

Tender for Preferred Supplier for Customs Clearance and Freight Management Services



MR 99/2023

Preferred Supplier for Customs Clearance & Freight Management Services

THE COMPANY – Energy Fiji Limited (EFL)

Energy Fiji Limited (“EFL”) is a limited liability company that was established under the Companies Act (2015), Laws of Fiji. It is supervised by a Board of Directors who are appointed by the shareholders.

The Executive Management team of EFL consists of the Chief Executive Officer, Deputy Chief Executive Officer, Chief Financial Officer, General Manager Human Resources, General Manager Generation, General Manager Network, General Manager Customer Services, General Manager System Planning and Control, General Manager Special Projects and Chief Information Officer.

EFL is primarily responsible for generation, transmission and distribution of electricity in Viti Levu, Vanua Levu, Ovalau and Tavueni in Fiji. It owns over twenty (20) power stations and twenty (20) substations and switching stations on the islands of Viti Levu, Vanua Levu, Taveuni and Ovalau. EFL owns, operates and maintains a network of 147km of 132kV transmission lines, 534.86km of 33kV lines and over 10,500km of 11kV and 415V distribution lines, as at 31st December 2022.

Suva and Lautoka are on the island of Viti Levu with main warehouse while Labasa is the commercial centre of the island of Vanua Levu. Lautoka warehouse is designated as the **Central Stores**.

Purpose and Description of the Tender

The Company seeks Request for Tender from registered Customs clearance agents [Authorized by FRCS] to handle and carryout all Customs Clearance & Freight Management for EFL as preferred supplier for the period of **three (3) years**.

The Company annually spends a substantial amount of money for these services.

1.0 Eligibility / Selection Criteria of the Bidder

- The selection criteria set out in this clause will be used to ascertain the most advantageous response for EFL.
- Many factors will contribute to the assessment of responses and information supplied in response to various sections of the scope of work will contribute to the assessment against each selection criterion.
- Responses will be assessed in accordance with the following criteria

Item No.	Descriptions
1	Capability to fulfill the services required – reputation in Market Place.
2	Financial security – Provide Companies Financial Report
3	Credit limit offered – \$500,000.00 / Month
4	Credit terms – 30 Days
5	Other relevant clients / reference
6	Financial Proposal – Bid Price
7	FRCS Authorized Custom Agent – [Agent Number]
8	Ability to expedite urgent clearance / Logistics available
9	Other Value added services (Bond, Storage facility, ability to handle oversized shipments)
10	Ability to Provide Services as per Scope of Work
11	Valid Compliance Certificates (FRCS, FNPF, FNU)

2.0 Scope of Work – Customs Clearance

1. Carryout all Customs Clearance & Freight Management for EFL imports.
2. Pay to FRCS, Customs Duty and VAT on behalf of EFL for all import clearance. Also pay all other associated cost / charges that may incur during the shipment to other relevant Agencies.
3. Communicate with FRCS and EFL's overseas suppliers on a regular basis for customs clearance documents and attend to all queries and matters relating to the above.
4. After customs clearance, deliver goods to EFL's nominated warehouse in Navutu and Kinoya or any other nominated site properly palletized. Including loading at your warehouse and unloading at EFL warehouse / site.
5. Customs entry, all relevant clearance documents, delivery dockets and suppliers invoice clearly stating the charges must be forwarded to EFL at the time of delivery.
6. Incoming shipments will be to Suva Port, Lautoka Port, Nadi Airport & Nausori Airport
7. Inform EFL immediately of any discrepancies in the consignment or damages to the goods during transit or on shore handling for inspection by EFL officers prior to delivery.
8. Arrange & coordinate Ex-works shipment on advisory from EFL/Supplier until it is delivered to EFL
9. Ability to expedite urgent consignment.
10. Provide pre-alerts for EFL consignments.
11. Ability to provide online tracking facility and accessibility to EFL

4.2 Financial Offer for FCL Sea freight Shipment

FCL Seafreight Shipment	20ft Australia	20ft NZ	20ft China	20ft USA	40ft Australia	40ft NZ	40ft China	40ft USA		
Origin Cost										
Pick Up Charges (Metro)										
Freight per FCL										
Origin Documentation Fee										
Origin Export Entry Fee										
Origin Handling										
Origin Surcharges										
Origin Terminal Fee										
Origin Carrier Security Fee										
Delivery order										
										} Any other charges at Origin
Destination Cost										
Port Service Fee										
Wharfage										
Shipping Line Delivery order										
Shipping Line Docs Fee										
LOLO										
Break Bulk Fee										
Customs Service Fee										
Admin Fee - Wharfage										
Admin Fee - Imports										
Admin Service Fee										
Agency Fee										
Inspection & Attendance Fee										
Terminal Fee										
Import Documentation Fee										
Container Bond Fee										
Forklift Charges										
Cartage to Lautoka Metro										
Cartage to Suva Metro										
Fumigation Charges										
BAF Inspection Fee										
Crane Charges										
Tail-gate Inspection Fee										
Pre-clearance Charges										
										} Any other charge at Destination

Other Information

1. Ability to provide Credit Limit of **\$500,000.00 per month.**
2. Payment term of **30 days.**

3. Facilitate free storage of 28 days for both Air & Sea Freight nominated (FOB, CIF, EXW & FCA) shipments.
4. The Bidder must clearly indicate any other charges that could incur during the process of customs clearance and freight management, not mentioned in the table above.
5. The successful bidder will be required to submit together with their invoices, all necessary supporting documents for any payment made on behalf of EFL upon request.
6. Bid Price validity – 180 days and successful bidder shall maintain price for 3 years upon execution on Agreement

5.0 Documents to submit with the BID

1. Company Registration Certificate
2. Business license issued by respective City / Town Council
3. VAT registration certificate
4. Tin Number
5. Company Profile
6. Financial Report
7. Provide Agent Number issued by FRCS to operate as a Customs Clearance agent.
8. Copies of relevant Insurance policies including carriers liability
9. FNPF Compliance Certificate
10. Tax Compliance Certificate – FRCS
11. FNU Compliance Certificate

5.1 Bidder Details

The Bidder shall provide all the necessary information specified in the tables below:

General
The registered name of the Bidder:
Business address for correspondence: <i>(Location, Street, Locality City, Pin Code, Country, Telephone, Facsimile, Email Other)</i>
Contact name of the Authorised Person:
Contact's position: <i>Contact addresses if different from above</i> <i>Locality City, Pin Code</i> <i>Location, Street, Country, Telephone, Facsimile, Email, Web address</i>
Business structure:
Include the organisations years of experience in this field and reputation in the market place.
Financial standing <i>(Information designed to give client confidence in the financial competence of the BIDDER.)</i> <i>Audited financial accounts for past three years shall be included in appendix.</i>
Company Profile(s)
Qualification and Experience of Key personnel of the Company -

6.0 Bonded Warehouse Facilities – the bidder to provide the following information if he is able to provide Bonded Warehouse facilities:

1. Size of Warehouse
2. Rates applicable for this facility
3. Security measures in place
4. Insurance
5. Policies and procedures in place to compensate its Clients for goods damaged or destroyed in the bond.
6. Provide outturn report with supporting pictures and shippers letter of instruction within 24hrs of incident.

7. Logistics – Bidders must include the following information together with their Bid:

- Size of the Fleet
- Types of Vehicles and its load capacity – Trucks, Forklift etc
- Ability to handle oversized shipments

- Own Fleet or will hire this services from third party.

If vehicles are hired from Third Party, bidder shall provide above information with a concern letter from Third Party.

8. Nominated Agent - Respondents shall state if it is their intention, if successful, to appoint an agent for any portion of the services offered.

- i) Respondents shall provide at least the following details of the proposed Agent in the appropriate schedule:
 - (a) Name and address of the Agent
 - (b) Location of the premises / Warehouse
 - (c) Number of people employed
 - (d) Quality Assurance status of proposed Agent; and
 - (e) Relevant experience

- ii) Respondents shall guarantee that all services provided by Agent and furnished under this Tender shall be free from insufficiencies.

9. Tender Evaluation

After the bids are received, it will go through a normal tender evaluation process as per EFL's Tender Policy and Procedures. The successful and unsuccessful bidders will be advised of the outcome after completion of the Tender evaluation process.

The successful bidder will enter into a **3 years** agreement with EFL as mutually agreed. All terms & condition, and pricing details will be stipulated in contract documents.

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 12th April, 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.