



**MR03/2017**

**Tender Name: Preferred Supplier for Supply of  
Stationery**

## THE COMPANY - FEA

Fiji Electricity Authority (FEA) is a government owned company solely responsible for supplying power throughout the Fiji Islands. Power is supplied through Hydro, Diesel and wind mill generators located in different parts of Fiji.

The operations of the company are organized into three geographically defined divisions, which correspond to the national administrative divisions. These divisions are:

1. Central/Eastern based in the capital, Suva
2. Western based in the city of Lautoka
3. Northern based in the town of Labasa

Suva and Lautoka are on the island of Viti Levu with main warehouses while Labasa is the commercial centre of the island of Vanua Levu. Lautoka warehouse is designated as the **Central Stores**.

## Purpose and description of the Tender

The Fiji Electricity Authority (FEA) is inviting Request for Proposal [RFP] for supply of Stationery from reputable Stationery Suppliers.

## Tender Term – [3 Years]

### 1. Product Information

The vendors shall submit the names/contacts of their current clients and brand of the product being supplied.

### 2. Delivery – Kinoya, Navutu & Labasa

### 3. Bidder Details

The Bidder shall provide all the necessary information specified in the tables below:

General
<b>The registered name of the Bidder:</b>
<b>Business address for correspondence:</b> <i>(Location, Street, Locality City, Pin Code, Country, Telephone, Facsimile, Email Other)</i>
<b>Contact name of the Authorised Person:</b>

**Contact's position:**

*Contact addresses if different from above*

*Locality City, Pin Code*

*Location, Street, Country, Telephone, Facsimile, Email, Web address*

**Business structure:**

**Include the organisations years of experience in this field and reputation in the market place.**

**Financial standing**

(Information designed to give client confidence in the financial competence of the BIDDER.)

Audited financial accounts for past three years shall be included in appendix.

**Company Profile(s)**

**4. Other value added services.**

The bidder is open to include any other information that may add value to their product / Services or after sales services.

**5. Stock Availability.**

1. Size of stock holding and ability to meet the required quantity

**6. Nominated Agent** - Respondents shall state if it is their intention, if successful, to appoint an agent for any portion of the services offered.

- i) Respondents shall provide at least the following details of the proposed Agent in the appropriate schedule:
  - (a) Name and address of the Agent
  - (b) Location of premises / Warehouse
  - (c) Number of people employed
  - (d) Relevant experience

- ii) Respondents shall guarantee that all services provided by Agent and furnished under this Tender shall be free from deficiencies in design, performance, materials and workmanship.

## **7. Product Description and quantity – Refer attached List**

## **8. Product Brand and Warranty Period if applicable**

## **9. Tender Evaluation**

After the bids are received, it will go through a normal tender evaluation process as per FEA's Tender Policy and Procedures. The successful and unsuccessful bidders will be advised of the outcome after completion of the Tender evaluation process.

The successful the bidder will enter into a 3 years contract with FEA [Whichever applicable] as mutually agreed. All terms & condition, and pricing details will be stipulated in contract documents.

<b>FEA Stationery Tender List</b>						
<b>NO.</b>	<b>DESCRIPTION</b>	<b>BRAND/MODEL</b>	<b>UNIT</b>	<b>Price 1</b>	<b>Price 2</b>	<b>Price 3</b>
1	Bulldog Clips - 22mm		Single			
2	28mm		Single			
3	31mm		Single			
4	41mm		Single			
5	56mm		Single			
6	68mm		Single			
7	76mm		Single			
8	A3 Hard Cover files for Drawings					
9	12 x 10 ENVELOPES with FEA Logo		Box			
10	15 x 10 ENVELOPES with FEA Logo		Box			
11	16 x 11 MANILLA ENVELOPES with FEA Logo		box			
12	16 X 12 MANILLA ENVELOPES (410MM X 280MM) with FEA Logo		Box			
13	17.5 x 14.25 MANILA X- RAY ENVELOPES		Ream			
14	9.5 X 6.5 MANILA ENVELOPES		Box			
15	A4 TOPLESS PADS		Pads			
16	APPROVED / DATE RUBBER STAMP		Single			
17	RUBBER STAMP		Single			
18	APPROVED FOR PAYMENT RUBBER STAMP		Single			
19	ARCHIVE BOXES		Box			
20	ARTLINE 700 BLACK PERMANENT MARKER ( 0.7MM)		Single			
21	ARTLINE 700 RED PERMANENT MARKER ( 0.7MM)		Single			

22	Ball Pen (Blue,Black,Red)	Mitsubishi				
23		Nataraj				
24		SAS				
25		BIC				
26	BATTERIES - ENERGIZER ( AA ) - 2		Packet			
27	BATTERIES - ENERGIZER ( AA ) - 4		Single			
28	BATTERIES - ( AAA ) - 4 -		Packet			
29	BATTERIES (AAA) - ENERGIZER 1 BOX 36 CARDS		Packet			
30	BINDING COVER - EMBOSSSED (A4) Assorted Colours		Packet			
31	BINDING COVER - Plain (A4) Assorted Colours		Packet			
32	BINDING TRANSPERANCIES - COVER		Packet			
33	BLACK CARBON PAPER		Packet			
34	BLUE CARBON PAPER		Packet			
35	PERMANENT MARKERS (Blue, Black, Red)	Uni Marker	Single			
36	CELLOTAPE ( 1"		Single			
37	CELLOTAPE ( 2"		Single			
38	CELLOTAPE DISPENSER		Single			
39	CERTIFIED TRUE COPY RUBBER STAMP		Single			
40	CLAG PASTE		Bottles			
41	CLEAR GLUE		Bottles			
42	CLEAR POCKET FILES		Packet			
43	Pencil		Packet			
44	CONFIDENTIAL RUBBER STAMP		Single			
45	Correction Pen ( Twink )		Single			
46	CRYSTAL FILE TABS & INSERTS		Single			

47	DAILY ATTENDANCE REGISTER BOOK		Single			
48	DESK ORGANISER		Single			
49	DLE SELF SEAL PLAIN WHITE ENVELOPES ( 225MM X 114MM)		Box			
50	DLE WHITE WINDOW ENVELOPES		Box			
51	Document Wallet (Green, Blue, Pink, Yellow)					
52	DUCT TAPE		Single			
53	ERASER		Single			
54	FAXED / DATE RUBBER STAMP		Single			
55	FILE DIVIDERS ( 1 - 31 ) GREY		Set			
56	FILE DIVIDERS (A-Z)		Set			
57	File Dividers (Plain - Coloured)		Set			
58	File Fasteners - Plastic		Packet			
59	FILEMASTER ( LATERAL FILE) - COMPACTUS ( 25)		Single			
60	FLIP CHARTS (A1) - 640 X 900		Pads			
61	FOLD BACK CLIPS - ( 19MM) -		Single			
62	FOLD BACK CLIPS - ( 25MM) -		Single			
63	FOLD BACK CLIPS - ( 32MM) -		Single			
64	FOLD BACK CLIPS - ( 41MM) -		Single			
65	FOLD BACK CLIPS - ( 50MM) -		Single			
66	FOLD BACK CLIPS - ( 51MM) -		Single			
67	FOLD BACK CLIPS - ( 15MM) -		Packet			
68	GLUE BRUSH		Single			
69	GLUE STICK	Celco	Single			
70	HIGHLIGHTERS (Blue, Yellow, Green, Pink, Orange etc.)	Staedler	Single			
71		Fluorescent	Single			

72	INWARD AND OUTWARD TRAYS ( SET OF 2)		Pairs			
73	KEY TAGS		Single			
74	LECTURE PADS ( FOOLSCAP)		Single			
75	Legal Binding Tape (1") - Green					
76	LEVER ARCH FILE (FOOLSCAP)		Single			
77	MAIL OPENER		Single			
78	MANILA FOLDERS ( 100)		Single			
79	MANILA FOLDERS (Green, Blue, Red, Pink, Brown, Yellow)		Single			
80	MASKING TAPE 2" - brown		Single			
81	MASKING TAPE 2" - white					
82	Message Pads		Single			
83	MINUTE BOOK ( 200 PAGES)		Single			
84	MINUTE BOOK ( 500 PAGES)		Single			
85	PAGE MARKER		Packet			
86	PAPER CLIPS ( 33MM)		Packet			
87	PAPER CLIPS ( 50MM)		Single			
88	PAPER CUTTER		Single			
89	PAPER PUNCH ( TWO HOLE ) Large	Rapid	Single			
90	PAPER PUNCH ( TWO HOLE ) Medium Size	Rapid	Single			
91	PEN GLUE		Single			
92	PENCIL	Nataraj	Single			
93		HB	Single			
94		Steadler	Single			
95	PHTOCOPY (red, pink, yellow, blue, green) A4		Ream			
96	PHOTOCOPY WHITE A4 ( 80 GSM )		Ream			



97	PHOTOCOPY WHITE A3 ( 80 GSM )		Ream			
98	PLASTIC CLEAR Inserts ( 38CM X 61 CM ) - 100		Pads			
99	POST IT NOTES ( 1/2" X 2" )		Pads			
100	POST IT NOTES ( 2" X 3" )		Pads			
101	POST IT NOTES ( 3" X 3" )		Pads			
102	POST IT NOTES ( 3" X 5" )		Packet			
103	PUSH PINS		Single			
104	QUANTAM MINUTE BOOK		Ream			
105	RECYCLED PAPER - ALMOND ( A4 )		Ream			
106	RECYCLED PAPER - ASH ( A4)		Ream			
107	RECYCLED PAPER - COTTON WOOD (A4)		Single			
108	RING INSERT BINDER FILES ( 38MM)		Packet			
109	ROLLS OF BROWN PAPER (24") - Butcher Paper		Packet			
110	RUBBER BAND (18) THIN		Packet			
111	RUBBER BANDS (32) THICK		Single			
112	RUBBISH BIN		Single			
113	RULER ( 30CM )		Single			
114	SCISSORS (8")		Single			
115	SCOTCH MAGIC TAPE ( 19MM X 7.62M 0		Single			
116	SHARPENER		Pads			
117	SIGN HERE PAGE MARKERS		Single			
118	SPIRAL NOTE BOOK - BUFF (200 PGS)		Single			
119	STAMP PAD (SMALL)		Single			
120	STAMP PAD INK (BLACK)		Single			
121	STAMP PAD INK (RED)		Single			

122	STAMP PAD INK (VIOLET)		Set			
123	STAMP RACK		Packet			
124	STAPLE PINS - 23/13 ( 1,000 PCS )	Rapid	Packet			
125	STAPLE PINS - 23/23 ( 1,000 PCS )	Rapid	Packet			
126	STAPLE PINS - RAPID (26/6) -	Rapid	Packet			
127	STAPLE PINS - RAPID (9/14) -	Rapid	Packet			
128	STAPLE PINS - RAPID (9/20) - 1,000 PCS	Rapid	Packet			
129	STAPLE PINS - RAPID (9/8) -	Rapid	Single			
130	STAPLE REMOVER		Single			
131	STAPLER MACHINE		Single			
132	Suspension Files (Green)		Single			
133	TELLERS SPONGE		Single			
134	THIMBLES		Packet			
135	THUMB TACKS		Bottles			
136	TRANSPARENCY GLUE ( 160ML )		Packet			
137	TREASURY TAGS		Single			
138	TRODART DATE STAMP		Single			
139	TRODARD RECEIVED / DATE STAMP		Single			
140	UNIBALL BLACK BALL PEN		Single			
141	UNIBALL BLUE BALL PEN		Single			
142	UNIBALL RED PEN		Single			
143	WHITE BOARD MARKERS - ORANGE	Steadler, Uni Easyrase	Single			
144	WHITE BOARD MARKERS - BLACK		Single			
145	WHITE BOARD MARKERS- GREEN		Single			
146	WHITE BOARD MARKERS - RED		Single			

147	WHITE BOARD MARKERS - BLUE		Ream			
148	WHITEBOARD DUSTER - Magnetic		Single			
149	Spiral Binders - 6mm (Black, Blue)		box			
150	Spiral Binders - 8mm (Black, Blue)		box			
151	Spiral Binders - 10mm (Black, Blue)		box			
152	Spiral Binders - 12mm (Black, Blue)		box			
153	Spiral Binders - 14mm (Black, Blue)		box			
154	Spiral Binders - 16mm (Black, Blue)		box			
155	Spiral Binders - 18mm (Black, Blue)		box			
156	Spiral Binders - 20mm (Black, Blue)		box			
157	Spiral Binders - 21mm (Black, Blue)		box			
158	Slide On paper clips 33mm		Box			
159	Slide On Paper clips 50mm		Box			
160	Slide On paper clips 33mm Plastic Assorted Colours		Box			

## **Submission of tenders**

Hard copies of the tender, one original and one copy must be deposited in the tender box located at the FEA Head Office, 2 Marlow Street, Suva, Fiji no later than **4:00pm, on Wednesday 18<sup>th</sup> January, 2017**- Addressed as:

### **MR 03/2017 - Preferred Supplier for Supply of Stationery**

**The Secretary Tender Committee  
Fiji Electricity Authority  
Head Office  
Suva  
Fiji**

- **Hard copies of the Tender bid will only be accepted if it is dispatched before the closing date and time.**
- Tenders received after **4:00pm** on the closing date of **Wednesday 18<sup>th</sup> January, 2017** will not be considered.
- Lowest bid will not necessarily be accepted as successful bid.

**It is the responsibility of the bidder to pay courier chargers and all other cost associated with the delivery of the hard copy of the Tender submission.**

**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: \_\_\_\_\_