

**Tender for Preferred Supplier of Hand Picked
Spalls in Taveuni**



MR390/2018

PURPOSE AND DESCRIPTION OF THE TENDER

The Energy Fiji Limited (EFL) is requesting proposal from Interested Contractors for Supply of Hand Picked Spalls in Taveuni on a **Preferred Supplier** basis.

Eligibility/Selection Criteria of the Bidding Contractor

The Contractor shall have a sound knowledge of the subject area. Contractor shall also be familiar with the contents of EFL's "Safety Manual". The Contractor shall take all necessary precautions to prevent any damages to the EFL assets and private properties in the area. The Contractor shall visit offloading areas and accordingly offer to execute and complete the provision and carting of Hand Picked Spalls to areas identified by the EFL Representative. The contractor should be able to supply one or multiple truck loads to the site within 24hours of the EFL Representative having requested so.

Note: The amount of Hand Picked Spalls required will be requested by the EFL Representative.

The Bidder shall submit the names/contacts of utilities or projects where they have previously undertaken such work required by this Tender.

1. Contract Price:

The Contractor shall submit the lump sum VIP price in Fijian currency to carry out the following works. The Contractor shall submit his price for the **Supply of 1 cubic meter of Hand Picked Spalls** to Project Site, Including Cartage, Delivery, etc. in the following manner.

PRICE SCHEDULE TEMPLATE (To Be Filled and Submitted By Bidders)					
Bidder's Yard Location: _____					
Delivery Location	Maximum cubic meter of Hand Picked Spalls per delivery	Minimum cubic meter of Hand Picked Spalls per delivery	Unit Price for Hand Picked Spalls (Per Cubic Meter) FJD VIP	Unit Price for Cartage (Per Cubic Meter Per Kilometer) FJD VIP	Distance from Bidders Yard (Kilometers)
Waiyevo Depot, Taveuni					

2. Scope of Work

1. The Contractor shall be fully responsible for the loading, carting and unloading of Hand Picked Spalls and providing machinery for the same.
2. Unloading of the Hand Picked Spalls to the location specified by EFL Representative will be the responsibility of the Contractor.
3. The Quantity of Hand Picked Spalls required will be requested by the EFL Representative and the Contractor shall be responsible for delivering the required amount on time.
4. EFL representative will be showing interested Bidders offload locations at the site.
5. The Contractor shall be responsible to repair any damages to access road during the execution of the above work.
6. No royalty is payable by the EFL to any party for the extraction of Aggregate.
7. Any damage to the roads, vehicles and machines during the extraction and transportation process is entirely the Contractors risk and responsibility.
8. At EFL's discretion, the deliveries may be spread over the 1 year period.
9. Prices shall be firm and valid till 31st December, 2019.
10. EFL shall establish the successful bidder(s) as a preferred supplier and multiple small quantity purchase orders shall be furnished as deemed necessary and required by EFL.

3. Registration & Other Information

The following information is required with the offer letter:

- 1 Registration details of the company.
- 2 Occupational Health & Safety Policy of the company.
- 3 Certificates and work experience of employees.
- 4 List of tools, equipment, machines and safety gears

The tender bid may not be considered if the above information is not attached with the offer letter.

The Contractor is to confirm in writing in their offer letter that they will submit the following information within five (5) days prior to the award of the contract:

- 1 Insurance cover for workers' health and safety.
- 2 Public liability cover.
- 3 Safety Management Plan

The award will be cancelled if the contractor is unable to provide the above information on time.

4. Contractor Personnel:

The Contractor shall only employ Licensed Machinery Operators and they shall be available on site as and when required by the EFL in 24hours of the request.

5. Bidder Details

The Bidder shall provide all the necessary information specified in the tables below:

General
The registered name of the Bidder:
Business address for correspondence: <i>(Location, Street, Locality City, TIN, Country, Telephone, Facsimile, Email Other)</i>
Contact name of the Authorized Person:
Contact's position: <i>Contact addresses if different from above</i> <i>Locality City, TIN, Location, Street, Country, Telephone, Facsimile, Email, Web address</i>
Business structure:
Include the organizations years of experience in this field and reputation in the market place.
Financial standing (Information designed to give client confidence in the financial competence of the BIDDER.) Audited financial accounts for past three years shall be included in appendix.
Company Profile(s)

6. Other value added services.

The bidder is open to include any other information that may add value to services.

7. Tender Evaluation

After the bids are received, it will go through a normal tender evaluation process as per EFL's Tender Policy and Procedures. The successful and unsuccessful bidders will be advised of the outcome after completion of the Tender evaluation process.

8. Submission of tenders

Hard copies of the tender, one original and one copy must be deposited in the tender box located at the EFL Head Office, 2 Marlow Street, Suva.

TENDER SUBMISSION CHECK LIST

The Bidders must ensure that the details and documentation mention below must be submitted as part of their tender Bid

Tender Number _____

Tender Name _____

1. Full Company / Business Name: _____

(Attach copy of Registration Certificate)

2. Director/Owner(s): _____

3. Postal Address: _____

4. Phone Contact: _____

5. Fax Number: _____

6. Email address: _____

7. Office Location: _____

8. TIN Number: _____

(Attach copy of the VAT/TIN Registration Certificate - Local Bidders Only (Mandatory))

9. FNPF Employer Registration Number: _____ **(For Local Bidders only) (Mandatory)**

10. **Provide a copy of Valid FNPF Compliance Certificate (Mandatory- Local Bidders only)**

11. **Provide a copy of Valid FRCS (Tax) Compliance Certificate (Mandatory Local Bidders only)**

12. Contact Person: _____

I declare that all the above information is correct.

Name: _____

Position: _____

Sign: _____

Date:

Submission of Tender

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 4:00 p.m. (16.00hrs Fiji time) on Thursday 15th November, 2018.

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

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Supply of Hand Pick Spalls in Taveuni

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 on the envelope will be returned to the Tenderers unopened. (Bids via e-mail or fax will not be considered).

The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act and must have the most current Tax Compliance Certificate.

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**

