent  
Practices**

The Employer requires that the Contractor observe the highest standard of ethics during the procurement and execution of such contracts. In Pursuance of this policy, the Employer:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and
  - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Employer, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition;
- (b) The EFL will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

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# Technical Specifications for Petrol Drilling Machine

## 1. General Description

The preferred supplier is to supply Energy Fiji Limited with the Petrol Drilling Machine as per the quantity stated in the pricing schedule. The bidder's proposal shall address all functional and performance requirements within the specification and shall include sufficient information and supporting documentation in order to determine compliance with this specification without further necessary inquiries. Hand-held drill with powerful petrol engine will be used for drilling wood. Standard with two-speed gearbox, reverse gear for releasing jammed drills and neutral position. Available with quick-release chuck with a chuck width of 13 mm.

The tender for Preferred Supplier of Petrol Drilling Machine for Network Distribution Department will be awarded for a supply period of **two (2) years as the preferred supplier**. EFL will purchase the required quantity of 9 units first and then continue purchasing on an as per need basis for a **fixed price** for next 2 (two) years.

The Petrol Drilling Machine shall have the following features:

- Anti-Vibration System.
- Standard with two-speed gearbox, reverse gear for releasing jammed drills and neutral position.
- Available with quick-release chuck with a chuck width of 13 mm.

## System Specifications

**Note to bidders:** Please submit a copy the table below with your products details (in the BIDDERS PRODUCT DETAILS column) in comparison to what is required by the employer.

EMPLOYER REQUIREMENTS		BIDDERS PRODUCT DETAILS
Performance (kW)	0.8	
Speed at max power (Um)	7000	
Capacity cm <sup>3</sup>	27.2	
Tank Volume (L)	0.25	
Chuck Width	13mm	
Gear Box	2 speed	
Anti-vibration system	Anti-vibration system	
Chuck Release	Quick release system	
Warranty	1 year	
Service and Repairs	Supplier to provide for local servicing and repairs	
Delivery	To EFL Kinoya Depot within 6 weeks from issue of Purchase Order	

## 2. User Operation Manual

Complete overview and details are to be provided for each function, detail and option.

### 3. Pricing Schedule

The tables below are to be filled and submitted as part of the bidder's tender submission. The prices shall be stated in the Fijian Currency inclusive of all taxes and delivered to EFL Kinoya Depot. EFL shall pay the bidder the FJD VIP price for purchase of the item. All freight and logistics are to be handled and cleared by the bidder at no additional cost to EFL.

The first table is for the lump sum price for the 9 units required. The second table is for per unit price if EFL decides to purchase additional units. All costs are in FJD VIP inclusive of all delivery charges to EFL Kinoya Depot.

Item No.	Item Required	Quantity Required	Total Price (FJD VIP) (Lump sum for 9 units)
1	Petrol Drilling Machine with 1 year warranty	9	

Item No.	Item Required	Quantity Required	Total Price (FJD VIP)
1	Petrol Drilling Machine with 1 year warranty	1	
2	Servicing of one petrol drilling machine locally	1 service for 1 drill	

### 4. Delivery

The bidder is to state the estimated time of delivery from issue of purchase order. Maximum allowable delivery time to be 6 weeks from issue of Purchase Order.

### 5. Warranty

The bidder is to also state warranty details and submit in their tender submission. The required warranty period is 1 (One) year from the date of receipt of items.

The supplier must provide or arrange to provide repair or servicing for the petrol drill purchased. EFL will contact the supplier for such requests and supplier shall invoice EFL accordingly for the service provided.

### 6. Price Validity

The prices must be valid for a minimum of 3 months from date of close of tender. In exceptional circumstances, EFL may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

Once the delivery of 9 units of Petrol Drilling Machine is made, EFL reserves the right to order more units under the same contract at the cost specified on an as per need basis for a period of **two (2) years**.

## **Submission of Tenders**

**Two (2) hard copies** of the tender bids in sealed envelope shall be deposited in the tender box located at the Supply Chain Office at the EFL Head Office, 2 Marlow Street, Suva, Fiji.

**Courier charges for delivery of Tender Document must be paid by the bidders.**

**This tender closes at 4:00pm, on Wednesday 27th June, 2018.**

Each tender shall be sealed in an envelope with the envelope bearing only the following marking:

**Tender- MR 239/2018 – Preferred Supplier of Petrol Drilling Machine for Network Distribution Department.**

**The Secretary, Tender Committee  
Energy Fiji Limited  
Supply Chain Office  
Private Mail Bag,  
Suva**

**It must also indicate the name and address of the tenderer on the reverse of the envelope.**

**All late tenders, unmarked Envelopes and envelopes without bidder's name and address on the reverse of the envelope. (Bids via e-mail or fax will not be considered).**

For further information or clarification please contact our Supply Chain Office on phone (+679) 3224360 or (+679) 9991587.

**Bidders are requested to submit a:**

- **Valid Tax Compliance Certificate**
- **FNPF Compliance Certificate**