



ENERGY FIJI LIMITED

BIDDING DOCUMENT

MR 282/2022

**PREFERRED SUPPLIER OF POLE ID
TAGS**

Section 1. Instructions to Bidders

- 1. Scope of Bid** The Energy Fiji Limited (hereinafter referred to as "the Employer"), wishes to receive bids for supply of Pole ID Tags as specified in these bidding documents for the Network Distribution Department.
- 2. Eligible Bidders** This Invitation to Bid is open to bidders who have sound financial background and have previous experience.

Bidders shall provide such evidence of their continued eligibility satisfactory to the Employer as the Employer shall reasonably request.

Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent.
- 3. Eligible Materials, Equipment and Services** The Pole ID Tags to be supplied under the Contract shall have their origin from reputable companies. The bidders may be required to provide evidence of the quality and make of the Pole ID Tags.
- 4. Qualification of the Bidder** To be qualified for award of Contract, bidders shall submit proposals regarding work methods, scheduling and resourcing which shall be provided in sufficient detail to confirm the bidder's capability to fulfil the contract.
- 5. 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.
- 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 Pole ID Tags

1. General Description

The preferred supplier is to supply the Energy Fiji Limited Network Distribution Department with the Pole ID Tags on as per need basis. The bidder's proposal shall address all functional and performance requirements within the specification and shall include sufficient information and supporting documentation in order to determine compliance with this specification without further necessary inquiries. It should also cover the general requirements of design, manufacture/engraving, supply of Pole ID Tags to the Authority. The preferred supplier agreement will be for a period of 2 years.

Pole ID tags will be mounted on the utility power poles (concrete and wooden) in order to easily identify or locate it during breakdowns or for reference purposes while in the field.

2. Specifications

- Length and Width: 20cm x 3.5cm (Please refer to Figure 1)
- Depth: Between 1mm - 2mm
- Material: Formica or Metallic Plus (Face of the tag should be white with black font)
- Mounting: Self Stick Glue
- Pole ID Characters: 7 (maximum).

3. Operating Conditions

The Pole ID Tags shall be suitable to be used outdoors on the electrical utility poles under tropical (fairly humid, rainy and hot) conditions. The Pole ID tags shall be designed to withstand the following service conditions.

Annual average ambient temperature	:	22°C
Maximum ambient temperature	:	40°C
Maximum relative humidity	:	85%
Environmental conditions	:	Tropical Climate with populated atmosphere
Operational Altitude	:	NA
Isokeraunic (Thunder day) level	:	60 thunder days per year
Seismic	:	To a maximum of 7 on the open-ended Richter Scale

4. General Information

The following information about the bidder to be provided:

1.	Name and Address of the Bidder:	
2.	Contacts:	
3.	Telephones:	
4.	E-mail:	
5.	Mobile No:	
6.	Income Tax No:	

5. Production Time

The bidder shall indicate the production time of the Pole ID Tags stated in this document. Production capability should be 10tags in 2days after issuance of Purchase Order. It is estimated that EFL will be purchasing 20 - 50 tags per month. Note that this is an estimate only and in no way binds EFL to a minimum quantity purchase. Purchase will be done as per need basis.

6. Evaluation Criteria

The table below shall be filled and returned by the bidder as part of the proposal.

Requirements		Bidders Offer
Manufacture name	Name of Company	
FNPF Compliance Certificate	Bidder to provide	
TAX Compliance Certificate	Bidder to provide	
FNU Compliance Certificate	Bidder to provide	
Years of experience	Bidder to mention	
Production Capability	10 tags within 2 days	
Material Utilized to manufacture tag	Bidder to provide	
Compliance with minimum size/dimension requirement	Bidder to agree	
Self-stick glue to be provided with tag		
White face with black font	Bidder to agree	
10-year warranty that tag will not fade or deteriorate or deform in any sort	Bidder to agree. Tag replacement Free of Charge if failed on field	

Requirements	Quantity	Price per tag in FJD VIP
POLE ID tag - no delivery - EFL to pickup	1pcs	

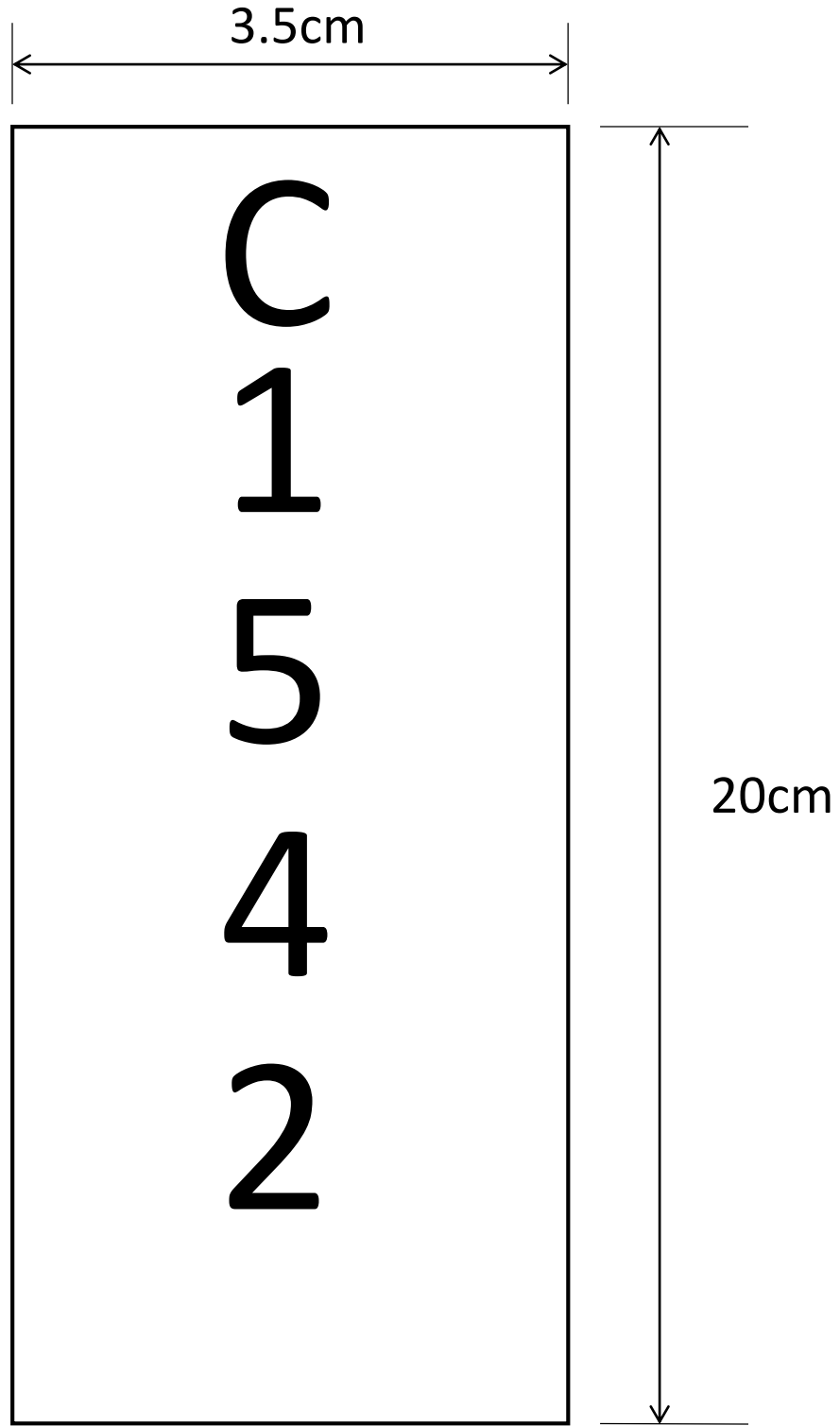


Figure 1: A Sample Pole ID Tag

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 23rd November, 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

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.