



MR 215/2020

Date: 10/09/2020

**Tender Name: Preferred Supplier for Cartage of
Wooden Poles**

THE COMPANY - EFL

Energy Fiji Limited (EFL) is solely responsible for supplying power throughout the Fiji Islands. Power is supplied through Hydro, Diesel and wind mill generators located in different parts of Fiji.

The operations of the company are organized into three geographically defined divisions, which correspond to the national administrative divisions. These divisions are:

1. Central/Eastern based in the capital, Suva
2. Western based in the city of Lautoka
3. Northern based in the town of Labasa

Suva and Lautoka are on the island of Viti Levu with main warehouse while Labasa is the commercial centre of the island of Vanua Levu. Lautoka warehouse is designated as the **Central Stores**.

Purpose and description of the Tender

The Energy Fiji Limited (EFL) is inviting Request for Proposal [RFP] for supply Preferred Supplier for Cartage wooden Poles from suitable Companies.

Tender Term – [3 Years]

1. 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 organisations years of experience in this field and reputation in the market place.

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.

Company Profile(s)

2. Other value added services.

The bidder is open to include any other information that may add value to their Services or after sales services.

It is mandatory for the bidder to provide the following:

- Information on delivery time
- Information on service provided to EFL previously
- Number of fleet/vehicles/forklift the bidder have (be specific on types and sizes)
- How soon the bidder can provide service in case of emergencies

3. Services Description and Pricing

It is mandatory for the bidders should provide vat inclusive price.

CARTAGE OF MATERIALS AND FORK LIFT HIRE	Price VIP
HIRE OF 10/12 WHEELER TRUCK TO CART 10.2M WOODEN POWER POLES FROM TROPIK WOODS TO EFL CAWAIRA DEPOT/LABASA STORES - APPROX WEIGHT 0.71 TON PER POLE	Quotation to be per trip
HIRE OF 10/12 WHEELER TRUCK TO CART 11.0M WOODEN POWER POLES FROM TROPIK WOODS TO EFL CAWAIRA DEPOT/LABASA STORES - APPROXA WEIGHT 0.9 TON PER POLE	Quotation to be per trip
HIRE OF TRAILER TO CART 10.2M WOODEN POWER POLES FROM TROPIK WOODS TO EFL CAWAIRA DEPOT/LABASA STORES - APPROX. WEIGHT 0.71 TON PER POLE	Quotation to be per trip
HIRE OF TRAILER TO CART 11.0M WOODEN POWER POLES FROM TROPIK WOODS TO EFL CAWAIRA DEPOT/LABASA STORES - APPROXA WEIGHT 0.9 TON PER POLE	Quotation to be per trip
HIRE OF 10/12 WHEELER TO CART 10.2M WOODEN POWER POLES FROM NAVUTU DEPOT TO EFL CAWAIRA DEPOT/LABASA STORES - APPROXA WEIGHT 0.71 TON PER POLE	Quotation to be per trip
HIRE OF TRAILER TO CART 10.2M WOODEN POWER POLES FROM NAVUTU DEPOT TO EFL CAWAIRA DEPOT/LABASA STORES - APPROXA WEIGHT 0.71 TON PER POLE	Quotation to be per trip
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HIRE OF TRAILER TO CART 11.0M WOODEN POWER POLES FROM NAVUTU DEPOT TO EFL CAWAIRA DEPOT/LABASA STORES - APPROXA WEIGHT 0.9 TON PER POLE	Quotation to be per trip
HIRE OF 10/12 WHEELER TO CART 10.2M WOODEN POWER POLES FROM KINOYA DEPOT TO EFL CAWAIRA DEPOT/LABASA STORES - APPROXA WEIGHT 0.71 TON PER POLE	Quotation to be per trip
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It is mandatory, the bidder to provide the number of poles and weight they will carry on the following trucks and trailers:

- 10/12 Wheeler Truck
- Trailer Trucks

Unloading

- unloading of wooden power poles at all EFL depot will be the responsibility of the bidder
- Loading of Wooden Poles at Tropik Woods will be done by Tropik Woods

LTA Approvals

It will be the responsibility of successful bidder/bidders to seek the following approvals from LTA:

- 1) **Weight Exemption for the Poles.**
- 2) **Dimension exemption for the Poles – Wooden**
- 3) **Height Exemption**
- 4) **Vehicle escort in case of over dimension load.**

4. Documents to submit with the BID

1. Company Registration Certificate
2. Business license issued by respective City / Town Council

3. VAT registration certificate
4. Tax Compliance Certificate
5. Tin Number
6. Company Profile
7. Financial Report
8. Copies of relevant Insurance policies including carriers liability
9. FNPF Compliance Certificate
10. FNU Compliance Certificate
11. Proof of Drivers driving experience

5. Contractors Plant / Equipment details

Provide details of number of vehicles with size and type.

6. Insurance Policies

Provide Vehicle Insurance, Accident Compensation Commission (ACC) and other Insurance Cover details.

7. Tender Evaluation

After the bids are received, it will go through a normal tender evaluation process as per EFL's Tender Policy and Procedures. The successful and unsuccessful bidders will be advised of the outcome after completion of the Tender evaluation process.

The successful the bidder will enter into a **3 years contract with EFL**. All terms & condition, and pricing details will be stipulated in contract documents.

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 FNU Compliance Certificate (Mandatory- Local Bidders only)**

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

13. Contact Person: _____

I declare that all the above information is correct.

Name: _____

Position: _____

Sign: _____

Date:

8. 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 Friday 18th September, 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) 9992400.

Bidders are requested to submit a:

- Valid Tax Compliance Certificate
- FNPF Compliance Certificate

The Tender Bids particularly the "Price" must be typed and not hand written.

(Tender Submission via email or fax will not be accepted)