



ENERGY FIJI LIMITED

BIDDING DOCUMENT

MR 366/2024

**PREFERRED SUPPLIER FOR SINGLE
PHASE SOLID STATE DIRECT CONNECTED
ELECTRICITY CREDIT METERS**

Section 1. Instructions to Bidders

A *General*

- | | | |
|--|-----|---|
| 1. Scope of Bid | 1.1 | <p>Energy Fiji Limited (hereinafter referred to as "the Employer"), wishes to receive bids for tender of Preferred Supplier for Single Phase Solid State Direct Connected Electricity Credit Meters.</p> <p>The word bidder, supplier and contractor are used interchangeably in this document and is referring to the company bidding for this tender.</p> |
| 2. Eligible Bidders | 2.1 | <p>This Invitation to Bid is open electricity meter manufactures and suppliers who have sound financial background and have sufficient previous experience in such works.</p> |
| | 2.2 | <p>Bidders shall provide such evidence of their continued eligibility satisfactory to the Employer as the Employer shall reasonably request</p> |
| | 2.3 | <p>Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent.</p> |
| 3. Eligible Materials, Equipment and Services | 3.1 | <p>The electricity meters supplied under the Contract shall have their origin from reputable manufacturers. 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.</p> |
| 4. Qualification of the Bidder | 4.1 | <p>Bidders shall submit proposals regarding work methods, scheduling and resourcing which shall be provided in sufficient detail to confirm the bidder's capability to fulfil the contract.</p> |
| 5. One bid per bidder | 5.1 | <p>Each bidder shall submit only one bid (one model of meter for each category) either by itself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid will cause all those bids to be rejected.</p> |
| 6. Cost of Bidding | 6.1 | <p>The bidder shall bear all costs associated with the preparation and submission of its bid and the Employer will in no case be responsible or liable for those costs.</p> |
| 7. Mode of submission of bids | 7.1 | <p>Bids are to be submitted to EFL via the TENDER LINK Electronic Tender Box.</p> <p>No hard copy of the submission will be accepted.</p> |

The submission shall be addressed to

**The Secretary Tender Committee
Energy Fiji Limited
Supply Chain Office
Suva**

And bear the following identification: MR 366/2024 – **Preferred Supplier for Single Phase Solid State Direct Connected Electricity Credit Meters.**

- | | | |
|--|------|--|
| 8. Content of Bidding Documents | 8.1 | The bidding documents is the entirety of this tender document and should be read in conjunction with any Addenda issued. |
| | 8.2 | The bidder is expected to examine carefully the contents of the Bidding documents. 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. |
| 9. Clarification of Bidding Documents | 9.1 | A prospective bidder requiring any clarification of the bidding documents may notify the Employer via tender link or email, no less than 48 hours prior to the closing of the tender. Copies of the Employer's response, including a description of the inquiry, will be forwarded to all employers of the bidding documents. |
| 10. Amendment of Bidding Documents | 10.1 | At any time prior to the deadline for submission of bids, the Employer 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. |
| | 10.2 | Any addendum thus issued shall be part of the bidding documents, and shall be communicated via email and/or Tender Link to all Employers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by email to the Employer. |
| | 10.3 | To afford prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer may extend the deadline for submission of bids |
| 11. Language of Bid | 11.1 | The bid, and all correspondence and documents related to the bid, exchanged between the bidder and the Employer shall be written in the English language only. |
| 12. Documents Comprising the Bid | 12.1 | The bid must comprise of the following <ol style="list-style-type: none">i. Bidders general information;ii. Information on Qualification;iii. Confirmation of Eligibility;iv. Schedules of Prices;v. Technical Particulars & Guaranteesvi. Schedule for Departures from Specification |

- vii. Manufacturers Statement of Experience
- viii. Other Documents and Drawings to be submitted with the bid
- ix. Any other materials required to be completed and submitted as per the bid document

- 13. Deadline for Submission of Bids**
- 13.1 Bids must be received by the Employer at no later than 1600 hours (Fiji Time) **(Wednesday, 20th November, 2024)**.
- The Employer may, at its discretion, extend the deadline for submission of bids by issuing an addendum, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will thereafter be subject to the deadlines extended.
- 14. Late Bids**
- 14.1 Any bid received by the Employer after the deadline for submission of bids prescribed will be rejected.
- 15. Modification and Withdrawal of Bids**
- 15.1 The bidder may modify or withdraw its bid after bid submission, provided that written notice of the modification or withdrawal is received by the Employer prior to the deadline for submission of bids.
- No bid may be modified by the bidder after the deadline for submission of bids.
- 16. Payment Terms**
- 16.1 The successful supplier will be paid in full only when the supply of the equipment has been fulfilled. No advance payment will be made. Should the supplier require any form of advance payment, then the supplier must provide EFL with a Bank Guaranty (BG) of the same amount as that of the advance payment. The BG shall be dated to expire post the completion of the supply. BG will be released upon completion of the supply and issuing of a Completion Certificate by EFL.
- 17. Employer's Right to Accept any Bid and to Reject any or all Bids**
- 17.1 The Employer 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 Employer's action.
- 18. Notification of Award**
- 18.1 Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder by fax/email, confirmed by registered letter, that its bid has been accepted. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") shall name the sum which the Employer will pay the Contractor in consideration of the execution, completion and maintenance of the Works by the Contractor as prescribed by the Contract (hereinafter and in the Conditions of Contract called "the Contract Price").

The notification of award will constitute the formation of the Contract.

Upon the furnishing by the successful bidder of a performance security, the Employer will promptly notify the other bidders that their bids have been unsuccessful.

**19. Signing of
Contract
Agreement**

19.1 At the same time that he notifies the successful bidder that its bid has been accepted, the Employer will send the bidder the Form of Contract Agreement provided in the bidding documents, incorporating all agreements between the parties.

Within 7 days of receipt of the Form of Agreement, the successful bidder shall sign the form and return it to the Employer.

**20. Corrupt
or
Fraudulent
Practices**

20.1 The Employer requires that the Contractor observe the highest standard of ethics during the procurement and execution of such contracts. In Pursuance of this policy, the Employer:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Employer, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition;

(b) EFL will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

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1. General Information

The Energy Fiji Limited (EFL) is a statutory body which has its business in generating, transmission, distribution and retail of electricity in the Fiji Islands. EFL employs a number of different types of meters (varying in make, model and type) to measure customer's electricity usage. This tender is for the supply of single phase solid state direct connected electricity credit meters utilized for post pay billing.

1.1 Climatic Condition and location of usage

Fiji has a tropical maritime climate with high humidity. EFLs electricity network covers a wide range of terrain and altitude. Meters supplied must be fit for use in such conditions.

Table 1: Applicable environmental conditions

Condition	Value	Unit
Altitude of site above sea level not exceeding	300	M
Maximum ambient air temperature	35.6	°C
Minimum ambient air temperature	15.0	°C
Average ambient air temperature over 24 hours	28.5	°C
Average yearly temperature	29.5	°C
Relative humidity	95	%

1.2 Installation

Appropriate mounting holes and support must be provided for ease of installation. The meters are to be of appropriate dimension, compact and light weight which shall allow for ease of installation, operation and serve to minimize storage and transportation cost

1.3 Security and design.

Meters must be designed to be tamper proof and have fraud protection and detection functionality (e.g. unauthorized opening of terminal cover or meter main cover, etc.). Sealing provision using conventional wire seals must be provided on the meter cover as well as meter terminal covers. Meter must be sealed for life design and be maintenance free.

The meter must have full immunity against external magnetic field.

1.4 Material Composition and workmanship and design life

All material used in the construction of the meters must of highest quality suitable for working under the conditions specified and shall withstand the variations of temperature, atmospheric conditions arising without distortion or deterioration.

Asbestos materials, materials or insulants containing PCB's, or other materials prohibited by the

Fiji Laws shall not be used in the construction of the meter. The meter must have a reduced environment burden at the end of its useful life. At the Employers request, bidders may be required to provide evidence of the origin of materials, equipment, and services.

The meter must have optimum life cycle performance to give zero refurbishment cost over the life of the product. Meters are to have a design life of proper operation of no less than 20 years.

1.5 LDC Display

The meter must have a clear to read, long life, large LCD display with self-operated back light. Meters would be installed inside a meter box and will require to be read from viewing window thus the display should be as such that it can be clear to read with the need for any press of button. Display should be available without mains supply via press of a button.

1.6 Test Certificates

Copies of Type Test certificates of the supply shall be furnished as evidence in support of compliance with the specification. Type test to be carried to relevant IEC or AS/NZS standards.

The supplier shall furnish copies of certificates of all routine tests, inspection tests and any other type tests, which it performs.

Each meters must come calibrated and sealed from the factory and be accompanied by a test report. These report shall also be provided in an excel format to EFL upon each order.

1.7 General Information displayed on meter

The below information (but not limited to) shall be displayed on the meter:

1. Meter make and model
2. Voltage, current information
3. Meter standard
4. Meter year of manufacture and country of manufacture
5. Simple wiring schematic
6. Meter serial number (in number format and barcode)
7. Class index
8. EFL logo and wording "Property of Energy Fiji Limited"
9. Information on factory meter test report number, serial number and date of calibration.

1.8 Defect Rectification

The successful supplier/manufacture must replace all meters, at their own cost, which are found to be faulty/damaged/ not operation upon testing at EFL Test bench for first use.

1.9 Warranty

Each meter shall be warranted for two (2) year from the date of deliver to EFL Stores.

1.10 Duration of Contract and minimum quantity per order

This preferred supplier tender will be for a period of 3 years from the date of issue of Purchase Order. Minimum quantity per order during the contract period will be 2500 units. Separate purchase order will be raised for each order. Frequency of order will as per EFL's requirements.

2. Meter Specification

Table 2: Electronic meter specification

Characteristics	Requirement	Bidder compliance/comments
Meter Type	Sold state, single phase, direct connected, watt-hour meter	
Standard	IEC62052-11, IEC62053-21 or relevant AS/NZS standards. Manufactured under a quality system approved to ISO9001	
Connection	Single Phase 2 wire, BS connection	
Measuring Scope	Active Energy (kWh) import	
Class Index	Class 2 to better	
Display	Long-life, easy to read large LCD with back light	
Display digits	8 digit with leading zero	
Display available without mains power	Yes (via press of button)	
Reference voltage & frequency	240V 50Hz	
Operating Voltage Range	-20% to +15%	
Basic Current	≤ 10A	
Maximum current	100A	
Starting Current	≤ 0.5% Ib	
Fast transient burst	4kV	
Impulse voltage resistance	12kV	
Surge immunity	6kV	
Operating Temperature range	-5°C to +60°C	
Limit temperature range of operation	-10°C to +70°C	
Limit temperature Range to transport and storage	-10°C to +70°C	
Relative humidity (24 Hours)	95%	
Degree of Protection (BS EN60529)	IP 53	

Terminal material	Brass	
Terminal arrangement	BS 7856	
Wiring capacities	Max 25mm ² cable	
Meter constant	1000 imp / kWh or more	
Indicators	Red pulse LED	
Meter and Terminal cover seal	Meter to be sealed for life. Provision for conventional wire seals to be provided for meter terminal.	
Meter Weight	≤0.5kg	
Material	Meter case, base and terminal cover – recyclable polycarbonate	
Dimensions (L x W x D)	A compact design is sought after. Meter terminal cover must allow for cable entry from back of the meter.	
Terminal Identification	Live(IN); Neutral(IN); Neutral(OUT); Live(OUT)	
Fixing Hole	Minimum 2	
End of life disposal	Provide means of disposing off the product	
Fraud Protection	Meter to have fraud protection functionality and be tamper proof, sealed for life design.	

3. Factory Acceptance Testing (FAT)

Type test certificates shall be furnished for the meter supplied under this tender. The supplier shall, at its own cost, carry out all routine tests as per relevant IEC or equivalent standards.

EFL will require two (2) EFL representative to inspect the meter manufacturing facility and meters offered by the successful bidder, prior to the first lot of meter shipment under this contract and to witness some of the type tests, and all routine tests and acceptance test. Sample lot of meters to be tested shall be selected by EFL from the first order of meters (minimum 10). In the event if one specimen fails any of the test, a further 10 samples shall be taken. The FAT duration should be as such that it accommodates the event of 2nd sample being tested. All FAT works will be carried out in normal working hours (7.5 hour work day). The supplier shall provide all facilities for such test and inspection to be carried out by EFL's representatives. All associated costs of the transportation (air travel, local travel to and from hotel), internet charges, meals and accommodation shall be provided by the contractor. All associated costs for the FAT should be included in the tender price.

The test should include (but are not limited to) the following:

- Insulation Properties: Impulse, AC high voltage, insulation resistance
- Accuracy requirements

- Mechanical requirements – vibration test shock test, spring hammer test, protection against penetration of dust and water
- Climatic influence- heat test, damp heat cyclic test
- Electrical Requirements – power consumption, supply voltage, short time overcurrent
- EMC Test – immunity to electromagnetic HF field, fast transient burst, electrostatic discharge

The supplier in the bid must provide a breakdown of all the FAT test that shall be performed. The shipment shall only be accepted if it passes the FAT.

4. Sample meters

One sample meter is to be provided with the bid and shall be delivered to EFL as per the address tender submission address stipulated in this tender within two (2) weeks of the tender closing date. EFL will advise the bidder as to when to collect the meter post evaluation. All cost associated with the sample meter is the bidders responsibility.

5. User/operation manual

A softcopy of the meter user/operational manual must be supplied in PDF copy. New versions of the manual shall be made available such that the product is updated on important upgrades/changes, over the period of the contract.

6. General Information of Bidder

1	Name and Address of the Bidder:	
2	Contacts:	
3	Telephones:	
4	Fax:	
5	E-Mail:	
6	Mobile No:	
7	Name of Chief Executive Office and Telephone No:	
8	Sales Tax/Commercial Tax/CST nos.	
9	Service Tax No.	
10	Income Tax No.	
Name of Authorized Person		
Signature of the Bidder		
Company Stamp		
Date		

Note: separate sheets may be attached wherever necessary.

7. Relevant Standards

All relevant standards as stated in the tender doc shall be complied with. The latest version of the standards mention in this tender shall take precedence.

8. Accessories

The bidder shall state the recommended accessories if applicable and clearly state the prices of optional accessories, independent to the items tendered for in the document. .

9. Schedule of Bid Prices

All non-exempt duties, taxes and other levies payable by the supplier under the Contract/Purchase Order, or for any other cause shall be included in the price and total Bid price submitted by the Bidder.

Unless otherwise specified, the unit rates and prices shall be quotes by the Bidder in the currency of the country in which the supplier is.

No	Description	Quantity	Price (Unit) (Overseas -DAP) (Local – VIP)	Total Price(Overseas - DAP) (Local – VIP)
1	Single Phase Solid State Direct Connected Electricity Credit Meters	2500		
2	Factory Acceptance Test (2 EFL representative)	1		
Total				

Note:

- Price is to be in currency of the country the bidders is from.
- Overseas bidders must price in DAP, Nadi Air Port. Local Bidders can price in VIP.
- Local bidders must provide in their bids the following documents:
 - Tax Compliance Certificate.
 - Valid FNPF Compliance Certificate.
 - Valid FNU Compliance Certificate (Local Bidders

10. Period of Validity of Bid

Unless otherwise specified, bids shall remain valid for a period of 90 days after the deadline for the receipt of Bids. A Bid valid for a shorter period shall be rejected by EFL as noncompliant. In exceptional circumstances, EFL shall may solicit the Bidders' consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

11.Delivery Period

Each order shall be satisfied within 12 weeks form the date of PO. The FAT shipment shall be furnished within 8 weeks after FAT.

12.Packaging and marking

Equipment shall be carefully packed for transport and shipment in such a manner that it is protected from all dust and climatic conditions during loading, transport, unloading and subsequent storage in the open. Equipment shall be suitably packed and protected against vibration, movement and shock which may occur during loading and transport.

13.Evaluation criteria

Supplier should also provide:	% Weighting
1. Adherence to standards	10%
2. ISO9001 certified manufacture	10%
3. Standard International Two (2) Guarantee / Warranty certificate	5%
4. Supplier should provide back-up service	10%
5. Quoted price should a validity for 90 days	5%
6. Bidder to provide following information along with technical data in their technical bid: <ul style="list-style-type: none">• Adherence to the specifications• Information and bid compliance to requirements of the tender document• Technical drawings, dimensions, user guide, installation guides and any other relevant document.• List of the customers to whom they have supplied the quoted model.	40%
7. Factory Acceptance	15%
8. Delivery lead time 12 weeks	5%

14. Tender submission

It is mandatory for Bidders to upload a copy of their bid in the TENDER LINK Electronic Tender Box no later than 4.00 pm, on Wednesday, 20th November, 2024.

Courier charges for delivery of Tender sample equipment must be paid by the bidders.

To register your interest and tender a response, view 'Current Tenders' at: <https://www.tenderlink.com/efl>

For further information, contact The Secretary Tender Committee, by e-mail: JReddy@efl.com.fj

This tender closes at 4.00pm, on Wednesday, 20th November, 2024. Any request for extension of the closing date by the bidders must be made 24hrs prior to the current closing date. It is the prerogative of the EFL to either accept or decline the request.

Each tender shall be bearing only the following marking:

**Tender NO. MR 366/2024 – Preferred Supplier for Single Phase Solid State Direct
Connected Electricity Credit Meters
The Secretary Tender Committee
Energy Fiji Limited
Supply Chain Office
Suva**

For further information or clarification please contact our Supply Chain Office on phone (+679) 3224360 or (+679) 9991587.

15. Departures from Specifications

(To be completed by the Contractor)

All deviations shall be forwarded in the format given below. Any details that will lead to deductions of final Bid price shall not be inserted.

Section	Clause No.	Proposed Deviations

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 20th November, 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.