

TENDER NO: MR 270/2022

**Supply of Outdoor AC and DC Distribution Boards for
Sawani 33kV Bus Extension Project**

Contents

2	1 INSTRUCTIONS TO TENDER	3
2.1	1.1 GENERAL.....	3
2.2	1.2 TYPE OF TENDER	3
2.3	1.3 COMPLIANCE WITH INSTRUCTIONS.....	3
2.4	1.4 ADDENDUM TO TENDER.....	3
2.5	1.5 COMPLIANCE WITH SPECIFICATION	3
2.6	1.6 DELIVERY PERIODS	3
2.7	1.7 CURRENCY	3
2.8	1.8 SIGNATURE OF TENDERER	3
2.9	1.9 INFORMATION FORMING PART OF THE TENDER.....	4
2.10	1.10 CONFORMING AND ALTERNATIVE TENDERS	4
2.11	1.11 NON CONFORMING TENDERS.....	4
2.12	1.12 VALIDITY PERIOD OF TENDERS.....	4
2.13	1.13 EXTENSION OF CLOSING TIME FOR TENDERS	4
2.14	1.14 MANDATORY LODGEMENT OF TENDER.....	5
2.15	1.15 DEADLINE FOR SUBMISSION OF BIDS	5
2.16	1.17 TENDER EVALUATION.....	5
2.17	1.18 ADJUSTMENT OF ERRORS	5
2.18	1.19 ACCEPTANCE OF TENDERS.....	5
2.19	1.20 LANGUAGE OF TENDER	6
2.20	1.21 PAYMENT SCHEDULE.....	6
2.21	1.22 CONDITIONS OF CONTRACT.....	6
2.22	1.23 INSURANCE.....	6
3	2 SCOPE	7
2.1	SUPPLY OF 415V AC DISTRIBUTION BOARD.....	7
2.2	SUPPLY DC DISTRIBUTION BOARD.....	8
4	3. FINANCIAL	9
3	QUALITY OF MATERIALS AND WORKMANSHIP	10
4	STANDARDS	10
5	WARRANTY	10
6	EVALUATION CRITERION	10
6.1	COMPLIANCE CHECKLIST.....	10
6.2	OTHER SUBMISSIONS.....	11
6.3	TECHNICAL EVALUATION.....	11
7	TENDER SUBMISSION - INSTRUCTION TO BIDDERS	14

INSTRUCTIONS TO TENDER

1.1 GENERAL

The Energy Fiji Limited is a statutory body vested with the responsibility for the provision of electricity supply throughout Fiji. EFL is currently carrying out outdoor 33kV Bus Extension Project. The scope for this tender is for the supply of outdoor AC and DC Distribution Boards for Sawani 33kV Bus Extension Project

1.2 TYPE OF TENDER

The Tenderer shall submit a fixed price tender. This requirement shall apply equally to the conforming tender as well as any alternative 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 ADDENDUM TO TENDER

Where EFL finds it necessary to make amendments to or clarify the requirements of the tender documents during the period of tendering, an Addendum will be uploaded to the EFL website/tender link.

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.

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. Suppliers with delivery of 4 weeks after the tender award and issuance of the purchase order.

1.7 CURRENCY

The tender shall be in the currency of the Tenderer's home country. All local companies registered in Fiji shall bid in VIP and Duty inclusive. For overseas currencies, bid are to be in DAP to EFL Kinoya Deport and all duties, VAT and customs clearance chargers shall be paid by EFL.

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 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 EFL 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 authorised signatory
2. Price schedule
3. Technical Information or datasheet of the item being tendered
4. Test certificates
5. Detail of past experience in similar nature of work
6. 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 **90 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, EFL 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 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 MANDATORY LODGEMENT OF TENDER

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) Fiji Time on Wednesday 26th October, 2022.

For further information or clarification please contact our Supply Chain Office on phone 3224360/ 9992400/ 9987085 or email us on 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.

1.15 DEADLINE FOR SUBMISSION OF BIDS

Bids must be received by the Employer at the address specified above no later than 1600 hours (Fiji Time) Wednesday 26th October, 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.

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, relevant certification and all other matters affecting the Tenderers ability to complete the Contract in accordance with EFL's requirements.

1.17 ADJUSTMENT OF ERRORS

EFL 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

EFL shall not be bound to accept the lowest bid or 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. 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 e-mailed.

1.19 LANGUAGE OF TENDER

All Tenders together with any documents submitted by the Tenderer as part of any Tender shall be typed in the English language. **Hand written tender submissions will be disqualified.**

1.20 PAYMENT SCHEDULE

The contract shall be on a lump sum fixed price basis. 100% of the payment will be made upon receipt of goods by EFL at Kinoya Depot.

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 SCOPE

The scope of works for contract is for the supply and delivery to EFL Kinoya Depot of the following:

2.1 Supply of 415V AC Distribution Board

The distribution board shall be:

- Suitable for outdoor installation with weather proof enclosure
- Mounting provision on the rear of the panel or bottom and suitable to be mounted directly on concrete or via support structure
- Fixed with access door on the front with locking provision
- Shall have a main switch for 3 phase power supply which shall be connected to the 3 phase bus bar. The main switch shall be Schneider brand or of similar quality
- The main switch shall have provision for termination of 16mm² cable
- The board shall have separate earthing and neutral bars.
- The board shall have provision for **at least** 24 pole. This sets the minimum requirement, however the bidder can specify the provision on their product.
- Removable gland plate on the bottom of the panel for cable entry. The gland plate shall be able to accommodate 30 glands for 2.5mm² Cables
- The bus bar shall accept 3 pole MCB, single pole MCB or any combination of these.
- The bus bar shall be shrouded against accidental contact.
- The board shall have 2 x 20A three phase MCB while the remaining MCB shall be 16A Single phase. The MCB shall be Schneider brand or of similar quality. MCB shall be type C. The bidder shall specify if their product comes pre-install with the MCBs and if the above requirement cannot be met.
- The board shall have provision for earthing.
- The product shall comply to AS/NZS 61439.1 and its relevant parts for Low-voltage switchgear and controlgear assemblies

Note: The bidder to specify any departure from the specification above and the specifications of the product they are offering. The bidder to provide relevant datasheet or technical information with the bid.

2.2 Supply DC Distribution Board

The distribution board will be utilized on 110V DC system. The board shall be:

- Suitable for outdoor installation with weather proof enclosure
- Mounting provision on the rear of the panel or bottom and suitable to be mounted directly on concrete or via support structure.
- Fixed with access door on the front with provision for locking
- Shall have a main switch which shall be connected to the bus bar. The main switch shall have provision for termination of 16mm² cable.
- The board shall have separate earthing bar.
- The board shall have provision for **at least 30 circuits**. This sets the minimum requirement, however the bidder can specify the provision on their product.
- Removable gland plate on the bottom of the panel for cable entry. The gland plate shall be able to accommodate the 30 glands for 2.5mm² Cables
- The bus bar shall be shrouded against accidental contact.
- The MCB shall be Schneider brand or of similar quality. MCB shall be type C. There shall be 10 x 16A MCB, 10 x 10A MCB and 10 x 6A MCB. If the product offered by the bidder has different number of circuit provisions, equal proportions of 16A, 10A and 6A MCBs shall be supplied. The bidder shall specify if their product comes pre-install with the MCBs and if the above requirement cannot be met.
- The board shall have provision for earthing.
- The product shall comply to AS/NZS 61439.1 and its relevant parts for Low-voltage switchgear and controlgear assemblies

Note: The bidder to specify any departure from the specification above and the specifications of the product they are offering. The bidder to provide relevant datasheet or technical information with the bid. The board can also be custom made/assembled to the above requirements or equivalent. The bidder to specify in the bid if they are offering custom made board.

Financial

The bidders shall fill the details in the below table for the financial information of the required scope of work. Items are to be assembled and delivered to EFL Kinoya Depot which includes all relevant accessories specified in the scope.

No.	Item	Quantity	Price VIP FJD
1	Supply of 415V AC Distribution Board	1	
2	Supply of DC Distribution Board	1	

QUALITY OF MATERIALS AND WORKMANSHIP

All cables supplied by the company under this contract shall be new and of the high quality and class 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.

STANDARDS

IEC, IEEE and AS/NZS Standards 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 forwarded. The following standards (or the current revision of it) shall apply to this tender, but not limited to:

AS/NZS 61439.1	Low-voltage switchgear and controlgear assemblies
ISO 9001 Certification	Certification of manufacture and that of raw material supplier

This standard must be specified in the submission.

WARRANTY

The Contractor shall provide warranty for the distribution boards supplied for a Period twelve [12] months after delivery of the boards.

EVALUATION CRITERION

The evaluation shall be based on all the data bidders provide regarding the product.

7.1 Compliance Checklist

The following documents are to be provided with the tender bid for local bidders:

No.	Criteria	Requirement
1.	Business Registration Certificate	Bidder to provide
2.	FRCS Compliance Certificate	Bidder to provide
3.	FNPF Compliance Certificate	Bidder to provide
4.	FNU Compliance Certificate	Bidder to provide
5.	Product Liability Insurance	Bidder to provide
6.	Previous List of Similar work experience	Bidder to provide

Bidder has to scope 100% Mandatory compliance for consideration.

7.2 Other Submissions

No.	Criteria	Requirement
1.	Material Specification Criteria from Bidder	Bidder to provide
2.	Material Warranty Period Details	Bidder to provide
3.	Product Specification from Manufacturer	Bidder to provide
4.	Evidence of quality of materials used	Bidder to provide
5.	Bidder to account for all the cost of the items with delivery	Bidder to specify
6.	Product to have similar specification required by EFL as per tender	Bidder to specify
7.	Product to have all necessary accessories as required by EFL	Bidder to specify
8.	Financial Offer (Typed)	Bidder to provide

7.3 Technical Evaluation

No.	CRITERIA	Requirement
	Manufacturer & Bidder Capability and Experience	
1	Compliance to Standard	ISO 9001 & ISO 45001, AS/NZS 61439.1
2	Delivery Period	Delivery < 4 weeks
3	Bid validity	90 days bid validity
4	Warranty on switchboard	Warranty 12 months or more
	Origin of Materials, Switchgear & Key Components	
5	Switchboard	Bidder to specify
6	Country of manufacture of switchboard	Bidder to specify
7	MCBs	Schneider or similar
8	Country of manufacture of MCBs	Bidder to specify
9	Origin of Bus Bar	Bidder to bidder to specify
	Key Components - Technical Data & Compliance	
11	Manufacturer's Type and model	Bidder to specify
12	Main busbar rating	Bidder to specify
13	Insulation type	Bidder to specify
14	Test reports, Drawings and Manuals supplied as per Requirements	Bidder to Provide
15	Confirm Operational life of all Switchboards and shall be more than 20 years	Bidder to specify
16	Complete Board Dimensions: W x H x D	Bidder to specify
17	Switchboard is front open access	Bidder to specify
18	Switchboard weight	Bidder to specify
19	Circuit Breaker Mounting Chassis: Manufacturer	Bidder to specify

20	Circuit Breaker Mounting Chassis: Type	Bidder to specify
21	Circuit Breaker Mounting Chassis: Continuous current rating	Bidder to specify
22	Location of cable entry	Bottom
23	Standard to which board is designed and constructed	AS 61439
	Switchboard Panel	
24	Switchboard is IP51 rated	IP51 or better
25	Material of switchboard panel	Suitable for outdoor
	Design and Support Documentation	
26	Design drawing of offered system provided	System Drawings
27	Operations and maintenance manual if any	O&M Manuals
28	Inspection and Test reports	Bidder to Provide
29	Any other document which may add value to the bid	Bidder to provide

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. FPNP Employer Registration Number: _____ **(For Local Bidders only) (Mandatory)**

10. **Provide a copy of Valid FPNP 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: _____

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