

Tender for Preferred Supplier for Courier and Parcel Delivery Services within Fiji



MR 402/2024

Courier Mail Bags and Parcel Delivery Services

THE COMPANY – EFL

Energy Fiji Limited (EFL) is a government owned company solely responsible for supplying power throughout the Fiji Islands. Power is supplied through Hydro, Diesel and wind mill generators located in different parts of Fiji.

The operations of the company are organized into three geographically defined divisions, which correspond to the national administrative divisions. These divisions are:

1. Central/Eastern based in the capital, Suva
2. Western based in the city of Lautoka
3. Northern based in the town of Labasa

Suva and Lautoka are on the island of Viti Levu with main warehouse while Labasa is the commercial centre of the island of Vanua Levu. Lautoka warehouse is designated as the **Central Stores**.

1. Purpose and Description of the Tender

The Energy Fiji Limited (EFL) is requesting proposal from reputable courier service companies to deliver courier services as preferred supplier for the period of three (3) years.

2. Delivery – Please refer to the attached spread sheet for the delivery details.

- Courier Services – Refer to Excel Sheet as attached.(Scope of Work)
- The Bidders to submit full list of Company Fleet
- Courier Bag Pick up and drop off Time and the frequency of the Service.(Daily / weekly etc)
- Number of Office around country and the location – Please state if you will engage agent at any of the locations.

3. Price Submission

- Bidders are to submit their prices as per locations requested.

4. Scope of Work

#	From	To	VIP Price Mail Bag/Envelope	VIP Price Parcels/Package
1	EFL Head Office, Suva	EFL Navutu Depot, Lautoka		
		EFL Labasa		
		EFL Cawaira Power Station, Labasa		
		EFL Levuka		
		National Control Centre, Vuda, Ltka(NCC)		
		EFL Savusavu Depot		
		Customer Service - Sigatoka		
		Nadi		
		Ba		
		Savusavu		
		Rakiraki		
		Taveuni Power Station		
Namoli House, Lautoka				
2	EFL Navutu Depot, Lautoka	EFL Head Office Suva		
		EFL Labasa		
		EFL Cawaira Power Station		
		EFL Levuka		
		National Control Centre, Vuda, Ltka(NCC)		
		EFL Savusavu Depot		
		Customer Service - Sigatoka		
		Nadi		
		Ba		
		Savusavu		
		Rakiraki		
		Taveuni Power Station		
EFL Kinoya				
Namoli House, Lautoka				

#	From	To	VIP Price Mail Bag/Envelopes	VIP Price Parcels/Packages
3	EFL Labasa	EFL Head Office Suva		
		EFL Navutu Depot, Lautoka		
		EFL Levuka		
		National Control Centre,(NCC) Vuda, Ltka		
		EFL Savusavu Depot		
		Taveuni Power Station		
		EFL Kinoya		
4	EFL Levuka	EFL Head Office Suva		
		EFL Navutu Depot, Lautoka		
		EFL Kinoya		
		EFL Labasa		
		EFL Savusavu		
5	EFL Kinoya	EFL Navutu Depot, Lautoka		
		EFL Labasa		
		Cawaira Power Station, Labasa		
		EFL Savusavu		
		Taveuni Power Station		
		EFL Levuka		
6	EFL National Control Centre, Vuda, Lautoka	EFL Head Office Suva		
		EFL Navutu Depot, Lautoka		
7	EFL Sigatoka	EFL Head Office Suva		
		EFL Navutu Depot, Lautoka		
		National Control Centre(NCC), Vuda,Ltka		
		Namoli House – Lautoka		
		Nadi Customer Service		
		EFL Kinoya		

#	From	To	VIP Price Mail Bag/Envelopes	VIP Price Parcels/Package
8	EFL Savusavu Depot	EFL Head Office		
		EFL Navutu Depot, Lautoka		
		EFL Kinoya		
		National Control Centre, (NCC)Vuda, Lautoka		
9	EFL Nadi Customer Service	EFL Head Office		
		EFL Navutu Depot, Lautoka		
		Namoli House, Lautoka		
		Sigatoka Customer Service		
		Ba Customer Service		
10	EFL Namoli House, Lautoka	EFL Head Office		
		Customer Service - Sigatoka		
		Nadi		
		Ba		
		Rakiraki		
		Navutu Depot, Lautoka		
11	EFL Taveuni	EFL Head Office		
		EFL Navutu Depot, Lautoka		
		EFL Labasa		
		EFL, Savusavu		
12	EFL Rakiraki Customer Service	Namoli House, Lautoka		
		Navutu Depot, Lautoka		
13	EFL Ba Customer Service	Namoli House, Lautoka		
		Navutu Depot, Lautoka		

#	From	To	VIP Price Mail Bag/Envelopes	VIP Price Parcels
14	EFL Savusavu Customer Service	EFL Head Office		
		Customer Service : Labasa		
		Sigatoka		
		Nadi		
		Sigatoka		
		Ba		
		Rakiraki		
15	EFL Cawaira Power Station, Labasa	EFL Head Office		
		Kinoya		
		Savusavu		
		Taveuni		
		Levuka		
		Navutu Depot		

TENDER SUBMISSION CHECK LIST

The Bidders must ensure that the details and documentation mention below must be submitted as part of their tender Bid

Tender Number _____

Tender Name _____

Full Company Business Name: _____

(Attach copy of Registration Certificate)

Director/Owner(s): _____

Postal Address: _____

Phone Contact: _____

Fax Number: _____

Email address: _____

Office Location: _____

TIN Number: _____

(Attach copy of the VAT/TIN Registration Certificate - Local Bidders Only (Mandatory))

FNPF Employer Registration Number: _____

(For Local Bidders only) (Mandatory)

Provide a copy of Valid FNPF Compliance Certificate (Mandatory- Local Bidders only)

Provide a copy of Valid FRCS (Tax) Compliance Certificate (Mandatory Local Bidders only)

Provide a copy of Valid FNU Compliance Certificate (Mandatory Local Bidders only)

Contact Person: _____

I declare that all the above information is correct.

Name: _____

Position: _____

Sign: _____

Date: _____

5. Submission of Tenders

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 18th December, 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.