

Energy Fiji Limited



Tender No. MR 228/2025

Consultancy for Fuel Management

Introduction

Energy Fiji Limited [EFL] is responsible for generation, transmission and distribution of electricity in Viti Levu, Vanua Levu, Ovalau and Taveuni in Fiji. By the end of 2024, EFL had 223,539 customers. This includes residential, commercial and institutional customers.

Scope of Work

A. Power Station Fuel Management & Operations

- Review and make improvements to the fuel and lube management system at EFL
- Implement processes that will address fuel & lube anomalies at the EFL Power Station.
- Work with the Finance SBA and Generation SBA to reconcile fuel and lube on daily and monthly basis at all EFL Power Stations so that the closing fuel in the EFL tanks for each
- Power Station reconciles with closing fuel stock in the financial system Business Central
- Ability to reconcile energy generated (MWh or KWh) to litres using the specific fuel consumptions of each generator either Heavy Fuel Oil (HFO) or Industrial Diesel Oil (IDO)
- Ensure that the fuel delivery, fuel receipt and fuel usage are properly accounted for at each Power Station and the paperwork (delivery note/Invoice) are properly verified against quantities delivered/received at each power station
- Ensure proper fuel movement register is maintained at each power station.
- Ensure that the daily fuel dips for both IDO and HFO are carried out daily and monthly at 12 mid night
- Ensure that the inflows and outflows fuel meters are installed at each power station
- Ensure that the energy meters installed for each generators are in good working condition
- Provide any necessary training that is required for better fuel management and compliance to occupational health and safety
- Derive a template for daily/monthly reconciliation of fuel that each power station can use

B. Health, Safety & Environment (HSE)

- Managed HSE aspects of the EFL Operation in accordance with Energy Fiji Limited HSE Policy
- Zero tolerance on oil spill

C. Other Responsibilities

Any other responsibilities that will be assigned by the Chief Operations Officer, GM Generation and Chief Financial Officer

D. Duration of Contract

The contract is for a period of 6 months subject to performance and further renewal.

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.

This tender closes at 4.00pm (1600hrs) on Wednesday 16th July, 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

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.