

Energy Fiji Limited



Tender Document

Tender No.: MR 109/2025

24-Hour Taxi Service for Cawaira Power Station

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1.0 INVITATION FOR TENDERS

Energy Fiji Limited is inviting bids for 24-Hour Taxi Service for Cawaira Power Station. The Detailed scope of supply listed in the following pages.

Interested bidders may obtain tender documents from EFL website www.efl.com.fj or Tenderlink website <https://www.tenderlink.com/efl>

All tenders shall submit all documents required including spares pricing as per price template.

During evaluation of tenders, the company will invite a tenderer or tenderers for discussions, presentations and necessary clarification before awarding of the contract

The tender submissions close on the 26/03/25.

2.0 INSTRUCTION TO BIDDERS

2.1 Eligible Bidders

- 2.1.1. This invitation is open to all Bidders who have sound Financial Background, and have previous experience in Fuel Tank Refurbishment.
- 2.1.2. Bidders shall provide such evidence of their continued eligibility satisfactory to EFL as EFL shall reasonably request.
- 2.1.3. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practice.

2.2 Eligible Materials, Equipment and Services

- 2.2.1. The materials, equipment, and services to be supplied under the Contract shall have their origin from reputable companies as specified by EFL and from various countries and all expenditures made under the Contract will be limited to such materials, equipment, and services. Upon request, bidders may be required to provide evidence of the origin of materials, equipment, and services.
- 2.2.2. For purposes of this Contract, "services" means the works and all project-related services including design services.
- 2.2.3. For purposes of this Contract, "origin" means the place where the materials and equipment are mined, grown, produced or manufactured, and from which the services are provided. Materials and equipment are produced when, through manufacturing, processing or substantial or major assembling of components, a commercial recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 2.2.4. 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.

2.3 One bid per Bidder

- 2.3.1. Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will cause all those bids to be rejected.

2.4 Cost of Bidding

- 2.4.1. The bidder shall bear all costs associated with the preparation and submission of its bid and EFL will in no case be responsible or liable for those costs.

2.5 Site Visits

- 2.5.1. No Site Visit required.

2.6 Contents of the Bidding Documents

- 2.6.1. The bidder is expected to examine carefully the contents of this Bidding document. 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.

2.6.2. The following are the mandatory submission of a successful tender bid;

- Pricing Schedule
- Program of Works
- Company Profile (Max 2 pages in standard A4)
 - Work History - Project/ Work done with referee, EFL work history.
 - Company background
 - Bidder available resources e.g. Manpower, Machines & Equipment.
 - OHS Policies or Plan
- Fiji Revenue & Customs Service (FRCA) compliance
- Fiji National Provident Fund (FNPF) compliance
- Signed checklist declaration (Appendix 5.1)

Failure to submit required documents may affect bid compliance even make it non-compliance.

2.7 Clarification of Bidding Documents

2.7.1. A prospective bidder requiring any clarification of the bidding documents may notify EFL in writing by email addressed to:

Jitendra Reddy
Manager Procurement, Inventory and Supply Chain
2 Marlow Street,
Suva, Fiji
Phone: +679 3224 360
Email: tenders@efl.com.fj

EFL will respond to any request for clarification which it receives earlier than 5 days prior to the deadline for submission of bids.

2.8 Amendment of Bidding Document

2.8.1. At any time prior to the deadline for submission of bids, EFL 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.

2.9 Language of Bid

2.9.1. The bid, and all correspondence and documents related to the bid, exchanged between the bidder and the EFL shall be written in the English language.

2.10 Bid Price

2.10.1. Unless specified otherwise, Bidders shall quote for the entire facilities on a "single responsibility" basis such that the total bid price covers all the Supplier's obligations mentioned

in or to be reasonably inferred from the bidding documents in respect of the design, manufacture, including procurement and subcontracting (if any), testing and delivery.

- 2.10.2. Bidders shall give a breakdown of the prices in the manner and detail called for in this bidding document, or any issued addenda.
- 2.10.3. For Oversea Suppliers, bids shall be given on Cost and Freight (CFR) basis the point of delivery shall be Suva/Lautoka port for Sea or Nadi Airport for Air. The term CFR shall be governed by the rules prescribed in the current edition of Incoterms.
- 2.10.4. For Local Bidders, bids should be submitted in VIP price.

2.11 Bid Currencies

- 2.11.1. Prices shall be quoted in a single currency only.

2.12 Bid Validity

- 2.12.1. Bids shall remain valid for a period of 60 days from the date of Deadline for Submission of Bids specified in Sub-Clause 2.15.

2.13 Format and Signing of Bids

- 2.13.1. The bidder shall provide one electronic copy of the Technical and Financial proposals on EFL's electronic tender hosting website; <https://www.tenderlink.com/efl>
- 2.13.2. The bid shall contain no alterations, omissions or additions, except those to comply with instructions issued by EFL, or as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

2.14 Sealing and Marking of Bids

- 2.14.1. Due to the Covid19 restrictions on movements, bidders are encouraged to bid via Tender link Portal.

2.15 Deadline for Submission of Bids

- 2.15.1. Bids must be received by EFL at the address specified above no later than 1600 hours (Fiji Time) 26/03/25.
- 2.15.2. EFL may, at its discretion, extend the deadline for submission of bids by issuing an addendum, in which case all rights and obligations of EFL and the bidders previously subject to the original deadline will thereafter be subject to the deadlines extended.

2.16 Late Bids

- 2.16.1. Any bid received by EFL after the deadline for submission of bids prescribed above will be rejected.

2.17 Modification and Withdrawal of Bids

- 2.17.1. The bidder may modify or withdraw its bid after bid submission, provided that written notice of the modification or withdrawal is received by EFL prior to the deadline for submission of bids.
- 2.17.2. No bid may be modified by the bidder after the deadline for submission of bids.

2.18 Rejection of one or all Bids

- 2.18.1. EFL 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 rejection.

2.19 Process to be Confidential

- 2.19.1. Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process.
- 2.19.2. Any effort by a bidder to influence EFL's processing of bids or award decisions may result in the rejection of the bidder's bid.
- 2.19.3. Lowest bid will not necessarily be accepted as successful bid.

2.20 Clarification of Bids

- 2.20.1. To assist in the examination, evaluation and comparison of bids, EFL may, at its discretion, ask any bidder for clarification of its bid. The request for clarification and the response shall be in writing email, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by EFL in the evaluation of the bids in.

2.21 Preliminary Examination

- 2.21.1. Energy Fiji Limited will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.21.2. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the tenderer does not accept the correction of the errors, its tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
- 2.21.3. Energy Fiji Limited may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.21.4. Prior to the detailed evaluation, pursuant to Clause 21, Energy Fiji Limited will determine the substantial responsiveness of each tender to the tender document. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and

conditions of the tender document without material deviation Energy Fiji Limited's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

- 2.21.5. If a tender is not substantially responsive, it will be rejected by Energy Fiji Limited and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

3.0 GENERAL CONDITIONS OF CONTRACT

3.1 General Conditions'

Energy Fiji Limited uses Federation Internationale Des Ingenieurs Conseil (FIDIC) Contract template. General conditions of this contract shall be governed by it.

3.2 Definitions

3.2.1. In this Contract, the following terms shall be interpreted as indicated:

- “The Contract” means the agreement entered into between Energy Fiji Limited and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- “The Supplier” means the individual or firm supplying the goods under this Contract.
- “The Goods” means all of the equipment, machinery, and/or other materials, which the Supplier is required to supply to Energy Fiji Limited under this Contract.

3.3 Application

3.3.1. These General Conditions shall apply in all Contracts made by Energy Fiji Limited for the procurement of goods.

3.4 Country of Origin

3.4.1. For purposes of this Clause, “origin” means the place where the Goods were manufactured or produced.

3.4.2. The origin of the Goods is distinct from the nationality of the Supplier.

3.5 Standards

3.5.1. The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

3.6 Use of Contract Documents and Information

3.6.1. The Supplier shall not, without Energy Fiji Limited's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or

information furnished by or on behalf of Energy Fiji Limited in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract.

- 3.6.2. The Supplier shall not, without Energy Fiji Limited's prior written consent, make use of any document or information enumerated in Clause 3.2 above.
- 3.6.3. Any document, other than the Contract itself, enumerated in Clause 3.2 shall remain the property of Energy Fiji Limited and shall be returned (all copies) to Energy Fiji Limited on completion of the Supplier's performance obligations under the Contract if so required by Energy Fiji Limited.

3.7 Performance Bond

- 3.7.1. Not Applicable

3.8 Programme to be Furnished

- 3.8.1. Within 20 days of the acceptance of this tender the Contractor shall submit to the Employer, for approval, a programme showing the order in which he proposes to carry out the works, including design, manufacture and delivery.

3.9 Inspection and Tests

- 3.9.1. The Employer's Engineer or his representative shall have the right to inspect and/or to witness test the Goods at the factory or place of manufacture, for their conformity to the Contract Specifications. The Employer shall notify the Contractor in writing of the identity of its Engineer(s) or representative(s) retained for these purposes. The contractor shall provide the Employer with a detailed program for the inspections and/or witness tests and notice of at least 7 days of notice when the materials, equipment, system is ready for inspection & testing. Nothing in this clause shall in any way release the Contractor from any warranty or other obligations under this Contract in delivering a fully functional plant as specified elsewhere in this document or the contractors' design and specifications.

3.10 Patent Rights

- 3.10.1. The Supplier shall indemnify Energy Fiji Limited against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in Fiji.

3.11 Packing

- 3.11.1. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.
- 3.11.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract.

3.12 Insurance

- 3.13.1. The contractor shall provide for 100% insurance cover for the equipment supply, transport and contractor's personnel, including third-party liabilities and Contractors All Risk (CAR) insurance for the equipment scope and consequential damage insurance to existing facilities due to contractor activity/negligence. They shall include the Employer and their representatives as co-insured and hold them harmless from all liabilities and claims.

3.13 Warranty

- 3.14.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models and they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, workmanship, or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country.
- 3.14.2. This warranty shall remain valid for minimum of twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract.
- 3.14.3. Energy Fiji Limited shall promptly notify the Supplier in writing of any claims arising under this warranty
- 3.14.4. Upon receipt of such notice, the Supplier shall, within a period of 30 days, and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to Energy Fiji Limited.
- 3.14.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in 10.4 above, within a reasonable period, Energy Fiji Limited may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which Energy Fiji Limited may have against the Supplier under the Contract.

3.14 Payment

- 3.15.1. The method and conditions of payment to be made to the Supplier under this Contract shall be specified in Special Conditions of Contract.
- 3.15.2. Payments shall be made promptly by Energy Fiji Limited as specified in the Contract.

3.15 Prices

- 3.16.1. Prices charged by the Supplier for Goods delivered under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices quoted by the Supplier in its tender.

3.16 Assignment

- 3.17.1. The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with Energy Fiji Limited's prior written consent.

3.17 Subcontracts

- 3.18.1. The Supplier shall notify Energy Fiji Limited in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the Supplier from any liability or obligation under the Contract.

3.18 Termination for Default

- 3.19.1. Energy Fiji Limited may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, terminate this Contract in whole or in part:
- a) If the Supplier fails to deliver the Goods within the period(s) specified in the Contract, or within any extension thereof granted by Energy Fiji Limited.
 - b) If the Supplier fails to perform any other obligation(s) under the Contract.
 - c) If the Supplier, in the judgment of Energy Fiji Limited has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- 3.19.2. In the event Energy Fiji Limited terminates the Contract in whole or in part, it may procure, upon such terms and in such manner, as it deems appropriate, Goods similar to those undelivered, and the Supplier shall be liable to Energy Fiji Limited for any excess costs for such Goods.

3.19 Liquidated Damages

- 3.20.1. If the Supplier fails to deliver the Goods within the period(s) specified in the Contract, Energy Fiji Limited shall claim for Liquidated Damages, without prejudice to its other remedies under the Contract.

3.20 Resolution of Disputes

- 3.21.1. Energy Fiji Limited and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 3.21.2. If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to formal mechanisms. These mechanisms include, but are not restricted to, conciliation by a third party, adjudication in an agreed national or international forum, and/or international arbitration.

3.21 Language and Law

- 3.22.1. The language of the Contract and the law governing the Contract shall be English language and the Laws of Fiji respectively unless otherwise stated.

3.22 Force Majeure

The Supplier shall not be liable for forfeiture of termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

4.0 SPECIAL CONDITIONS OF CONTRACT

4.1 Definitions

“The Purchaser” is Energy Fiji Limited, 2 Marlow Street, Private Mail Bag, Suva, and includes its legal representatives, successors or assigns.

4.2 Application

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

4.3 Proof of Successful Completion of Previous Similar Contracts

Tenderers shall provide proof of successful completion within the stipulated delivery period of similar contracts undertaken in the past.

4.4 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 has been delivered and are in accordance with the contract. Payment shall be made for the amount of contract. The terms shall be: -

4.5 Advance Payment

Any advance payment will require a bank guarantee.

4.6 Prices

Prices shall be fixed during the Supplier’s performance of the Contract and not subject to variation on any account.

5.0 TECHNICAL SPECIFICATION

5.1 General Information

Energy Fiji Limited is seeking tenders from registered and reputable companies to provide transport service for shift workers at the EFL Cawaira Power Station in Labasa. Transport services are required for all shifts, including weekends and public holidays.

Tenderers must have an adequate number of vehicles in their fleet to ensure the required level of service, along with additional vehicles available as backups. All vehicles should be appropriately licensed for the carriage of passengers and must comply with the regulations of the Land Transport Authority, Occupational Health and Safety (OHS) standards, and other relevant laws. The vehicles should also be covered by the necessary insurance.

In addition to submitting quotes for service fees, tenderers should demonstrate their capabilities to provide reliable and efficient services. This includes providing details of their company background, the number of vehicles in their fleet, evidence of financial stability, and any other relevant information.

The transport service will include pick-up and drop-off points for staff based at the Cawaira Power Station to various locations, as directed by the passengers.

Further details relating to pick-up and drop-off points, staff numbers for each pick-up / drop-off, pick-up and drop-off times, etc. may be obtained by contacting:

Shyam Achaiya
Team Leader Thermal Northern
Generation
9992423

5.2 Tender Details

The number of staff requiring transportation will vary and shall be dependent on the manpower requirements on each shift at Cawaira Power Station. However, the minimum would be 1 and the maximum would be 5. There are 3 shifts operating in the Power Station and the pickup time and drop offs shall be guided by individual rosters including names of staff and destinations by the Team Leader Thermal Northern.

The Current shift work are as follows however these may be changed depending on the manpower demands of individual Division or a change in roster's time table which will be provided at beginning of every month:

1. Shift schedule for the 24 hours

8.00am – 4.00pm Morning Shift

4.00pm – 12.00am Afternoon shift

12.00am – 8.00am Night Shift

2. Special Trips

- Can be pickups or drop offs of contractors & Engineers from Airport or any other location within the stated radius.

- Special trips for pick-up of workers at non stated time

Pick-up and Drop-off for Shift Workers

- The pickup and drop-off of shift workers shall be on week days, weekends and public holidays
- The shift staff shall be picked up and dropped off at their residence.
- Staffs may change from time to time including their home addresses but such changes shall not affect this agreement.
- The operators work in pairs. For example, one operator is pickup from Naodamu and then second one from Bulileka , then dropped at the Power Station for their night shift. On that return, the Taxi will pick-up the 2 returning operators from the station and dropped them at Batinikama and Tuatua respectively after completing their afternoon shift (2nd trip).

5.3 Definitions

1. One taxi Run: means a pickup of one staff / group of staff or a drop off for the same.

5.4 Terms of Agreement

1. The tender should include fix rate per kilometre, Flag Fall Rate (6am to 9pm) and Flag Fall rate (9pm to 6am).
2. There may occasions when the services would be required to make extra or additional runs due to unforeseen circumstances hence the tenders should quote a rate as well.
3. The term of the agreement shall be three (3) years from the date of execution of this contract agreement unless it is sooner determined as provided hereinafter in this agreement.
4. Fleet to provide the required level of service as well as other vehicle in reserve as stand by. Preferably at least (2) modern Taxi vehicles as well as (2) large wagon Vehicles and that all its vehicles are air-conditioned and that it agrees warrants and states that it is able and capable of providing the services of transportation of shift workers as listed hereinafter in this agreement on consideration of payment per Month.
5. Evidence concerning licence as appropriate for the carriage of passengers and compliance with the requirements of the Land Transport Authority and Occupational Health and Safety.
6. That the taxi company in carrying out the pickups and drop offs as provided shall ensure that taxi services are punctual and reliable and taxi used are equipped with mobile telephones and are air-conditioned which shall be in working order.
7. Necessary insurance covers.
8. Tendering Company's profile and information on such services provided to EFL or to similar organization in the Past.
9. Approximate response time for special or emergency requests.
10. Lowest or highest bids will not necessarily be accepted.
11. The taxi company agrees that should for any reason whatsoever the taxi company is unable to provide for any of the requisite services herein the contract or late that may lead to overtime being incurred, it agree that any expenses incurred by EFL to use alternate services shall be payable by it or set off by any accrued amount payable to it or deducted from any future payments.

5.5 Payment

The taxi company shall agree that all Payments will be made in accordance to EFL's Payment policy.

5.6 Tender Evaluation Criteria

1. The tender should include fix rate per kilometre, Flag Fall Rate (6am to 9pm) and Flag Fall rate (9pm to 6am).
2. The tenderers should include Evidence concerning taxi operating Permit Licenses
3. The tenderer should provide evidence that he has a stand by vehicle as to provide back up to ensure services is maintained per standards.
4. The tenderers should include evidence concerning Licence as appropriate for the carriage of passengers and compliance with all requirements of the Land Transport Authority and Occupational Health and Safety.
5. Tendering company's profile and information on such services provided to EFL or to similar organisation in the Past.
6. The tenders should ensure that R/T communication or mobile is available for ease of communicating when there is a change of Drop offs and Pickups.
7. The tenderer shall produce copies of insurance policies together with the receipt for evidencing payments thereof at the time of execution of this agreement.
8. The tenderer shall produce FRICA and FNPF compliance letter along with the Bid documents.

5.7 Indemnity and Insurance

- a. Indemnity
The taxi company shall fully indemnify the EFL from any liabilities, any claim including economic loss, cost of defending any action arising from any negligence or careless driving resulting in personal injuries to EFL staff utilizing the Taxi services herein contracted to be provided by the taxi company.
- b. Insurance
 1. The taxi company acknowledges and warrants that it shall always maintain current valid Motor Vehicle Third Party Insurance Policies form LTA on its designated or any taxi being utilized for the taxi services herein contracted to be provided by it.
 2. The taxi company in addition to Motor Vehicle Third Party Insurance Polices stated in the preceding paragraph (b) 1), shall always maintain current additional insurance policies to cover for personal injuries sustained by passengers and in this instant EFL staff being transported pursuant to the contract of services herein undertaken by the taxi company arising out of negligent, dangerous or careless driving by its servants or agents by way of common law cover.
 3. The taxi company shall produce copies of insurance policies together with the recipient for evidencing payments thereof at the time of Execution of this agreement.

5.8 Termination of Contract

The EFL shall always have the right to summarily terminate this agreement in the following circumstances,

1. The taxi company fails to provide or carry out its services herein contracted to be provided by it to the reasonable satisfaction of the EFL or;
2. The taxi company goes into receivership or liquidation or;

3. Fails to comply with any other obligations herein contracted.

6.0 PRICE SCHEDULE

24-Hour Taxi Service for Cawaira Power Station

Item	Item Description	Total Price (VIP) Currency: FJD
	Shift Pick up & Drop Offs	
1	Rate per Kilometre	
2	Flag Fall Rate – 6am to 9pm	
3	Flag Fall Rate – 9pm to 6am	

Please specify currency (FJD, USD, AUD, NZD)

Notes:

1. Technical:
 - a. The bids must be as per the Technical Specifications in the Tender Documents. Bids that do not conform to the technical Specification will be disqualified.
 - b. Tenderers shall provide proof of successful completion within the stipulated delivery period of similar contracts undertaken in the past.
 - c. Documentary evidence to prove that the items offered comply with the Technical Specification must be provided.
 - d. Contractor to verify all drawing measurements.
 - e. The Supplier/ Contractor shall provide a warrants for Goods or services for provided unless stated otherwise.
 - f. EFL's Engineer or his representative shall have the right to inspect and/or to witness the testing of the Goods at the factory or place of manufacture, for their conformity to the specifications
 - g. The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications

2. Financial:
 - a. In case of discrepancy between unit and total cost, the unit cost shall prevail
 - b. Any advance payment will require a bank guarantee. The bidder shall bear the additional costs for advance payment arrangements.
 - c. The currency used in the tender bid prices must be indicated in the tender bid.
 - d. Prices shall be fixed during the Supplier's performance of the Contract and not subject to variation on any account.
 - e. EFL financial terms are applicable for these works.
 - f. For Foreign Suppliers, any On-Shore work with incur a Withholding Tax of 15% e.g. commissioning, training etc.

3. EFL Energy Fiji Limited uses Federation Internationale Des Ingenieurs Conseil (FIDIC) Contract template. General conditions of this contract shall be governed by it.
4. EFL have right to spilt award, tender may be awarded to multiple suppliers. And Minimum order quantity (MOQ) will not be acceptable.
5. All clarification request must be sent **5 days prior** to the deadline for submission of bids
6. Price Schedule must be typed and stamped on the bid submission.
7. Failure to submit required documents may affect bid compliance. Failure to submit mandatory items as stated in Compliance Checklist will result in non-compliance.
8. Contractor shall provide all materials, tools equipment and labour necessary to perform works.
9. A detailed work plan to be provided with expected date for the works.
10. Installation & Commissioning works must incorporate all cost incur for this activity e.g. travel, accommodation, visa etc.
11. All Sub-contractors to be used for any part of the works are to be declared.
12. Works stated must be complete, any addition or exclusion must be clearly stated in the bid.
13. Site visit mandatory

6.1 Tender Evaluation Criteria Template

1	Taxi Operation Permit Licence	Permit #
2	Evidence of Backup Vehicle	Vehicle Reg / Owner: Licence Type: LTA compliance
3	Company Profile and Evidence or Similar Services	Submission: Yes/No
4	Communications Available	Number:
5	Valid third party policy and certificate fitness	Policy Numbers: Copy of Receipt for validity:
6	FRICA compliance certificate	Submission: Yes/No
7	FNPF compliance certificate	Submission: Yes/No

6.2 Compliance & Checklist Declaration

I _____ of _____ located at _____ confirm that the bid submitted for the following tender MR 109/2025 : 24-Hour Taxi Service for Cawaira Power Station bid complies to the mandatory bidder submission as stated in Sub Clause 2.6;

	Yes	No	Details
Commercial			
Price Schedule			
Company Profile			
Detailed Scope of Work/Supply			
Program [preferred Gantt Chart] (If Applicable)			
Payment Term			
Price Validity [preferred 120 days]			
Withholding Tax Inclusion (If Applicable)			

Note that these submissions are mandatory submission for a successful tender bid. This declaration must be signed and submit as well.

Name: _____

Position: _____

Company: _____

Sign Off: _____

Date: _____

6.3 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: _____

7.0 TENDER FORM

To: Jitendra Reddy
Manager Procurement, Inventories & Supply Chain
Energy Fiji Limited
2 Marlow Street,
Suva,
Fiji Islands
Phone: +679 3224 360
Email: tenders@efl.com.fj

Sir,

1. Having examined the Tender Document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply
.....
(Description of Goods) in conformity with the said Tender Document for the sum
.....
..... *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver the Goods in accordance with the delivery schedule specified in the Schedule of Requirements.
4. We agree to abide by this Tender for a period of 90days from the date fixed for Tender opening under Clause 19 of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
6. We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated this: _____ day of _____ 202_.

[Signature] [In the capacity of]

Duly authorized to sign Tender for and on behalf of

8.0 SUBMISSION TO TENDER

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.

This tender closes at 4.00pm (1600hrs) on Wednesday 26th 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

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.