

# EXPRESSION OF INTEREST (EOI)



**EOI NO. 06/2022**

**EOI for a Computerised Maintenance  
Management System (CMMS)**



## **1. Purpose and Description of the Computerised Maintenance Management System (CMMS)**

The Energy Fiji Limited (EFL) invites proposals from reputable, qualified bidders for the implementation of a Computerised Maintenance Management System (CMMS).

The EFL is looking at a CMMS that is efficient, reliable and user friendly. The system should meet EFL's requirements and be flexible for future enhancements, requirements and challenges. The system should have all the features and functions for online e-Services and automation of current manual process flows.

## **2. Eligibility Criteria/Pre-qualification of the Bidder**

The bidder should have proven experience and expertise in implementing and supporting maintenance management systems. The bidder must also demonstrate to have extensive experience with all aspects of their CMMS, including ongoing maintenance and support services.

## **3. Scope**

At a very high level, the CMMS must have all the standard features of a Maintenance Management system, such as, but not limited to, the following:

1. Asset Inventory & Management
2. Work Order & Service Requests Management
3. Fixed Asset Management
4. Materials & Inventory Management/Analysis
5. Procurement Management Interface
6. Program Management
7. Asset Condition and Risk Criticality Analysis
8. Preventative Maintenance Management
9. Predictive Maintenance Management
10. Assessment and Renewal Planning
11. Materials Management
12. Compliance Management
13. GIS/GPS Interface
14. Document Management
15. Reporting/Business Intelligence
16. CMMS Dashboards
17. Browser agnostic web-based client interface

Bidders must also state if their solution has optional modules, if any, especially those that may be related to energy utilities. Bidders must provide reference sites (Energy Utilities) where their CMMS has been implemented.



The proposed system should also be able to integrate seamlessly to other EFL core systems such as Financial Management Information System (FMIS), HR/Payroll, and other EFL systems, where necessary.

#### **4. Notes to Bidders**

This section outlines basic requirements that must be met. Failure to accept any of these conditions or part thereof will result in your proposal being excluded from the evaluation process.

Short-listed Service Providers may be invited to present and discuss details of their proposals or even provide a trial as proof-of-concept.

The EFL will not be liable to reimburse any costs incurred by the tenderer during this Tender process.

Evaluation of EOIs will be carried out by a Tender Evaluation Committee (TEC). The TEC will, if necessary, contact bidders to seek clarification on any aspect/s of the tender.

Bidders should identify any work they are currently carrying out or competing for, which could cause a conflict of interest, and indicate how such a conflict would be avoided.

#### **5. Questions about RFP**

All technical or procedural questions regarding the EOI or contractual documents shall be directed to the issuing officer. All questions that require clarification or interpretation of this EOI that cannot be answered by careful review of the document must be received in writing- to the Secretary Tender Committee noted below one week before the due date of the closing of submissions for proposals. The Secretary Tender Committee will respond in writing if the question cannot be answered by directing the bidder to the appropriate section of the EOI. Copies of any written response may be made available to all parties that receive the EOI.

#### **6. Evaluation criteria of the qualified Bidders:**

Proposals will be evaluated in accordance with the EFL's Procurement Policy.

#### **7. Bidder Submittals**

Please indicate on your submittal if you meet all the requirements and guidelines specified in this document. Your submittals should include the following as a minimum:

- Company Profile
- Comprehensive Proposal on the Product and Services
- Reference Sites
- Copies of any Contracts/Service Level Agreements
- Business Certifications and/or confirmation of Vendor/Reseller Partnerships
- Fiji Revenue & Customs Services Tax Compliance Certificate (applicable to Fiji based bidders)
- Fiji National Provident Fund Compliance Certificate (applicable to Fiji based bidders)
- Fiji National University Compliance Certificate (applicable to Fiji based bidders)



## **8. Submission of EOI's**

Expressions must be lodged no later than 4:00pm, Wednesday 01<sup>st</sup> February, 2023.

## **9. Amendment of RFP**

The EFL may, at its sole and absolute discretion, vary, add to, or amend the terms of this RFP, including the nature and/or scope of the products and/or services required under this RFP; and any other subject matter to which this RFP relates.

## **10. Cancellation/Termination of EOI**

The EFL may, at its sole and absolute discretion, cancel, suspend, terminate or abandon part or the whole of this EOI, at any time prior to the execution of a formal written agreement without any liability.

## **11. Due date for Submission**

Submissions received after 4:00pm on the closing date of 01<sup>st</sup> February, 2023 will not be considered.



## 12. EOI Submission - Instruction to bidders

### EOI CHECKLIST

*The Bidders must ensure that the details and documentation mention below must be submitted as part of their submission*

EOI Number \_\_\_\_\_

EOI 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: \_\_\_\_\_



## **EOI 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 EOI closes at 4.00pm (1600hrs) on Wednesday 01<sup>st</sup> February, 2023.**

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 Proposal 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 EOI closing date.**

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