



ENERGY FIJI LIMITED

TENDER DOCUMENT

MR 47/2021

**PREFERRED SUPPLIER FOR THE
SUPPLY OF HAND PICKED SPALLS IN
THE WESTERN DIVISION**

Section 1. Instructions to Bidders

1. Scope of Bid:

- The Energy Fiji Limited (Hereinafter referred to as “The Employer”), wishes to receive bids for the supply of Hand Picked Spalls in the Western Division on a Preferred Supplier basis over a 2 year period.
- The Contractor shall be fully responsible for the loading, carting and unloading of spalls and providing machinery for the same.
- Loading and unloading of the spalls will be the responsibility of the Contractor.
- The Quantity of spalls required will be requested by the EFL Representative and the Contractor shall be responsible for delivering the required amount on time.
- The Contractor shall be responsible to repair any damages to access roads during the execution of the above work.
- No royalty is payable by the EFL to any party for the extraction of spalls.
- Any damage to the roads, vehicles and machines during the extraction and transportation process is entirely the Contractors risk and responsibility.
- Prices shall be firm and valid over a 2 year period under a Preferred Supplier contract.
- EFL shall establish the successful bidder(s) as a Preferred Supplier over a 2 year period and multiple small quantity purchase orders shall be furnished as deemed necessary and required by EFL.

2. Eligible Bidders:

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.

3. Bidding Details:

Bids must be received by the Employer at the address specified below no later than **1600 hours (Fiji Time) Wednesday 17th March, 2021.**

4. Deadline for Submission of Bids:

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.

Any bid received by the Employer after the deadline for submission of bids prescribed will be rejected and returned unopened to the bidder.

5. Late 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.

6. Employer's Right to Accept any Bid and to Reject any or all Bids:

Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder through an official award letter. The notification of award will constitute the formation of the Contract.

7. Notification of Award:

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.

8. 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.

9. 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 behaviour 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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1.0 General Description and Work scope

The Energy Fiji Limited (EFL) is requesting proposal from Interested Contractors for Supply of Hand Picked Spalls in the Western Division on a **Preferred Supplier** basis over a 2 year period.

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 the Authority’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 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 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.

2.0 Bidder’s Pricing

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) (Lump Sum) FJD VIP | Unit Price for Cartage (Per Cubic Meter) (Lump Sum) FJD VIP |
| Rakiraki | | | | |
| Tavua | | | | |
| Ba | | | | |
| Lautoka | | | | |
| Nadi | | | | |
| Sigatoka | | | | |

3.0 Bidder's GENERAL INFORMATION

| | | |
|---|---|--|
| 1 | Name and Address of the Bidder: | |
| 2 | Contact Person: | |
| 3 | Telephones: | |
| 4 | Fax: | |
| 5 | Email: | |
| 6 | Name of the Chief Executive Officer and Telephone No: | |
| 7 | Tax Identification Number | (Provide copy of TIN Letter) |
| 8 | FRICA Compliance Letter | (Provide Valid Compliance Letter from FRICA) |
| 9 | FNPF Compliance Certificate | (Provide valid Compliance Letter from FNPF) |

Note:

- The supply of Hand Picked Spalls must be available on Weekday's and Weekends after 24 hours of notice from EFL personnel.
- For emergency situations, the supply of Hand Picked Spalls should be available as and when required by the EFL personnel. (Upon 2-3hrs notification)
- The supplier must comply with all EFL rules, regulations and standards while working for EFL under the contract.

TENDER SUBMISSION CHECK LIST

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

Tender Number _____

Tender Name _____

1. Full Company 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)

9. Company Registration Number: _____

(Attach copy of the Business License)

10. FNPF Employer Registration Number: _____

(For Local Bidders only)

11. 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 Wednesday 17th March, 2021.

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

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Preferred Supplier for the Supply of Hand Picked Spalls in the Western Division

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) 9992400.

Bidders are requested to submit a:

- Valid Tax Compliance Certificate
- FNPf Compliance Certificate
- FNU Compliance Certificate

The Tender Bids particularly the "Price" must be typed and not hand written.

(Tender Submission via email or fax will not be accepted)