

**Tender Specification
Preferred Supplier for Supply of Hand-Picked
Spalls in Labasa**



MR 100/2021

PURPOSE AND DESCRIPTION OF THE TENDER

The Energy Fiji Limited (EFL) is requesting proposal from Interested Contractors for the Supply of Hand Picked Spalls in Labasa on a **Preferred Supplier** basis for a contract duration of two (2) years.

Eligibility/Selection Criteria of the Bidding Contractor

The Contractor shall have a sound knowledge of the subject area i.e., supply and delivery of spalls (crushed stones) suitable for use in pole erection. The spalls will be utilized to stabilize poles installed in dug holes to ensure it is upright. The Contractor shall take all necessary precautions to prevent any damages to the EFL assets and private properties in the area upon transportation and delivery. Extraction of the spalls is the responsibility of the Contractor and any royalty/fees payable shall also be the responsibility of the Contractor. The Contractor shall visit offloading areas and accordingly offer to execute and complete the provision and carting of Hand-Picked 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 quantity of Hand-Picked 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.

1. Contract Price:

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: _____ | |
| Unit Price for Hand Picked Spalls (Per Cubic Meter) FJD VIP | Unit Price for Cartage (Per Cubic Meter Per Kilometer) FJD VIP |
| | |

Below is a SAMPLE/EXAMPLE on how Purchase Order Price will be calculated using EXAMPLE Quantity Rates:

- Quantity Required for example: 15cubic at \$40 per cubic
- Cartage from quarry/contractor’s site till EFL location example: 12km at \$0.50 per km per cubic
- Hence Quantity Price: 15cubic x \$40Rate = \$600
- Cartage Price: 12km x 15cubic x \$0.50Rate = \$90
- TOTAL Purchase Order Cost for supplying 15cubic with delivery 12km will be = \$600 + \$90 = \$690 FJD VIP

2. Scope of Work

1. The Contractor shall be fully responsible for the loading, carting and unloading of Hand-Picked Spalls and providing machinery for the same.
2. Unloading of the Hand-Picked Spalls to the location specified by EFL Representative will be the responsibility of the Contractor.
3. The Quantity of Hand-Picked Spalls required will be requested by the EFL Representative via a Purchase Order and the Contractor shall be responsible for delivering the required amount on time.
4. EFL representative will be showing awarded Contractor offload locations when a Purchase Order will be issued.
5. The Contractor shall be responsible to repair any damages to access road during the execution of the above work if damages to the excess road has been occurred by the contractor.
6. The Contractor shall be wholly responsible for any royalty that is payable. No royalty is payable by the EFL to any party for the extraction of the hand-picked spalls.
7. The Contractor shall be responsible for any Environmental Impact Assessment/Study if required.
8. Any damage to the roads, vehicles and machines during the extraction and transportation process is entirely the Contractors risk and responsibility.
9. At EFL's discretion, the deliveries may be spread over a two-year period.
10. Prices shall be firm and valid for the duration of the contract.
11. EFL shall establish the successful bidder(s) as a preferred supplier and multiple small quantity purchase orders shall be furnished as deemed necessary and required by EFL.

3. 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. Approval for extraction of spalls
4. Contractors' spalls storage location
5. List of tools, equipment, machines and safety gears
6. Valid FRCS (Fiji Revenue & Customs Service) Compliance Certificate
7. Valid FNPF Compliance Certificate
8. Valid FNU Compliance Certificate
9. Public Liability Insurance Policy Certificate
10. Contractors All Risk Insurance Policy Certificate

4. Technical Evaluation Table

The below table is to be filled (attached with proposal where applicable) and forwarded with tender bid.

| Criteria | Bidder's Response |
|--|--------------------------|
| Submit Registration detail of company | |
| Submit OHS Policy of Company | |
| Submit Approval for extraction of spall | |
| Submit detail of spall storage location | |
| Submit experience in quarry works | |
| Submit list of machinery available | |
| Submit valid FNPFC Compliance Certificate | |
| Submit Valid FNU Compliance Certificate | |
| Submit Valid FRCS Compliance Certificate | |
| Submit Valid Public Liability Insurance Policy Certificate | |
| Submit Valid Contractors All Risk Insurance Policy Certificate | |

5. Other value-added services.

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

6. 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.

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 _____

Full Company Business Name: _____

(Attach copy of Registration Certificate)

Director/Owner(s): _____

Postal Address: _____

Phone Contact: _____

Fax Number: _____

Email address: _____

Office Location: _____

TIN Number: _____

(Attach copy of the VAT/TIN Registration Certificate - Local Bidders Only (Mandatory))

FNPF Employer Registration Number: _____

(For Local Bidders only) (Mandatory)

Provide a copy of Valid FNPF Compliance Certificate (Mandatory- Local Bidders only)

Provide a copy of Valid FRCS (Tax) Compliance Certificate (Mandatory Local Bidders only)

Provide a copy of Valid FNU Compliance Certificate (Mandatory Local Bidders only)

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 12th May, 2021.

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

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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)