



# **Preferred Supplier for Supply of Cotton Rags**

**Tender Number: MR 99/2025**

## 1. Introduction and Scope of Work

Energy Fiji Limited [EFL] is responsible for generation, transmission and distribution of electricity in Viti Levu, Vanua Levu, Ovalau and Taveuni in Fiji. By January 2023, the EFL had 215,515 customers. This included residential, commercial and institutional customers.

The preferred Supplier arrangement will be for a period of three (3) years from the date of signing of the contract.

EFL is seeking tender bids from reputable companies for Supply of Cotton Rags

The item covered by this specification are listed below:

EFL Stock Code	Description	UOM	Last 3 Years Usage	Central	Western	Northern
				Unit Price (VIP)		
103417	Cotton Rags	KG	17,401.30	\$	\$	\$

## **2. Product Information**

The supplier should be a manufacturer, authorized distributor or reseller of the products.

The vendors shall submit the names/contacts of utilities or projects where they have previously supplied this products to.

All relevant test reports, product standard certificates and product specification / drawings are required to be supplied in the bid as part of their proposal.

Other information to be provided by the Bidder as part of the proposal is:

1. Manufacturer's / Vendor's warranty on the product.
2. Relevant Test Reports
3. Lead time including transit time.
4. Standard compliance certificate.
5. Items bedded shall be of specification provided by EFL
6. Previous EFL experience with the Bidder and supplier DIFOTIS
7. No of quantity it will carry in stock

## **3. Delivery**

The bidder is to state the estimated time of delivery from issue of purchase order. Maximum allowable delivery time shall be agreed between EFL and the supplier from issue of Purchase Order. The Supply of Cotton Rags shall be delivered to EFL Navutu, Kinoya and Labasa Depot as per EFL request for local suppliers. For overseas suppliers, the incoterm shall be CIF to Lautoka Port and Suva Port.

## **4. Price Validity**

The prices must be valid for a minimum of 90 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 there to shall be made in writing.

## **5. 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.

## **6. Stock Availability**

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

## **7. Technical Support**

Bidder may provide any detail or information of what technical support is available to EFL to make better use of supplier product.

## **8. 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 factory/premises/warehouse
  - (d) Quality assurance status of proposed agent; and
  - (e) 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.

## **9. Specifications**

Cotton or Cotton Blend Fabric "Rags" made with soft, absorbent cotton material ideal for general-purpose cleaning, wiping oil and grease, dusting, and polishing surfaces without making visible marks. Properly trimmed to usable size.

## 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 19<sup>th</sup> March, 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.**