



## **Preferred Supplier for Supply of Office Chairs**

**Tender Number: 59/2018**

Fiji Electricity Authority (**FEA**) is a statutory body vested with the responsibility for the provision of electricity supply throughout the Fiji Islands.

The **FEA** is hereby requesting proposals from the reputable companies to provide costs for supply of various types of Office chairs for all FEA locations Fiji Wide.

## **A. SPECIFICATIONS**

### **1. PRELIMINARY AND GENERAL**

The Contractor shall furnish all labor, equipment, transportation, and services as necessary to complete all refurbishment work included in the specifications.

### **2. SITE LOCATION**

Central, Western and Northern Division including Levuka and Taveuni.

### **3. FIJI ELECTRCITY AUTHORITY**

The supplier shall at all times comply with all Fiji Electricity Authority's HSE Regulations currently in force while accessing any site for delivery purpose.

## **B. OTHER RELEVANT INFORMATIONS**

### **1. ENVIRONMENTAL CONTROL**

Comply with all environmental protection provisions in the Contract and the requirements of any statute, by-law, standard and the like related to environmental protection.

### **2. DURATION OF CONTRACT**

***The expected duration for price validity for the chairs must be for a period of one (1) year from the date of signing of the contract. This tender is a preferred supplier arrangement for a period of one year. The successful bidder will be required to carry stock, and FEA will purchase the chairs on as and when required basis (Quantity cannot be determined at this stage).***

### **3. FEA CONTACT PERSON**

The FEA's contact person for the project will be the Property Officer for all locations.

#### **4. TOBACCO /ALCOHOL/DRUG FREE ENVIROMENT**

FEA maintains tobacco, alcohol, drug free environment. Any personnel of the contractor found violating the policy will be requested to remove the product and themselves from the sites. Offensive language or actions are not acceptable. The FEA shall have the absolute right to require replacement of any employee the FEA deems objectionable to work on FEA premises.


#### **5. CLARIFICATIONS**





Any clarification's can be directed to:


**Name:** Shifaan Shameel Ali  
**Email:** [ShifaanA@fea.com.fj](mailto:ShifaanA@fea.com.fj)  
**Ph:** 999 2401

**6. Chair Specifications and Pricing**

Please note all photographs are for illustration purpose only.

Chair Type	Description	Colors available	Weight limit	Unit Price (VIP-FJD)
<p><b>Executive Leather Chair</b></p> 	<ul style="list-style-type: none"> <li>• Weight limit to be <math>\geq 150\text{kg}</math></li> <li>• Chrome base</li> </ul>			
<p><b>Office Leather Chair</b></p> 	<ul style="list-style-type: none"> <li>• Weight limit to be <math>\geq 120\text{kg}</math></li> <li>• Plastic base</li> </ul>			
<p><b>High Back Chair - Fabric</b></p> 	<ul style="list-style-type: none"> <li>• Weight limit to be <math>\geq 120\text{kg}</math></li> <li>• Plastic base</li> </ul>			

<p><b>Medium Back Chair - Fabric</b></p> 	<ul style="list-style-type: none"> <li>• Weight limit to be <math>\geq 120\text{kg}</math></li> <li>• Plastic base</li> </ul>			
<p><b>Conference Chair - Fabric</b></p> 	<ul style="list-style-type: none"> <li>• Weight limit to be <math>\geq 120\text{kg}</math></li> <li>• Steel base</li> </ul>			
<p><b>Visitors Chair - Fabric</b></p> 	<ul style="list-style-type: none"> <li>• Weight limit to be <math>\geq 100\text{kg}</math></li> <li>• Steel base</li> </ul>			
<p><b>Cashiers High Chair - Fabric with arm rest</b></p> 	<ul style="list-style-type: none"> <li>• Weight limit to be <math>\geq 100\text{kg}</math></li> <li>• Plastic base</li> </ul>			

<p><b>Cashiers High Chair – Fabric without arm rest</b></p> 	<ul style="list-style-type: none"> <li>• Weight limit to be <math>\geq 100\text{kg}</math></li> <li>• Plastic base</li> </ul>			
<p><b>4 seater link chair – Plastic</b></p> 	<p>Weight limit to be <math>\geq 400\text{kg}</math></p>			
<p><b>4 seater link chair – Fabric</b></p> 	<p>Weight limit to be <math>\geq 400\text{kg}</math></p>			

***NB – All prices must be inclusive of delivery charges.***

**TENDER CHECK LIST**

*(To be filled and accompanied with the Tender Proposals/Documents)*

**Tender Specification Form**

**Tender Number** \_\_\_\_\_

Tender Invitation and Acceptance Terms & Conditions of the Tender

The following information has to be filled by the bidder and submitted with Tender Documents:

1. Company Name: \_\_\_\_\_
2. Director/Owner(s): \_\_\_\_\_
3. Postal Address: \_\_\_\_\_
4. Phone Number: \_\_\_\_\_
5. Fax Number: \_\_\_\_\_
6. Office Location: \_\_\_\_\_
7. TIN Number: \_\_\_\_\_
8. Company Registration Number: \_\_\_\_\_
9. FNPF Employer Registration Number: \_\_\_\_\_
10. Number of Branches & Locations: \_\_\_\_\_
11. Years of Experience: \_\_\_\_\_

I declare that all the above information is correct.

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Sign: \_\_\_\_\_

Date: \_\_\_\_\_

**Information required for this Tender Check List** (*Please Tick & Enter the page number of the Submission*)

- |   |               |
|---|---------------|
| <input type="checkbox"/> Company Profile (Including Director(s) Owner(s)) | Page NO._____ |
| <input type="checkbox"/> Certificate of Business Registration             | Page NO._____ |
| <input type="checkbox"/> Business License                                 | Page NO._____ |
| <input type="checkbox"/> TIN Number                                       | Page NO._____ |
| <input type="checkbox"/> Vat Registration                                 | Page NO._____ |
| <input type="checkbox"/> FNPF Registration Number                         | Page NO._____ |
| <input type="checkbox"/> Evidence of Workman Compensation Insurance Cover | Page NO._____ |
| <input type="checkbox"/> Evidence of Public Liability Insurance Cover     | Page NO._____ |
| <input type="checkbox"/> HSE Certification & Policies                     | Page NO._____ |
| <input type="checkbox"/> Previous Work Experience/Customer Reference      | Page NO._____ |
| <input type="checkbox"/> Knowledge & Expertise of Staff                   | Page NO._____ |
| <i>(Key Employee Profile. Curriculum Vitae....etc)</i>                    |               |
| <input type="checkbox"/> Cost Proposal                                    | Page NO._____ |
| <input type="checkbox"/> Description & Quality of Product/Service         | Page NO._____ |
| <input type="checkbox"/> Price Validity of Product/Service                | Page NO._____ |
| <input type="checkbox"/> Warranty/Guarantee of Product/Service            | Page NO._____ |
| <input type="checkbox"/> Other Information Regarding this Tender          | Page NO._____ |

***To be filled and accompanied with the Tender Proposal Documents***



## **Submission of Tenders**

**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, on Wednesday 28<sup>th</sup> February, 2018 2018.**

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

**Tender- MR 59/2018 Preferred Supplier for the Supply of Office Chairs for Various FEA Sites – Fiji Wide**

The Secretary, Tender Committee  
Fiji Electricity Authority  
Supply Chain Office  
Private Mail Bag,  
Suva

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

**All late tenders, unmarked Envelopes and envelopes without bidder's name and address on the reverse of the envelope. (Bids via e-mail or fax will not be considered).**

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