



**ENERGY FIJI LIMITED**

**BIDDING DOCUMENT**

MR 04/2025

**PREFERRED SUPPLIER FOR PREPAY  
ELECTRICITY METERS**

## Section 1. Instructions to Bidders

### **A**     *General*

- 1. Scope of Bid**     1.1     Energy Fiji Limited (hereinafter referred to as "the Employer"), wishes to receive bids for tender of Preferred Supplier for Prepay Electricity Meters.
- The word bidder, supplier and contractor are used interchangeably in this document and is referring to the company bidding for this tender.
- 2. Eligible Bidders**     2.1     This Invitation to Bid is open electricity meter manufactures and suppliers who have sound financial background and have sufficient previous experience in such works.
- 2.2     Bidders shall provide such evidence of their continued eligibility satisfactory to the Employer as the Employer shall reasonably request
- 2.3     Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent.
- 3. Eligible Materials, Equipment and Services**     3.1     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.
- 4. Qualification of the Bidder**     4.1     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.
- 5. One bid per bidder**     5.1     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.
- 6. Cost of Bidding**     6.1     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.
- 7. Mode of submission of bids**     7.1     Bids are to be submitted to EFL via the TENDER LINK Electronic Tender Box.
- No hard copy of the submission will be accepted.

The submission shall be addressed to

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

And bear the following identification: MR 04/2025 – **Preferred Supplier for Prepay Electricity Meters.**

- |  |      |   |
|--|------|---|
| <b>8. Content of Bidding Documents</b>       | 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.   |
| <b>9. Clarification of Bidding Documents</b> | 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.   |
| <b>10. Amendment of Bidding Documents</b>    | 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  |
| <b>11. Language of Bid</b>                   | 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.  |
| <b>12. Documents Comprising the Bid</b>      | 12.1 | The bid must comprise of the following <ol style="list-style-type: none"><li>i. Bidders general information;</li><li>ii. Information on Qualification;</li><li>iii. Confirmation of Eligibility;</li><li>iv. Schedules of Prices;</li><li>v. Technical Particulars &amp; Guarantees</li><li>vi. Schedule for Departures from Specification</li><li>vii. Manufacturers Statement of Experience</li></ol> |

- 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, 12<sup>th</sup> February, 2025**).
- 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 and three phase direct connected prepaid electricity meters.**

### 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*

<b>Condition</b>	<b>Value</b>	<b>Unit</b>
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 15 years.

### **1.5 LDC Display**

The meter must have a clear to read, long life, large LCD display. Display should be as such that it can be clear to read.

### **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 relevant 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 shall be as follows:



Meter type	Minimum order quantity per year
Single phase meter	3000
Three phase meter	50

Separate purchase order will be raised for each order. Frequency of order will as per EFL's requirements.

## 2. Meter Specification

EFL Pre Payment system currently utilizes the Syntel Vending Platform to vend electricity token to its Pre Pay customers. Syntell confirms to the Standard Transfer Specification (STS). The Pre Paid Meter (PPM) supplied under this tender shall comply with STS 6 (as per Syntel Vending Platform). The PPM meters are recharged via a 20 digit token which is entered into the meter via keypad.

Table 2: Prepay meter specification

Characteristics	Requirement		Bidder compliance/comments	
	Single phase PPM	3 phase PPM	Single phase	3 phase
Network	Single Phase 2 wires	3 phase 4 wire		
Measuring Scope	Active Energy			
Class Index	Class 1			
Reference voltage & frequency	240V 50Hz			
Operating Voltage Range	-20%Un to +15%Un			
Voltage circuit	≤2W and ≤10VA			
Current circuit	≤1.0VA at Ib			
Basic Current	5A			
Maximum current	80A	100A		
Starting Current	0.2% Ib			
Operating Temperature range	-5°C to +55°C			
Limit temperature Range to transport and storage	-10°C to +60°C			
Degree of Protection	IP 54			
Electrostatic discharge	16kV air discharge, 10kV contact discharge			
Immunity to fast transient burst	4kV			
Surge immunity	6kV			
Relative Humidity	Up to 95%			

Meter Weight	≤750g			
Meter constant	1000 pulse/kWh			
User Interface	12 digits keypad with audio feedback 7 segment LCD with special symbols, LED Indicator			
Dimensions (L x W x D)	A compact design is sought after. Meter terminal cover must allow for cable entry from bottom of meter with terminal cover.			
Fixing Hole	Minimum 2 x 8mm Diameter.			
Terminal Identification	Live(IN); Neutral(IN); Neutral(OUT); Live(OUT) BS connection	L1(IN); L1 (OUT) L2(IN); L2 (OUT) L2(IN); L2 (OUT) Neutral DIN connection		
Wiring capacities	Max 25mm <sup>2</sup> cable			
Material	Meter case, base and terminal cover - recyclable polycarbonate			
Disconnection & Reconnection	Via built in relay			
Anti-Tamper feature	<ul style="list-style-type: none"> <li>- Led Indicator</li> <li>- Tamper switch- switch is toggled when the terminal cover is removed from the meter base</li> <li>- Various tamper identifiers to be incorporated as per below <ul style="list-style-type: none"> <li>○ Open cover while power off</li> <li>○ Open cover while power on</li> <li>○ Reverse current</li> <li>○ Bypass</li> <li>○ Reverse + Bypass</li> <li>○ Earth while mains &gt; 200V</li> <li>○ Earth while mains &lt; 200V</li> <li>○ Magnet detector</li> </ul> </li> <li>- Tamper block mode. Disconnect while tamper feature enabled.</li> </ul>			

Credit feature	Audible low credit warning and credit LED indicator through change of color from green to red (blinking).		

The Pre-Paid meter must adhere to the below IEC or relevant standards:

1. IEC 62055-31: 2005-09, Electricity metering – Payment systems – Part 31: Particular requirements – Static payment meters for active energy (classes 1 and 2)
2. IEC 62055-41: 2007-05, Electricity metering – Payment system – Part 41: Standard transfer specification (STS) – Application layer protocol for one-way token carrier systems
3. IEC 62055-51: 2007-05, Electricity metering – Payment system – Part 51: Standard transfer specification (STS) – Physical layer protocol for one-way numeric and magnetic card token carriers.
4. IEC 62052-11: 2003, Electricity metering equipment (AC) – General requirements, tests and test conditions, Part 11: Metering equipment
5. IEC 62053-21: 2003, Electricity metering equipment – Part 21: Static meter for active energy (classes 1 and 2)

### **3. Software and communication hardware**

The meter is to be supplied with appropriate software's/application with user license for up to 3 users (if restricted) which shall allow for communication and download of data from the meter. 3 optical probes are to be provided as well. The optical probe shall be wired with USB connection and shall connect to the meter via magnetic attachment action of via dedicated fixing clips. The probe attachment should be as such that it allows for un-interrupted communication once fixed into position on the meter.

Software user manual and the process of use of the optical probe shall be provided in the tender bid.

### **4. 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 quantity of each type of meter). 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 2<sup>nd</sup> 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.

## 5. Sample meters

Minimum of 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 and process associated with the sample meter to EFL and back to the bidder is the bidder's responsibility.

## 6. 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.

## 7. 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.

### 8. 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.

### 9. 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. .

### 10. 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 PPM meter	3000		
2	Three phase PPM meter	50		
3	3 x optical probes with associated software and licenses	1		
4	Factory Acceptance Test ( 2 EFL representative)	1		
Total				

**Note:**

- Price is to be in currency of the country the bidders is from or in USD. Local bidders are to bid in FJD VIP.
- Overseas bidders must price in DAP, EFL, Navutu Depot. Local Bidders can price in VIP, EFL Navutu Depot.
- Local bidders must provide in their bids the following documents:
  - Tax Compliance Certificate.
  - Valid FNPF Compliance Certificate.
  - Valid FNU Compliance Certificate (Local Bidders)

### 11.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.

### 12.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 completion.

### 13.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.

### 14.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"> <li>• Adherence to the specifications</li> <li>• Information and bid compliance to requirements of the tender document</li> </ul>	40%

<ul style="list-style-type: none"> <li>• Technical drawings, dimensions, user guide, installation guides and any other relevant document.</li> <li>• List of the customers who have been supplied with the quoted model in the past 3 years.</li> </ul>	
7. Factory Acceptance	15%
8. Delivery lead time 12 weeks	5%

## **15.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, 12<sup>th</sup> February, 2025.

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](mailto:jreddy@efl.com.fj)

This tender closes at 4.00pm, on Wednesday, 12<sup>th</sup> February, 2025. 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 04/2025 – Preferred Supplier for Prepay Electricity 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.



## 16. 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 12<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.**