

# **REQUEST FOR PROPOSAL (RFP)**



**Additional AutoCAD LT Software License**

**MR 151/2024**

## 1. Purpose and Description of Project

Energy Fiji Limited (EFL) is requesting proposals for the acquisition of additional licenses for its current AutoCAD LT license Users.

## 2. Solution Overview

EFL is seeking proposals that fulfill these requirements.

- Addition to Contract #110003286774 – 30 Extra AUTOCAD LT Seats. **(License in total now should be 55)**
- License Renewal for 1 Year
- License Renewal for 3 Years

## 3. Eligibility Criteria /Pre-qualification of the Bidder

The supplier should be an authorized distributor, reseller and/or service provider for the software with relevant documents to validate this.

## 4. Evaluation criteria of the qualified Bidders

Description	Weight
1. RFP requirements compliance	50 %
2. Proven ability of vendor to supply solution	15 %
3. Experience in providing after sales support to a pre-arranged degree of satisfaction Level/s.	10 %
4. Value for Money	25 %

## 5. Delivery

The selected supplier shall deliver all software licenses to the EFL Head Office, located at 2 Marlow Street, Suva, Fiji.

## 6. Bidder Submittals

Please indicate in your proposals if you meet all the requirements and guidelines specified in this document.

- Proposal for Products and/or Services
- Full supply of Software

- Delivery Outline
- Customer References of similar projects
- Software Certifications

The Proposal must clearly itemize all costs.

Bidders must submit proposal as Option 1 complying with the specifications in Section 2 which is mandatory. Any other solution proposed/offered by the bidder, which is better and gives more value for money, such solutions may be submitted as Option 2, 3 etc.

## 7. Submission of Tenders

Bidders must lodge no later than 4:00pm, on **Wednesday 08<sup>th</sup> May 2024**.

### **Additional AutoCAD LT Subscription**

## 8. Amendment of RFP

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.

## 9. Cancellation/Termination of RFP

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

## 10. Due date for Tenders

Tenders received after the closing date of **4:00pm Wednesday 08<sup>th</sup> May 2022**. will not be considered.

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## Schedule A - Bidder Details

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

General			
<b>The registered name of the Bidder:</b>			
<b>Business address for correspondence:</b> <i>(Location, Street, Locality City, Pin Code, Country, Telephone, Facsimile, Email Other)</i>			
<b>Contact name of the Authorised Person:</b>			
<b>Contact's position:</b> <i>Contact addresses if different from above</i> <i>Locality City, Pin Code</i> <i>Location, Street, Country, Telephone, Facsimile, Email, Web address</i>			
<b>Business structure:</b>			
<b>Include the organisation Chart</b>			
Financial standing			
(Information designed to give client confidence in the financial competence of the BIDDER.) Audited financial accounts for past three years shall be included in appendix.			
Total current employees :			
Sales Turnover	2021	2022	2023
Net profit before tax	2021	2022	2023
Company Profile(s)			
<b>Reference Sites</b> (Use separate schedule formats for this response) [Details of at least two similar Projects in the last 5 years (including contact details) which will demonstrate the Bidder ability to carry out the functions for this project in a timely and professional manner.]			
Designated Staff	Name	Position	Project Designation
(Detailed profiles of key staff shall be included in appendix)			

## Schedule B - Customer Details of the Bidder

Details to be submitted by the Bidders about their past experience with successful customers/sites/organizations:

Experience of similar implementation
<b>Project Name:</b>
<b>Project Location:</b>
<b>Client Name:</b>
<b>Client address:</b>
<b>Client contact/reference person(s):</b> <i>Name</i> <i>Address - if different from above</i> <i>Telephone</i> <i>Facsimile</i>
<b>Mobile Phone</b>
<b>Email address</b>
<b>Man-months effort:</b>
<b>Name of senior project staff:</b> <i>Project Director</i> <i>Project Manager</i> <i>Other</i>
<b>Nature of the Project:</b>
<b>Role of the company, whether complete end-to-end involvement or for a particular module:</b>

## 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 08<sup>th</sup> 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](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 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.**