

**Tender for Preferred Supplier of Hand  
Picked  
Spalls in the Central Region**



**MR 59/2021**

## PURPOSE AND DESCRIPTION OF THE TENDER

Energy Fiji Limited (EFL) is requesting proposal from Interested Contractors for Supply of Hand Picked Spalls in the Central Region on a **Preferred Supplier** basis for a period of 2 (two) years.

Tender can be awarded to multiple suppliers based on technical and financial evaluation.

### Eligibility/Selection Criteria of the Bidding Contractor

The Contractor shall have a sound knowledge of the subject area. The Contractor shall take all necessary precautions to prevent any damages to the EFL assets and private properties in the area when delivering or offloading the material. The Contractor shall visit offloading areas and accordingly offer to execute and complete the provision and carting of Hand Picked Spalls to areas identified by the EFL Representative. The contractor should be able to supply one or multiple truck loads to the site within 24hours of the EFL Representative having requested so.

**Note:** *The amount of Hand Picked Spalls required will be requested by the EFL Representative. There shall be no minimum quantity applicable.*

The Bidder shall submit the names/contacts of utilities or projects where they have previously undertaken such work required by this Tender.

#### 1. Contract Price:

The Contractor shall submit VIP price in Fijian currency to carry out the works. The Contractor shall submit his price for the **Supply of 1 cubic meter of Hand Picked Spalls** to Project Site, Including Cartage, Delivery, etc. in the following manner.

Description	Unit Price (VIP) Price/m <sup>3</sup>	Unit Price (VIP) for Cartage (per cubic meter/km)
Supply of Hand Picked Spalls		

#### 2. Scope of Work

1. The Contractor shall be fully responsible for the loading, carting and unloading of Hand Picked Spalls and providing machinery for the same.
2. Unloading of the Hand Picked Spalls to the location specified by EFL Representative will be the responsibility of the Contractor.
3. The Quantity of Hand Picked Spalls required will be requested by the EFL Representative and the Contractor shall be responsible for delivering the required amount on time.
4. EFL representative will be showing or informing interested Bidders offloading locations at the site or at time of delivery.
5. The Contractor shall be responsible to repair any damages to access road during the execution of the above work.
6. No royalty is payable by the EFL to any party for the extraction of Aggregate. This will be the contractor/supplier responsibility.

7. Any damage to the roads, vehicles and machines during the extraction, delivery, loading, offloading and transportation process is entirely the Contractor's risk and responsibility.
8. At EFL's discretion, the deliveries may be spread over the 2year period.
9. Prices shall be firm and valid till 90 days after tender submission.
10. EFL shall establish the successful bidder(s) as a preferred supplier and multiple small quantity purchase orders shall be furnished as deemed necessary and required by EFL.
11. Any discrepancy in the 'km' for cartage shall be verified by both parties (EFL and Supplier) by clocking the ODO meter reading together. This can be done for 2 or more vehicles to substantiate accuracy.

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

### **3. Registration & Other Information**

The following information is required with the offer letter:

1. Registration details of the company
2. Occupational Health & Safety Policy of the company.
3. Certificates and work experience of employees.
4. List of tools, equipment, machines and safety gears
5. Valid copy of TAX, FNPF and FNU Compliance certificates

**The tender bid may not be considered if the above information is not attached with the offer letter.**

The Contractor is to confirm in writing in their offer letter that they will submit the following information within five (5) days prior to the award of the contract:

1. Contractor's Risk Insurance Policy
2. Public liability Insurance cover.

The award will be cancelled if the contractor is unable to provide the above information on time.

### **4. Contractor Personnel**

The Contractor shall only employ Licensed Machinery Operators and they shall be available on site as and when required by the EFL in 24hours of the request.

## 5. Bidder Details

The Bidder shall provide all the necessary information specified in the tables below:

General
<b>The registered name of the Bidder:</b>
<b>Business address for correspondence:</b> <i>(Location, Street, Locality City, TIN, Country, Telephone, Facsimile, Email Other)</i>
<b>Contact name of the Authorized Person:</b>
<b>Contact's position:</b> <i>Contact addresses if different from above</i> <i>Locality City, TIN, Location, Street, Country, Telephone, Facsimile, Email, Web address</i>
<b>Business structure:</b>
<b>Include the organizations years of experience in this field and reputation in the market place.</b>
Financial standing
Company Profile(s)

## 6. Other value added services.

The bidder is open to include any other information that may add value to services.

## 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.

## 8. Submission of tenders

Hard copies of the tender, one original and one copy must be deposited in the tender box located at the EFL Head Office, 2 Marlow Street, Suva.

## **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 31<sup>th</sup> March, 2021.**

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

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**Preferred Supplier of Hand Picked Spalls in the Central Division**

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
- FNU 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)**