



# **ENERGY FIJI LIMITED**

## **BIDDING DOCUMENT**

**MR 30/2026**

Pole Base Clearing for Vuda-Pineapple Corner 33kV Circuit.

## Section 1. Instructions to Bidders

- 1. Scope of Bid**

Energy Fiji Limited (hereinafter referred to as "the Employer"), wishes to receive bids for carrying out Vegetation Management works on part of 33kV Transmission Lines in Western division 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 carrying out Pole Base Clearing works.

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 service to be supplied under the Contract shall be from reputable companies from various countries. The bidders must provide evidence of the past years experiences in order to fulfil the contract.
- 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. Tender Submission**

It is mandatory for bidders to upload a copy of their bid in the TENDER LINK Electronic Tender Box no later than 1600hrs, Wednesday 25<sup>th</sup> February, 2026. To register your interest and tender a response, view 'Current Tenders' at: <https://www.tenderlink.com/efl>

For further information contact the Manager Strategic Procurement, Inventory & Properties at [tenders@efl.com.fj](mailto:tenders@efl.com.fj)

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

This Tender Closes at 4.00pm (1600hrs) on Wednesday 25<sup>th</sup> February, 2026.
- 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) (25<sup>th</sup> February, 2026).

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.

- |                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>8. Late Bids</b>                                                         | Any bid received by the Employer after the deadline for submission of bids prescribed will be rejected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>9. Modification and Withdrawal of Bids</b>                               | 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 through email on <a href="mailto:tenders@efl.com.fj">tenders@efl.com.fj</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>10. Employer's Right to Accept any Bid and to Reject any or all Bids</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>11. Notification of Award</b>                                            | <p>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, 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").</p> <p>The notification of award will constitute the formation of the Contract.</p> <p>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.</p> |
| <b>12. Signing of Contract Agreement</b>                                    | <p>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.</p> <p>Within 7 days of receipt of the Form of Agreement, the successful bidder shall sign the Form and return it to the Employer.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**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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## Section 2

### 1. Technical Specifications – MR 30/2026

#### **Pole Base Clearing for Vuda-Pineapple Corner 33kV Circuit**

**Bidder's Name:**

**Bidder's Address:**

**Bidder's Telephone Numbers:**

**Bidder's Email Address:**

Energy Fiji Limited is seeking proposals from EFL Trained and Certified contractors to undertake Pole Base Clearing works on its 33,000 Volts Transmission lines, namely: Vuda-Pineapple Corner 33kV Circuit

Bidders are to submit a breakdown of prices and expected date of completion of each location specified as per the Pricing Schedule table included in this tender document.

| 33kV Transmission Lines |                              | Total Number to Poles | Total number of Structures | Total Span | Total Route Length |
|-------------------------|------------------------------|-----------------------|----------------------------|------------|--------------------|
| 1.                      | <b>Vuda-Pineapple Corner</b> | 51                    | 28                         | 27         | 6.44km             |

By providing this information the EFL does not take liability of the actual conditions in field. The bidders / contractors shall verify the actual conditions and the geographic terrain during the site visits. The bidders shall self-evaluate the realities in the field and submit firm prices. No variations shall be entertained. The Contractor is liable to handle the Land owners in the process of VM execution works.

### 2. Health and Safety Requirements

It is mandatory for the bidders to complete and submit a copy of the attached HSE Forms: HSE41C01; HSE41C02; HSE41C03; HSE41C04; HSE41C11; HSE41C12. Failure to submit a completed attached HSE document shall disqualify the bid. An additional electronic copy (word document format) shall be made available upon the bidder's request and can be provided by email. For guidance on filling the HSE forms please contact the following:

Central/Western Division: Aisea Liwaiono

- Mobile 9980682
- Email: [AiseaL@efl.com.fj](mailto:AiseaL@efl.com.fj)

Bidders to include photocopies of EFL issued ID cards for workers/personnel who have attended the EFL VM Training Policy and Refresher Courses.

### 3. Site Visit Requirements

The site visit requirements for this tender are compulsory and attendance shall be recorded. Interested bidders shall provide their own 4x4 Transport and shall not ride in EFL vehicles.

**SITE INSPECTION DATES:**

- a) Site Visits for 33kV Transmission Lines in Vuda-Pineapple Corner shall be held from 10am on the 20<sup>th</sup> of February, 2026. Interested Bidders are to report to Acting Technical Officer - Shivneel Singh (Contact: 9999299) at EFL's Navutu Depot, Lautoka.

### 4. Tender Submission – Instruction to Bidders

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

**This tender closes at 4.00pm (1600hrs) on Wednesday 25<sup>th</sup> February, 2026.**

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

**The 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. Hand written Tenders will be Disqualified.**

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

**Tender Submission via email or fax will not be accepted.**

## 5. SCOPE OF WORK– Pole Base Clearing

5.1. Pole base clearing of all creepers, grass from each pole and stay wire base 5m radius around each pole in all 6 rounds Pole Base Clearing. Pole base clearing shall include the weedicide spraying of the pole base area (5m radius from each pole), using an EFL approved weedicide such as Rainbow or Round-Up / Glyphosate.

5.2. Clear ALL vegetation growth by the root/ground.

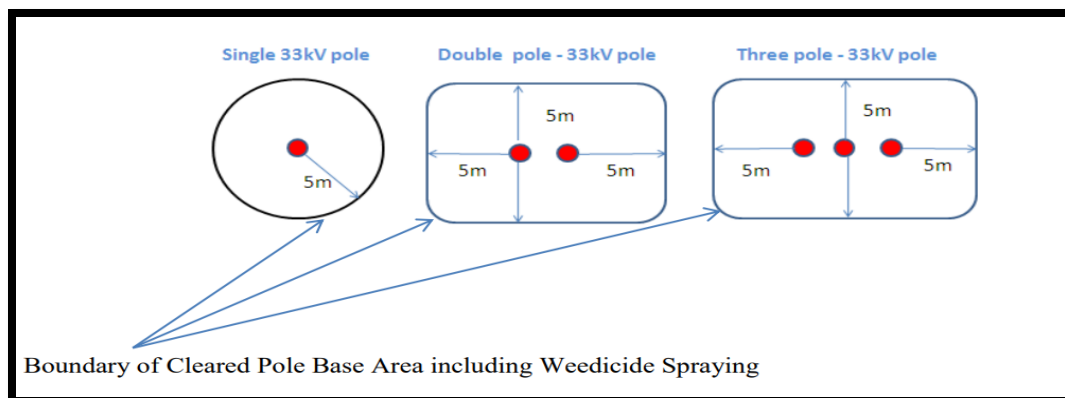
5.3. **Vegetation debris shall be disposed of professionally and neatly by the contractor, at their sole discretion, accountability and expense. No debris shall be left by the roadside and access roads, or blocking drains. In the event vegetation is not disposed of promptly, EFL shall organize alternative contractors to dispose the same and the cost shall be deducted from the contract sum.**

5.4. Pole base clearing works shall not need supervision by EFL. Contractor' Invoices and Payments shall be processed only after satisfactory inspection by the EFL. An approximate of 1 weeks' time to be given to EFL in order to complete the inspection.

- a. Guidelines for execution of works-EFL Vegetation Management Policy
  - Bidders to include photocopies of EFL issued ID cards for workers/personnel who have attended the EFL VM Training Policy and Refresher Courses.

5.5. Digging of drain where required to divert water away from Pole Base.

### 5.6. Schematic Drawing for Pole Base Clearing





## 6. Work Program

The Contractor shall agree to a work programme as per sample provided below with EFL's Representative, before execution of the works by both parties.

The commencement and completion of each stage of work shall be filled by the contractor as per below Table

| Particulars                                                                                         | Contractor | Energy Fiji Limited |
|-----------------------------------------------------------------------------------------------------|------------|---------------------|
| Attend OHS Induction and Briefing of Work Program                                                   | •          |                     |
| Obtain Landowners Consent                                                                           | •          | •                   |
| Permit to start work                                                                                | •          | •                   |
| Carry out Pole base on 33kV Transmission Line                                                       | •          |                     |
| Removal of debris and rubbish which could cause damage to farms, crops and property such as fences. | •          |                     |
| Sustain the Cost for any 3 <sup>rd</sup> Party Damages done by the Contractor                       | •          |                     |
| Complete Completion Certificate                                                                     | •          | •                   |
| Allow for Crop Compensation                                                                         |            | •                   |
| Network Training                                                                                    | •          | •                   |
| Inspection                                                                                          |            | •                   |

## 7. Bidder's Price Schedule and Payment Schedule

It is mandatory for the bidder to fill out firm lump sum prices together with the date of commencement and date of completion of work for each location with its span details specified in the table below. This price breakdown shall also be the schedule of payments.

| 33kV Overhead Transmission Lines Pole Base Clearing |                                         |                  |            |    | Expected Duration for Completion of Pole Base | Accessibility of the Circuit | Lump Sum Price for Pole Base Clearing as defined in this Tender's Work scope. (VEP) |                                     |                                     |                                     |                                     |                                     |
|-----------------------------------------------------|-----------------------------------------|------------------|------------|----|-----------------------------------------------|------------------------------|-------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 33kV Transmission Lines                             | Approximate length of the Circuit in KM | Total Structures | Total Span |    |                                               |                              | Round 1 (After issue of the LPO)                                                    | Round 2 (After 4 months of Round 1) | Round 3 (After 4 months of Round 2) | Round 4 (After 4 months of Round 3) | Round 5 (After 4 months of Round 4) | Round 6 (After 4 months of Round 5) |
| 1.                                                  | <b>Vuda-Pineapple Corner</b>            | 6.44             | 28         | 27 | 2 weeks (8 working Days)                      | 100 % Accessible             |                                                                                     |                                     |                                     |                                     |                                     |                                     |

### Note:

1. Works completed are progressively payable in parts of 50%, upon completion of each 50% of works for each round of Pole Base clearing on a Transmission line. Refer picture attached Above.
2. This tender and subsequent contract with the successful Bidder(s) requires the completion of entire works to be completed within the specified months for Overhead Transmission Lines after signing of contract and/or issuance of official EFL Purchase Order.
3. Bidders to note Liquidated Damages shall be charged due to delays, in completion of works as per specified above.
4. Expected Duration for Completion of Pole Base - 2 weeks (8 working Days)

#### EFL Representative Duties

- a. Shall obtain necessary consent from property owner and obtain such consent in writing, if required. Failure to obtain this consent, a three [3] day written notice shall be issued in accordance to section 37 of the Electricity Act.
- b. Conduct an inspection of the site in question where the Work will be carried under this Agreement and ensure to jointly identify all risks and draw a safe work program before the Contractor is allowed to execute the Scope of Work. The Manager Transmission from Network Division of EFL will issue a permit to the Contractor to start work.
- c. Organize and carryout contractor training
- d. Calculate any crop compensation payable to property owners.
- e. Carry out regular safety audits.
- f. Carry out progressive inspection of work completed.

#### 9. Contractor Responsibilities

- (a) The Works as completed by the Contractor shall be wholly in accordance with the Contract and comply with the EFL Vegetation Management Policy as defined in this tender document and the Contract. The Works shall include any work which is necessary to satisfy EFL's Requirements, Work Program and Schedules, or arises from any obligation of the Contractor, and all works not mentioned in the Contract but which may be inferred to be necessary for stability or completion or the safe, reliable and efficient operation of the Network.
- (b) The Contractor shall execute and complete the Works within the Time of Completion, and shall remedy any defects within the Contract period.
- (c) The Contractor shall provide all labor, materials, tools and equipment necessary for the execution, completion of works and remedying of defects. The contractor shall provide his employees all the necessary Personnel Protective Equipment (PPE) in order for the job to be executed.
  - i. The contractor shall not borrow any tools, equipment or PPE from EFL teams carrying out the works supervision. The contractor and/or his employees shall not utilize EFL transportation.
  - ii. Contractor's failure to provide PPE, or the contractor's employee's failure to utilize the PPE shall result in EFL issuing the contractor with a Notice to Correct Health and Safety Violations, and a copy the same shall be sent to the Ministry of Labour, Industrial relations and Employment, for each instance of violation encountered.
  - iii. Contractor's failure to provide PPE, or the contractor's employee's failure to utilize the PPE shall be grounds for the cancellation of contract on the basis of non-performance.

(d) Before commencing any Work, the Contractor shall satisfy himself regarding EFL's Requirements. The Contractor shall take full responsibility for the adequacy, stability and safety of all Site operation and of all the Works. These shall include but not be limited to:

i. The Contractor shall submit to EFL a list consisting of all those workers who will be deployed at the Work site. The precondition of deploying these workers is that driver shall have a valid driver license. The Contractor shall provide a list of all its workers whether employed or hired three working days before commencement of Work under the Contract. The Contractor and EFL representative will agree to a list of these.

ii. Ensure adequate safety signage at the work and road side and to facilitate traffic management.

iii. Maintain and comply with the OHS Act.

iv. Clear out all debris at the Work site.

v. Submit handover Completion Certificate.

vi. The contractor must ensure good relationship is maintained with the member of the public and the landowners.

**vii. The contractor shall compensate any damage to EFL assets, other public or private property, farm or crop during the execution of the Work.**

(e) The Contractor shall send all communications to the EFL's Manager Transmission and copy of the same to the EFL's Transmission Engineer.

(f) The contractor is solely responsible for the quality of works, compliance with the tender's work scope and quality requirements. The EFL's presence on site does not indemnify the contractor from delivering quality works as per tender specification and the contract's requirement. The Unit Leader Transmission or thereby explicitly delegated representative, shall inspect the quality of works and signoff on completion certificates.

## 11. Safety Measures at Work Site

The contractor shall comply with all applicable safety regulations while carrying out the work on site. This includes but not limited to;

a) Appropriate and adequate safety training provided to its laborers and machine operators to safely execute the work

b) Appropriate use of personal protective equipment such as steel capped boots, helmets, safety harness, etc.

c) Sufficient caution signs displayed on the road next to work area ensuring traffic flow and public access is controlled

d) First aid facilities and a trained first aider to be available on site at all times

The contractor will solemnly be responsible for any incident or accident resulting from either negligence or omission of the above safety requirements

## 12. Protection of Environment

It is the contractors' responsibility to ensure all reasonable steps are taken to ensure protection of the environment and limit the damage and nuisance to property and people resulting from pollution, noise and other results from operation. This also includes clearing and removing all branches, trees and debris from the site together with proper disposal upon completion of work. Failure to adhere to the above will solemnly be the contractor's responsibility.

## 13. Landowners

The contractor will be responsible for offering of "Sevusevu" to the landowner prior to actual commencement of work as a sign of respect. EFL shall accompany the contractor to the ceremony

## 14. Commencement & Completion of Work

The commencement and completion for each stage of work shall strictly be adhered as per work plan. The contractor is to follow the instruction given by Energy Fiji Limited. The instructions will be given by the Transmission Engineer on which area the Pole Base Clearing Works will be done.

## 15. Extension of Time for Completion

The Contractor may apply for an extension of the Time for Completion if it is or will be delayed either before or after the Time of Completion in any of the following events:

- a. A force majeure event (defined as an event beyond the control of EFL and the Contractor, which makes it impossible or illegal for a party to perform)
- b. physical conditions or circumstances on the Site, which are exceptionally adverse and were not (by the Base Date) foreseeable by an experienced contractor, or
- c. Any delay, impediment or prevention by EFL.
- d. Any extension of time granted shall be at the sole discretion of EFL.

If the Contractor intends to apply for an extension of the Time for Completion, the Contractor shall give written notice to the Manager Transmission and copied to EFL's Transmission Engineer of such intention as soon as possible and in any event within 7 days of the start of the event giving rise to the delay, together with any notice required by the Contract and relevant to such cause

## 16. Liquidated Damages for Delay

If the Contractor fails to comply with the agreed Work Program or fails to meet deadlines, the Contractor shall pay to EFL the relevant sum of liquidated damages as such stated as 10% of the contract amount charged at the rate of 1% per day for each days' delay outside the Work Program except in a Force Majeure situation and/or the delay is not the fault of the Contractor. The Liquidated damages shall be applicable to the full or any part of the project, as broken down in the schedule of payments.

## 17. Inspection on Completion of Work

EFL shall carry out inspection in accordance with this clause and the EFL Vegetation Management Policy. The Contractor is to notify and arrange a site meeting with EFL's Representative after the completion of works.

If the Works, or a Section, fails to get an approval from EFL's Representative, the Contractor will not be allowed to progress further. EFL's Representative shall notify the Contractor to rectify the defects and re-schedule the site inspection.

The Contract shall not be considered to be completed until the Completion Certificate has been signed by the Contractor and accepted by EFL's representative, stating the date on which the Contractor completed his obligations to EFL's satisfaction.

The Completion Certificate shall be given by the Contractor within five (5) working days after completion of each stage and the expiry of the Contract Period, or as soon after such date as the Contractor has completed all the Works, including remedying any defects.

Only the acceptance of the Completion Certificate by EFL shall deem to constitute approval of the Works and proceed for payments.

## 18. Contract Price and Payment

### 17.1 Contract Price

Unless otherwise stated:

- a. Payment for the Works shall be made as stated in the Schedule of Payment
- b. The Contract price shall not be adjusted for changes in the cost of labour, materials or other matters; and
- c. The Contractor shall pay all duties and taxes in consequence of his obligations under the Contract, and the Contract Price shall not be adjusted for such costs.
- d. No Variations shall be entertained.

### 17.2 Payment

unless otherwise stated,

- a. EFL shall pay the amount in accordance with the Schedule of Payment and Work Program;
- b. The Contractor shall furnish an invoice and submit the Completion Certificate for each stage of payment; and
- c. The payment to the Contractor shall be made by cheque.
- d. All payments to the Contractor will be made within 30 days from date of receipt of the invoice and supporting documents.

e. The contractor shall give a minimum of Five (5) Working days to the EFL staff to carry out the Circuit inspection and rectification of the defects.

#### 19. Notice and Warning Letters

If the Contractor fails to carry out any obligations, or if the Contractor is not executing the Works in accordance with the Contract, EFL's Representative may give notice to the Contractor requiring him to make good such failure and remedy the same within a specified reasonable time.

Warning letters will be issued to the contractor for the conducts listed below:

- Failure to meet the deadline of work completion program.
- Failure to maintain a healthy relationship with the land owners.
- Cancellation of Pole Base Clearing works on regular basics.
- Not fully filling the Safety criteria.
- Failing to remove VM debris from the site or the land owner's property.

Note: Upon receiving 3 warning letters, the VM contract can be terminated and the payments shall be held.

#### 20. Insurance for Works and Contractor's Equipment

During the Work, and through to the date of Completion of all Works while any employee of the Contractors are present at the Site, the Contractor shall provide and maintain, through purchase or its standard insurance program, including provisions for self-retention, the insurance coverage listed below or its equivalent:

19.1 Workers' Compensation Workers compensation insurance in the amount of FJD\$100,000.00, that the Contractor shall self-insure against worker's compensation perils and to comply with qualification, and requirements of all applicable workers compensation laws.

19.2 Comprehensive General Liability Insurance Comprehensive general liability insurance, covering Contractor, its employees and Third Party for all of Contractor's operations hereunder, including all activities at the Work Site, including, but not limited to, bodily injury, property damage, premises operations, elevators, products, completed operations and blanket contractual coverage with limits of not less than FJD\$100,000.00 combined single limit.

##### Insurance Policies

| Policy Type          | Value        | Date of Issue | Expiry Date | Insurance Company |
|----------------------|--------------|---------------|-------------|-------------------|
| Public Liability     | \$100,000.00 |               |             |                   |
| Contractors All risk | \$100,000.00 |               |             |                   |

- Bidders to submit proof of current insurance documents at the time of submission of their Bid.
- All Bids without proof of insurance shall be disqualified.



### Technical Evaluation Criteria

The following table is compulsorily to be filled and returned with tender bid. All bids without the completed table provided below shall be disqualified.

| Criteria                                                                             | EFL Requirements                                                        | Bidder's Reply |
|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------|
| Positive Experience With EFL                                                         | At least 2 VM jobs Done                                                 |                |
| Capability to complete task<br>(Labor names with details)                            | 10 personnel per Team<br>(Minimum 2 Teams required)                     |                |
| Insurance Policy                                                                     | Contractors risk - \$100K<br>Public Liability - \$100k                  |                |
| EFL Contractor Tender HSE<br>Management system<br>Questionnaire - HSE41C02           | Complete and return document                                            |                |
| EFL Contractor Health and<br>Safety Plan - HSE41C04                                  | Complete and return document                                            |                |
| EFL Contractor JSA & Risk<br>Assessment Form - HSE41C11                              | Complete and return document                                            |                |
| Contractor Plant and Equipment<br>Register - HSE41C12                                | Complete and return document                                            |                |
| Clearing of all VM debris                                                            | All VM debris to be cleared and<br>disposed at a location agreed by EFL |                |
| Pole base clearing and spraying                                                      | Compliance with pole base clearing<br>and spraying                      |                |
| Site Visit Attended                                                                  | Compulsory for site visit                                               |                |
| Fiji Revenue & Customs Service<br>Tax Compliance Certificate to<br>be given with bid | Compulsory valid document to be<br>submitted with bid                   |                |
| Ability to meet deadlines                                                            | No previous contract withdrawal<br>from Energy Fiji Limited.            |                |
| FNPF compliance certificate to<br>be given with bid                                  | Compulsory valid document to be<br>submitted with bid                   |                |
| FNU compliance certificate to<br>be given with bid                                   | Compulsory valid document to be<br>submitted with bid                   |                |

**List of Approved Workers who will be working at the Work Site.**

Occupations may possibly be: Supervisor; Assistant Supervisor; Driver; Labour; etc

[illegible]

## 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 25<sup>th</sup> February, 2026.**

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](mailto: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.**