



ENERGY FIJI LIMITED

BIDDING DOCUMENT

MR 93/2021

**SUPPLY OF ELECTRIC DRILL - Two
Units**

Section 1. Instructions to Bidders

- 1. Scope of Bid** Energy Fiji Limited (hereinafter referred to as "the Employer"), wishes to receive bids for supply of Electric Drill as specified in these bidding documents.
- 2. Eligible Bidders** This Invitation to Bid is open to bidders who have sound financial background and have previous experience in supplying of Electric Drill.
- 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 Electric Drill to be supplied under the Contract shall have their origin from reputable companies from various countries. The bidders must provide evidence of the origin of the Electric Drill.
- 4. Qualification of the Bidder** To be qualified for award of Contract, bidders shall submit proposals regarding scheduling and resourcing which shall be provided in sufficient detail to confirm the bidder's capability to fulfil the contract.
- 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.
- 6. Sealing and Marking of Bids** The bidder shall seal the original copy of the technical proposal, 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-PROPOSAL", and "COPY PROPOSAL", etc. as appropriate.
- 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".
- The inner and outer envelopes shall be addressed to the Employer at the following address:
- Jitendra Reddy
Manager Procurement, Inventory & Supply Chain,
2 Marlow Street, Suva, FIJI. Phone: 679 9992400 Facsimile: 679 331 1882 Email: JReddy@efl.com.fj
- And
- bear the following identification:
- Bid for: Supply of Electric Drill
 - Bid Tender Number: **MR 93/2021**

- 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) (5th May 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) 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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Technical Specifications - MR 93/2021 Supplier of Electric Drill

1. General Description

This tender is to purchase quality, durable and reliable Electric Drill for the Energy Fiji Limited. The bidder's proposal shall address all specification and provide sufficient information and supporting documentation in order to determine compliance.

2. Technical Specification

Note to bidders: Please submit a copy the table below with your products details (in the BIDDERS PRODUCT DETAILS column) in comparison to what is required by the employer.

Specification	Description	Bidders Comments
Rated Power Input	1050 W	
No Load Speed	600/1,450 rpm	
Power Output	570 W	
Weight	3.7 kg	
Rated Speed	400/950 rpm	
Rated Torque	14.0/6.0 Nm	
Drill Spindle Connecting Thread	Taper B 16	
Chuck Capacity Min/Max	1.5 - 16mm	
Max Torque	50.0/22.0 Nm	
2 speed Gearbox	Optimized torque for screw driving and speed for drilling	

Drilling Range	Description	Bidders Comments
Drilling Diameter in Aluminum	20/13 mm	
Drilling Diameter in Wood	10/20 mm	
Drilling Diameter in Steel	16/8 mm	

Total Vibration Values	Description	Bidders Comments
Vibration Emission Value Ah	2.5m/s ²	
Uncertainty K	1m/s ²	

Accessories	Description	Bidders Comments
Carry Handle	Strong carry handle for carrying the Machine	
Belt Strap	Shall Support the Machine Hands-Free	
Other Requirements		
Guarantee/Warranty Certificate	Valid for Minimum of 2 Years	
Calibration Certificate of Machine along with the Traceability	Certificate shall be submitted by the bidder	
Service center information	Service Centre Information to be provided in the tender bid document	
Quotation Price	Shall have a validity of 3 months	
Bidder to provide the following information	<ul style="list-style-type: none"> • Physical dimensions of the instrument • Weight of the instrument 	

3. Quality and Environment Assurance

The quality assurance system of design, manufacture, and inspection shall conform to ISO 9001.

Quality assurance certificate according to ISO 9001 issued by an authorized inspection agency shall be submitted with the bid.

The environment management system of manufacture shall confirm to ISO 14001.

Environment assurance certificate according to ISO 14001 issued by an authorized inspection agency shall be submitted with the bid

Bids will not be considered if the manufacturer's experience or quality assurance system does not meet the above requirements.

4. Information to be Supplied

The following information shall be supplied with the offer:

- a) Bidders FPNP Compliance
- b) Bidder TAX compliance certificate
- c) Business Registration

5. Pricing Schedule

Item No.	Item Required	Unit Price (FJD VIP)	Total Price (FJD VIP)
1	Supply of Electric Drill		

Note Hand Written bids will not be accepted.

5. Delivery

The bidder is to state the estimated time of delivery from issue of purchase order. Maximum allowable delivery time to be 2 weeks from issue of Purchase Order.

6. Warranty

The bidder is to also state warranty details and submit in their tender submission. The required warranty period is 2 (Two) year from the date of receipt of items.

6. Price Validity

The prices must be valid for a minimum of 3 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.

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

This tender is open to local bidders only since this is a local 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.

Alternatively, those bidders who wish to submit electronic copies can do so via TenderLink by registering their interest at: <https://www.tenderlink.com/efl>

Courier charges for delivery of Tender Document must be paid by the bidders. EFL will not clear any bids received at the Post Office via registered mail.

This tender closes at 4:00 p.m. (16.00hrs Fiji time) on Wednesday 5th May, 2021.

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

MR 93/2021

Supply of Electric Drill - Two Units

The Secretary, Tender Committee

Energy Fiji Limited

Supply Chain Office

2 Marlow Street

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)