



**TENDER NO: MR 33/2024**

**PREFFERED SUPPLIER FOR SUPPLY OF  
FUJI XEROX PRINTER CARTRIDGES –  
NETWORK KINOYA**

## INVITATION TO TENDER

The Energy Fiji Limited (“The Employer”) invites sealed bids from suitable companies for the preferred supplier for supply of Fuji Xerox printer cartridges

All tenders for the contract shall be submitted on the appropriate forms provided and shall include the completed price schedule, technical schedule etc. The bid shall be based on a lump sum contract based on firm prices.

The tender submissions close on Wednesday 29<sup>th</sup> January, 2025 (local) Fiji Time.

Further information for this tender may be acquired from:

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Manager Procurement,  
Inventory and Supply Chain,  
2 Marlow Street,  
Private Mail Bag, Suva  
Email: [JReddy@efl.com.fj](mailto:JReddy@efl.com.fj)

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# 1 INSTRUCTIONS TO TENDER

- Energy Fiji Limited (hereinafter referred to as "the Employer"), wishes to receive bids for the preferred supplier of Printer Cartridges to EFL Kinoya Depot as specified in these bidding documents.
1. **Scope of Bid**
  2. **Qualification of the Bidder** To be qualified for award of Contract, bidders shall submit proposals regarding scheduling and resourcing, which shall be provided in sufficient detail to confirm the bidder's capability to fulfil the contract.
  3. **Cost of Bidding** 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.
  4. **Deadline for Submission of Bids** Bids must be received by the Employer at the address specified above no later than 1600 hours (Fiji Time) (29<sup>th</sup> January 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.
  5. **Late Bids** Any bid received by the Employer after the deadline for submission of bids prescribed will be rejected and returned unopened to the bidder.
  6. **Employer's Right to accept any Bid and to reject any or all Bids** 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.
  7. **Notification of Award** 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.

**8. Signing of Contract Agreement**

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.

**9. Corrupt or Fraudulent Practices**

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 noncompetitive levels and to deprive the Employer of the benefits of free and open competition;

## 2 General Description

The preferred supplier is to supply the Energy Fiji Limited Network Distribution and Transmission Central Departments located in Kinoya with:

- Genuine Printer Ink and Relevant Cartridges
- Printer Servicing

The supplier is to quote for supply of the relevant printer servicing and printer ink/cartridge cost.

The purchase of Printer Servicing or Printer Ink shall be on as per need basis. EFL reserves the right to buy either individual items or multiple quantities. The bidder's proposal shall address all functional and performance requirements within the specification and shall include sufficient information and supporting documentation in order to determine compliance with this specification without further necessary inquiries.

The preferred supplier agreement will be for a period of 3 years.

## 3 FINANCIAL

The bidders shall fill the details in the below table for the financial information of the required item. All prices shall be in **FJD VIP** and price shall be inclusive of delivery to EFL Kinoya Depot.

Printer Model	Item Required	Cost (FJD VIP) Per Unit
Fuji Xerox Docu Centre-V C2276	Black Ink (B) (CT201370)	
	Color Ink Magenta (M) (CT201372)	
	Color Ink Cyan (C) (CT201371)	
	Color Ink Yellow (Y) (CT201373)	
	Drum Cartridge R1/R2/R3/R4 (CT350851)	
	Waste Toner R5 (CWAA0751)	
	Servicing	
	Fuser (BENI - 126K36102)	
	Series Feed Roll (022K74870)	
	Developer Kit (604K87642)	
<b>TOTAL</b>		

## 4 DELIVERY/ SUPPLY TIME

The bidder shall be able to provide the printer ink or printer servicing service within 48hours of issue of Purchase Order.

The supplied item(s) should be free from defects. Any defect identified in the items, needs to be immediately replaced.

Printer Servicing shall be done on site. Note that the printer cannot be moved to any other location outside EFL Kinoya Depot for servicing.

## 5 PRICE VALIDITY

The prices must be valid for a minimum of 3 months 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 USAGE DETAILS

The table below shows the estimated usage per year. This is for reference only and not binding as minimum order quantity.

Printer Model	Item Required	Yearly Usage
Fuji Xerox DocuCentre-V C2276	Black Ink (B) (CT201370)	10
	Color Ink Magenta (M) (CT201372)	9
	Color Ink Cyan (C) (CT201371)	9
	Color Ink Yellow (Y) (CT201373)	9
	Drum Cartridge R1/R2/R3/R4 (CT350851)	12
	Waste Toner R5 (CWAA0751)	10
	Servicing	4
	Fuser (BENI - 126K36102)	As required
	Series Feed Roll (022K74870)	As required
	Developer Kit (604K87642)	As required

## 7 Payment Terms and Conditions

Energy Fiji Limited's payment terms are 30 days upon receipt of certified invoices and delivery notes confirming that the invoiced material(s) has been delivered and are in accordance with the contract. Payment shall be made for the amount stated on the contract.

## 8 INSURANCE

The Contractor is to confirm that they have in effect the insurance policies below:

1. Public and Products Liability Insurance
2. Industrial Special Risk Insurance

The contractor shall indemnify EFL against any claims for liability, injuries, losses, damages etc. that may arise during the execution of the works.

## 9 EVALUATION CRITERION

The evaluation shall be based on all the data bidders provide in the above given tables and the data given regarding the product itself.

No.	Mandatory Compliance	Percentage
1	Valid FRCS tax compliance certificate for Local Companies	100%
2	Valid FNPf certificate of Compliance for Local Companies	100%
3	Valid FNU certificate of Compliance for Local Companies	100%
4	Business registration details	100%
5	Valid Public and Product Liability Insurance	100%
	<b>Technical Compliance</b>	<b>Weighing</b>
6	Ability to supply all required compatible items as per list in Clause 3	50%
7	Servicing provided	10%
8	Delivery Period (48hrs)	10%
9	Price Validity (3 months from close of tender)	10%
10	Payment Term (30 days)	20%
	<b>Total Technical Compliance</b>	<b>100%</b>

The above selection criteria will be used to evaluate the bids.

**Note:** Bidders must have 100% in Mandatory Compliance to be considered for evaluation.



## 7. 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 \_\_\_\_\_

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: \_\_\_\_\_

## **8. TENDER SUBMISSION - INSTRUCTION TO BIDDERS**

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 29<sup>th</sup> January, 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 “VIP 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.