

REQUEST FOR PROPOSAL (RFP)



Preferred Supplier for Electronic Tender Box Product & Services

1. Purpose and Description of Project

The Fiji Electricity Authority (FEA) is seeking information and proposals for the supply of an end-to-end online e-Tendering / e-Procurement Solution.

The solution must comply with Technical Requirements and specification outlined in section 4. Bids from interested parties must include the following information;

1. A brief description and history of the company.
2. Full details of the after sales support, maintenance and services.
3. A list of existing customers, preferably in Fiji, including references whom we may contact.

2. Eligibility Criteria/Pre-qualification of the Bidder

The supplier should be an authorized distributor or reseller and also service provider for the above mentioned solution.

3. Evaluation criteria of the qualified Bidders:

Description	Weight
1. Compliance to Requirements Checklist	35 %
2. Proven ability of vendor to supply the requirements	15 %
3. Experience in providing post-installation support to a pre-arranged degree of Satisfaction Level/s.	10 %
4. Cost	40 %

4. Solution Requirements

All proposals submitted must comply with the General & Technical Requirements which follow.

a. General Requirements

Bidders are requested to ensure their proposed solutions cover the following and are encouraged to propose a solution they feel that would meet or exceed FEA's requirements.

The solution should have the following features and functionalities.

- i) Easy to use / User-friendly portal
- ii) Portal dashboard for executive view of status of Tenders
- iii) Vendor Management
- iv) Electronic Tender Box options
- v) Online file upload/download capabilities allowing multiple formats
- vi) Secure, transparent and confidential processing with full audit trails
- vii) Non-repudiation of messages and documents
- viii) Full tracking and reporting of all events throughout the tender process, including any pre-Tendering and post-tender processes
- ix) Automated Evaluation Module
- x) Online help and user documentation
- xi) regular third-party security testing and audit to check compliance with procurement best practice and guidelines

Please include details and levels of training that will be provided.

b. Technical Requirements

The proposal must include in detail, all necessary technical requirements needed to operate the solution. Please include full specifications including diagrams where applicable.

- i) Clearly indicate the following;
 - a. Solution is Cloud based or On-Premises
 - b. Server Hardware/Software requirements
- ii) Solution Security aligns with current industry best practice
- iii) Two-Factor Authentication for Tender Boxes

5. Product Support

Please include full details of the ongoing support and maintenance for the solution proposed.

- i) Service Levels and Definitions
- ii) 24x7 Support Services
- iii) System Availability
- iv) Upgrades

6. Delivery

The selected supplier shall deliver all required hardware, software and solutions to the FEA Head Office, located at 2 Marlow Street, Suva. Please specify the solution delivery period in the bid.

7. Bidder Submittals

Please indicate on your submittal if you meet all the requirements and guidelines specified in this document. Your submittals should include the following as a minimum:

- Proposal for Supplies Products and/or Services
- Business Certifications

The Proposal for Supplies or Services must clearly itemize all costs.

8. Submission of Tenders

Tenders must be lodged no later than **4:00pm**, on **Wednesday 7th March, 2018**, addressed to Secretary Tender Committee, Fiji Electricity Authority, and Head Office Suva, Fiji Islands

9. Amendment of RFP

The FEA may, at its sole and absolute discretion, vary, add to, or amend the terms of this RFP, including the nature and/or scope of the products and/or services required under this RFP; and any other subject matter to which this RFP relates.

10. Cancellation/Termination of RFP

The FEA may, at its sole and absolute discretion, cancel, suspend, terminate or abandon part or the whole of this RFP, at any time prior to the execution of a formal written agreement without any liability.

11. Due date for Tenders

Tenders received after the closing date of **Wednesday 7th March, 2018** will not be considered.

Schedule A - Bidder Details

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

General			
The registered name of the Bidder:			
Business address for correspondence: <i>(Location, Street, Locality City, Pin Code, Country, Telephone, Facsimile, Email Other)</i>			
Contact name of the Authorized Person:			
Contact's position: <i>Contact addresses if different from above</i> <i>Locality City, Pin Code</i> <i>Location, Street, Country, Telephone, Facsimile, Email, Web address</i>			
Business structure:			
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.			
Total current employees :			
Sales Turnover	2014	2015	2016
Net profit before tax	2014	2015	2016
Company Profile(s)			
Reference Sites (Use separate schedule formats for this response) [Details of at least two similar Projects in the last 5 years (including contact details) which will demonstrate the Bidder ability to carry out the functions for this project in a timely and professional manner.]			
Designated Staff	Name	Position	Project Designation

Schedule B - Customer Details of the Bidder

Details to be submitted by the Bidders about their past experience with successful customers/sites/organizations:

Experience of similar implementation
Project Name:
Project Location:
Client Name:
Client address:
Client contact/reference person(s): <i>Name</i> <i>Address - if different from above</i> <i>Telephone</i> <i>Facsimile</i>
Mobile Phone
Email address
Man-months effort:
Name of senior project staff: <i>Project Director</i> <i>Project Manager</i> <i>Other</i>
Nature of the Project:
Role of the company, whether complete end-to-end involvement or for a particular module:

Tender Submission - Instruction to bidders

It is mandatory for Bidders to upload a copy of their bid in the **TENDER LINK** Electronic Tender Box no later than **4:00pm, on Wednesday 7th March, 2018**

To register your interest and tender a response, view 'Current Tenders' at: <https://www.tenderlink.com/fea>

For further information contact The Secretary Tender Committee, by e-mail TDelairewa@fea.com.fj

In additional, 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 7th March, 2018**- Addressed as

Tender – MR 47/2018 Preferred Supplier for Supply of e-Tender Box Product and Services
The Secretary Tender Committee
Fiji Electricity Authority
Head Office
Suva
Fiji

- **Hard copies of the Tender bid will also be accepted after the closing date and time provided a soft copy is uploaded in the e-Tender Box and hard copy is dispatched to courier before the closing date and time. Please note courier submission date should be forwarded to FEA with your bid.**

Tenders received after **4:00pm** on the closing date of **Wednesday 7th March, 2018**

- 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 including any Duties/Taxes. Hard copies of the Tender submission via Post Box will not be considered.**