



MR 129/2024

**Tender Name: Preferred Supplier for the Supply
of Insulated Glove Bag**

1. INTRODUCTION AND SCOPE OF WORK

Energy Fiji Limited [EFL] is responsible for generation, transmission and distribution of electricity in Viti Levu, Vanua Levu, Ovalau and Taveuni in Fiji. By January 2023, the EFL had 215,515 customers. This included residential, commercial and institutional customers.

Purpose and Description of the Tender

The Energy Fiji Limited (EFL) is inviting Request for Tender for supply of insulated glove bag from suitable Companies.

The preferred Supplier arrangement will be for a period of 3 (three) years from the date of signing of the contract.

This document outlines the technical requirements for Preferred Supplier for of Insulated Glove Bags.

1 INSTRUCTIONS TO BIDDERS

1.1 Eligible Bidders

This invitation is open to all Bidders who have sound Financial Background, and have previous experience in design, manufacture, testing and supply of such pole-mounted and platform-mounted transformers.

Bidders shall provide such evidence of their continued eligibility satisfactory to EFL as EFL shall reasonably request. Bidders who are not manufacturers of such transformers shall provide evidence of agency.

Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practice.

1.2 Eligible Materials, Equipment and Services

The materials, equipment, and services to be supplied under the Contract shall have their origin from reputable companies (as specified by EFL where relevant) and from various countries and all expenditures made under the Contract will be limited to such materials, equipment, and services. Upon request, bidders may be required to provide evidence of the origin of materials, equipment, and services.

For purposes of this Contract, "services" means the works and all related services including design services.

For purposes of this Contract, "origin" means the place where the materials and equipment are mined, grown, produced or manufactured, and from which the services are provided. Materials and equipment are produced when, through manufacturing, processing or substantial or major assembling of components, a commercial recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

The materials, equipment and services to be supplied under the Contract shall not infringe or violate any industrial property or intellectual property rights or claim of any third party.

1.3 One Bid per Bidder

Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will cause all those bids to be rejected.

1.4 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and EFL will in no case be responsible or liable for those costs.

1.5 Site Visits

Bidders can visit existing EFL networks by making arrangements to visit existing EFL installations. Bidders are required to familiarize themselves with the existing EFL installations so the solutions they offer does not require modification to existing poles and support infrastructure.

1.6 Contents of Bidding Documents

The bidder is expected to examine carefully the contents of this Bidding document. Failure to comply with the requirements of bid submission will be at the bidder's own risk. Bids which are not substantially responsive to the requirements of the bidding documents will be rejected.

1.7 Clarification of Bidding Documents

A prospective bidder requiring any clarification of the bidding documents may notify EFL in writing by email, addressed to:

Jitendra Reddy
Manager Procurement, Inventory & Supply Chain
2 Marlow Street,
Suva, Fiji
Phone: +679 331 3333 Ext 2320 or
Mobile: +679 999 2400
Email: JReddy@efl.com.fj

EFL will respond to any request for clarification which it receives earlier than 10 days prior to the deadline for submission of bids.

1.8 Amendment of Bidding Document

At any time prior to the deadline for submission of bids, EFL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing addenda.

1.9 Language of Bid

The bid, and all correspondence and documents related to the bid, exchanged between the bidder and the EFL shall be written in the English language.

1.10 Bid Prices

Unless specified otherwise, Bidders shall quote for the entire facilities on a "single responsibility" basis such that the total bid price covers all the Supplier's obligations mentioned in or to be reasonably inferred from the bidding documents in respect of the design, manufacture, including procurement and subcontracting (if any), testing and delivery.

Bidders shall give a breakdown of the prices in the manner and detail called for in this bidding document, or any issued addenda.

Bids shall be given on CIF basis. The point of delivery shall be EFL's Navutu Depot in Lautoka. The term CIF shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce, Paris.

EFL has a marine insurance cover for items it is required for purchase for its project and operational works. Bidders are required to comment if the marine insurance component is covered in their bids.

1.11 Bid Currencies

Prices shall be quoted in a single currency only.

1.12 Bid Validity

Bids shall remain valid for a period of **60 days** from the date of Deadline for Submission of Bids specified in Sub-Clause 21.1.

1.13 Format and Signing of Bids

The bidder shall provide one electronic copy of the Technical and Financial proposals on EFL's electronic tender hosting website; <https://www.tenderlink.com/efl>

The bid shall contain no alterations, omissions or additions, except those to comply with instructions issued by EFL, or as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing the bid.

1.14 Sealing and Marking of Bids

Due to the Covid19 restrictions on movements, bidders are encouraged to bid via Tender link Portal.

1.15 Deadline for Submission of Bids

Bids must be received by EFL at the address specified above no later than **1600 hours (Fiji Time) 1st May 2024**.

EFL may, at its discretion, extend the deadline for submission of bids by issuing an addendum, in which case all rights and obligations of EFL and the bidders previously subject to the original deadline will thereafter be subject to the deadlines extended.

1.16 Late Bids

Any bid received by EFL after the deadline for submission of bids prescribed above will be rejected.

1.17 Modification and Withdrawal of Bids

The bidder may modify or withdraw its bid after bid submission, provided that written notice of the modification or withdrawal is received by EFL prior to the deadline for submission of bids.

No bid may be modified by the bidder after the deadline for submission of bids.

1.18 Rejection of One or All Bids

EFL 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 rejection.

1.19 Process to be Confidential

- 2.19.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process.
- 2.19.2. Any effort by a bidder to influence EFL's processing of bids or award decisions may result in the rejection of the bidder's bid.
- 2.19.3. Lowest bid will not necessarily be accepted as successful bid.

1.20 Clarification of Bids

To assist in the examination, evaluation and comparison of bids, EFL may, at its discretion, ask any bidder for clarification of its bid. The request for clarification and the response shall be in writing, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by EFL in the evaluation of the bids.

1.21 Compliance with Specifications

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 Schedules of the Technical Specification, the tender would be taken as conforming to the Specification in its entirety. The Bidder shall tender for the whole of the Works included in the Specification.

2. Product Information

The supplier should be a manufacturer, authorized distributor or reseller of the products.

The vendors shall submit the names/contacts of utilities or projects where they have previously supplied this material to. All relevant test reports, product standard certificates and product specification / drawings are required to be supplied in the bid as part of their proposal.

Other information to be provided by the Bidder as part of the proposal is:

1. Manufacturer's / Vendor's warranty on the product.
2. Relevant Test Reports
3. Lead time including transit time.
4. Standard compliance certificate.
5. Items bided shall be of specification provided by EFL
6. Previous EFL experience with the Bidder and supplier DIFOTIS
7. No of quantity it will carry in stock
8. Bidders shall bid for the following insulated glove bag:
 - Single insulated glove bag
 - Multiple insulated glove bag (Dual or more)

2.1 Delivery – Kinoya, Navutu, Labasa

2.2 INCOTERMS AND PRICING – The bidder must clearly state the price of their product with INCOTERMS associated with the price – Not Applicable to local bidders.

4. 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 Authorized Person: Contact's position: Contact addresses if different from above <i>Locality City, Pin Code</i> <i>Location, Street, Country, Telephone, Facsimile, Email, Web address</i>
Business structure:
Include the organizations 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>
appendix.
Company Profile(s)

5. Other value added services.

The bidder is open to include any other information that may add value to their product/services or after sales services.

1. Stock Availability.

1. Size of stock holding and ability to meet the required quantity.

2. Technical Support

1. Bidder may provide any detail or information of what technical support is available to EFL to make better use of supplier product.

3. 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 factory/Premises / Warehouse
 - (c) Number of people employed
 - (d) Quality Assurance status of proposed agent; and

(e) Relevant experience

Respondents shall guarantee that all services provided by agent and furnished under this tender shall be free from deficiencies in design, performance, materials and workmanship.

4. Product Description and Quantity

Item Description	Approximate Quantity Required for One Year
Single insulated glove bag	220
Multiple insulated glove bag (Dual or more)	200

6. Specifications – As Below

Rubber Insulated Glove Bag Specification

1. **Increased Durability:** To be made of quality material with a heavy canvas construction that prevents electrically insulated gloves being damaged by folding, heat, sunlight, humidity, ozone and chemical substances.
2. **Genuine Practicality:** The brass metal buckle facilitates carrying or hanging while storing your rubber gloves.
3. **Enhanced usability:** This bag's snap closure needs to be easy to use and help keep safety gloves neatly arranged.
4. **Varied Sizing Options:** The storage bag needs to be available in different lengths to accommodate the different glove sizes. Sizing has to be deemed compliant to the relevant standard under ASTM.

Minimum Sizing:

- GLOVE BAG: 190MM WIDE X 480MM LONG
 - DUAL BAG: 170MM WIDE X 490MM LONG
150MM WIDE X 300 MM LONG (OUTER BAG FOR EITHER LEATHER PROTECTORS OR LV GLOVES)
5. **Logo:** Energy Fiji Limited (EFL) logo on the said bags.
 6. **Samples:** To be provided with tender bids.
 7. **At least a 6 months MANUFACTURER'S WARRANTY**

Bidder to provide product specifications complying with the above.

8. Product Warranty Period – The bidders to provide warranty period if offered for this period

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 year contract with EFL as mutually agreed. All terms & condition, and pricing details will be stipulated in contract document.

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 1st May, 2024.

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.