



MR 03/2025

**Tender Name: Preferred Supplier for Supply
of Stationery**

THE COMPANY - EFL

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**.

Purpose and description of the Tender

The Energy Fiji Limited (EFL) is inviting Request for Proposal [RFP] for supply of Stationery from reputable Stationery Suppliers.

Tender Term – [3 Years]

1. Product Information

The vendors shall submit the names/contacts of their current clients and brand of the product being supplied.

2. Delivery – Kinoya, Navutu & Labasa

3. Bidder Details

The Bidder shall provide all the necessary information specified in the tables below:

General
The registered name of the Bidder:
Business address for correspondence: <i>(Location, Street, Locality City, Pin Code, Country, Telephone, Facsimile, Email Other)</i>
Contact name of the Authorised Person:
Contact's position: <i>Contact addresses if different from above</i> <i>Locality City, Pin Code</i> <i>Location, Street, Country, Telephone, Facsimile, Email, Web address</i>
Business structure:

Include the organisations years of experience in this field and reputation in the market place.

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 appendix.

Company Profile(s)

4. Other value added services.

The bidder is open to include any other information that may add value to their product / Services or after sales services.

5. Stock Availability.

1. Size of stock holding and ability to meet the required quantity

6. Nominated Agent

Respondents shall state if it is their intention, if successful, to appoint an agent for any portion of the services offered.

- i) Respondents shall provide at least the following details of the proposed Agent in the appropriate schedule:
 - (a) Name and address of the Agent
 - (b) Location of premises / Warehouse
 - (c) Number of people employed
 - (d) Relevant experience
- ii) Respondents shall guarantee that all services provided by Agent and furnished under this Tender shall be free from deficiencies in design, performance, materials and workmanship.

7. Product Description and quantity – Refer attached List

8. Product Brand and Warranty Period if applicable

9. Tender Evaluation

After the bids are received, it will go through a normal tender evaluation process as per EFL's Tender Policy and Procedures. The successful and unsuccessful bidders will be advised of the outcome after completion of the Tender evaluation process.

The successful bidder will enter into a 3 years contract with EFL [Whichever applicable] as mutually agreed. All terms & condition, and pricing details will be stipulated in contract documents.

EFL STATIONERY TENDER LIST							
NO.	DESCRIPTION	BRAND/MODEL	UNIT	Qty/box, ream, pads, pkt, set	Price 1 - Central	Price 2 – Western	Price 3 – Northern
1	Bulldog Clips - 22mm		Single				
2	Bulldog Clips - 28mm		Single				
3	Bulldog Clips - 31mm		Single				
4	Bulldog Clips - 41mm		Single				
5	Bulldog Clips - 56mm		Single				
6	Bulldog Clips - 68mm		Single				
7	Bulldog Clips - 76mm		Single				
8	A3 Hard Cover files for Drawings		Single				
9	12 x 10 ENVELOPES with EFL Logo		Box				
10	15 x 10 ENVELOPES with EFL Logo		Box				
11	16 x 11 MANILLA ENVELOPES with EFL Logo		Box				
12	16 X 12 MANILLA ENVELOPES (410MM X 280MM) with EFL Logo		Box				
13	17.5 x 14.25 MANILA X- RAY ENVELOPES		Ream				
14	9.5 X 6.5 MANILA ENVELOPES		Box				
15	A4 TOPLESS PADS		Pads				
16	APPROVED / DATE RUBBER STAMP		Single				
17	RUBBER STAMP		Single				
18	APPROVED FOR PAYMENT RUBBER STAMP		Single				
19	ARCHIVE BOXES		Single				
20	ARTLINE 700 BLACK PERMANENT MARKER (0.7MM)		Single				
21	ARTLINE 700 RED PERMANENT MARKER (0.7MM)		Single				

22	Ball Pen (Blue, Black, Red)	Mitsubishi					
23	Ball Pen (Blue, Black, Red)	Nataraj					
24	Ball Pen (Blue, Black, Red)	SAS					
25	Ball Pen (Blue, Black, Red)	BIC					
26	BATTERIES - ENERGIZER (AA) - 2		Packet				
27	BATTERIES - ENERGIZER (AA) - 4		Single				
28	BATTERIES - (AAA) - 4 -		Packet				
29	BATTERIES (AAA) - ENERGIZER 1 BOX 36 CARDS		Packet				
30	BINDING COVER - EMBOSSED (A4) Assorted Colours		Packet				
31	BINDING COVER - Plain (A4) Assorted Colours		Packet				
32	BINDING TRANSPERANCIES - COVER		Packet				
33	BLACK CARBON PAPER		Packet				
34	BLUE CARBON PAPER		Packet				
35	PERMANENT MARKERS (Blue, Black, Red)	Uni Marker	Single				
36	CELLOTAPE (1")		Single				
37	CELLOTAPE (2")		Single				
38	CELLOTAPE DISPENSER		Single				
39	CERTIFIED TRUE COPY RUBBER STAMP		Single				
40	CLAG PASTE		Bottles				
41	CLEAR GLUE		Bottles				
42	CLEAR POCKET FILES		Packet				
43	Pencil		Packet				
44	CONFIDENTIAL RUBBER STAMP		Single				
45	Correction Pen (Twink)		Single				
46	CRYSTAL FILE TABS & INSERTS		Single				
47	DAILY ATTENDANCE REGISTER BOOK		Single				
48	DESK ORGANISER		Single				
49	DLE SELF SEAL PLAIN WHITE ENVELOPES (225MM X 114MM)		Box				
50	DLE WHITE WINDOW ENVELOPES		Box				
51	DOCUMENT WALLET (GREEN, BLUE, PINK, YELLOW)		Single				
52	DUCT TAPE		Single				
53	ERASER		Single				
54	FAXED / DATE RUBBER STAMP		Single				

55	FILE DIVIDERS (1 - 31) GREY		Set				
56	FILE DIVIDERS (A-Z)		Set				
57	FILE DIVIDERS (PLAIN - COLOURED)		Set				
58	FILE FASTENERS - PLASTIC		Packet				
59	FILE FASTENERS – METAL		Packet				
60	FILEMASTER (LATERAL FILE) - COMPACTUS (25)		Single				
61	FLIP CHARTS (A1) - 640 X 900		Pads				
62	FOLD BACK CLIPS - (19MM)		Single				
63	FOLD BACK CLIPS - (25MM)		Single				
64	FOLD BACK CLIPS - (32MM)		Single				
65	FOLD BACK CLIPS - (41MM)		Single				
66	FOLD BACK CLIPS - (50MM)		Single				
67	FOLD BACK CLIPS - (51MM)		Single				
68	FOLD BACK CLIPS - (15MM)		Packet				
69	GLUE BRUSH		Single				
70	GLUE STICK	Celco	Single				
71	HIGHLIGHTERS (BLUE, YELLOW, GREEN, PINK, ORANGE ETC.)	Staedler	Single				
72	HIGHLIGHTERS (BLUE, YELLOW, GREEN, PINK, ORANGE ETC.)	Fluorescent	Single				
73	INWARD AND OUTWARD TRAYS (SET OF 2)		Pairs				
74	KEY TAGS		Single				
75	LECTURE PADS (FOOLSCAP)		Single				
76	LEGAL BINDING TAPE (1") - GREEN		Single				
77	LEVER ARCH FILE (FOOLSCAP)		Single				
78	MAIL OPENER		Single				
79	MANILA FOLDERS (100)		Packet				
80	MANILA FOLDERS (GREEN, BLUE, RED, PINK, BROWN, YELLOW)		Packet				
81	MASKING TAPE 2" - BROWN		Single				
82	MASKING TAPE 2" - WHITE		Single				
83	MESSAGE PADS		Single				
84	MINUTE BOOK (200 PAGES)		Single				
85	MINUTE BOOK (500 PAGES)		Single				
86	PAGE MARKER (SIGN HERE)		Packet				
87	PAGE MARKER (BLANK)		Packet				

88	PAPER CLIPS - Metal (33MM)		Packet				
89	PAPER CLIPS - Metal (50MM)		Packet				
90	PAPER CLIPS - Plastic Assorted Colors (33MM)		Packet				
91	PAPER CLIPS - Plastic Assorted Colors (50MM)		Packet				
92	PAPER CUTTER		Single				
93	PAPER PUNCH (TWO HOLE) LARGE SIZE	Rapid	Single				
94	PAPER PUNCH (TWO HOLE) MEDIUM SIZE	Rapid	Single				
95	PEN GLUE		Single				
96	PENCIL	Nataraj	Single				
97	PENCIL	HB	Single				
98	PENCIL	Steadler	Single				
99	PLASTIC CLEAR Inserts (38CM X 61 CM) - 100		Pads				
100	POST IT NOTES (1/2" X 2")		Pads				
101	POST IT NOTES (2" X 3")		Pads				
102	POST IT NOTES (3" X 3")		Pads				
103	POST IT NOTES (3" X 5")		Packet				
104	PUSH PINS - PLASTIC		Packet				
105	QUANTAM MINUTE BOOK		Ream				
106	RECYCLED PAPER – ALMOND (A4)		Ream				
117	RECYCLED PAPER - ASH (A4)		Ream				
108	RECYCLED PAPER - COTTON WOOD (A4)		Single				
109	RING INSERT BINDER FILES (38MM)		Packet				
110	ROLLS OF BROWN PAPER (24") - BUTCHER PAPER		Packet				
111	RUBBER BAND (18) THIN		Packet				
112	RUBBER BANDS (32) THICK		Single				
113	RUBBISH BIN		Single				
114	RULER (30CM)		Single				
115	SCISSORS (8")		Single				
116	SCOTCH MAGIC TAPE (19MM X 7.62M)		Single				
117	SHARPENER		Pads				
118	SPIRAL NOTE BOOK - BUFF (200 PGS)		Single				

119	STAMP PAD (SMALL)		Single				
120	STAMP PAD INK (BLACK)		Single				
121	STAMP PAD INK (RED)		Single				
122	STAMP PAD INK (VIOLET)		Single				
123	STAMP RACK		Packet				
124	STAPLE PINS - 23/13 (1,000 PCS)	Rapid	Packet				
125	STAPLE PINS - 23/23 (1,000 PCS)	Rapid	Packet				
126	STAPLE PINS - RAPID (26/6)	Rapid	Packet				
127	STAPLE PINS - RAPID (9/14)	Rapid	Packet				
128	STAPLE PINS - RAPID (9/20) (1,000 PCS)	Rapid	Packet				
129	STAPLE PINS - RAPID (9/8)	Rapid	Single				
130	STAPLE REMOVER		Single				
131	STAPLER MACHINE		Packet				
132	SUSPENSION FILES (GREEN)		Single				
133	TELLERS SPONGE		Single				
134	THIMBLES		Single				
135	THUMB TACKS		Bottles				
136	TRANSPARENCY GLUE (160ML)		Packet				
137	TREASURY TAGS		Single				
138	TRODART DATE STAMP		Single				
139	TRODARD RECEIVED / DATE STAMP		Single				
140	UNIBALL BLACK BALL PEN		Single				
141	UNIBALL BLUE BALL PEN		Single				
142	UNIBALL RED PEN		Single				
143	WHITE BOARD MARKERS - ORANGE	Steadler, Uni Easyrase	Single				
144	WHITE BOARD MARKERS - BLACK		Single				
145	WHITE BOARD MARKERS- GREEN		Single				
146	WHITE BOARD MARKERS - RED		Single				
147	WHITE BOARD MARKERS - BLUE		Single				
148	WHITEBOARD DUSTER - Magnetic		Single				
149	SPIRAL BINDERS - 6MM (BLACK, BLUE)		Box				
150	SPIRAL BINDERS - 8MM (BLACK, BLUE)		Box				
151	SPIRAL BINDERS - 10MM (BLACK, BLUE)		Box				

152	SPIRAL BINDERS - 12MM (BLACK, BLUE)		Box				
153	SPIRAL BINDERS - 14MM (BLACK, BLUE)		Box				
154	SPIRAL BINDERS - 16MM (BLACK, BLUE)		Box				
155	SPIRAL BINDERS - 18MM (BLACK, BLUE)		Box				
156	SPIRAL BINDERS - 20MM (BLACK, BLUE)		Box				
157	SPIRAL BINDERS - 21MM (BLACK, BLUE)		Box				

(Please state clearly the quantities for items which comes in box, reams, pads, packet or sets)

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 5th 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

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.