



**ENERGY FIJI LIMITED**

**BIDDING DOCUMENT**

MR 137/2022

**PREFERRED SUPPLIER FOR CHERRY**

**PICKER HIRE**

**IN LABASA AND SAVUSAVU**

**(LOCAL TENDER)**

## 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 Cherry Picker as a preferred supplier to be utilized in the Northern 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/expertise 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) (8<sup>th</sup> June, 2022).

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.

**All bids must be submitted through Tender Link. No Hard Copy bids will be accepted.**

Any request for extension/shifting of deadline for submission of bids must be made 72hours prior to initial deadline. EFL shall at its discretion either accept the request or reject the request for extension of tender deadline.
- 5. Late Bids**                              Any bid received by the Employer after the deadline for submission of bids prescribed will be rejected.
- 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 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 Cherry Picker

## 1. General Description

The preferred supplier is to supply the Energy Fiji Limited Cherry Picker services on hire basis in the Northern Division – Labasa & Savusavu specifically. 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.

## 2. Technical and Financial Evaluation

<b>GENERAL CRITERIA</b>			
	<b>Criteria</b>	<b>Requirement</b>	<b>Bidder's Response</b>
<b>General</b>	FNU Compliance	Provide valid compliance certificate	
	FNPF Compliance	Provide valid compliance certificate	
	Tax Compliance	Provide valid compliance certificate	
	Availability within 48hours	Bidder to confirm if cherry picker will become available within 48hours after request for planned works	
	Availability on emergency	Available on emergency with provision of Purchase Order later?	

<b>TECHNICAL EVALUATION – CHERRY PICKER 1</b>			
	<b>Criteria</b>	<b>Requirement</b>	<b>Bidder's Response</b>
<b>Technical</b>	<b>Working Height - Cherry Picker 1</b>	10mtrs max height reached from ground	
	Lifting Capacity	Minimum 200kg	
	Personnel allowable in Cherry Picker Bucket	Minimum 2	
	Experienced Operator	Minimum 2 Years	
	Experience of Operator relative to powerline work	Minimum 1 Years	
	Cherry Picker Stability	Outrigger to be present on cherry picker for stability	
	OHS Certification	Documentation to be provided with bid	
	Wheel Tax Validity	Copy of Wheel Tax to be provided with bid	
	PPE	Operator PPE and road cones for cherry picker to be provided by bidder	

**Note:** duplicate technical evaluation table and submit if bidder owns more than 1 cherry picker. Each cherry picker must have its own technical evaluation table submitted in the bidder’s tender bid proposal.

<b>TECHNICAL EVALUATION – CHERRY PICKER 2</b>			
	<b>Criteria</b>	<b>Requirement</b>	<b>Bidder's Response</b>
<b>Technical</b>	<b>Working Height - Cherry Picker 2</b>	15mtrs max height reached from ground	
	Lifting Capacity	Minimum 200kg	
	Personnel allowable in Cherry Picker Bucket	Minimum 2	
	Experienced Operator	Minimum 2 Years	
	Experience of Operator relative to powerline work	Minimum 1 Years	
	Cherry Picker Stability	Outrigger to be present on cherry picker for stability	
	OHS Certification	Documentation to be provided with bid	
	Wheel Tax Validity	Copy of Wheel Tax to be provided with bid	
	PPE	Operator PPE and road cones for cherry picker to be provided by bidder	

**Note:** duplicate technical evaluation table and submit if bidder owns more than 1 cherry picker. Each cherry picker must have its own technical evaluation table submitted in the bidder's tender bid proposal.

<b>FINANCIAL EVALUATION</b>			
	<b>Criteria</b>	<b>Requirement</b>	<b>Bidder's Response</b>
<b>Financial</b>	Hourly rate for Savusavu	Cherry Picker 1 – 10mtr	
		Cherry Picker 2 – 15mtr	
	Hourly Working for Labasa	Cherry Picker 1 – 10mtr	
		Cherry Picker 2 – 15mtr	

**Clarification Questions to the bidder:**

1. Do the hours start when hiring the Cherry Picker as soon as it leaves the bidder's yard or does the hours start when the cherry picker arrives at the EFL site? \_\_\_\_\_
2. Where is the bidder's yard located? \_\_\_\_\_

**Note:**

1. Photo/Image of cherry picker to be supplied with tender bid for reference and information on number of cherry picker respective to sizes available with bidder.

2. Driver license of operator to be supplied as well.

## 2. OHS Certification

The Cherry Picker 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. Cherry Picker 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. Cherry Picker Wheel Tax expiry details

***It is mandatory to provide details of cherry picker driver and company experience with respect to working on EFL lines and network assets. Failure to provide such details and inexperience may result in bidder being disqualified for award of tender.***

## 4. Insurance

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

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:	
8	Sales Tax/Commercial Tax/CST nos.	
9	Service Tax No.	
10	Income Tax No.	



Note:

- The Cherry Picker must be Available on Weekday and Weekends after 48hours of notice from EFL personnel.
- The Cherry Picker 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 Cherry Picker
- The supplier must comply to all EFL rules, regulations and standards while working for EFL under the contract

## TENDER CHECKLIST

***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: \_\_\_\_\_

## **Tender submission**

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

**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 8<sup>th</sup> June, 2022.**

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. Bidders are to clearly state the percentage of VAT that is applicable to the bid prices.**

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.**

**Any request for the extension of the closing date must be addressed to EFL in writing three (3) working days prior to the tender closing date.**

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