



ENERGY FIJI LIMITED

**TENDER FOR PREFERRED SUPPLIER FOR
EXTENSION LADDERS**

MR 184/2024

Revision History & Document Control

Rev No.	Notes	Prepared By	Reviewed & Approved By	Date of Issue
1	Prepared by	Mohammed Zainal		6/5/24

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.

EFL is requesting proposal from reputable Companies for supply of the following **Fiberglass Extension Ladders** to EFL for a **contract period of 3 years**:

No.	Stock Code	Item Description
1	I03550	32 FT Fiberglass Extension Ladders

Table 1.1: Items Covered Under this Specification

The extension ladders will be used to provide access to power poles and similar infrastructure not normally accessible through arm's reach. These ladders are to be mounted on the roof of the vehicles (4x4 double cabs & crew cabs) via roof mounted racks.

This Specification covers the general requirements of design, manufacture, testing, supply and delivery of the Fiberglass extension ladders.

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 **120 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 initialed 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) 19th June 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. DESIGN AND CONSTRUCTION

The Fiberglass Extension Ladders must be designed to meet or exceed the requirements of AS/NZS 1892 and must have the following:

- A light weight design that must be strong and stable.
- Designed for industrial use.
- Designed with a non-slip treads.
- Complete with Vee Rung as standard.
- Rungs top-hat riveted for resistance to twist and sway.
- Kernmantle side rope and pulley system to keep rope away from users' feet.
- Boots for extra safety and protection of the Fiberglass stiles.
- Pole Becket versions for Electricity Linemen (made up of nylon webbing which will conform to the shape of the pole. A sample image (Fig 1) is provided below for reference:



The bidder is required to fill the Technical Particulars under Part D of Section 14. Appendix.

3. DETAILS OF BIDDER

The bidder should be a manufacturer, authorized distributor or reseller of the ladder. The bidder shall submit the names/contacts of utilities or customers where they have previously supplied the Ladders to.

The bidder must provide the following information:

1. Registered name of the Bidder.
2. Business address for correspondence (Location, Street, Locality City, Pin Code, Country, Telephone, Facsimile, Email, etc.).
3. Contact name of the Authorized Person and Position. Also provide contact details (Location, Street, Locality City, Pin Code, Country, Telephone, Facsimile, Email, etc.) if different from business address.
4. Business Structure. Include the organization's years of experience in this field and reputation in the market place.
5. 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 bid submission.
6. Company Profile(s).
7. Business registration details provided.
8. FRCS and FNPF certificate provided (For local bidders only).

4. INFORMATION TO BE SUPPLIED BY THE BIDDER

The Bidder is required to provide the following information as part of the proposal:

1. All relevant test reports and product standard.
2. Product specifications and detailed drawings. It is mandatory for the Bidders to provide full specification of the Ladders with their tender submission as part of the bid.
3. Manufacturer's / Vendor's warranty on the product.
4. Method of replacement or reimbursement of faulty / defective or damaged goods.
5. Lead time including manufacturing time and shipping duration.
6. Country of manufacture of the product with the brand / model etc.
7. Weight or CBM of the products.
8. Comment on the service life of the ladder.
9. Previous EFL experience with the bidder and supplier DIFOTIS (delivery in full, on time & in specification).
10. Relevant manuals and instructions for proper care and handling of the Ladders.
11. Comment on availability of spare parts such as replacement for Rubber Footing must be readily available. Price of available spares are to be provided separately from price submission of the ladders.

The bidder is to include any other information that may be necessary or may add value to the product offered including any after sales service together with their bid submission such as technical support available to EFL to make better use of bidder's product.

5. DELIVERY

The ladders shall be delivered to the Fiji Ports via:

- Nadi Airport - if delivery is via Air Freight.
- Lautoka and Suva Ports – if delivery is via sea freight (Whichever is economical).
- To EFL's Kinoya Depot in Suva or Navutu Depot in Lautoka – for local supplier/ bidder if applicable.

6. PRICE OF BID

Submission of bid must be in CIF incoterms. The bidder must provide currency of bid together with price under Part A of Section 14. Appendix.

7. ENVIRONMENTAL CONSIDERATIONS

Bidders are required to comment on the environmental soundness of the design and the materials used in the manufacture of the items offered. In particular, comments should address such issues as recyclability and disposal at end of service life and also disposal of packaging material.

8. STOCK AVAILABILITY

The bidder is required to indicate the size of consignment stock it will hold and the ability to meet the required demand of the estimated quantity at any given time during the contract period. The

movement of the ladders will depend on the EFL team's usage of the ladders for project works and for operation and maintenance purposes. An estimate movement of the ladders is outlined in the table below but the ladders will not be purchased as a lump sum quantity at once. Hence, the successful bidder will be required to carry a consignment / safety stock at times to meet EFL's demand within the three year contract period. Bidders may also indicate if consignment stock can be provided in Fiji for EFL.

Bidders must not base their price on EFL to buy the entire quantity mentioned below within the contract period.

No.	Item Description	Approximate 3 Year Stock Movement
1	32 FT Fiberglass Extension Ladders	220

9. PACKAGE SIZE

The successful bidder will be required to pack and dispatch the item as per EFL's requirement. The package size and quantity will be determined by EFL unless the product is a standard factory package. All packages must be clearly marked with the quantity content in the Create or Pallet. The bidder must ensure proper and suitable packing of the item before dispatch to avoid damages during transit.

10. MARKING

The following information shall be marked indelibly and legibly on the ladder in English language:

- Manufacturer's name, country of origin and contact
- Maximum Loading Capacity and serial number
- Standards to which ladder has been designed to
- General signs indicating safe use of ladder

11. QUALITY REQUIRMENTS

Bidders are required to submit evidence that the design and manufacture of the Fiberglass Ladders are in accordance with AS/NZS ISO 9001 and shall include the Capability Statement associated with the Quality System Certification.

If the Bidder is a non-manufacturing supplier, the documentary evidence shall include the quality system certifications of both the supplier and the manufacturer.

12. COMPLIANCE TO SPECIFICATION

EFL may require the bidder to carry out test on the item offered to prove its compliance to the requirements of this Specification. EFL reserves the right to witness all testing. The Supplier shall give EFL reasonable notice of when testing will be carried out and two (2) EFL engineers to be invited to witness the testing. The return-air travel, accommodation, meals and other expense related to test witnessing shall be borne by the Bidder as a value adding service.

Any equipment showing evidence of failure to comply with the requirements of this specification will be liable to rejection.

13. PRODUCT WARRANTY PERIOD

The bidders are required to provide the warranty period as part of the proposal. A minimum warranty period of twelve (12) months in service warranty on faulty materials or workmanship must be provided. This warranty must include the cost of transportation to and from the repair location.

14. APPENDIX

A. Price Schedule

Bidders are required to complete the following price schedule and submit with the offer. EFL requires the bidding prices to be in CIF incoterms.

No.	Stock Code	Item Description	Unit Price (CIF)	Currency of bid
1	I03550	32 FT Fiberglass Extension Ladders		
2	Spares	Bidder is to provide list of available spares if any		

Bidders are to clearly indicate the currency of bid.

B. Checklist - Details of Bidder

Details of bidder must be submitted as per checklist below.

	Checklist - Details of Bidder	Submitted
1	Registered name of the Bidder.	
2	Business address for correspondence (Location, Street, Locality City, Pin Code, Country, Telephone, Facsimile, Email, etc.).	
3	Contact name of the Authorized Person and Position. Also provide contact details (Location, Street, Locality City, Pin Code, Country, Telephone, Facsimile, Email, etc.) if different from business address.	
4	Business Structure. Include the organization's years of experience in this field and reputation in the market place.	
5	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 bid submission.	
6	Company Profile(s).	
7	Business registration details provided.	
8	FRCS and FNPf certificate provided (For local bidders only).	

C. Checklist – Information to be supplied by Bidder

Information to be supplied by Bidder must be submitted as per checklist below.

	Checklist – Information to be supplied by Bidder	Submitted
1	All relevant test reports and product standard.	
2	Product specifications and detailed drawings. It is mandatory for the Bidders to provide full specification of the Ladders with their tender submission as part of the bid.	
3	Manufacturer's / Vendor's warranty on the product.	
4	Method of replacement or reimbursement of faulty / defective or damaged goods.	
5	Lead time including manufacturing time and shipping duration.	
6	Country of manufacture of the product with the brand / model etc.	
7	Weight or CBM of the products.	
8	Comment on the service life of the ladder.	
9	Previous EFL experience with the bidder and supplier DIFOTIS (delivery in full, on time & in specification).	
10	Relevant manuals and instructions for proper care and handling of the Ladders.	
11	Comment on availability of spare parts such as replacement for Rubber Footing must be readily available. Price of available spares are to be provided separately from price submission of the ladders.	
12	Comment on availability of spare parts such as replacement for Rubber Footing must be readily available. Price of available spares are to be provided separately from price submission of the ladders.	
13	Comment on the environmental soundness of the design and the materials used as per Clause 7.	
14	Comment on Stock Availability as per Clause 8.	
15	Comment on packaging as per Clause 9.	
16	Markings to be as per Clause 10.	
17	Comment on Quality Requirement as per Clause 11.	
18	Comment on Warranty Period as per Clause 12.	
19	Bidder to comment on any form of training that can be provided with the offer.	
20	Manual for ladder handling and storage to be provided. Bidder to specify if special requirements are need to be adhered to for transportation of ladder such as use of ladder rack with rubber cushion pads for damping of vibration during movement.	

D. Technical Particulars

	Required	Bidders Response
Name of Manufacturer		
Country/place of manufacture		
Standard product manufactured and tested to:	AS/NZS1892	
Type Test Certificate provided with information such as AC and DC Dielectric strength and related testing carried out as per required standard.		
Product material	Fiberglass	
Weight of ladder		
Ladder closed length	5.4m/17.7ft	
Ladder open length	9.9m/32ft	
Load rating (safe working load)	140 - 180kg	
Minimum failing load (KG)		
Operating Temperature (min/max)		
Non-conductive rating of Ladder in KV (bidder to provide applicable standard)	36kV minimum	
Rung spacing	300mm	
Complete with Vee Rung as standard	Yes/No	
Provided with swivel shoes with rubber pads	Yes/No	
Provided with metal pulley with 10mm nylon or braided polyester rope	Yes/No	
Kernmantle side rope and pulley system to keep rope away from users' feet.	Yes/No	
Designed with a non-slip treads	Yes/No	
Rungs top-hat riveted for resistance to twist and sway.	Yes/No	
Boots for extra safety and protection of the Fiberglass stiles.	Yes/No	
Pole Becket versions for Electricity Linemen (made up of nylon webbing which will conform to the shape of the pole. A sample image (Fig 1) is provided in tender specification.	Yes/No	
Rigidity of ladder while working in harsh conditions	Yes/No	
Type of Electrical Insulation and also state the standards	Yes/No	
Ladder foot type (is it antifriction on concrete)		
Tensile strength of the ladder		
Material safety datasheet provided	Yes/No	
Product catalogue and specification provided	Yes/No	
Evidence of quality management systems used in manufacture, testing and supply	Yes/No	
Ladder inspection procedure and checklist provided	Yes/No	

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 19th June, 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.