



MR 353/2024

**CONVEYANCING SERVICES FOR NEW
CERTIFICATE OF TITLE FOR LOT 2 DP 11732
EFL'S RARAWAI SUBSTATION**

ENERGY FIJI LIMITED

© Copyright 2023

REVISION HISTORY & DOCUMENT CONTROL

Rev No.	Notes	Prepared By	Reviewed & Approved By	Date of Issue
1	Issued for tender	Varanisee Veitala	Krishneel Prasad	

TABLE OF CONTENTS

REVISION HISTORY & DOCUMENT CONTROL.....	2
1 BACKGROUND	4
2 INSTRUCTIONS FOR TENDERERS.....	5
2.1 Eligible Tenderers.....	5
2.2 Eligible Services	5
2.3 One Bid per Tenderer	5
2.4 Cost of Bidding	5
2.5 Site Visits.....	5
2.6 Contents of Bidding Documents	6
2.7 Clarification of Bidding Documents.....	6
2.8 Amendment of Bidding Document.....	6
2.9 Language of Bid	6
2.10 Bid Prices	6
2.11 Bid Currencies	6
2.12 Bid Validity.....	7
2.13 Format, Labelling and Signing of Bids.....	7
2.14 Deadline for Submission of Bids.....	7
2.15 Late Bids.....	7
2.16 Modification and Withdrawal of Bids.....	8
2.17 Rejection of One or All Bids.....	8
2.18 Process to be Confidential.....	8
2.19 Clarification of Bids	8
2.20 Compliance with Specifications	8
2.21 Signature of Tenderer.....	8
2.22 Insurance.....	9
3 GENERAL CONDITIONS OF CONTRACT.....	9
4 SCOPE OF WORK.....	9
5 DELIVERABLES.....	9
6 PROGRAM.....	9
7 SUPERVISION AND REPORTING.....	10
8 EXPERTISE AND QUALIFICATION	10
9 PAYMENT SCHEDULES AND TERMS	10

1 BACKGROUND

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 comprising of representatives from its 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 2021.

EFL seeks competitive tender bids from reputable legal services firms to procure a certificate of title for EFL’s Rarawai Substation under survey reference Lot 2 DP 11732 .The location of the sites is as given in these specifications.

During evaluation of tender bids, EFL may invite a tenderer or tenderers for discussions, presentations and any necessary clarification before proceeding further.

The deadline to submit tender bids is 1600hrs on 30th October, 2024, Fiji Time.

Further information relating to this tender may be acquired from:

Jitendra Reddy
Manager Procurement, Inventory & Supply Chain
2 Marlow Street, Suva, FIJI.
Phone: 679 3224 320
Facsimile: 679 331 6773
Email: jreddy@efl.com.fj

2 INSTRUCTIONS FOR TENDERERS

2.1 Eligible Tenderers

This invitation is open to Tenderers who have sound Financial Background, and have previous experience in carrying out such work.

Tenderers shall provide such evidence of their continued eligibility satisfactory to EFL as EFL shall reasonably request, using the forms provided in the Schedules. No part of the work shall be sub-contracted without prior written approval of EFL, once the contract is awarded.

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

2.2 Eligible Services

The services to be supplied under the Contract shall have their origin from reputable companies and all expenditures made under the Contract will be limited to such services. Tenderers shall be required to provide evidence of the origin of services in their bids.

For purposes of this Contract, "services" means the works and all project-related services in the successful registration of EFL Land titles.

For purposes of this Contract, "origin" means the place where from which the services are provided. The services to be provided under the Contract shall not infringe or violate any intellectual property rights or claim of any third party.

2.3 One Bid per Tenderer

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

2.4 Cost of Bidding

The Tenderer 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.

2.5 Site Visits

Bidders are required to attend a tender briefing at the EFL Lautoka Office at 10.00am on 24th October 2024.

Bidders requiring visits to the site can do so, and where they required EFL assistance for identifying the sites, they shall request EFL in advance.

All costs associated with attending the tender briefing meeting(s) and/or site visits shall be borne by the bidder.

2.6 Contents of Bidding Documents

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

2.7 Clarification of Bidding Documents

A prospective Tenderer requiring any clarification of the bidding documents may notify EFL in writing by fax (hereinafter the term "fax" is deemed to include electronic transmission such as facsimile, cable and telex), or email addressed to:

Jitendra Reddy
Manager Procurement, Inventory & Supply Chain
2 Marlow Street, Suva, FIJI.
Phone: 679 3224 320
Facsimile: 679 331 6773
Email: jreddy@efl.com.fj

EFL will respond to any request for clarification which it receives earlier than five (5) days prior to the deadline for submission of bids.

2.8 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 Tenderer, modify the bidding documents by issuing addenda.

2.9 Language of Bid

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

2.10 Bid Prices

Unless specified otherwise, Tenderers shall quote for the entire process on a "single responsibility" basis such that the total bid price covers all the service provider obligations mentioned in or to be reasonably inferred from the bidding documents in respect of the procurement of land titles.

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

2.11 Bid Currencies

Prices shall be quoted in a single currency only.

2.12 Bid Validity

Bids shall remain valid for a period of **90 days** from the date of Deadline for Submission of Bids specified in Sub-Clause 2.15.

2.13 Format, Labelling and Signing of Bids

The Tenderer shall submit electronic copy of the Technical and Financial proposals on EFL's electronic tender hosting website, <https://www.tenderlink.com/efl> . **EFL will not accept any hardcopy submissions.**

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 Tenderer, in which case such corrections shall be initialed by the person or persons signing the bid.

The bids shall:

- a) be addressed to EFL as follows:

Jitendra Reddy
Manager Procurement, Inventory & Supply Chain
2 Marlow Street, Suva, FIJI.
Phone: 679 3224 320
Facsimile: 679 331 6773
Email: jreddy@efl.com.fj

And

- b) bear the following identification:

- Bid for: Conveyancing Services for new Certificate of Title for Lot 2 DP 11732- EFL's Rarawai Substation
- Bid Tender Number: MR 353/2024
- DO NOT OPEN BEFORE: 1600hrs on 30/10/2024

2.14 Deadline for Submission of Bids

Bids must be received by EFL at the address specified above no later than 1600 hours (Fiji Time) Wednesday 30th October, 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 Tenderers previously subject to the original deadline will thereafter be subject to the deadlines extended.

2.15 Late Bids

Any bid received by EFL after the deadline for submission of bids prescribed above will be rejected and returned unopened to the Tenderer.

2.16 Modification and Withdrawal of Bids

The Tenderer 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. The modification or withdrawal of Bids notice shall also be lodged in the EFL electronic tender hosting website listed above.

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

2.17 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 Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the rejection.

2.18 Process to be Confidential

Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process.

Any effort by a Tenderer to influence EFL's processing of bids or award decisions may result in the rejection of the Tenderer's bid.

Lowest bid will not necessarily be accepted as successful bid.

2.19 Clarification of Bids

To assist in the examination, evaluation and comparison of bids, EFL may, at its discretion, ask any Tenderer for clarification of its bid. The request for clarification and the response shall be in writing or by fax, 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.

2.20 Compliance with Specifications

The tender shall be based on the work specified and shall be in accordance with the Process Specification. It should be noted that unless departures from specifications are detailed in Schedules of the Process Specification, the tender would be taken as conforming to the Specification in its entirety. The Tenderer shall tender for the whole of the Works included in the Specification.

2.21 Signature of Tenderer

A tender submitted by a Partnership shall be signed by one of the members of the Partnership and shall be accompanied by a certified authorization of all the partners authorizing the individual partner to sign on behalf of the Partnership. A tender submitted by a Corporation to the Contract and shall be accompanied by a certified resolution of the Board of Directors authorizing the individual to sign on behalf of the Corporation.

2.22 Insurance

The Tenderer is to confirm that they have in effect the insurance policies below and provide copies of valid certificates with the bid:

1. Professional indemnity
2. Public and Products Liability Insurance

3 GENERAL CONDITIONS OF CONTRACT

EFL will provide during the contract stage.

4 SCOPE OF WORK

The Scope of Work includes (but is not limited to):

- 1) Site Inspection (If the need arises)
- 2) Information search
- 3) Obtain necessary consents and approvals from approval Authorities
- 4) Obtain a copy of the registered survey plan
- 5) Procure from FSC the registered Partial Stamped Transfer of the subdivided lot and the title deed to the property for surrender to the Registrar of Titles.
- 6) Prepare and procure EFLs Certificate of title
- 7) Lodgments to Registration of Titles office
- 8) Submit registered Certificate of Title to EFL

5 DELIVERABLES

The deliverable expected from the selected service provider is EFL's Certificate of Title for Lot 2 on DP 11732.

6 PROGRAM

The anticipated program for the work is shown below.

Milestone	Target Deadline
Close of Tender	30 th October 2024
Award of Tender	No later than 30 th November 2024
Issue of Purchase Order	No later than 6 th December 2024
Information Search including consent and approvals from approval Authorities	Within 3 weeks of issue of purchase order
Obtain copies of the registered deposited plan	Within 5 weeks of issue of purchase order
Procure from FSC the registered Partial Stamped Transfer of the subdivided lot and the title deed to the property for surrender to the Registrar of Titles	Within 10 months of issue of purchase order
Prepare and procure EFL's Certificate of Title. Lodgment to the Registrar of Titles	Within 12 months of issue of purchase order

Submit registered Certificate of Title to EFL

Within 15 months of issue of purchase order

7 SUPERVISION AND REPORTING

The EFL Project Manager for this work package will be Manager Land Affairs. The project will fall under General Manager Special Projects. The Project Manager will appoint an EFL supervisor for liaison.

The successful tenderer will be required to provide fortnightly updates on the progress of work in an agreed format of reporting.

8 EXPERTISE AND QUALIFICATION

The following is required:

- Detailed Company Profile
- FNPF & FRCS compliance certificate
- Company Registration Certificate.
- Tin letter
- Company bank details
- Postal Address
- Accounts Contact person
- Company telephone contact

9 PAYMENT SCHEDULES AND TERMS

The payment will be based on the milestones defined above. EFL will not be making any advance payment for this work. **The prices quoted shall be inclusive of provisional tax for local service providers and all other taxes that are applicable.**

Activity	Percentage Progress Payment
Preliminary works – Information Search including consent and approvals from approval Authorities. Obtain copies of the registered Deposit Plan	10% of Contract Sum
Procure from FSC the registered Partial Stamped Transfer of the subdivided lot and the title deed to the property for surrender to the Registrar of Titles	20% of Contract Sum
Prepare and procure EFL's Certificate of Title. Lodgment to the Registrar of Titles	20% of Contract Sum
Submit registered Certificate of Title to EFL	50% of Contract Sum

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 30th October, 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.