

REQUEST FOR PROPOSAL (RFP)



Tender No. MR 108/2020

Renewal of AutoCAD Software License



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1. Purpose and Description of Project

Energy Fiji Limited (EFL) is requesting proposals for the renewal of AUTOCAD LT COMMERCIAL SINGLE-USER LICENSES, and supply of new AUTOCAD Multi-User Licenses.

2. Solution Overview

EFL is seeking proposals that fulfill these requirements;

- Renewal of Contract 110001617744 - 10 AUTOCAD LT COMMERCIAL SINGLE-USER LICENSE.
- New acquisition of - 3 AUTOCAD COMMERCIAL NETWORK SERVER LICENCE.

3. Eligibility Criteria /Pre-qualification of the Bidder

The supplier should be an authorized distributor, reseller and/or service provider for the software with relevant documents to validate this.

4. Evaluation criteria of the qualified Bidders

Description	Weight
1. RFP requirements compliance	50 %
2. Proven ability of vendor to supply solution	15 %
3. Experience in providing after sales support to a pre-arranged degree of satisfaction Level/s.	10 %
4. Value for Money	25 %

5. Delivery

The selected supplier shall deliver all software licenses to the EFL Head Office, located at 2 Marlow Street, Suva, Fiji.

6. Bidder Submittals

Please indicate in your proposals if you meet all the requirements and guidelines specified in this document. Your submittals should include the following as a minimum, also utilizing Costing Summaries in Schedule C:

- Proposal for Products and/or Services
- Full supply of Software
- Delivery Outline
- Customer References of similar projects
- Software Certifications



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The Proposal for Supplies or Services must clearly itemize all costs. Bidders must submit proposal as Option 1 complying with the specifications in Section 2 which is mandatory. Any other solution proposed/offered by the bidder which is better and gives more value for money, such solutions may be submitted as Option 2, 3 etc.

7. Submission of Tenders

Bidders must lodge no later than 4:00pm, on **Wednesday, 06th of May 2020**.

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8. Amendment of RFP

EFL 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.

9. Cancellation/Termination of RFP

EFL 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.

10. Due date for Tenders

Tenders received after the closing date of **4:00pm Wednesday 06th of May 2020** will not be considered.



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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 Authorised 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:			
Include the organisation Chart			
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	2017	2018	2019
Net profit before tax	2017	2018	2019
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
(Detailed profiles of key staff shall be included in appendix)			



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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:



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TENDER SUBMISSION CHECK LIST

The Bidders must ensure that the details and documentation mention below must be submitted as part of their tender Bid

Tender Number _____

Tender Name _____

1. Full Company / Business 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 (Mandatory))

9. FNPF Employer Registration Number: _____ **(For Local Bidders only) (Mandatory)**

10. **Provide a copy of Valid FNPF Compliance Certificate (Mandatory- Local Bidders only)**

11. **Provide a copy of Valid FRCS (Tax) Compliance Certificate (Mandatory Local Bidders only)**

12. **Provide a copy of Valid FNU Compliance Certificate (Mandatory Local Bidders only)**

13. Contact Person: _____

I declare that all the above information is correct.

Name: _____

Position: _____

Sign: _____

Date: _____



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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 06th May, 2020.**

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

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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**
- **FNPF Compliance Certificate**
- **Valid FNU Compliance Certificate**