



# **FIJI ELECTRICITY AUTHORITY**

## **BIDDING DOCUMENT**

**MR 23/2018**

**SUPPLY OF HAND HELD PETROL  
DRILL**

## Section 1: Instructions to Bidders

- 1. Scope of Bid**            The Fiji Electricity Authority (hereinafter referred to as "the Employer"), wishes to receive bids for supply of Hand Held Drills 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.

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 Hand Held Drill to be supplied under the Contract shall have their origin from reputable companies from various countries. The bidders may be required to provide evidence of the origin of the Hand Held Drill.
- 4. 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.
- 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. Sealing and Marking of Bids**            The bidder shall seal the original copy of the technical proposal, the original copy of the price proposal and each copy of the technical proposal and each copy of the price proposal in separate envelopes clearly marking each one as: "ORIGINAL-PROPOSAL", and "COPY PROPOSAL", etc. as appropriate.

The bidder shall seal the original bids and each copy of the bids in an inner and an outer envelope, duly marking the envelopes as "ORIGINAL" and "COPY".

The inner and outer envelopes shall be addressed to the Employer at the following address:

**Tuvitu Delairewa**  
**General Manager Corporate Services**  
**2 Marlow Street, Suva, FIJI.**  
**Phone: 679 3224 185 Facsimile: 679 331 1882**  
**Email: [TuvituD@fea.com.fj](mailto:TuvituD@fea.com.fj)**

And bear the following identification:

- Bid for: Preferred supplier for Hand Held Petrol Drill.
- Bid Tender Number: MR 23/2018
- DO NOT OPEN BEFORE Wednesday, January 31, 2018

- 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) (Wednesday, January 31, 2018).  
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.
- 8. 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.
- 9. 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.  
The bidder's modification or withdrawal notice shall be prepared, sealed, marked and delivered, with the outer and inner envelopes additionally marked "MODIFICATION" or "WITHDRAWAL", as appropriate. A withdrawal notice may also be sent by fax but must be followed by a signed confirmation copy.  
No bid may be modified by the bidder after the deadline for submission of bids.
- 10. 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.
- 11. Notification of Award** Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder by fax/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").  
The notification of award will constitute the formation of the Contract.  
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.

**12. 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.

**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) The FEA 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.

# Table of Contents

<b>Technical Specifications for Hand Held Petrol Drill</b> .....	4
<b>1. General Description</b> .....	4
<b>2. System Specifications</b> .....	4
<b>3. Relevant Standards</b> .....	4
<b>4. Operating Conditions</b> .....	4
<b>5. Requirement</b> .....	5
<b>6. Backup service</b> .....	5
<b>7. Hands on Training</b> .....	5

# Technical Specifications for Hand Held Petrol Drill

## 1. General Description

The supplier is to supply the Fiji Electricity Authority with the Hand Held Petrol Drill on as per need basis, whilst maintaining the quantity specified in the table below in the FEA stores. The bidders proposal shall address all functional and performance requirements within the specification and shall include sufficient information and supporting documentation in order to determine compliance with this specification without further necessary inquiries.

Item	Employer Department	Quantity Required by Employer
Hand Held Petrol Drill	Operation & Maintenance	8
<b>Total Hand Held Petrol Drills Required</b>		<b>8</b>

## 2. System Specifications

- Displacement : 27.2 cm<sup>3</sup>
- Power output : approximately 0.8kW
- Weight : less than 5kg
- Tank volume : approximately 1L
- Anti-vibration system: The anti-vibration system effectively absorbs vibration from the engine and rotating cutting tool to keep the handles virtually vibration-free.
- Two-speed gearbox: Two-speed gearbox with reverse gear for releasing jammed drill bits.
- Fuel: Petrol

## 3. Relevant Standards

All bidders shall cite relevant standards and submit applicable documents proving and substantiating the compliance of the products in their bids with the relevant standards.

All bidders shall cite relevant standards and submit applicable documents proving and substantiating the compliance of the existing quality control measures implemented at the factory in the manufacturing of the products for which bids are to be submitted.

## 4. Operating Conditions

The Hand Held Petrol Drill is intended for use in an electrical utility and also in the maintenance and operation of its assets and structures under tropical (fairly humid, rainy and hot) conditions with temperatures ranging from 0 to 50 Degrees Celsius. The drills are also intended to be used outdoors, at heights on electrical power poles up to 15m above ground level. The surfaces to be drilled include but are not exceptional to just wood and concrete.

## **5. Requirement**

The Hand Held Petrol Drills in the Operation and Maintenance department are needed due to:

- no drills or
- replacement for the old ones

## **6. Backup service**

For any general servicing required to be performed on the hand held drill shall be executed by the supplier. The supplier shall perform all the maintenance work on the Hand Held Petrol Drill as per the FEA requirement.

## **7. Hands on Training**

Training material in the form of drawings, instructions and/or audio visuals shall be provided for all the Hand Held Petrol Drill offered and accepted by FEA.

This item shall include but is not limited to the following topics:

- Handling
- Storage
- Maintenance
- Mechanical performance
- Disposal

## **Tender Submission - Instruction to bidders**

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 FEA Head Office, 2 Marlow Street, Suva, Fiji.

Courier charges for delivery of Tender Document must be paid by the bidders.

**This tender closes at 4.00pm (1600hrs) on Wednesday 31<sup>st</sup> January, 2018.**

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

**Tender – MR 23/2018 – SUPPLY OF HAND HELD PETROL DRILL**

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

**It must also indicate the name and address of the tenderer on the reverse of the envelope.**

**All late tenders, unmarked enveloped and envelopes without bidder's name and address on the reverse on the envelope will be returned to the Tenderers unopened.**

For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224360 or (+679) 9991587**.