



ENERGY FIJI LIMITED

TENDER No. MR 01/2023

Scope of Work - Printing of EFL's 2022 & 2023 Annual Report & 5-Year Business Plan

- Concepts, Graphic Design, Layout and computer generated finished art for entire full Report, approved by EFL
- Research and Re-writing of Annual Report
- Photography – professional photography on locations and insertion of photographs supplied by EFL
- Editing of Draft & Final Report as and when required by EFL
- Colour Printer proofs
- Digital Printing
- Final copy of Annual Report to be signed off by the publisher and EFL before Printing
- Printing of 200 copies, 90 pages on 150 gsm gloss art papers, cover on 300 gsm board with high gloss laminated both sides. A4 Mina Bind, in full colour – Size A4
- Overall completed quality of report
- Delivery of **200 printed Annual reports to Head Office** as instructed and presentation of final version of soft copy to EFL for its website
- Delivery of 30 printed **5-Year Business Plan to Head Office**
- A formal contract will be signed with a successful bidder for 2 years

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 25th January, 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

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.