



ENERGY FIJI LIMITED

TENDER DOCUMENT


MR 211/2025

House Wiring Project

Scheme: RA02-18

Lau Settlement, Rakiraki

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EFL
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1. Introduction

Energy Fiji Ltd is a limited liability organization responsible for generating, transmitting, distributing and retailing electricity to over 200,000 customers throughout the main islands of Fiji namely: Vitilevu, Vanualevu, Ovalau & Taveuni.

As part of its obligations to the Government of Fiji, it has been recently tasked with project management and supervision of House Wiring Projects for Rural Electrifications Schemes for the year 2025.

2. Scope of Bid

Energy Fiji Limited (hereinafter referred to as "the Employer"), wishes to receive bids from valid licensed electrical contractors for House Wiring under the Rural Electrification EFL Scheme's **RA02-18: Electricity Supply at Lau Settlement, Rakiraki**. Bidders are required to supply and install appropriate materials for wiring up houses to standard requirements as per the AS/NZS 3000:2018 Wiring Rules.

House Wiring shall be carried out for 2 lights & 1 GPO per customer.

A total of Thirty-six (36) domestic customers (refer Appendix 1 for list), are associated with this Rural Electrification Scheme at Lau Settlement, Rakiraki (as per EFL Scheme#: RA02-18) are covered in this tender.

The customers need their homes/installations to be wired as to AS/NZS 3000:2018 standards.

Due to the nature of the work required, it is strongly recommended that a proper assessment of each individual household be carried out to ascertain the correct amount of work that is necessary.

For the purpose of supervising the contract on behalf of the EFL, references in the General Conditions shall include the Manager Regulatory or his/her designated officer. The Project Manager shall be the Manager Regulatory and the Project Supervisor shall be the Project Technicians.

3. Instructions to Bidders

3.1 Eligible Bidders

- Bidders shall submit a copy of valid Electrical contracting license and electrical wireman's license.
- Bidders with sound financial background and with successful record in past house wiring records
- 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.

3.2 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 fulfill the contract.

"Qualified Electrician – The successful bidder (Electrical Contractor) shall ensure that the Project Team comprises a minimum of three (3) personnel, at least one of whom shall be a registered

Electrician with valid Wireman's License. The remaining team members shall comprise of Junior Electricians and Labourers working on the project on a full time basis.

Records of these personnel shall be submitted with the bid. **It is the responsibility of the electrical contractor to ensure that names of all workmen is also registered with EFL Regulatory Licensing Department.**

Contractors unable to submit sufficient evidence that they meet this key requirement shall not be considered.

The successful bidder/contractor shall make its own arrangement for ordering, collection of the materials and delivery to the site.

3.3 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.

All costs pertaining to the first inspections of each of the 3 stages described in the Payment Schedule, will be catered for by EFL.

All costs relating to subsequent inspection as a result of incomplete and / or defective work (because of the contractor contravening or deviating from the main contract or the specifications stated within the tender document) will be borne by the contractor. This will be deducted from the overall contract price. It should be noted that apart from the above; EFL will undertake its own inspection of all works as per the requirements of the Electricity Act. All costs that shall arise as part of the EFL inspection will be the contractor's responsibility to pay.

3.4 Mandatory Site Visit

Bidders are to attend the mandatory site visit and familiarize themselves with the worksite and scope of work. This site visit will be organized by EFL. All cost to the site visit are to be borne by the bidder.

3.5 Submission of Bids

Bids are to be submitted to EFL via the TENDER LINK Electronic Tender Box.

No hard copy of the submission will be accepted.

The submission shall be addressed to

Mr. Jitendra Reddy

Manager Procurement, Inventories and Supply Chain

Supply Chain Office,

2 Marlow Street,

Suva

And bear the following identification: **MR 211/2025 – Scheme's RA02-18:**

Electricity Supply at Lau Settlement, Rakiraki.

3.6 Deadline for Submission of Bids

Bids must be received by the Employer at the address specified above no later than 1600 hours (Fiji Time) (**Wednesday, 25th June, 2025**).

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.

3.7 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.

3.8 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.

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

3.9 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.

3.10 Notification of Award

Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder by 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, and completion 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 an acceptance letter, the Employer will promptly notify the other bidders that their bids have been unsuccessful.

3.11 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.

3.12 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.

4. Technical Specifications

4.1 General Description

A strict adherence to the specifications provided in this document need not be over-emphasized; and as such all contractors are advised to strictly observe the requirements provided in this document either technical or otherwise.

Should any of the requirements contravene the Standards AS/NZ 3000:2018 a query should be lodged with the Energy Fiji Limited or its representative(s).

Contractors are to ensure that the following PPE as table below in Table 1 shall be provided to ALL of its workers, and this list is to be submitted as part of the Electrical Contractor's Bid.

Table 1: PPE to be provided to all workers

Personal Protective Equipment Schedule							
No.	Name of Personnel	Hard Hat	Safety Glass	Safety Boot	Gum Boot	Working Gloves	Reflective Vest

GENERAL MATERIALS REQUIRED:

1. Roller aerial clamp No1
2. Grade B galvanized pipe with minimum diameter of 100mm or Hardwood wooden pole treated to grade H5. The pole shall be QC stamped on the pole for verification by EFL.
3. Hard drawn cable 6mm²
4. Switch board (**refer Table 2**)
5. Entry box + 20mm adaptor
6. 40A single pole Main Switch
7. 16 amps ELCB for power point circuit(with 2 pole base and cover)
8. 10 amps ELCB for light circuit (with 2 pole base and cover)
9. Earth rod- ϕ 12mm
10. Earth clips
11. TPS cable 1.5mm² and 2.5mm²
12. 10 amps GPO + mounting block
13. 2 x lights and light switches
14. 2 x 2 feet tube lights – complete fittings
15. Conduits, bends and/or elbow

16. 20mm galvanised saddle
17. 4mm PV green earth wire
18. Self-tap screws
19. 7 hole neutral link & cover
20. J-hook
21. Light switch TPS cable 1.0mm
22. No1, No2, No3 Wiring Clips
23. 5'' x ½'' galvanised bolt and nut
24. Anti –corrosion paint
25. 20mm adaptor lock nut (for PVC cable entry)

Table 2: Switch board specifications

Parameters		Specified Values
Material		WEATHERPROOF Aluminum or Galvanized Steel rated to IP23 standard
Dimension	Length	356mm (14")
	Width	305mm (12")
	Depth	280mm (11")
Enclosure Type		Plain door enclosure
Device Application		Distribution metering
Enclosure Mounting		Surface, semi flush
Cable Entry		Knock-out bottom
Door		Hinged to meter box
Door Opening		Top open from Bottom to Top
Lock Type		Pad lockable door / cover
Board /Panel		The Board /Panel is to be 356mm x 305mm (14" x 12") shall be of "zelmite" type.
IP Degree of Protection		IP23
Lid Stopper		A mechanism shall be provided to hold the lid when opened
Paint		Painted to protect against corrosion
Switchboard Stopper		To be made of brass

Table 3: Technical Specifications

Features		Specification	Bidder Compliance
Aerial Mains	Insulation	V-90 insulated	
	Rating	600 to 1000 volts	
	Cross-sectional Area	2 x 6mm ²	
	Core Material	Circular, stranded, plain hard drawn copper (Class 2)	
	Insulation color	Black	
	Manufacturing & Testing Standards	AS/NZS 5000.1	
		AS/NZS 1125	
		AS/NZS 1660	
		AS/NZS 3008.1.1	
ELCB	Supplier	(HPM, Schneider, Clipsal, etc.)	
	Poles	2P	
	Rated current	10A & 16A	
	Rated voltage	230-240 V	
	Curve Code	C	
	Earth leakage	30mA	
	Network Frequency	50Hz	
	Trip unit technology	Thermal Magnetic	
Main Switch	Supplier	(HPM, Schneider, Clipsal, etc.)	
	Switch function	1P	
	No. of poles	1P	
	Rated current	35A	
Light Fittings +	Supplier	(Philips, Crompton, etc.)	
	Type	(Single batten or Double batten)	
	Wattage	9W	
GPO Mounting block +	Supplier	(HPM, Schneider, Clipsal, etc.)	
	No. of Gang	2 (one switch for light)	
	No. of Socket	1	
	Rated voltage	240V	
	Rated Current	10A	
	Standard	AS/NZS 3100, AS/NZS 3112	
Light Switch + Mounting block	Supplier	(HPM, Schneider, Clipsal, etc.)	
	No. of Gang	1	
	Rated voltage	240	
	Rated current	10A	
	Standard	AS/NZ 3133	
Entry Box	Supplier	(HPM, Schneider, Clipsal, etc.)	

	No. of Clamps	2	
	Number of cable entry	2	
Neutral Link	Supplier	(HPM, Schneider, Clipsal, etc.)	
	Cable cross section	16mm	
	Rated current	100A	
	Rated voltage	500V	
	Connection type	Screw terminals	
	Poles	7	

Bidders are to ensure that the above Schedule is included as part of their bid. Failure to provide documentation for the above will disqualify the bid.

OTHER IMPORTANT NOTES & INSTRUCTIONS:

- **Mounting of the Switchboard (Meter Box):** The meter box shall NOT be mounted directly on the tin / metallic walls of the houses. Finely crafted TREATED WOODEN BATTENS (preferably of size 2"x1") shall be mounted neatly first on the metal wall, and then the switchboard (meter box) screwed onto the wooden battens at the wall. **SWITCHBOARDS MAY BE MOUNTED DIRECTLY ON WOODEN WALLS OF WOODEN BUILDINGS AND BUILDINGS WHERE THE WALLS ARE CONCRETE OR MASONRY.**
- Any intermediate pole should be erected at maximum 40 meters apart with a pole cap where the aerial mains from the grid to the entry box is more than 40 meters.
- The minimum ground clearance to be 4.6 meters for area used by vehicles, 3 meters for areas not used by vehicles (Note: service mains are prohibited from crossing other customers roof or structure). A raiser may be used to achieve clearance provided it is earthed. The cross sectional area of the MEN should not be less than that of the main neutral conductor.
- The conduits are to be glued at the joints. The earth joints at the switchboard are to be soldered.
- Quality screws and nuts (such as brass screws) shall be used in the installation
- Adequate mechanical protection should be reinforced where the conductors pass through a structural member, or are fixed in position, within 50 mm from the face of the supporting member to which the lining roofing material is attached.
- LED Light Fittings Ratings of 9W & 18W, 240V, 1Ph, 50Hz shall comply with AS 2643, and AS 3168. ***Crompton and Philips are known proven tube-light brands and are recommended for use.***

5. Payment terms & Requirements

Bidders must be acceptable to and comply with EFL's payment schedule as shown in **Table 4**. Progressive Payments for each project portion undertaken will be made in the following manner upon completion of relevant tasks.

Table 4: Payment Schedule

Task to be completed	Payment
<p><u>Signing of contract</u></p> <p>Signing of Contract with EFL – Advance payment of 10% of payment to be paid to the Contractor upon the receipt of 10% Performance Guarantee or Bank Guarantee prior to signing.</p> <p>Personal cheques will not be accepted- if unable to provide bank guarantee, this 10% will only be paid once contractor has mobilized on site, lodged permits and commenced wiring as vetted by project technician(s)</p>	10%
<p><u>PHASE 1: Upon Completion of wiring of 40% of Installations</u></p> <p>House wiring includes complete internal wiring of all the houses in. i.e.</p> <ul style="list-style-type: none"> (1) Complete installations of the 2 Switches; (2) the 2 Light Fittings & Tubes; (3) the 3 Mounting Blocks; and (4) The Power Points. <p>For customers with existing wiring, all checks to be made to ensure all of the above is up to standard and good working condition</p>	30%
<p><u>PHASE 2: Upon Completion of wiring of 100% of Installations</u> , and completion of house wiring of all indoor and outdoor wiring of:</p> <ul style="list-style-type: none"> (5) Switchboard, (6) Main Switches; (7) Neutral Links; (8) Earth Leakage Circuit Breakers; and (9) Complete Connection of MEN System (10) Lead-In Cables (11) Entry boxes (12) Installation of service mains 	40%
<p><u>PHASE 3_ Tender Specifications Compliance</u></p> <p>This is paid to contractors after EFL Inspectors/ Project Technicians have:</p> <ul style="list-style-type: none"> 1) carried out the final inspection of the project; 2) ascertained that the entire project has been completed and wired up to AS/NZS 3000:2018 standards and EFL best practice; 	10%

3) Confirmed that the brands / qualities of materials used are as specified in the tender document.	
4) lodgment of Permit Application Documents & Requirements for all customers associated with this scheme	
Retention / Defect Liability Period (6 months) following successful inspection & connection - with no defects or failure of materials due to workmanship or quality of work	10%

LPO shall be given out by EFL to the successful contractor at the beginning of each phase

Each task mentioned above shall be vetted by EFL staff (Inspector/Project Technician) upon Progress Inspection before payment is endorsed.

Once EFL endorsement is provided, bidder may then provide the invoice, and payment will be made as per EFL current payment policies and procedures (generally within 30 days of invoice).

The invoice shall be accompanied by a copy of the latest project status report from the Contractor. Payment shall not be processed unless the invoice is submitted together with the Contractor's Project Status Report.

6. Tender Submission Details

Bidders are requested to upload electronic copies via Tender Link by registering their interest at:

<https://www.tenderlink.com/efl>

EFL will not accept any hard copy submission dropped in the tender box at EFL Head Office in Suva.

This tender closes at 4.00pm (1600hrs) on Wednesday 25th June, 2025.

For further information or clarification please contact our Supply Chain Office on phone (+679) 3224360 or (+679) 9992400 or email us on tenders@efl.com.fj

All bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act.

The lowest bid will not necessarily be accepted as the successful bid.

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

Any request for the extension of the closing date must be addressed to EFL in writing three (3) working days prior to the tender closing date.

Tender Submission via email or fax will not be accepted.

ALL BIDDERS MUST FILL IN THE MANDATORY TENDER SUBMISSION FORMS SCHEDULE 1 TO 7 AND PROVIDE ALL RELEVANT DOCUMENTS (AS STATED IN THE FORMS/CHECKLIST) AS PART OF THEIR TENDER SUBMISSION.

7. Tender Evaluation Criteria

All bids will go through a normal tender evaluation process as per EFL's Tender Policy and Procedures.

The successful bidder will be advised of the outcome after completion of the Tender evaluation process, through which they may enter into a short-term agreement during award to delivery process.

The evaluation of the tender submissions will be weighted as per Table 5.

Table 5: Tender Evaluation Criteria

No.	Components	Weighting (%)
1	Clarity of Bid & Tender Submission Forms & Schedules	30 %
2	Timeline for Completion	30 %
3	Quality of Products Used for Wiring	40 %

Appendix 1

List of Customers to be wired

Scheme #: RA02-18

1. Ilaisa Tovoloa
2. Isikeli Rasoni
3. Isei Namovi
4. Michael Gock
5. Etuate Waqa
6. Viliame Yavala No.1
7. Josefa Draunidigo
8. Jone Mekemeke
9. Tevita Daulailai No.1
10. Sakiusa Navadretia No.1
11. Vilimoni Caucau
12. Niumaia Natoqi
13. Esira Raicebe No.1
14. Peni Tabualoto No.1
15. Paula Vueti
16. Peni Tabualoto No.3
17. Peni Tabualoto No.2
18. Viliame Yalayala No.2
19. Leone Vueti
20. Samisoni Garia
21. Nemani Nadamu
22. Iliasa Levaci
23. Waisake Naqina
24. Tevita Daulali No.2
25. Sakiusa Navakadretia
26. Litia Kele
27. Saini Rokonai
28. Unaisi Taleca
29. Esala Nukumasia
30. Merewalesi Moi
31. Rasilivia Maro No.1
32. Vilitati Waqa
33. Kelemete Yamoyamo
34. Tevita Navenato
35. Isea Navutovuto
36. Esira Raicebe No.2

SCHEDULE 1: TENDER FORM (EFL MR 211/2025)

The following information has to be filled by the bidder and submitted with Tender Documents:

1. Company/Contractor's Name:

2. Contracting License Number: _____

3. Director/Owner(s): _____

4. Postal Address: _____

5. Email Address: _____

6. Phone Number: _____

7. Fax Number: _____

8. Office Location: _____

9. Facsimile & Skype: _____

10. Web Address: _____

11. TIN Number: _____

12. Company Registration Number: _____

13. FNPF Employer Registration Number : _____

14. Number of Branches & locations: _____

15. Years of Experience in House Wiring: _____

I hereby, declare that all the above information is correct.

Signature: _____

Name: _____

Position: _____

Date: _____

Contractor Name/Stamp

SCHEDULE 2: LIST OF PERSONNEL ENGAGED IN HOUSE-WIRING

Employee Full Name	Position	Wireman's License Number	TIN Number	FNPF Number

Contractor Name/Stamp

SCHEDULE 3: COMPLIANCE CHECKLIST

Compliance - The following documents are to be provided with the tender bid:

No.		Check (v)
1	Tax Compliance Certificate from FRCS	
2	Business Registration details	
3	FNPF Compliance Certificate	
4	Project Team Composition of the team executing the works, including photo IDs, qualification of personnel	
5	List of projects carried out	
6	Insurance cover details – <ul style="list-style-type: none">• Public Liability,• Contractor's all risk	
7	FNU Compliance Certificate	
8	HSE form	

Contractor Name/Stamp

SCHEDULE 4: SCHEDULE OF PRICES

Recommended brands are highlighted in each description.

Firm Costing

Note: For customers with existing power supply, include pricing for diversion of service mains together with checking and ensuring electrical wiring compliance.

The total Contract sum for of the works shall be \$ _____ **VIP.**

Part 1: Price Schedule for New Power Supply				
No.	Customer Name	Labour	Material	Total Cost
1	Ilaisa Tovoloa			
2	Isikeli Rasoni			
3	Isei Namovi			
4	Michael Gock			
5	Etuate Waqa			
6	Viliame Yavala No.1			
7	Josefa Draunidigo			
8	Jone Mekemeke			
9	Tevita Daulailai No.1			
10	Sakiusa Navadretia No.1			
11	Vilimoni Caucau			
12	Niumaia Natoqi			
13	Esira Raicebe No.1			
14	Peni Tabualoto No.1			
15	Paula Vueti			
16	Peni Tabualoto No.3			
17	Peni Tabualoto No.2			
18	Viliame Yalayala No.2			
19	Leone Vueti			
20	Samisoni Garia			

21	Nemani Nadamu			
22	Iliasa Levaci			
23	Waisake Naqina			
24	Tevita Daulali No.2			
25	Sakiusa Navakadretia			
26	Litia Kele			
27	Saini Rokonai			
28	Unaisi Taleca			
29	Esala Nukumasia			
30	Merewalesi Moi			
31	Rasilivia Maro No.1			
32	Vilitati Waqa			
33	Kelemete Yamoyamo			
34	Tevita Navenato			
35	Isea Navutovuto			
36	Esira Raicebe No.2			
Subtotal (Part 1)				

Part 2: Other Costs	
Mobilization Cost to Site	
Demobilization Cost from Site	
Subtotal (Part 2)	
GRAND TOTAL (Part 1 & 2)	

SCHEDULE 5: LIST OF MATERIALS

Materials

The table below consists of materials required to be installed at the sites. Ensure the models coincides with applicable standards.

Item No.	Description	Quantity	Brand
1	Supply & Installation of Light Fittings: (Philips, Crompton brand)		
2	Supply & Installation of Light Tubes: (Philips Crompton brands)		
3	Supply & Installation of Light Switches: (PDL/CLIPSAL/HPM/ LEGRAND/ SCHNEIDER)		
4	Supply & Installation of General Purpose Outlets: (PDL/CLIPSAL/HPM/ LEGRAND/ SCHNEIDER)		
5	Supply & Installation of ELCB; (MERLIN GERIN/SCHNEIDER/CLIPSAL/PDL/HPM/ LEGRAND/NHP)		
6	Supply & Installation of Main Entry Box (PDL/CLIPSAL/HPM/ LEGRAND/ SCHNEIDER)		
7	Supply & Installation of Main Switch (PDL/CLIPSAL/HPM/ LEGRAND/ SCHNEIDER/NHP)		
8	Supply & Installation of Neutral Link (PDL/CLIPSAL/HPM/ LEGRAND/ SCHNEIDER)		
9	Brass Screws, Nuts + all other Accessories		
10.	Cables and conductors		
11.	Intermediate Pole H5 Certification (attach) or B Grade Galvanized Pole		

Contractor Name/Stamp

SCHEDULE 6: WORK SCHEDULE & TIMELINES

This schedule sets out the timelines for each phase which corresponds to the payment schedule

	EFL Guideline	Timeline from Contractor (weeks/days)
Mobilization and commencement of Work	Within 5 days of Issue of LPO	
Completion of Phase 1 (internal wiring) 1. Complete installations of the 2 Switches; 2. the 2 Light Fittings & Tubes; 3. the 3 Mounting Blocks; and 4. The Power Points	Within 2 weeks of issue of LPO	
Completion of Phase 2 (outdoor wiring) 5. Entry Boxes, 6. Lead-In Cables; 7. Switchboard, 8. Main Switches; 9. Neutral Links; 10. Earth Leakage Circuit Breakers; and 11. Complete Connection of MEN System 12. complete installations of fluorescent Tubes 13. New or Diversion of service mains for existing houses	Within 2 weeks of issue of LPO	
TOTAL TIME TO COMPLETE HOUSE WIRING FOR 36 CUSTOMERS		

Contractor Name/Stamp

SCHEDULE 7: HSE ANALYSIS & PLAN

All bidders must provide a Safety Plan on how they will manage associated risks during the House Wiring Project

Note: separate sheets may be attached wherever necessary.

Contractor Name/Stamp

TENDER CHECKLIST

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

13. Contact Person: _____

I declare that all the above information is correct.

Name: _____

Position: _____

Sign: _____

Date: _____

Tender submission

Bidders are requested to upload electronic copies via Tender Link by registering their interest at: <https://www.tenderlink.com/efl>

EFL will not accept any hard copy submission to be dropped in the tender box at EFL Head Office in Suva.

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For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224360 or (+679) 9992400** or email us on tenders@efl.com.fj

The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act. Bidders are to clearly state the percentage of VAT that is applicable to the bid prices.

The lowest bid will not necessarily be accepted as the successful bid.

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

Any request for the extension of the closing date must be addressed to EFL in writing three (3) working days prior to the tender closing date.

Tender Submission via email or fax will not be accepted.