

# Fiji Electricity Authority



## Tender Document

Tender No. : MR 93/2018  
Supply of Torque Wrench

Generation SBA  
Fiji Electricity Authority

2 March 2018  
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## **1.0 Invitation for Tenders**

Fiji Electricity Authority is inviting bids for the of ISO certificate torque wrench. The Detailed scope of supply listed in detail in the following pages.

Interested bidders may obtain Tender Document at the:

Supply Chain Office  
Fiji Electricity Authority  
Head Office  
2 Marlow Street, Suva  
Contact: 322 4360 / 999 1587

All tenders shall submit all documents required including spares pricing as per price template.

During evaluation of tenders, the Authority will invite a tenderer or tenderers for discussions, presentations and necessary clarification before awarding of the contract

The tender submissions close on the **14h March 2018**

## **2.0 Instruction to Bidders**

### **2.1 Eligible Bidders**

This invitation is open to all Bidders who have sound Financial Background, and have previous experience in design, manufacture and supply of such jointing and outdoor termination kits.

Bidders shall provide such evidence of their continued eligibility satisfactory to FEA as FEA shall reasonably request. Bidders who are not manufacturer of such jointing and outdoor termination kits shall provide evidence of agency.

Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practice.

### **2.2 Eligible Materials, Equipment and Services**

The materials, equipment, and services to be supplied under the Contract shall have their origin from reputable companies as specified by FEA and from various countries and all expenditures made under the Contract will be limited to such materials, equipment, and services. Upon request, bidders may be required to provide evidence of the origin of materials, equipment, and services.

For purposes of this Contract, "services" means the works and all project-related services including design services.

For purposes of this Contract, "origin" means the place where the materials and equipment are mined, grown, produced or manufactured, and from which the services are provided. Materials and equipment are produced when, through manufacturing, processing or substantial or major assembling of components, a commercial recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

The materials, equipment and services to be supplied under the Contract shall not infringe or violate any industrial property or intellectual property rights or claim of any third party.

### **2.3 One bid per Bidder**

Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will cause all those bids to be rejected.

### **2.4 Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of its bid and FEA will in no case be responsible or liable for those costs.

### **2.5 Site Visits**

No site visits are required for this tender.

### **2.6 Contents of the Bidding Documents**

The bidder is expected to examine carefully the contents of this Bidding document. Failure to comply with the requirements of bid submission will be at the bidder's own risk. Bids which are not substantially responsive to the requirements of the bidding documents will be rejected.

The following are the mandatory submission of a successful tender bid;

- Pricing Schedule
- Program of Works
- Company Profile (Max 2 pages in standard A4)
  - Work History - Project/ Work done with referee, FEA work history.
  - Company background
  - Bidder available resources e.g. Manpower, Machines & Equipment.
  - OHS Policies or Plan
- Fiji Revenue & Customs Service (FRCA) compliance
- Fiji National Provident Fund (FNPF) compliance
- Signed checklist declaration (Appendix 5.1)

Failure to submit required documents may affect bid compliance even make it non-compliance.

## **2.7 Clarification of Bidding Documents**

A prospective bidder requiring any clarification of the bidding documents may notify FEA in writing by fax (hereinafter the term "fax" is deemed to include electronic transmission such as facsimile, cable and telex), or email addressed to:

Tuvitu Delairewa  
General Manager Commercial  
2 Marlow Street,  
Suva, Fiji  
Phone: +679 3224 185  
Email: [TDeலைrewa@fea.com.fj](mailto:TDeலைrewa@fea.com.fj)

FEA will respond to any request for clarification which it receives earlier than 10 days prior to the deadline for submission of bids.

## **2.8 Amendment of Bidding Document**

At any time prior to the deadline for submission of bids, FEA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing addenda.

## **2.9 Language of Bid**

The bid, and all correspondence and documents related to the bid, exchanged between the bidder and the FEA shall be written in the English language.

## **2.10 Bid Prices**

Unless specified otherwise, Bidders shall quote for the entire facilities on a "single responsibility" basis such that the total bid price covers all the Supplier's obligations mentioned in or to be reasonably inferred from the bidding documents in respect of the design, manufacture, including procurement and subcontracting (if any), testing and delivery.

Bidders shall give a breakdown of the prices in the manner and detail called for in this bidding document, or any issued addenda.

Bids shall be given on Delivered Duty Paid (DDP) basis. The point of delivery shall be FEA's Kinoya Depot in Suva. The term DDP shall be governed by the rules prescribed in the current edition of Incoterms (i.e. the eighth version - Incoterms 2010), published by the International Chamber of Commerce, Paris.

## **2.11 Bid Currencies**

Prices shall be quoted in a single currency only.

## **2.12 Bid Validity**

Bids shall remain valid for a period of 60 days from the date of Deadline for Submission of Bids specified in Sub-Clause 2.15.

## **2.13 Format and Signing of Bids**

The bidder shall prepare one original and two (2) copies of the technical and financial proposals, clearly marking each one as: "ORIGINAL-TECHNICAL & PRICE PROPOSAL", "COPY NO. 1 - TECHNICAL & PRICE PROPOSAL", etc. as appropriate. In the event of discrepancy between the original and any copy, the original shall prevail.

The original and all copies of the bid shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid where entries or amendments have been made shall be initialed by the person or persons signing the bid.

The bidder shall provide one electronic copy of the Technical and Financial proposals on FEA's electronic tender hosting website; <https://www.tenderlink.com/fea>

The bid shall contain no alterations, omissions or additions, except those to comply with instructions issued by FEA, or as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

## **2.14 Sealing and Marking of Bids**

The bidder shall seal the original copy of the technical proposal and 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-TECHNICAL & PRICE PROPOSAL", "COPY NO. 1 - TECHNICAL & PRICE 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", "COPY No. 1", etc.

The inner and outer envelopes shall

- a) be addressed to FEA at the following address:

Tuvitu Delairewa  
General Manager Commercial  
2 Marlow Street,  
Suva, Fiji  
Phone: +679 3224 185  
Email: [TDeலைrewa@fea.com.fj](mailto:TDeலைrewa@fea.com.fj)

And

- b) bear the following identification:

**Bid for: MR 93/2018 - Supply of Torque Wrench.**

In addition to the identification required, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late" pursuant to Deadline for Submission of Bids.

If the outer envelope is not sealed and marked as above, FEA will assume no responsibility for the misplacement or premature opening of the bid.

### **2.15 Deadline for Submission of Bids**

Bids must be received by FEA at the address specified above no later than 1600 hours (Fiji Time) 14/03/2018.

FEA may, at its discretion, extend the deadline for submission of bids by issuing an addendum, in which case all rights and obligations of FEA and the bidders previously subject to the original deadline will thereafter be subject to the deadlines extended.

### **2.16 Late Bids**

Any bid received by FEA after the deadline for submission of bids prescribed above will be rejected and returned unopened to the bidder.

### **2.17 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 FEA prior to the deadline for submission of bids.

The bidder's modification or withdrawal notice shall be prepared, sealed, marked and delivered in accordance with Sealing and Marking of Bids, 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.

### **2.18 Rejection of one or all Bids**

FEA 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 rejection.

### **2.19 Process to be Confidential**

Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process.

Any effort by a bidder to influence FEA's processing of bids or award decisions may result in the rejection of the bidder's bid.

Lowest bid will not necessarily be accepted as successful bid.

## **2.20 Clarification of Bids**

To assist in the examination, evaluation and comparison of bids, FEA may, at its discretion, ask any bidder for clarification of its bid. The request for clarification and the response shall be in writing or by fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by FEA in the evaluation of the bids in.



### 3.0 Technical Specification

#### 3.1 General Information

##### 3.1.1 Duration of Supply

The expected supply for item work shall be within two (2) weeks from the issue of the Purchase Order.

##### 3.1.2 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.

#### 3.2 Product Specification

The Wrench should compliance the ISO. Specifically Type 2: Setting Class A. The following are the torque ranges for wrench requested.

Item	Model	Torque Range	Quantity
3/4" Torque Wrench	QD4R600	120 to 600 ft-lb	1
1/2" Torque Wrench	QD3R250	50 to 250 ft-lb	1
3/8" Torque Wrench		5 to 75 ft-lb	1
Reducer 3/8" – 1/2" socket			1

## 4.0 Price Schedule

### Supply of Torque Wrench

Item	Item Description	Quantity	Unit Price	Total Price Currency: _____
1	¾" Torque Wrench 120 to 600 ft-lb			
2	½" Torque Wrench 50 to 250 ft-lb			
3	3/8" Torque Wrench 5 to 75 ft-lb			
4	Reducer 3/8" – ½" socket			
<b>TOTAL (VEP)</b>				
<b>VAT 9%</b>				
<b>TOTAL (VIP)</b>				

Notes:

1. Contractor shall provide all materials, tools equipment and labour necessary to perform works.
2. A detailed work plan to be provided with expected date for the works.
3. FEA financial terms are applicable for these works.
4. Any advance payment will require a bank guarantee.
5. FEA uses FIDIC Contract documents for its contracts.
6. Failure to submit required documents may affect bid compliance. Failure to submit mandatory items as stated in Compliance Checklist will result in non-compliance.
7. Site Visit mandatory.

## 5.0 Appendix

### 5.1 Compliance Checklist Declaration

I \_\_\_\_\_ of \_\_\_\_\_ located at \_\_\_\_\_ confirm that the bid submitted for the following tender MR 93/2018: \_\_\_\_\_

is comprehend the following item as part of the bid submission as stated in Sub Clause 2.6;

	Yes	No	Comments
Price Schedule			
Company Profile			
Detailed Scope of Work/Supply			
Statement of Exclusion or Amendment for Tender Specification (if Any)			
Program [preferred Gantt Chart]			
Shipping Term (if Applicable)			
Payment Term			
Price Validity [preferred 60 days]			

Note that these submissions are mandatory submission for a successful tender bid. This declaration must be signed and submit as well.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Sign Off: \_\_\_\_\_

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

## 5.2 Tender Check List

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

### Tender Specification Form

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

Tender invitation and acceptance Term & condition of the Tender

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

1. Company Name: \_\_\_\_\_
2. Director/Owner(s): \_\_\_\_\_
3. Postal Address: \_\_\_\_\_
4. Phone Number: \_\_\_\_\_
5. Fax Number: \_\_\_\_\_
6. Office Location: \_\_\_\_\_
7. Tin Location: \_\_\_\_\_
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: \_\_\_\_\_

## **Submission of Tender**

**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 **4:00 p.m. (16.00hrs Fiji time) on Wednesday 14<sup>th</sup> March, 2018.**

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

**MR 93/2018**

**Supply of Torque Wrench**

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 on the envelope will be returned to the Tenderers unopened. (Bids via e-mail or fax will not be considered).**

**The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act and must have the most current Tax Compliance Certificate.**

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

**Bidders are requested to submit a:**

- **Valid Tax Compliance Certificate**
- **FNPF Compliance Certificate**