

# Energy Fiji Limited



## **Tender Document**

Tender No. : MR 51/2021

Refurbishment of Fuel Storage Tank at EFL's  
Levuka Power Station

Generation SBA  
Energy Fiji Limited

5 March 2021  
KamendraS@efl.com.fj

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## **1.0 INVITATION FOR TENDERS**

Energy Fiji Limited is inviting bids for the completion of the Maintenance of 2 x IDO Bulk Tanks, Fuel Line and Support Structure and the fabrication and installation of new stairway and walking platform at Levuka Power Station. The works include cleaning, fabrication, installation and painting of Tanks, Steel Support Structure, supply and discharge fuel lines, pipe supports, and bunds. And the fabrication and assembly of stairway. The Detailed scope of works listed in the following pages.

Interested bidders may obtain Tender Document at the:

Supply Chain Office  
Energy Fiji Limited  
Head Office  
2 Marlow Street, Suva  
Contact: 322 4360 / 999 2400

All tenders shall submit all documents required including spares pricing as per price template.

During evaluation of tenders, the Authority will invite a tenderer or tenderers for discussions, presentations and necessary clarification before awarding of the contract

The tender submissions close on the **31/03/21**

## **2.0 INSTRUCTION TO BIDDERS**

### **2.1 Eligible Bidders**

- 2.1.1. This invitation is open to all Bidders who have sound financial background, and have previous experience in fuel tank maintenance and refurbishment e.g sandblasting, painting, rust treatment, welding and fabrication works
- 2.1.2. Bidders shall provide such evidence of their continued eligibility satisfactory to EFL as EFL shall reasonably request.
- 2.1.3. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practice.

### **2.2 Eligible Materials, Equipment and Services**

- 2.2.1. The materials, equipment, and services to be supplied under the Contract shall have their origin from reputable companies as specified by EFL and from various countries and all expenditures made under the Contract will be limited to such materials, equipment, and services. Upon request, bidders may be required to provide evidence of the origin of materials, equipment, and services.
- 2.2.2. For purposes of this Contract, "services" means the works and all project-related services including design services.
- 2.2.3. For purposes of this Contract, "origin" means the place where the materials and equipment are mined, grown, produced or manufactured, and from which the services are provided. Materials and equipment are produced when, through manufacturing, processing or substantial or major assembling of components, a commercial recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 2.2.4. The materials, equipment and services to be supplied under the Contract shall not infringe or violate any industrial property or intellectual property rights or claim of any third party.

### **2.3 One bid per Bidder**

- 2.3.1. Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will cause all those bids to be rejected.

### **2.4 Cost of Bidding**

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

### **2.5 Site Visits**

- 2.5.1. As stated on the tender advertisement.

## **2.6 Contents of the Bidding Documents**

- 2.6.1. The bidder is expected to examine carefully the contents of this Bidding document. Failure to comply with the requirements of bid submission will be at the bidder's own risk. Bids which are not substantially responsive to the requirements of the bidding documents will be rejected.
- 2.6.2. The following are the mandatory submission of a successful tender bid;
- Pricing Schedule
  - Program of Works
  - Company Profile (Max 2 pages in standard A4)
    - Work History - Project/ Work done with referee, EFL work history.
    - Company background
    - Bidder available resources e.g. Manpower, Machines & Equipment.
    - OHS Policies or Plan
  - Fiji Revenue & Customs Service (FRCA) compliance
  - Fiji National Provident Fund (FNPF) compliance
  - Signed checklist declaration (Appendix 5.1)

Failure to submit required documents may affect bid compliance even make it non-compliance.

## **2.7 Clarification of Bidding Documents**

- 2.7.1. A prospective bidder requiring any clarification of the bidding documents may notify EFL in writing by fax (hereinafter the term "fax" is deemed to include electronic transmission such as facsimile, cable and telex), or email addressed to:

Jitendra Reddy  
Unit Leader Procurement & Inventories  
2 Marlow Street,  
Suva, Fiji  
Phone: +679 3224 360/9992400  
Email: [JReddy@efl.com.fj](mailto:JReddy@efl.com.fj)

- 2.7.2. EFL will respond to any request for clarification which it receives earlier than 5 days prior to the deadline for submission of bids.

## **2.8 Amendment of Bidding Document**

- 2.8.1. At any time prior to the deadline for submission of bids, EFL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing addenda.

## **2.9 Language of Bid**

- 2.9.1. The bid, and all correspondence and documents related to the bid, exchanged between the bidder and the EFL shall be written in the English language.

## **2.10 Bid Prices**

- 2.10.1. Unless specified otherwise, Bidders shall quote for the entire facilities on a "single responsibility" basis such that the total bid price covers all the Supplier's obligations mentioned

in or to be reasonably inferred from the bidding documents in respect of the design, manufacture, including procurement and subcontracting (if any), testing and delivery.

- 2.10.2. Bidders shall give a breakdown of the prices in the manner and detail called for in this bidding document, or any issued addenda.
- 2.10.3. For Oversea Suppliers, bids shall be given on Cost Insurance Freight (CIF) or Delivery at Place (DAP) basis. The point of delivery shall be Suva/Lautoka port for Sea or Nadi Airport for Air. The term CIF & DAP shall be governed by the rules prescribed in the current edition of Incoterms (i.e. the eighth version - Incoterms 2010), published by the International Chamber of Commerce, Paris. Stated Otherwise with validation. (*not applicable*)

## **2.11 Bid Currencies**

- 2.11.1. Prices shall be quoted in a single currency only.

## **2.12 Bid Validity**

- 2.12.1. Bids shall remain valid for a period of **60 days** from the date of Deadline for Submission of Bids specified in Sub-Clause 2.15.

## **2.13 Format and Signing of Bids**

- 2.13.1. The bidder shall prepare one original and two (2) copies of the technical and financial proposals, clearly marking each one as: "ORIGINAL-TECHNICAL & PRICE PROPOSAL", "COPY NO. 1 - TECHNICAL & PRICE PROPOSAL", etc. as appropriate. In the event of discrepancy between the original and any copy, the original shall prevail.
- 2.13.2. The original and all copies of the bid shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid where entries or amendments have been made shall be initialled by the person or persons signing the bid.
- 2.13.3. The bidder shall provide two hard copies that should be deposited into the tender boxes located at the Supply Chain Office located the EFL Head Office, Suva by 1600hrs Wednesday 31<sup>st</sup> March, 2021.
- 2.13.4. The bid shall contain no alterations, omissions or additions, except those to comply with instructions issued by EFL, or as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

## **2.14 Sealing and Marking of Bids**

- 2.14.1. The bidder shall seal the original copy of the technical proposal and 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-TECHNICAL & PRICE PROPOSAL", "COPY NO. 1 - TECHNICAL & PRICE PROPOSAL", etc. as appropriate.
- 2.14.2. 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", "COPY No. 1", etc.

2.14.3. The inner and outer envelopes shall

- a) be addressed to EFL at the following address:

Jitendra Reddy  
Unit Leader Procurement & Inventories  
2 Marlow Street,  
Suva, Fiji  
Phone: +679 3224 360/9992400  
Email: [JReddy@efl.com.fj](mailto:JReddy@efl.com.fj)

And

- b) bear the following identification:

Bid for: MR 51/2021 - Refurbishment of Fuel Storage Tank at EFL's Levuka Power Station.

2.14.4. In addition to the identification required, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to Deadline for Submission of Bids.

2.14.5. If the outer envelope is not sealed and marked as above, EFL will assume no responsibility for the misplacement or premature opening of the bid.

## **2.15 Deadline for Submission of Bids**

2.15.1. Bids must be received by EFL at the address specified above no later than 1600 hours (Fiji Time) 31/03/21.

2.15.2. EFL may, at its discretion, extend the deadline for submission of bids by issuing an addendum, in which case all rights and obligations of EFL and the bidders previously subject to the original deadline will thereafter be subject to the deadlines extended.

## **2.16 Late Bids**

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

## **2.17 Modification and Withdrawal of Bids**

2.17.1. The bidder may modify or withdraw its bid after bid submission, provided that written notice of the modification or withdrawal is received by EFL prior to the deadline for submission of bids.

2.17.2. The bidder's modification or withdrawal notice shall be prepared, sealed, marked and delivered in accordance with Sealing and Marking of Bids, 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.

2.17.3. No bid may be modified by the bidder after the deadline for submission of bids.



## **2.18 Rejection of one or all Bids**

- 2.18.1. EFL 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 rejection.

## **2.19 Process to be Confidential**

- 2.19.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process.
- 2.19.2. Any effort by a bidder to influence EFL's processing of bids or award decisions may result in the rejection of the bidder's bid.
- 2.19.3. Lowest bid will not necessarily be accepted as successful bid.

## **2.20 Clarification of Bids**

- 2.20.1. To assist in the examination, evaluation and comparison of bids, EFL may, at its discretion, ask any bidder for clarification of its bid. The request for clarification and the response shall be in writing or by fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by EFL in the evaluation of the bids in.

## **2.21 Preliminary Examination**

- 2.21.1. Energy Fiji Limited will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.21.2. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the tenderer does not accept the correction of the errors, its tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
- 2.21.3. Energy Fiji Limited may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.21.4. Prior to the detailed evaluation, pursuant to Clause 21, Energy Fiji Limited will determine the substantial responsiveness of each tender to the tender document. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender document without material deviation. Energy Fiji Limited's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.21.5. If a tender is not substantially responsive, it will be rejected by Energy Fiji Limited and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

### **3.0 TECHNICAL SPECIFICATION**

#### **3.1 General Information**

##### **3.1.1 Preliminary and General Conditions**

The contractor shall furnish all labour, equipment, transportation and services as necessary to complete all projected work included in this specifications.

##### **3.1.2 Site Location**

EFL Levuka Power Station

##### **3.1.3 OHS Requirements**

The contractor shall at times comply with all Energy Fiji Limited's HSE Regulations currently in force.

##### **3.1.4 Building Conditions**

The contractor is advised to visit and assess the site and existing premises prior to tendering, as no claim will be allowed on the grounds of ignorance of the conditions existing.

##### **3.1.5 Work Plan**

The contractor shall prepare a Work Programme, Work Safety Plan/Risk Assessment Plan in accordance and shall submit the plan to the property officer for his approval before commencing with work on the site.

##### **3.1.6 Site Safety Management System**

The contractor shall establish and maintain a Site Safety Management that ensures the safety of all persons on the site in accordance with the requirements of the Energy Fiji Limited Occupational Health and Safety Policy and the Health and Safety at Work Act, 1996 requiring strict compliance by the parties here to. The Contractor is to obtain all approvals from Ministry of Labour for any scaffolding to be used on the site. All PPE's and other safety equipment's will be checked by EFL's Health and Safety Department (HSE) to confirm if they are in compliance with the relevant current safety standards. No work shall commence prior to approvals given from EFL's HSE Department. (Mandatory Requirement)

EFL will carry out an induction for the contractor and its members to familiarize with the Energy Fiji Limited Occupational Health and Safety Policy.

##### **3.1.7 Environmental Control**

Comply with all environmental protection provisions in the contract and the requirements of any statute, by law, standard and the like related to environmental protection.

##### **3.1.8 Protection of People and Property**

The contractor shall keep all persons (workers) under control and within the boundaries of the site. He will be held responsible for the care of the existing premises and works generally until completion.

##### **3.1.9 Duration of Work**

The expected duration for the completion of work shall be Four (4) weeks.

### **3.1.10 Storage of Materials and Equipment's**

Materials and equipment's stored on site must not pose any danger to property and minimize hazards to persons, materials and equipment. Keep storage area neat and tidy.

Take proper precautions to keep poisonous and other injurious substance in place secured against access by unauthorised person.

### **3.1.11 Daily Diary Reports**

Progress reports shall be submitted daily on a standard form to the supervising EFL Engineer.

### **3.1.12 Care of the Works**

The contractor shall keep all persons under control and within the boundaries of the site. He will be held responsible for the care of the existing premises and works generally until completion.

### **3.1.13 Clearing Away**

The contractor shall take the removed rubbish and debris to a location which will be advised in the **site visit**.

### **3.1.14 Tobacco/Alcohol/Drug Free Environment**

EFL maintains tobacco, alcohol and drug free environment. Any personnel of the contractor found violating the policy will be requested to remove the product and themselves from the sites. Offensive language or actions are not acceptable. The EFL shall have the absolute right to require replacement of any employee the EFL deems objectionable to work on EFL premises.

## **3.2 Insurances**

The Contractor shall be solely responsible for all relevant insurance covers for person, tools, plants and equipment involved in carrying out the Works. The Contractor must obtain and maintain all relevant insurance covers at all material times sufficient to cover any loss or costs that may be incurred which the Contractor is liable for in connection with the duration and Scope of Works, including:

- Contractors All Risk
- Public Liability and
- Workmen's Compensation

### 3.3 Tank Details

<u>Tank Id</u>	<u>Capacity</u>	<u>Operational Status</u>
T1	25,000 Ltrs	In Operation
T2	40,000 Ltrs	In Operation

### 3.4 Site Photo



Figure 1: Tank 1



Figure 2: Tank 2



Figure 3: Tank Fuel Supply Line



Figure 4: Fuel supply valves





**Figure 5: Fuel Discharge bay**

## **4.0 SCOPE OF WORKS**

### **4.1 Fuel Tank**

1. Mobilize & set up at Levuka Power Station.
2. Supply Labour, Tools, Equipment and Material for the required works.
3. Empty fuel tank under EFL's supervision.
4. Appropriate temporary tanks must be provided for storage of fuel on site.
5. Gas free the tank under regulatory requirement before any work is carried out.
6. Grit blast tank shell walls and joints and paint the external shell as stated below.
7. Replenish all manhole cover and flange gaskets.
8. Fabricate patch and Install any damage or degraded parts.

### **4.2 Tank Internal Works**

1. Tank interior must be cleaned of sludge and surface treated.
2. Repair degraded parts as instructed by EFL after review report.
3. Shell joint to be tested with die penetration test if required.

**Noted** Confine spare work certification and permit system is a mandatory requirement for all works inside the tank.

### **4.3 Tank Shell Works**

1. Entire tank external shell to be grit blasted and painted.
2. Protection Painting of the external shell, Paint DFT report to be provided to EFL.
3. Replace all bolts and nuts for all manholes and nozzles.
4. Tank sign writing to be carried out as instructed by EFL.

### **4.4 Tank Support Structure**

1. Repair, clean and paint all tank support structure. Rust refurbishment required.
2. Cross arm supports to be repaired/replaced depending on the condition.
3. Cross arm supports to be bolted to the main support.
4. Support structure to be painted white.

### **4.5 Supply and Discharge Fuel Line**

1. All external supply and discharge piping to be refurbished and painted.
2. All valves to be serviced.
3. All gaskets, bolts and nuts to be replaced with new.
4. Fabricate and install (bolted) new pipe supports similar to existing.
5. Supply and discharge line to be painted brown.

### **4.6 Stairway and walkway Platform**

1. Supply, modify, fabricate and install new Stairway including gratings and railings from ground level to bund wall platform. Modify Stairway to allow for gratings.

2. Fabricate and install New Platform with new gratings and railings on top of bund wall, details will be discussed on site.
3. Fabricate and install new Ladder, detail will be discussed on site.
  - Carbon steel to be used
  - Treads shall be not less than 100mm wide.
  - The surface of every tread shall be slip –resistant
4. Fabricate and install new Top Platform with new gratings and railings similar to existing design.
5. Tank stairway, Monkey Ladder and Platforms to be fabricated to conform to API standard 650.
6. All new assembly; Tank stairway, Ladder, Platforms and railings to be painted as per EFL paint specification.
  - Primer Coat – anti rust
  - 1<sup>st</sup> Coat
  - 2<sup>nd</sup> Coat – marine paint (yellow)
7. The contractor shall take the removed rubbish and debris to a location which will be advised in the **site visit**.

#### **4.7 Requirements for Stairway**

- All parts shall be made of metal.
- The minimum width of the stairs shall be 710mm (28in.).
- The maximum angle of the stairway with a horizontal line shall be 50 degrees.
- The minimum width of the stair treads shall be 200mm (8in.).
- Treads shall be made of gratings.
  - Grating will provide slip-resistant surface.
  - The smaller dimension of any opening shall not exceed 40mm.
  - Any gap between adjacent up sections of grated floor shall not exceed 10mm and maybe of any length.
- Hand rails shall be on both sides of the stairs.
- The top railing shall join the platform handrail without offset, and the height measured vertically from tread level at the nose of the tread shall be 760mm to 860mm (30in. to 34in.)
- The maximum distance between railing posts, measured along the slope of the railing, shall be 2400mm (96in.).

#### **4.8 Requirements for Platforms**

- All parts shall be made of metal.
- The platform shall be same size as the existing.
- Flooring shall be made of grating.
  - Grating will provide slip-resistant surface.
  - The smaller dimension of any opening shall not exceed 40mm.
  - Any gap between adjacent up sections of grated floor shall not exceed 10mm and maybe of any length.
- The height of the top railing above the floor shall be 1070mm (42 in.)
- The minimum height of the toe board shall be 75mm (3in.)
- The height of the midrail shall be approximately one-half the distance from the top of the platform to the top of the railing.
- The maximum distance between railing posts shall be 2400mm (96in.)

- Handrails shall be on all sides of the platform but shall be discontinued where necessary for access.

#### **4.9 Others**

1. Concrete bund cleaning
2. Repair and water proof concrete bund and testing.
3. Painting of concrete bund.
4. Complete assembly and assist in commissioning works.

#### **Note:**

- Paint Requirement
  - Primer Coat – anti rust
  - 1<sup>st</sup> Coat
  - 2<sup>nd</sup> Coat
- Minimum warranty on the paint should 5 years.
- All works on the fuel tank to comply with API Standard.
- All Material, Labour, Tools and Equipment's to be supplied by the contractor.



## 5.0 PRICE SCHEDULE

### Refurbishment of Fuel Storage Tank at EFL's Levuka Power Station

Item	Item Description (Labour, consumables and material)	Total Price
1	Mobilize & set up at Levuka Power Station	
<b>Tank Internal Works</b>		
2	Tank interior cleaning and surface treatment	
3	Die penetration test for shell joint (if required)	
<b>Tank External Shell Works</b>		
4	Grit Blasting and painting of external shell.	
5	Replace all bolts and nuts for all manholes and nozzles.	
6	Tank sign writing to be carried out as instructed by EFL.	
7	Crane and position the 2 tank and anchoring.	
<b>Tank Support Structure</b>		
7	Repair, cleaning and painting of all tank support structure.	
8	Cross arm supports to be repaired/replaced depending on the condition and to be bolted to the main structure.	
<b>Supply and Discharge Fuel Line</b>		
9	Repair and Painting of all external supply and discharge fuel line.	
10	Service/replace all valves.	
11	Replace all gaskets, bolts and nuts with new.	
12	Fabricate and install new pipe supports	
<b>Fabrication and Installation of New Stairway and walkway platform</b>		
13	Fabricate and Install New Stairway including gratings and railings from ground level to bund wall platform.	
14	Fabricate and Install New Platform with new gratings and railings on top of bund wall similar to existing design.	
15	Fabricate and Install New Top Platform with new gratings and railings similar to existing design.	
<b>Misc.</b>		
16	Temporary storage tank for fuel for the duration of the Project	
17	Complete bunds refurbishment works	

18	Transferring fuel & Commissioning the fuel	
19	Clean up site, Demobilize and Handover	
<b>TOTAL FJD (VIP)</b>		

**Notes:**

1. Technical;
  - a. The bids must as per the Technical Specifications in the Tender Documents. Bids that do not conform to the technical Specification will be disqualified
  - b. Tenderers shall provide proof of successful completion within the stipulated delivery period of similar contracts undertaken in the past.
  - c. Documentary evidence to prove that the items offered comply with the Technical Specification must be provided.
  - d. Contractor to verify all drawing measurements onsite.
  - e. The Supplier/ Contractor shall provide a warrants for Goods or services for provided unless stated otherwise.
  - f. EFL's Engineer or his representative shall have the right to inspect and/or to witness test the Goods at the factory or place of manufacture, for their conformity to the specifications
  - g. The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications
2. Financial;
  - a. In case of discrepancy between unit and total cost, the unit cost shall prevail
  - b. Any advance payment will require a bank guarantee. And this added cost will be beared by bidder
  - c. The currency used in the tender bid prices must be indicated in the tender bid
  - d. Prices shall be fixed during the Supplier's performance of the Contract and not subject to variation on any account.
  - e. EFL financial terms are applicable for these works.
  - f. For Foreign Supplier, any On-Shore work with incur a withholding Tax of 15% e.g. commissioning, training etc.
3. EFL Energy Fiji Limited uses Federation Internationale Des Ingenieurs Conseil (FIDIC) Contract template. General conditions of this contract shall be governed by it.
4. EFL have right to spilt award, tender may be awarded to multiple suppliers. And Minimum order quantity (MOQ) will not be acceptable.
5. All clarification request must be sent 5 days prior to the deadline for submission of bids
6. Price Schedule must be typed and stamped on the bid submission.
7. Failure to submit required documents may affect bid compliance. Failure to submit mandatory items as stated in Compliance Checklist will result in non-compliance.
8. Contractor shall provide all materials, tools equipment and labour necessary to perform works.
9. A detailed work plan to be provided with expected date for the works.
10. Installation & Commissioning works must incorporate all cost incur for this activity e.g. travel, accommodation, visa etc.
11. All Sub-contractors to be used for any part of the works are to be declared.
12. Site Visit mandatory.

## 5.1 Compliance Checklist Declaration

I \_\_\_\_\_ of \_\_\_\_\_ located at \_\_\_\_\_ confirm that the bid submitted for the following tender MR 51/2021 : Refurbishment of Fuel Storage Tank at EFL's Levuka Power Station bid complies to the mandatory bidder submission as stated in Sub Clause 2.6;

	Yes	No	Details
<b>Commercial</b>			
Price Schedule			
Company Profile			
Detailed Scope of Work/Supply			
Program [preferred Gantt Chart] (If Applicable)			
Payment Term			
Price Validity [preferred 60 days]			
Withholding Tax Inclusion (If Applicable)			
<b>Technical</b>			
Country of Origin			
Technical Specification of Product e.g. product spec, MSDS			
Company's capabilities (resources, staff cv, etc.)			
Past Project/ Experience submission			
Warranty on <b>Works</b>			
Completed Specification Check sheet			
<b>Scope of Works</b>			
Statement of Exclusion or Amendment for Tender Specification (if Any)			

Note that these submissions are mandatory submission for a successful tender bid. This declaration must be signed and submit as well.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Sign Off: \_\_\_\_\_

Date: \_\_\_\_\_

## 5.2 Tender Check List

### 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: \_\_\_\_\_

## 6.0 TENDER FORM

To: Jitendra Reddy  
Unit Leader Procurement & Inventories  
Energy Fiji Limited  
2 Marlow Street,  
Suva,  
Fiji Islands  
Phone: +679 3224 360/9992400  
Email: [JReddy@efl.com.fj](mailto:JReddy@efl.com.fj)

Sir,

1. Having examined the Tender Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply  
.....  
(Description of Goods) in conformity with the said Tender Document for the sum  
.....  
..... (total tender amount in words and figures) or such  
other sums as may be ascertained in accordance with the Schedule of Prices  
attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver the Goods in accordance with the delivery schedule specified in the Schedule of Requirements.
4. We agree to abide by this Tender for a period of 90days from the date fixed for Tender opening under Clause 19 of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
6. We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated this: \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

[Signature] [In the capacity of]

Duly authorized to sign Tender for and on behalf of

## **7.0 SUBMISSION TO 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 31<sup>st</sup> March, 2021.**

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

**MR 51/2021**

**Refurbishment of Fuel Storage Tank at EFL's Levuka Power Station**

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)**