



ENERGY FIJI LIMITED

BIDDING DOCUMENT

MR 236/2019

**PREFERRED SUPPLIER FOR FORKLIFT
HIRE**

NETWORK CENTRAL DIVISION -9T & 15T

Section 1. Instructions to Bidders

- 1. Scope of Bid** The Energy Fiji Limited (hereinafter referred to as "the Employer"), wishes to receive bids for **Hire of 9T & 15T Forklift** as a preferred supplier to be utilized in the Central Division 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 in this area.
- 3. 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.
- 4. Deadline for Submission of Bids** Bids must be received by the Employer at the address specified above no later than **1600 hours (Fiji Time) (31st July 2019)**.

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.
- 5. 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.
- 6. 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.
- 7. 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.

8. 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.

9. 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 EFL 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.

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Technical Specifications for Forklift Hire

1. General Description

The preferred supplier is to supply the Energy Fiji Limited Crane services on hire basis in the Central Division for 9Tonne and 15Tonne weight lifting capacity. The bidder's proposal shall address all specification and shall include sufficient information and supporting documentation in order to determine compliance with this specification without further necessary inquiries.

EFL is looking to award this tender for preferred suppliers for a period of 2 years. Tender can be awarded to multiple suppliers based on technical and financial evaluation.

Note: Forklift to be utilized either at EFL Kinoya Depot or between Nausori and Lami corridor.

2. Technical and Financial Evaluation

9 Ton SWL Forklift Specification			
	Criteria	Requirement	Bidder's Response
Technical	9 Ton Forklift	Forklift must lift 9Ton weight and transport material	
	Registration number	Number Plate	
	24/7 Availability	Availability on emergency requirements / short notices	
	Lifting Equipment	All lifting equipment, chain, sling etc. to be provided by supplier	
	Experienced Operator	Minimum 2 Years (State name of operator and years of experience)	
	Operator ID	1.) Copy of driving license of operators to be provided 2.) FNPF Number	
	OHS Certification	Documentation to be provided with bid	
	PPE	All PPE for driver to be provided plus road cones for the crane truck	
	Wheel Tax Validity	Copy of Wheel Tax to be provided with bid	
	Base Location	Within Suva area (bidder to state exact location)	
	Tax Compliance	Tax compliance document to be given with bid	
	FNPF Compliance	FNPF compliance document to be given with bid	
Hourly Working Rate	FJD VIP per hour		

	Cartage – one way	One-way mobilization or demobilization to/from site cost when working in the Nausori – Lami Corridor.	
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15 Ton SWL Forklift Specification			
	Criteria	Requirement	Bidder's Response
Technical	15 Ton Forklift	Forklift must lift 15Ton weight and transport material	
	Registration number	Number Plate	
	24/7 Availability	Availability on emergency requirements / short notices	
	Lifting Equipment	All lifting equipment, chain, sling etc. to be provided by supplier	
	Experienced Operator	Minimum 2 Years (State name of operator and years of experience)	
	Operator ID	1.) Copy of driving license of operators to be provided 2.) FNPF Number	
	OHS Certification	Documentation to be provided with bid	
	PPE	All PPE for driver to be provided plus road cones for the crane truck	
	Wheel Tax Validity	Copy of Wheel Tax to be provided with bid	
	Base Location	Within Suva area (bidder to state exact location)	
	Tax Compliance	Tax compliance document to be given with bid	
	FNPF Compliance	FNPF compliance document to be given with bid	
	Hourly Working Rate	FJD VIP per hour	
	Cartage – one way	One-way mobilization or demobilization to/from site cost when working in the Nausori – Lami Corridor.	

Note:

1. Photo/Image of forklift to be supplied with tender bid for reference and information on number of forklifts respective to sizes available with bidder.
2. Driver license of operator to be supplied as well.
3. Cartage is for transportation of forklift by bidder to site and back to base if applicable.
4. Hourly rate payable is for work done at site only – this is not from base to base.

2. OHS Certification

The Forklift shall be OHS Certified. It is mandatory for this certificate to be provided with the Tender Bid. Necessary documentation shall be submitted as evidence by bidder to ensure compliance.

3. General Requirements

The following details are to be also submitted with the tender bid:

- a. Forklift Driver details (Name, FNPF number, Years of Employment, years of experience etc.)
- b. Driver Experience relative to power line maintenance (minimum 1 years)
- c. PPE details of Driver
- d. License details of driver (ID card copy to be provided)
- e. Forklift Wheel Tax expiry details

4. Insurance

- | | |
|---------------------------|-----------|
| (a) Contractor's Risk | \$500,000 |
| (b) Public Liability | \$500,000 |
| (c) Worker's Compensation | \$250,000 |

The contractor shall indemnify EFL against any claims for liability, injuries, losses, damages etc that may arise during the execution of the works.

5. General Information

1	Name and Address of the Bidder:	
2	Contacts:	
3	Telephones:	
4	Fax:	
5	E-Mail:	
6	Mobile No:	
7	Name of Chief Executive Office and Telephone No:	

Note:

- The Forklift must be Available on Weekday and Weekends after 48hours of notice from EFL personnel.

- The Forklift may also be called on short notice during emergency and Purchase Order supplied after completion of works.
- No charge shall be levied on EFL in the event the work scope for the crane has been canceled due to unforeseen circumstances or cancellation of planned power shutdown program
- The supplier must provide PPE for their drivers and road cones for the Crane
- The supplier must comply to all EFL rules, regulations and standards while working for EFL under the contract

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: _____

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 EFL 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 31st July, 2019.

Each tender shall be sealed in an envelope with the envelope bearing only the following marking:

MR 236/2019
Preferred Supplier for the Hire of Forklift

The Secretary, Tender Committee
Energy Fiji Limited
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
- FNP Compliance Certificate