



**ENERGY FIJI LIMITED**

**BIDDING DOCUMENT**

**MR 264/2022**

**PREFERRED SUPPLIER FOR WOODEN  
SURVEY PEGS**

## Revision History & Document Control

Rev No.	Notes	Prepared By	Reviewed & Approved By	Date of Issue
1	Prepared by	Shavneet Prasad (GCE)		8/09/22
2	Reviewed		Rajiv Singh (SE)	9/09/22
3	Approved			

### Next Scheduled Revision

This technical specification is due for review in October 2025.

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# Section 1. Instructions to Bidders

- 1. Scope of Bid** Energy Fiji Limited (hereinafter referred to as "EFL"), wishes to receive bids for preferred supplier for Wooden Survey Pegs 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 in this area.
- 3. Cost of Bidding** The bidder shall bear all costs associated with the preparation and submission of its bid and the EFL will in no case be responsible or liable for those costs.
- 4. Deadline for Submission of Bids** Bids must be received by EFL no later than **1600 hours** (Fiji Time) **Wednesday 26<sup>th</sup> October, 2022.**

The EFL may, at its discretion, extend the deadline for submission of bids by issuing an addendum, in which case all rights and obligations of the EFL and the bidders previously subject to the original deadline will thereafter be subject to the deadlines extended.
- 5. Late Bids** Any bid received by the EFL after the deadline for submission of bids prescribed will be rejected.
- 6. EFL Right to Accept any Bid and to Reject any or all Bids** The EFL 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 EFL's action.
- 7. Notification of Award** Prior to expiration of the period of bid validity prescribed by the EFL, the EFL 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 EFL 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, EFL 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 EFL 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 EFL.

**9. Corrupt or Fraudulent Practices**

The EFL requires that the Contractor observe the highest standard of ethics during the procurement and execution of such contracts. In Pursuance of this policy, the EFL:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means behaviour 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 EFL, 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 EFL 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

## Section 2. Technical Specifications for Wooden Survey Pegs

### 1. General Description

The preferred supplier is to supply the EFL with Wooden Survey Pegs to the EFL Stores as specified below. 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 3 years for supply of Wooden Survey Pegs.

The item covered by this specification is listed below:

No.	Stock Code	Item Description	EFL Reference Drawing Number
1	I00001	Wooden Survey Pegs (450x25x25mm)	A3 – 01 - C04 - 002r

### 2. Technical and Financial Evaluation

EFL's likely requirement for the wooden survey pegs at two locations (Kinoya and Navutu) is outlined below:

- 1500 pegs to EFL Kinoya Stores on quarterly basis, quantity may increase or decrease depending on demand.
- 1500 pegs to EFL Navutu Stores on quarterly basis, quantity may increase or decrease depending on demand

Location	Quantity per Quarter
Kinoya Stores	1500
Navutu Stores	1500

### 3. General Requirements and Specifications

The Wooden Survey Pegs shall meet the following specifications

- Dimension – 450mm (L), 25mm x 25mm (Cross-section) – Refer to design
- Withstand all weather conditions for a period of 12 months
- Smoothed surface and painted as shown in the design

### 4. Insurance

The supplier 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.	E-mail:	
5.	Mobile No:	
6.	Name of Chief Executive Officer and Telephone No:	
7.	Sales Tax/Commercial Tax/CST nos.	
8.	Service Tax No:	
9.	Income Tax No:	

## 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 EFL 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 26<sup>th</sup> October, 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.