



**MR 02/2025**

**TENDER DOCUMENT  
FOR  
PREFERRED SUPPLIER  
FOR  
SUPPLY OF PHOTOCOPY PAPER**

**ENERGY FIJI LIMITED**

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# 1. INTRODUCTION AND SCOPE OF WORK

Energy Fiji Limited (EFL) is a public company limited by shares 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 warehouses while Labasa is the commercial center of the island of Vanua Levu. Lautoka warehouse is designated as the **Central Stores**.

EFL is seeking tender bids from reputable manufacturers and suppliers for Supply of Photocopy Paper.

The items required are as listed below.

## 2. PRICE SCHEDULE

NO	DESCRIPTION	BRAND	UNIT	Price 1 - Central (FJD-VIP)	Price 2 – Western (FJD-VIP)	Price 3 – Northern (FJD-VIP)
1.	Photocopy Paper A4-White (80 GSM)		Ream			
2.	Photocopy Paper A3-White (80gsm)		Ream			
3.	Photocopy Paper Coloured A4 (Red,Pink,Yellow, blue,green)		Ream			

It is mandatory for the bidders to provide prices in FJD VIP inclusive of freight charges delivered to the EFL’s Head Office, Kinoya Depot, Navutu Depot and Labasa Office.

This tender document outlines the instruction to bidders, general financial and commercial terms and conditions required by EFL for the Supply of Photocopy Paper for use by EFL.

### **3. DELIVERY**

The bidder is to state the estimated time of delivery from issue of purchase order. Maximum allowable delivery time to be 3-5 days from issue of Purchase Order. The Photocopy Paper shall be delivered to EFL Head Office, Navutu Depot, Kinoya Depot and Labasa Office as per EFL request

### **4. CONTRACT TERM**

The contract term shall be 3 years.

### **5. PRICE VALIDITY**

The prices must be valid for a minimum of 180 days from date of close of tender. In exceptional circumstances, EFL may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

## 6. 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: \_\_\_\_\_

## 7. 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 5<sup>th</sup> February 2025.**

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.**