



**Supply of 1 x 1000A Automatic Transfer Switch  
for Vuda Power Station HFO Building**

Tender No. : MR 107/2021

## **Tender Submission - Instruction to bidders**

It is mandatory for Bidders to upload a copy of their bid in the **TENDER LINK** Electronic Tender Box no later than **4:00pm, on Wednesday 30<sup>th</sup> June, 2021**.

To register your interest and tender a response, view 'Current Tenders' at:  
<https://www.tenderlink.com/efl>

For further information contact please contact the Supply Chain Office on 3224360/9992400.

Due to the present COVID Pandemic EFL will only accept soft copies of the Tender Bids and expect all Bidders to upload soft copies of all the Tender documents no later than **4:00pm, on Wednesday 30<sup>th</sup> June, 2021**

- Addressed as

**Tender – MR 107/2021 – Supply of 1 x 1000A Automatic Transfer Switch for the Vuda Power Station HFO Building**

**The Secretary Tender Committee  
Energy Fiji Limited  
Head Office  
Suva  
Fiji**

Phone: +679 3224 360  
Mobile: +679 9992400  
Email: [JReddy@efl.com.fj](mailto:JReddy@efl.com.fj)

- **Only Soft copies of the Tender bids will be accepted before the closing date and time due to the present COVID 19 Pandemic. Soft copy to be uploaded in the e-Tender Box and it is dispatched before the closing date and time.**

Tenders received after **4:00pm** on the closing date of **Wednesday 30<sup>th</sup> June, 2021**

- Will not be considered.
- Lowest bid will not necessarily be accepted as successful bid.
- **It is the responsibility of the Bidder to have all required tender documents to be transmitted electronically to EFL.**

All tenders for the contract shall be submitted on the appropriate forms provided and shall include the completed price schedule, technical schedule etc. The bid shall be on the basis of a lump sum contract based on firm prices.

During evaluation of tenders the EFL may invite a tenderer or tenderers for discussions, presentations and any necessary clarification before awarding of the contract.

# 1 INSTRUCTIONS TO TENDER

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## 1.1 GENERAL

The Energy Fiji Ltd (EFL) is a statutory body vested with the responsibility for the provision of electricity supply throughout Fiji. The EFL plans to procure a 1 x 1000A Automatic Transfer Switch (ATS) to be used at the Vuda Power Station.

## 1.2 TYPE OF TENDER

The Tenderer shall submit a fixed price tender. This requirement shall apply equally to the conforming tender.

## 1.3 COMPLIANCE WITH INSTRUCTIONS

The Tender shall be submitted in accordance with these Instructions and the letter of invitation to tender. All the necessary forms and schedules need to be completed and submitted with the tender.

## 1.4 ADDENDA TO TENDER

Where the EFL finds it necessary to make amendments to or clarify the requirements of the tender documents during the period of tendering three copies of each Addendum will be forwarded. In the Appendix to Tender shall state the reference number and description of each of the aforesaid Addenda which has been considered during preparation of the Tender.

## 1.5 COMPLIANCE WITH SPECIFICATION

The tender shall be based on the equipment and work specified and shall be in accordance with the Technical Specification. It should be noted that unless departures from specifications are detailed in Schedule I of the Technical Specification, the tender would be taken as conforming to the Specification in its entirety. The Tenderer shall tender for the whole of the Works included in the Specification. Compliance to Standard, Quality and Durability of the equipment is a priority.

## 1.6 DELIVERY PERIODS

The Tenderer shall submit his tender on the basis which will permit the Works to be completed under normal circumstances by the completion dates stated in Schedule 3 of the Technical Specification.

## 1.7 CURRENCY AND CURRENCY EQUIVALENT

The tenders shall be in the currency of the Tenderer's home country. Preference will be given to Australian and New Zealand dollar currency. For Tender comparison purposes the currency or currencies in which the tender is offered will be valued in terms of Fijian dollars at the exchange rate quoted for the sale of the foreign currency for Fijian dollars quoted by the Reserve Bank of Fiji on the day the tenders are opened. All local companies registered in Fiji shall bid in VIP and Duty inclusive price. All Bidders from other countries shall have their bids inclusive of CIF Lautoka Port, Fiji Islands.

## 1.8 SIGNATURE OF TENDERER

A tender submitted by a Partnership shall be signed by one of the members of the Partnership and shall be accompanied by a certified authorization of all the partners authorizing the individual partner to sign on behalf of the Partnership. A tender submitted by a Corporation to the Contract and shall be accompanied by a certified resolution of the Board of Directors authorizing the individual to sign on behalf of the Corporation.

## 1.9 INFORMATION FORMING PART OF THE TENDER

The Tenderer shall supply with each set of the tender copies of the technical, price and information schedules of the Tender Documents duly completed with all missing information and shall also supply any requisite drawings. A copy of the Tenderer's covering letter (if any) shall be submitted with each tender and each tender shall be accompanied by a full set of supporting matter which the Tenderer wishes to have considered by the Authority as supporting information for his tender. It is a mandatory requirement to submit the following documents as part of the tender proposal:

1. Tender Covering Letter with signature/seal of EFL signatory
2. Price & Payment Schedule
3. List of Experience
4. Confirmation of Insurance Policies

## 1.10 CONFORMING AND ALTERNATIVE TENDERS

No alternative bids shall be accepted.

## 1.11 NON CONFORMING TENDERS

A tender which does not comply with the Conditions of Tendering or in which the technical *price* information schedules requiring information to be inserted by the Tenderer have not been completed in all respects may be considered informal will be rejected for these reasons.

## 1.12 VALIDITY PERIOD OF TENDERS

Tenders shall remain valid for acceptance within **60 days** from the date of opening of tenders and a Tenderer shall not withdraw or amend his tender prior to the expiration of the Validity Period. In exceptional circumstances prior to expiry of the original tender validity period, the Authority may request the Tenderer for an extension in the period of validity. The request and the response thereto shall be in writing. A tenderer agreeing to the request will not be permitted to amend his tender price.

## 1.13 EXTENSION OF CLOSING TIME FOR TENDERS

The EFL right is reserved to amend the date set for the opening of tenders to any late date. If it is decided to extend the time for submission of tenders all prospective Tenderers to whom tender documents have been issued will be promptly notified.

## 1.14 DEADLINE FOR SUBMISSION OF BIDS

Soft copies of the tender Bids must be received by the EFL at the address specified above no later than 1600 hours (Fiji Time) **Wednesday 30<sup>th</sup> June, 2021.**

**Due to the present COVID 19 pandemic, all Bidders are expected to submit soft copies of their Bids.**

The Employer may, at its discretion, extend the deadline for submission of bids by issuing an addendum in accordance with Clause 1.4, 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.

### 1.15 ACKNOWLEDGEMENT OF TENDERS

All tenders received will be acknowledged by post/email within 7 days after the date set for receipt of tenders.

### 1.16 TENDER EVALUATION

After a preliminary analysis to ascertain whether or not the tender is in accordance with the requirements of the tender documents each tender will be considered with particular reference to its eligibility as being a manufacturer, offer testing facilities in its workshop, price, completion date, design capability, evidence of past performance on contracts of a similar nature, supply of reliable quality equipment and all other matters affecting the Tenderers ability to complete the Contract in accordance with the Authority's requirements.

### 1.17 ADJUSTMENT OF ERRORS

The Authority reserves the right to adjust arithmetical or other errors in the Tender. Any adjustments made by the Authority to a Tender will be stated to the Tenderer prior to acceptance of the Tender. In the event of discrepancies appearing between words and figures in the Tender, the words shall prevail.

### 1.18 ACCEPTANCE OF TENDERS

The Authority shall not be bound to accept the lowest or any tender not to assign any reason for the rejection of a tender and reserves the right to waive any informality in a tender. No tender shall be deemed to have been accepted unless such acceptance is notified to the Tenderer by notice in writing either by handing such notice to the representative of the successful Tenderer or by sending such notice by e-mail, facsimile or airmail post. Such notice shall include any essential identifying details of the tender. The date of acceptance of Tender shall be the date on which the above mentioned notice is given or posted or e-mailed.

### 1.19 LANGUAGE OF TENDER

All Tenders together with any documents submitted by the Tenderer as part of any Tender shall be written in the English language.

### 1.20 PAYMENT PROCEDURE AND SCHEDULE

The contract shall be on a lump sum fixed price basis, CIF Lautoka Port, Fiji Islands if the Bidder is based abroad and if the Bidder is a local Contractor, their pricing should be VIP and inclusive of all local Duty cost. The payment schedule will be broken down as follows:

- a) 90% upon receipt of goods by EFL.
- b) 10% upon expiry of the warranty period – Retention (12 months from receipt of the goods)

The Bidder is required to produce a Bank Guarantee Bond equivalent to cost of the first payment or shall produce the Bill of Landing Documents before the first payment is made. This is an EFL procurement policy which we expect all Bidders to adhere to when they put in their Tender Bids

### 1.21 CONDITIONS OF CONTRACT

The Conditions of Contract shall be the AS/NZS 4911:2003 - General Conditions of Contract for the Supply of Equipment without Installation.

### 1.22 INSURANCE

The Contractor is to confirm that they have in effect the insurance policies below:

1. Public and Products Liability Insurance

2. Industrial Special Risk Insurance
3. Insurance for Workmen's Compensation

## 1 GENERAL SPECIFICATIONS

### 1.14 SCOPE OF SUPPLY

The scope of works is to supply one Automatic Transfer Switch ATS complete as specified in this Tender Specification and shipped CIF to Lautoka Port if the Contractor is based overseas.

The Technical Specification is tabulated below;

#### Technical Particulars of Automatic Transfer Switch - ATS

No.	Automatic Transfer Switch - ATS	Data/Units
1	Range of product	
2	Number of poles	3
3	Neutral	Solid Busbar Connection
4	Rated voltage/Network type	415V / AC
5	Rated Current	1000A
6	Standard	IEC 60947-2
7	Network frequency	50Hz
8	Control type	Controller based
9	Control mode	Auto/Manual modes
10	Enclosure	ATS should be housed in a Stand Alone Panel
11	Rated insulation voltage	1000Vac 50Hz conforming to IEC 60937-2
12	Rated impulse withstand voltage	12kV conforming to IEC 60947-2
13	Number of Phase	3
	<b>Indications Provision</b>	
14	Mains On	Red
15	OFF	White
16	Standby Supply On	Green
17	Fault	Yellow
18	Provide aux contacts for remote indications	4 x for above indications
	<b>Controller</b>	
19	Should provide Time delay for changeover when Mains Supply fail	Mains Supply to Standby Supply
20	Should provide Time delay for changeover when Mains Supply is restored	Standby Supply to Mains Supply
21	Should be able to detect a phase failure and initiate a changeover	Should have both Mains and Standby Supply voltage sensing
	<b>Manual Switch</b>	
22	Should Provide a handle for manual operation	
23	Connection Busbars	To be provided for all the following circuits; <ol style="list-style-type: none"> <li>1. Load Circuit</li> <li>2. Mains Supply</li> <li>3. Standby Supply</li> <li>4. Neutral Bridging Busbar</li> <li>5. Earth Busbar</li> </ol>
24	Service Manuals / Drawings	Provide Hard Copies and Electronic Copies

### 2.1.1 TECHNICAL LITERATURE

Bidders shall furnish all technical literature, including catalogues, test certificate etc. in support of plant and equipment offered by him with the tender.

Successful contractor shall forward 2 (two) sets of bounded hard copies of all operations and maintenance manuals, spare parts catalogues, detailed schematic and wiring and all other documents required for satisfactory operation and maintenance of plant. Electronic copies are also to be provided.

### 2.2.1 QUALITY OF MATERIALS AND WORKMANSHIP

All plant supplied by the company under this contract shall be new and of the high quality class and most suitable for working under the conditions specified and shall withstand the variations of temperature, atmospheric conditions arising under working conditions without distortion or deterioration or the setting up of undue stresses in any part and also without affecting the strength and suitability of the various parts of the work which they have to perform.

## 3.0 STANDARDS

IEC, IEEE and AS/NZS Standard are to be adopted in general. Any other national or international standard may be used if such standards are not less exacting than corresponding IEC Standard. In such an instance a copy of the relevant standard should be forward. The work shall be in accordance with the following standards.

AS/NZS 3191	- Low voltage switchgear and control gear (all relevant parts)
IEC 60529	- Degrees of Ingressive protection.
IEC 60909	- Short-circuit current calculation in three phase Ac system.
IEC 60934	- Circuit breakers for equipment.
IEC 60947-2	- Low voltage switchgear and controlgear.
IEEE 446	- Recommended Practice for Emergency and Standby Power Systems for Industrial and Commercial Applications (IEEE Orange Book™)

### 3.1 PACKING

The plants and accessories shall be carefully packed for transport and shipment in such a manner that it is protected from all dust and climatic conditions during loading, transport, unloading and subsequent storage in the open area.

### 3.2 WARRANTY

The Contractor shall provide warranty for plant supplied for a Period of Twelve [12] months after delivery of the equipment.

## 3.0 CONTRACTORS REQUIREMENT

- 3.0.1 Completed Tender Form 1 – Letter of Tender**
- 3.0.2 Completed Tender Form 2 - Price Breakdown Schedule**
- 3.0.3 Completed Tender Form 3 - Technical Schedule**
- 3.0.4 Completed Tender Form 4 – Statement of Conformance**

### Tender Form 1 – Letter of Tender

Name of Contract: *Supply of 1 x 1000A Automatic Transfer Switch for the Vuda Power Station HFO Building.*

Contract No: *MR 107/2021*

Tender To: Energy Fiji Limited  
2 Marlow St  
Private Mail Bag  
Suva  
Republic of the Fiji Islands

- 1. This tender is made by \_\_\_\_\_  
[insert full name and registered address of tenderer].
- 2. Capitalized terms used in this letter have the meaning given to them in the Instructions to tenderers dated [insert date] (“**Instructions**”) unless otherwise defined.
- 3. Having examined and understood the Tender Documents relating to the Works (including the Instructions and all documents attached thereto we, the undersigned, hereby offer to manufacture, test and deliver the equipment in conformity with the said documents for the sum of:

.....  
....., (\$.....),

Exclusive of VAT, WHT or such other sum as may be ascertained in accordance with the Contract.

- 4. This offer is made on the terms and conditions set out in this Tender and the Instructions.
- 5. We attach the following documents which form part of this tender:
  - (a) Completed tender forms;
  - (b) Technical description of the plant offered;
  - (c) Any supplementary information;
- 6. We agree to abide by this Tender for a period of 60 days after the Tender Closing Date and that this Tender it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.
- 7. We confirm that you may rely upon all statements made by us in response to the Instructions or in subsequent correspondence, discussions or negotiations with you.
- 8. We certify that:
  - (a) The entry into, and performance of the obligations under, the Contract by us will not violate any laws provided that you obtain all consents and authorisations you are required to obtain under the Contract;
  - (b) We have corporate power to enter into and perform our obligations under the Contract and we have taken all necessary corporate action to authorise the entry into, and execution of, this offer and (if required) entry into, and execution of, the Contract;
  - (c) The rates and prices in our offer have been arrived at independently, without consultation or agreement with any other tenderer; and
  - (d) No attempt has been made, nor will be made, by us to influence any other tenderer to submit or not submit a tender or to alter the proposed content of that tenderer's tender.



- 9. We acknowledge that this tender, and any contract arising upon its acceptance, shall be governed by and construed in accordance with the laws of The Fiji Islands.
- 10. Unless and until a formal agreement is prepared and executed, this Letter of Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

duly authorised to sign Tenders for and on behalf of: \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

Guaranteed time from date of Purchase Order issuance to arrival in the Lautoka Port, Fiji.  
\_\_\_\_\_ (days).

Signature .....  
Name .....  
Position .....  
Company .....  
Address .....  
Date .....

## Tender Form 2 – Tender Price and Price Breakdown

### Supply of 1 x 1000A Automatic Changeover Switch (ATS)

No.	Description	Percentage Payment of the Bid Price	Bid Price Foreign Currency	Amount in Fiji Dollar (FJD) VIP & All Duty Inclusive
1.	Supply of Automatic Transfer Switch, ATS complete with controls as specified in the Tender Technical Specification	90%		
2	Retention/Warranty of 12 Months from the Date of receiving the ATS in good condition	10%		
	<b>Total Price (VIP)</b>	100%		

**Tender Form 3 – Technical Details**

	<u>Item</u>	<u>Purchaser Requirements</u>	<u>Vendor's Information</u>
<b>No.</b>	<b>Automatic Transfer Switch - ATS</b>	<b>Data/Units</b>	
1	Model of product		
2	Number of poles	3	
3	Neutral	Solid Busbar Connection	
4	Rated voltage/Network type	415V / AC	
5	Rated Current	1000A	
6	Standard	IEC 60947-2	
7	Network frequency	50Hz	
8	Control type	Controller based	
9	Control mode	Auto/Manual modes	
10	Enclosure	ATS should be housed in a Stand Alone Panel	
11	Rated insulation voltage	1000Vac 50Hz conforming to IEC 60937-2	
12	Rated impulse withstand voltage	12kV conforming to IEC 60947-2	
13	Number of Phase	3	
	<b>Indications Provision</b>		
14	Mains On	Red	
15	OFF	White	
16	Standby Supply On	Green	
17	Fault	Yellow	
18	Provide aux contacts for remote indications	4 x for above indications	
	<b>Controller</b>		
19	Should provide Time delay for changeover when Mains Supply fail	Mains Supply to Standby Supply	
20	Should provide Time delay for changeover when Mains Supply is restored	Standby Supply to Mains Supply	
21	Should be able to detect a phase failure and initiate a changeover	Should have both Mains and Standby Supply voltage sensing	
	<b>Manual Switch</b>		
22	Should Provide a handle for manual operation		
23	Connection Busbars	To be provided for all the following circuits; 1. Load Circuit 2. Mains Supply 3. Standby Supply 4. Neutral Bridging Busbar 5. Earth Busbar	
24	Service Manuals / Drawings	Provide Hard Copies and Electronic Copies	

**Tenderers shall provide a proposed schedule on the delivery of the proposed equipment, material and accessories.**

## Tender Form 4 – Statement of Conformance

We have read and understood the Tender documentation for the Scope of Supply and Contract, and confirm that:

Tick 1 Box  
as  
Applicable

Our Tender is in full compliance with the requirements and we have no exceptions to note.

Our Tender does not fully comply with the requirements. The following exceptions apply:

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

Signature .....

Name .....

Position .....

Company .....

Address .....

Date .....

**B) Contractor's Tender Bid Documents dated xx<sup>th</sup> June, 2021**

*(The original Contractor Documents will be physically inserted here)*

**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. Contact Person: \_\_\_\_\_

I declare that all the above information is correct.

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

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

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

Date:

## **Tender Submission - Instruction to bidders**

Bidders are requested to upload electronic copies can do so via Tender Link by registering their interest at: <https://www.tenderlink.com/efl>

**This is due to COVID 19 restrictions on movements. Therefore EFL will not accept any hard copy submission to be dropped in the tender box at EFL Head Office in Suva.**

**This tender closes at 4.00pm (1600hrs) on Wednesday 30<sup>th</sup> June, 2021.**

For further information or clarification please contact our Supply Chain Office on phone (+679) 3224360 or (+679) 9992400 or email us on [tenders@efl.com.fj](mailto:tenders@efl.com.fj)

**The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act.**

The lowest bid will not necessarily be accepted as the successful bid.

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

**Tender Submission via email or fax will not be accepted.**