

# ENERGY FIJI LIMITED

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EFL Headquarters  
2 Marlow St  
Suva

# TENDER NO: MR 63/2021

SUPPLY OF MOISTURE CONTENT ANALYZER

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## INVITATION TO TENDER

The Energy Fiji Limited (“The Employer”) invites sealed bids from suitable companies for the supply, packing and transporting (CIF to Nadi Airport) of “Moisture Content Analyzer.”

All tenders for the contract shall be submitted on the appropriate forms provided and shall include the completed price schedule, technical schedule etc. The bid shall be on the basis of a lump sum contract based on firm prices.

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

The tender submissions close on **Wednesday 7<sup>th</sup> April, 2021 at 1600hrs** (local) Fiji Time.

Further information for this tender may be acquired from:

Mr. Jitendra Reddy,  
Unit Leader Strategic Procurement,  
Inventories and Properties  
Supply Chain Office,  
2 Marlow Street,  
Private Mail Bag, Suva  
or email: [JReddy@efl.com.fj](mailto:JReddy@efl.com.fj)

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# 1 INSTRUCTIONS TO TENDER

**Notes to Bidders:** *This section provides detailed information necessary for Bidders to prepare their Bids, in accordance with the requirements specified by the EFL. It also provides information on Bid submission, opening, and evaluation, and on the award of contract*

## 1.1. General

The entity of the EFL specified above invites Bids for the Supply of two units of Moisture Content Determination Equipment as described in the Bidding Document. These Testers shall be used to determine the volume of water content in Transformer, Breaker and switchgear oils.

## 1.2. Compliance with Instructions

The Tender shall be submitted in accordance with these Instructions and the letter of invitation to tender. All the necessary forms and schedules need to be completed and submitted with the tender.

## 1.3. Compliance with Specification

The tender shall be based on the equipment and work specified and shall be in accordance with the Technical Specification. It should be noted that unless departures from specifications are detailed in Schedule I of the Technical Specification, the tender would be taken as conforming to the Specification in its entirety. The Tenderer shall tender for the whole of the equipment included in the Specification.

## 1.4. Currency

The tender shall be in the currency of the Tenderer's home country. All local companies registered in Fiji shall bid in VIP and Duty inclusive. For overseas currencies, bid are to be in DDU to EFL Kinoya Deport and all duties, VAT and customs clearance chargers shall be paid by EFL.

## 1.5. Signature of Tenderer

A tender submitted by a Partnership shall be signed by one of the members of the Partnership and shall be accompanied by a certified authorization of all the partners authorizing the individual partner to sign on behalf of the Partnership. A tender submitted by a Corporation to the Contract and shall be accompanied by a certified resolution of the Board of Directors authorizing the individual to sign on behalf of the Corporation.

## 1.6. Information forming part of the Tender

The Tenderer shall supply with each set of the tender copies of the technical, price and information schedules of the Tender Documents duly completed with all missing information and shall also supply requisite drawings. A copy of the Tenderer's covering letter (if any) shall be submitted with each tender and each tender shall be accompanied by a full set of supporting matter which the Tenderer wishes to have considered by EFL as supporting information for his tender. It is a mandatory requirement to submit the following documents as part of the tender proposal:

1. Tender Covering Letter with signature/seal of authorised signatory
2. Price & Payment Schedule
3. List of utility companies using the bidders suggest product
4. Confirmation of Insurance Policies

## 1.7. Non-Conforming Tenders

A tender which does not comply with the Conditions of Tendering or in which the technical price information schedules requiring information to be inserted by the Tenderer have not been completed in all respects may be considered informal will be rejected for these reasons.

## 1.8. Validity Period of Tenders

Tenders shall remain valid for acceptance within **90 days** from the date of opening of tenders and a Tenderer shall not withdraw or amend his tender prior to the expiration of the Validity Period. In exceptional circumstances prior to expiry of the original tender validity period, EFL may request the Tenderer for an extension in the period of validity. The request and the response thereto shall be in writing. A tenderer agreeing to the request will not be permitted to amend his tender price.

## 1.9. Mandatory Lodgment of Tender

The tender bids can be submitted via hard copies and a soft copy uploaded on tender link.

Hard copy submissions, the tenderer shall prepare hard copies with one original and one copy of the tender proposal, clearly marking each one as: "ORIGINAL - TENDER PROPOSAL", "COPY NO. 1 – TENDER PROPOSAL", etc. as appropriate. In the event of discrepancy between the original and any copy, the original shall prevail.

The original and all copies of the bid shall be typed and signed by a person or persons duly authorized to sign on behalf of the bidder, as the case may be.

All bids shall be typed. Hand written tender bids will be disqualified.

The bid shall contain no alterations, omissions or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

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".

be addressed to the Employer at the following address:

The Secretary Tender Committee

2 Marlow Street,

Suva,

FIJI.

Email: [tenders@efl.com.fj](mailto:tenders@efl.com.fj)

bear the following identification:

Bid for: Supply of Moisture Content Analyzer

**Bid Tender Number: MR 63/2021**

**DO NOT OPEN BEFORE Wednesday 7<sup>th</sup> April, 2021**

It is mandatory for the Bidders to include the following at the reverse of the envelope:

Company name

Address

Unmarked envelopes without bidders name and address on the reverse shall be returned to the bidder.

### **1.10. Deadline for Submission of Bids**

Hard copy of the tender Bids must be received by the Employer at the address specified above no later than 1600 hours (Fiji Time) **Wednesday 7<sup>th</sup> April, 2021**

The Employer may, at its discretion, extend the deadline for submission of bids by issuing an addendum in accordance with Clause 1.12, 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.

### **1.11. Acknowledgement of Tenders**

All tenders received will be acknowledged by email within 7 days after the date set for receipt of tenders.

### **1.12. Tender Evaluation**

After a preliminary analysis to ascertain whether or not the tender is in accordance with the requirements of the tender documents, each tender will be considered with particular reference to its eligibility as being a manufacturer, offer testing facilities in its workshop, price, completion date, design capability, evidence of past performance on contracts of a similar nature, supply of reliable quality equipment and all other matters affecting the Tenderers ability to complete the Contract in accordance with EFL's requirements.

### **1.13. Adjustment of Errors**

EFL reserves the right to adjust arithmetical or other errors in the Tender. Any adjustments made by the Authority to a Tender will be stated to the Tenderer prior to acceptance of the Tender. In the event of discrepancies appearing between words and figures in the Tender, the words shall prevail.

### **1.14. Acceptance of Tenders**

EFL shall not be bound to accept the lowest bid or assign any reason for the rejection of a tender and reserves the right to waive any informality in a tender. No tender shall be deemed to have been accepted unless such acceptance is notified to the Tenderer by notice in writing either by handing such notice to the representative of the successful Tenderer or by sending such notice by e-mail. Such notice shall include any essential identifying details of the tender. The date of acceptance of Tender shall be the date on which the above mentioned notice is given or e-mailed.

### **1.15. Language of Tender**

All Tenders together with any documents submitted by the Tenderer as part of any Tender shall be typed in the English language. **Hand written tender submissions will be disqualified.**

### **1.16. Payment Schedule**

The contract shall be on a lump sum fixed price basis. 100% of the payment will be made upon receipt of goods by EFL in Fiji.

### **1.17. Conditions of Contract**

The Conditions of Contract shall be the AS/NZS 4911:2003 – General Conditions of Contract for the Supply of Equipment without Installation.

### **1.18. Insurance**

The Contractor is to confirm that they have in effect the insurance policies below:

1. Public and Products Liability Insurance
2. Industrial Special Risk Insurance

## 2 Tender Specifications

	<b>EFL Requirements</b>	<b>Bidder Specifications</b>
Model	870 KF Titrino plus or similar	
Measuring Range	1ug-100mg/ 1ul - 100ul	
Test Time	<10 min	
Measuring Range	0ug-100mg	
Measuring Accuracy	± 0.2mV	
Resolution	1 microliter	
Humidity	Less than or equal to 85%	
Test Mode	Fully Automatic	
Interface Language	English	
Product Certification	To be provided with Bid	
USB Interface	Yes	
Supply Voltage	240V @ 50Hz	
Weight	<5kg	

Bidder to supply below mandatory documents with their product offer:

1. Product operational manual
2. Product portfolio – market status to determine the quality and standard of the product.
3. Back up service information
4. Warranty information

## 3 Financial

The bidders shall fill the details in the below table for the financial information of the required scope of work.

	<b>Equipment</b>	<b>Unit Price (DDU)</b>
1	Complete set of Moisture Content Analyzer to be delivered to Navutu Depot	
2	Mandatory spares and parts necessary for the equipment to be functional for 3 years.	
3	Complete training on how to operate and analyze the equipment and results.	
	<b>Total</b>	

### General Information

<b>1</b>	Name and Address of the Bidder:	
<b>2</b>	Contacts:	
<b>3</b>	Telephones:	
<b>4</b>	E-Mail:	
<b>5</b>	Mobile No:	
<b>6</b>	Name of Chief Executive Office	
<b>7</b>	Sales Tax/Commercial Tax/CST nos.	
<b>8</b>	Service Tax No.	
<b>9</b>	Income Tax No.	

<b>Name of Authorized Person</b>	
<b>Signature of the Bidder</b>	
<b>Company Stamp</b>	
<b>Date</b>	

Please note, all the required tables shall be filled in order for thorough evaluation purpose. Failure to do so may result in disqualification of the bid.

#### **4 WARRANTY**

The Contractor shall provide warranty for equipment supplied for a Period of twenty four [24] months after delivery of the equipment.

#### **5 EVALUATION CRITERION**

The evaluation shall be based on all the data bidders provide in the above given tables and the data given regarding the product itself.



No.	Mandatory Compliance	Percentage
1	Valid FRCS tax compliance certificate for Local Companies	100%
2	Valid FNPF certificate of Compliance for Local Companies	100%
3	Business registration details	100%
No.	Technical Compliance	Percentage
1	Filled Product Specification Criteria from Bidder	1%
2	Product Warranty Period Details and Insurance Details	2%
3	Product Specification from Manufacturer	2%
4	Product Manuals	1%
5	Bidder to account for all the cost of the items with delivery	2%
6	Filled Standards Table	1%
7	Bidders experience to carry out the work scope as per this tender	2%
8	Quality of the offered product and its durability	2%
9	Product to match the specification required by EFL	85%
10	Product to have all necessary accessories as required by EFL	2%

The above selection criteria will be used to evaluate the bids.

**Note:** Bidders must have 100% in Mandatory Compliance to be considered for evaluation.

## **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. FPNP Employer Registration Number: \_\_\_\_\_

**(For Local Bidders only)**

11. Contact Person: \_\_\_\_\_

I declare that all the above information is

correct.

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

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

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

## 6 TENDER SUBMISSION - INSTRUCTION TO BIDDERS

It is mandatory for Bidders to upload a copy of their bid in the TENDER LINK Electronic Tender Box no later than 4.00pm (1600hrs Fiji Time) Wednesday 7<sup>th</sup> April, 2021.

To register your interest and tender a response, view 'Current Tenders' at:  
<https://www.tenderlink.com/efl>

For further information please contact Jitendra Reddy by e-mail  
[JReddy@efl.com.fj](mailto:JReddy@efl.com.fj)

In additional, 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, Fiji no later than 1600hrs Wednesday 7<sup>th</sup> April, 2021 - Addressed as

**Tender - MR 63/2021 - Supply of Moisture Content Analyzer**

**The Secretary Tender Committee**

**Energy Fiji Limited**

**Head Office**

**Suva**

**Fiji**

**Hard copies of the Tender bid will be accepted after the closing date and time provided a soft copy is uploaded in the e-Tender Box and it is dispatched before the closing date and time.**

**Tenders received after closing time 4.00pm (1600hrs Fiji Time) Wednesday 7<sup>th</sup> April, 2021.**

- Will not be considered.
- Lowest bid will not necessarily be accepted as successful bid.

**It is the responsibility of the bidder to pay courier charges and all other cost associated with the delivery of the hard copy of the Tender submission.**

**The Tender Bids particularly the “Price” must be typed and not hand written.**

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