

**Tender for Preferred Supplier for supply  
of Hand-Held Earth Auger**



**MR 49/2021**

## Section 1. Instructions to Bidders

- 1. Scope of Bid**

Energy Fiji Limited (hereinafter referred to as "the Employer"), wishes to receive bids for Preferred Supplier for supply of hand-held Earth Auger as specified in these bidding documents (hereinafter referred to as "the works
- 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 materials, equipment, and services to be supplied under the Contract shall have their origin from reputable companies from various countries and all expenditures made under the Contract will be limited to such materials, equipment, and services. At the Employer's request, bidders may be required to provide evidence of the origin of materials, equipment, and services.
- 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 complete the works in accordance with the specifications and the time for completion.
- 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.
- 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) (24<sup>th</sup> March 2021)**.

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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# 1. Technical Specifications for Hand Held Earth Auger

## 1.1 General Description

The preferred supplier is to supply Energy Fiji Limited with Hand Held Earth Auger as and when required by the Authority. The bidder's proposal shall address all specification and shall include sufficient information and supporting documentation in order to determine compliance with this specification without further necessary inquiries.

EFL is looking to award this tender for preferred suppliers for a period of 2 years. Tender can be awarded to multiple suppliers based on technical and financial evaluation.

## 1.2 Technical and Financial Evaluation

The Contractor shall submit VIP price (Fijian currency) in the below table with respect to the quantity required and specifications.

	Criteria	Requirement	Bidders Response
Technical Specifications	Performance (kW)	Not less than 3kW	
	Weight (Kg)	Not to exceed 40Kg	
	Noise Level (dB)	Not to exceed 90dB	
	Warranty (Years)	Not less than 1 Year	
	Fuel	Gasoline	
	Engine Size	More than 190cc	
	Engine type	4 stroke Air cooled	
	Max Engine Speed	10000 RPM	
	Auger Size (diameter)	50cm	
	Auger Size (length) (5 Augers) refer appendix	100cm	
	Extension Shaft	100cm	
Financial	Purchase of quantity (FJD VIP)	1 unit	
		3 units	
		5 units	
		10 units	
Registration and Essential Information	Registration details of the company	Submit business license and registrations	
	Valid copy of TAX, FNPF and FNU Compliance certificates	Submit TAX, FNPF and FNU Compliance certificates	
	Contractor's Risk Insurance Policy	Submit Risk Insurance Policy	
	Public liability Insurance cover	Submit liability Insurance cover	

Note:

1. Photo/Image of hand held earth auger to be supplied with tender bid for reference.

## **2. OHS Certification**

The Hand Held Earth Auger shall be OHS Certified. It is mandatory for this certificate to be provided with the Tender Bid. Necessary documentation shall be submitted as evidence by bidder to ensure compliance.

## **3. Backup Service**

The bidder must provide backup service locally as this will help maintain the hand held earth auger in safe and working condition. This also includes availability of parts and authorized personals to carry out repair and maintenance work as and when required.

## **4. 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. Valid copy of TAX, FNPF and FNU Compliance certificates

**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. Contractor's Risk Insurance Policy
2. Public liability Insurance cover.

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

## 5. Bidder Details

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

<b>General</b>
<b>The registered name of the Bidder:</b>
<b>Business address for correspondence:</b> <i>(Location, Street, Locality City, TIN, Country, Telephone, Facsimile, Email Other)</i>
<b>Contact name of the Authorized Person:</b>
<b>Contact's position:</b> <i>Contact addresses if different from above</i> <i>Locality City, TIN, Location, Street, Country, Telephone, Facsimile, Email, Web address</i>
<b>Business structure:</b>
<b>Include the organizations years of experience in this field and reputation in the market place.</b>
<b>Financial standing</b> (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.
<b>Company Profile(s)</b>

## 6. Other value added services

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

## 7. Delivery

The bidder is to state the estimated time of delivery from issue of purchase order. Maximum allowable delivery time to be 4 weeks from issue of Purchase Order.

## 8. Price Validity

The prices must be valid for a minimum of 6 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.

## 9. 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.



**10. 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 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 24<sup>th</sup> March, 2021.**

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

**MR 49/2021**

**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)**

11. Reference  
Auger and Extension

