



**ENERGY FIJI LIMITED**

**Preferred Supplier for Supply of Locks**

**MR 145/2025**

## Revision History & Document Control

Rev No.	Notes	Prepared By	Reviewed & Approved By	Date of Issue
1	Prepared by	Anishal Chandra		02/12/2024
2	Reviewed by	Mohammed Zainal Alim		

### Next Scheduled Revision

This technical specification is due for review in July 2027.

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# 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 the end of 2024, EFL had 223,539 customers. This includes residential, commercial and institutional customers.

EFL is requesting proposal for the Preferred Supplier to supply item listed below for EFL's operations for interlocking and securing EFL's assets and infrastructure.

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

This document outlines the technical requirements for Locks.

The items covered by this specification are listed below:

No.	Stock Code	Item Description	Quantity
1	I03584	PADLOCK 201 CYL LX3479 CP MKKA	
2	I03584A	Master Barrel 201 CYL CP Code	
3	I03585	PADLOCK 234A MKKA CODE 1 NIL K	
4	I03586	P/LOCK 234B KA C/61073 SYSLAH5	
5	I03587	334B/45/119/5KD padlock 61073	
6	I03589	LOCK WOOD SERIES 232/30/113KD	
7	I03590	P/LOCK 215A40/619/5KD /61073	
8	I03591	P/LOCK 234 MKKD 2KEY SYSLAK936	
9	I03595	303SC deadlock 61073 11kv	
10	I03595A	303SC deadlock BC 1(MKB) 33kv	
11	I03596	NIGHT LATCHES 201FB-LX20750	
12	I03597	Master Padlock Code1	
13	I03598	Master Barrel 201 CYL CP Code	

**Table 1.1: Items Covered Under this Specification**

This Specification covers the general requirements of design, manufacture, testing, supply and delivery of Locks, which are widely used throughout the EFL infrastructure.

# **1 INSTRUCTIONS TO BIDDERS**

## **1.1 Eligible Bidders**

This invitation is open to all Bidders who have sound Financial Background, and have previous experience in design, manufacture, testing and supply of such interlocking mechanisms.

Bidders shall provide such evidence of their continued eligibility satisfactory to EFL as EFL shall reasonably request. Bidders who are not manufacturers of such locks shall provide evidence of agency.

Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practice.

## **1.2 Eligible Materials, Equipment and Services**

The materials, equipment, and services to be supplied under the Contract shall have their origin from reputable companies (as specified by EFL where relevant) 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.

For purposes of this Contract, "services" means the works and all related services including design services.

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.

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.

## **1.3 One Bid per Bidder**

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.

## **1.4 Cost of Bidding**

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.

## **1.5 Site Visits**

Bidders can visit existing EFL networks by making arrangements to visit existing EFL installations. Bidders are required to familiarize themselves with the existing EFL installations so the solutions they offer does not require modification to existing poles and support infrastructure.

## **1.6 Contents of Bidding Documents**

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.

## **1.7 Clarification of Bidding Documents**

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

Jitendra Reddy  
Manager Procurement, Inventory & Supply Chain  
2 Marlow Street,  
Suva, Fiji  
Phone: +679 331 3333 Ext 2320 or  
Mobile: +679 999 2400  
Email: [JReddy@efl.com.fj](mailto:JReddy@efl.com.fj)

EFL will respond to any request for clarification, which it receives earlier than 10 days prior to the deadline for submission of bids.

## **1.8 Amendment of Bidding Document**

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.

## **1.9 Language of Bid**

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.

## **1.10 Bid Prices**

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.

Bidders shall give a breakdown of the prices in the manner and detail called for in this bidding document, or any issued addenda.

Bids shall be given on CIF basis. The point of delivery shall be EFL's Navutu Depot in Lautoka. The term CIF shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce, Paris.

EFL has a marine insurance cover for items it is required for purchase for its project and operational works. Bidders are required to comment if the marine insurance component is covered in their bids.

### **1.11 Bid Currencies**

Prices shall be quoted in a single currency only.

### **1.12 Bid Validity**

Bids shall remain valid for a period of **90 days** from the date of Deadline for Submission of Bids specified in Sub-Clause 21.1.

### **1.13 Format and Signing of Bids**

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>

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 initialed by the person or persons signing the bid.

### **1.14 Sealing and Marking of Bids**

Bidders must submit their respective bids along with all the supporting documents via Tender link Portal.

### **1.15 Deadline for Submission of Bids**

Bids must be received by EFL at the address specified above no later than **1600 hours (Fiji Time) 30<sup>th</sup> April, 2025**.

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.

### **1.16 Late Bids**

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

### **1.17 Modification and Withdrawal of Bids**

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.

No bid may be modified by the bidder after the deadline for submission of bids.

## **1.18 Rejection of One or All Bids**

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.

## **1.19 Process to be Confidential**

- 1.19.1 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.
- 1.19.2 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.
- 1.19.3 Lowest bid will not necessarily be accepted as successful bid.

## **1.20 Clarification of Bids**

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, 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.

## **1.21 Compliance with Specifications**

The tender shall be based on the equipment and work specified and shall be in accordance with the Technical Specification. It should be noted that unless departures from specifications are detailed in Schedules of the Technical Specification, the tender would be taken as conforming to the Specification in its entirety. The Bidder shall tender for the whole of the Works included in the Specification.

## 2. REFERENCES

### 2.1. Applicable Standard

The item shall be designed, manufactured and tested in accordance with the latest edition of the Standards specified below and all amendments issued prior to the date of closing of tenders except where varied by this specification.

AS 4145.2-2008	Locksets and hardware for doors and windows
AS4145.4 2002	Locksets, Part 4: Padlocks
BS EN 12320:2021	Building hardware. Padlocks and padlock fittings. Requirements and test methods
ISO 1461:2022	Hot dip galvanized coatings on fabricated iron and steel articles — Specifications and test methods

Should inconsistencies be identified between standards and/or this specification, the tenderer shall immediately refer such inconsistencies to the EFL for resolution.

### 3. SERVICE CONDITIONS

#### 3.1. Environmental Conditions

The Locks shall be designed to withstand the following service conditions.

Description		Conditions
Atmosphere	:	Saliferous, corrosive and dusty
Ambient Temperature	:	Peak: 40°C 24 Hour Average: 30°C Annual Average: 22°C Minimum: 10°C
Relative Humidity (Average)	:	85%
Rainfall	:	Annual Average: 2663mm
Isokeraunic (Thunder day) level	:	60 thunder days per year
Seismic	:	To a maximum of 7 on the open-ended Richter Scale

Note: Fiji is situated in a region where cyclones are experienced frequently. All equipment shall be designed and constructed to withstand these extreme conditions.

## 4. DESIGN AND CONSTRUCTION

Equipment offered that is found on inspection not to conform to this specification shall be replaced by the vendor at no cost to Energy Fiji Limited.

From the stock list in the introduction above, this technical specification highlights the detailed features of the various locking mechanisms.

### 4.1. General Design

#### 4.1.1 Material

##### 4.1.1.1 Padlock

Body	Heavy duty/brass extrusion/aluminum
Shackle	Boron steel/stainless steel/brass

##### 4.1.1.2 Deadlock

- Stainless steel body and bolts

##### 4.1.1.3 Master Barrel

- Solid extruded brass cylinder and barrel

##### 4.1.1.4 Night Latches

- High purity zinc alloy
- Brass cylinder and barrel

#### 4.1.2 Finishing

##### 4.1.2.1 Padlock

Body	Natural material/satin chrome
Shackle	Chrome plate

##### 4.1.2.2 Deadlock

- Satin chrome pearl

##### 4.1.2.3 Master Barrel

- Satin chrome

#### 4.1.3 Features

##### 4.1.3.1 Padlock

- Double ball locking shackle
- Standard latching function
- To be designed as master key system
- Padlocks to be available in extended shackle models

##### 4.1.3.2 Deadlock

- Single cylinder and turn deadlock

- Locked and unlocked by key from the outside
- Opened by turn knob on the inside
- Internal turn knob free at all times
- Strong interlocking case and mounting plate
- Compatible with most restricted keying systems
- Supplied boxed with 2 keys
- Well suited to timber frames, hinged and some sliding doors

#### **4.1.3.3 Master Barrel**

- Heavy duty cylinder
- Suitable for all cylinder rim locks
- 6 pin tumbler mechanism

#### **4.1.3.4 Night Latches**

- Reversible latch
- 5 pin tumbler mechanism
- Standard keying

### **4.1.4 Dimensions and Tolerance**

All dimensions and tolerances shall be in accordance with the relevant drawings or Australian Standard if not stated thereon.

### **4.1.5 Identification Reference**

The padlocks must have provision for engravings as per EFL's need and be permanently marked with the appropriate identification reference, batch identification for traceability and the manufacturer's name or trade mark.

### **4.1.6 Mechanical Rating**

The items supplied shall have mechanical ratings. The ratings shall be submitted with the bid.

### **4.1.7 Galvanizing**

All ferrous parts shall be galvanized as per ISO 1461:2022 and/or other relevant standards.

## **4.2. Technical Characteristics**

The following technical details must be provided for the respective components:

### **4.2.1 Padlock**

- Length and diameter of shackles
- Physical security (SP) grade
- Corrosion resistance rating
- Special keying

#### **4.2.2 Deadlock**

- Dimensions of backset
- Suitability to door thickness (e.g. 30 to 45mm)
- Type of deadlocking

#### **4.2.3 Master Barrels**

- Key profile – LW5
- Number of pins - 6

#### **4.2.4 Night Latches**

- Dimensions of Case, Backset and Latch
- Suitability to door thickness (e.g. 30 to 45mm)
- Number of pins - 5

## **5. PERFORMANCE AND TESTING**

### **5.1. Type & Routine Testing**

Type tests and routine tests shall be done in accordance with the requirements of **BS EN 12320** and this specification. It shall be the responsibility of the supplier to perform or to have performed all the tests specified.

Copies of Type Test Certificates & Type Test Reports issued by a third party testing laboratory that is accredited to **BS EN 12320** shall be submitted with the tender for the purpose of technical evaluation. A copy of the accreditation certificate to **BS EN 12320** for the testing laboratory shall also be submitted (all in English language).

Where items of a similar design to that previously tested is offered, consideration may be given to accepting previous type test reports. Tenderers are requested to substantiate their claims of equivalent type test performance with written engineering evaluation, where full Type Test documentation is not submitted for each of the items offered. Such evaluation must provide all relevant details so that EFL can establish the validity of existing type tests.

### **5.2. Acceptance Tests**

The EFL may carry out acceptance test on equipment to prove it conforms to the requirements of this specification. Any equipment showing evidence of failure to comply with the requirements of this specification will be liable to rejection.

### **5.3. Witnessing of Tests**

The EFL reserves the right to witness all testing. The Supplier shall give EFL reasonable notice of when testing will be carried out and two (2) EFL engineers to be invited to witness the testing. The return-air travel, accommodation, meals and other expense related to test witnessing shall be borne by the Bidder as a value adding service.

**Note the Factory Acceptance Testing (FAT) is a mandatory requirement by EFL.**

### **5.4. Compliance**

The Supplier shall state in writing that their offer complies with the relevant Standards and this specification. If the Supplier is offering equipment manufactured to an equivalent standard, full details of that standard must be given including a copy written in English.

## **6. RELIABILITY**

### **6.1. Service Life**

Bidders are required to comment on the reliability of the equipment and the performance of the materials offered for a service life of 35 years under the specified system and environmental conditions in clause 3.

### **6.2. Evidence in Support of Reliability**

Where the specified guaranteed service life is less than 35 years Suppliers are required to provide comment and submit evidence in support of the reliability and performance claimed including detailed information on Failure Mode and Effect Analysis.

## **7. ENVIRONMENTAL CONSIDERATIONS**

Suppliers are required to comment on the environmental soundness of the design and the materials used in the manufacture of the items offered. In particular, comments should address such issues as recyclability and disposal at end of service life and also disposal of packaging material.

## **8. PACKAGING AND MARKING**

### **8.1 Packaging**

The packaging of items by the bidder must ensure that they are capable of being delivered undamaged giving due consideration to the quantity, distance of transportation and the preferred method of handling at each location.

Each packaged lot shall be marked with the following information:

- Manufactures Name
- Purchase Order Number
- Contact No.
- EFL Stock Code
- Item Description
- Applicable standards
- Pack Size
- Pack Weight

### **8.2 Marking**

The following information shall be engraved indelibly and legibly on the respective locking mechanism:

- The manufacturer's name or trade mark
- The year of manufacture
- Lock model

## **9. QUALITY REQUIREMENTS**

Tenderers are required to submit evidence that the design and manufacture of padlocks, deadlocks, master barrels and night latches are in accordance with AS/NZS ISO 9001 and shall include the Capability Statement associated with the Quality System Certification.

If the Tenderer is a non-manufacturing supplier, the documentary evidence shall include the quality system certifications of both the supplier and the manufacturer.

## 10. STOCK AVAILABILITY

The bidder is required to show the size of his/her stock holding and the ability to meet the required estimate quantity per annum. The movement of the below listed items will depend on the EFL's project and security requirements. An estimate movement of the item is outlined in the table below but it will not be purchased as a lump sum quantity at once. Hence, the successful bidder will be required to carry a consignment / safety stock at times to meet EFL's demand within the three year contract period.

No.	Stock Code	Item Description	Approximate 3 Year Stock Movement
1	I03584	PADLOCK 201 CYL LX3479 CP MKKA	3
2	I03584A	Master Barrel 201 CYL CP Code	3
3	I03585	PADLOCK 234A MKKA CODE 1 NIL K	3
4	I03586	P/LOCK 234B KA C/61073 SYSLAH5	190
5	I03587	334B/45/119/5KD padlock 61073	21
6	I03589	LOCK WOOD SERIES 232/30/113KD	3
7	I03590	P/LOCK 215A40/619/5KD /61073	10
8	I03591	P/LOCK 234 MKKD 2KEY SYSLAK936	365
9	I03595	303SC deadlock 61073 11kv	16
10	I03595A	303SC deadlock BC 1(MKB) 33kv	8
11	I03596	NIGHT LATCHES 201FB-LX20750	3
12	I03597	Master Padlock Code1	432

## 11. PRODUCT WARRANTY PERIOD

The bidders are required to provide the warranty period as part of the proposal. A minimum warranty period of twenty-four (24) months from time of dispatch from factory shall be provided.

## 12. INFORMATION TO BE SUPPLIED BY THE BIDDER

### 12.1. Documentation to be supplied with the tender

To enable the EFL to fully evaluate the items offered, (in addition to the completed Specification Requirement and Guaranteed Performance schedule) the bidder shall submit the following information with their tender: **(Note these are mandatory requirements)**

- List showing similar equipment supplied to or on order for other utilities in Australia or New Zealand or the Oceania region for the past 5 years
- Typical arrangement drawings and full details of the dimensions including drawings for the accessories offered
- Type test certificates as per Clause 5.1
- End of service life disposal methods
- Evidence of Quality Management Systems used in the manufacturing process
- Evidence of Health, Safety and Environmental plans
- Evidence of financial ability to provide the level of service and support
- Origin of materials used to manufacture the various components of the bow shackles
- Names and resumes of key team members who will be assigned to work with EFL upon successful award of the three-year supply contract (if bidder is successful)

Bidders may be asked to provide additional information during tender assessment period or following award of contract.

**Offers of vendors who fail to furnish above particulars shall be rejected.**

## 13. APPENDIX

### 13.1. Price Schedule

Bidders are required to complete the following price schedule and submit with the offer. EFL requires the bidding prices to be in CIF incoterms.

No.	Stock Code	Item Description	Unit Price (CIF)	Currency of bid
1	I03584	PADLOCK 201 CYL LX3479 CP MKKA		
2	I03584A	Master Barrel 201 CYL CP Code		
3	I03585	PADLOCK 234A MKKA CODE 1 NIL K		
4	I03586	P/LOCK 234B KA C/61073 SYSLAH5		
5	I03587	334B/45/119/5KD padlock 61073		
6	I03589	LOCK WOOD SERIES 232/30/113KD		
7	I03590	P/LOCK 215A40/619/5KD /61073		
8	I03591	P/LOCK 234 MKKD 2KEY SYSLAK936		
9	I03595	303SC deadlock 61073 11kv		
10	I03595A	303SC deadlock BC 1(MKB) 33kv		
11	I03596	NIGHT LATCHES 201FB-LX20750		
12	I03597	Master Padlock Code1		

Bidders are to clearly indicate the currency of bid.

### 13.2 Technical Details – Padlock

This schedule shall be completed and submitted with the offer. **(Note these are mandatory requirements)**

Particulars	Requirements	Bidders Response
Name of Manufacturer	Bidder to state	
Batch identification for traceability	Yes/No	
Origin of materials used for manufacturing of bow shackles	Bidder to state	
Country of manufacture	Bidder to state	
Manufactures type test certificate number	Bidder to state	
Name of testing authority	Bidder to state	
Testing authority accreditation certificate provided	Yes/No	
<b>General</b>		
Double ball locking shackle	Bidder to state	

Complete dimensional drawing provided for all types of padlocks	Mandatory requirement	
Latching function	Bidder to specify	
Special keying	Bidder to specify	
Available in extended shackle mode	Yes/No	
<b>Materials</b>		
Body	Heavy duty/Brass extrusion/Aluminum	
Shackle	Boron steel/Stainless steel/Brass	
<b>Finishing</b>		
Body	Natural material/Satin chrome	
Shackle	Chrome plate	
<b>Technical – All listed padlocks</b>		
Length of shackle	Bidder to state	
Diameter of shackle	Bidder to state	
Physical security (SP) grade	5 – 7	
Corrosion resistance rating	C4	
Number of pins	Bidder to state	
Key profile	Bidder to state	
<b>Packaging &amp; Weight</b>		
Packaging	No. of units per box to be labelled clearly	
Weight of each unit	Not to exceed the lifting weight	

### 13.3 Technical Details – Deadlock

This schedule shall be completed and submitted with the offer. **(Note these are mandatory requirements)**

Particulars	Requirements	Bidders Response
Name of Manufacturer	Bidder to state	
Batch identification for traceability	Yes/No	
Origin of materials used for manufacturing of bow shackles	Bidder to state	
Country of manufacture	Bidder to state	
Manufactures type test certificate number	Bidder to state	
Name of testing authority	Bidder to state	
Testing authority accreditation certificate provided	Yes/No	
<b>General</b>		
Single cylinder and turn deadlock	Yes/No	
Internal turn knob to be free at all times	Yes/No	
Strong interlocking case and mounting plate	Yes/No	
Well suited to timber frames, hinged and sliding doors	Yes/No	
Locked/Unlocked by key from the outside	Yes/No	
Type of deadlocking	Bidder to state	
<b>Materials</b>		
Body	Stainless steel	
Bolts	Stainless steel	
<b>Finishing</b>		
	Satin chrome pearl	
<b>Technical – All listed deadlocks</b>		
Dimensions of backset	Bidder to state	
Suitability to door thickness (e.g. 30 to 45mm)	Bidder to state	
Number of pins	Bidder to state	
Key profile	Bidder to state	
<b>Packaging &amp; Weight</b>		
Packaging	No. of units per box to be labelled clearly	
Weight of each unit	Not to exceed the lifting weight	

### 13.4 Technical Details – Master Barrel

This schedule shall be completed and submitted with the offer. **(Note these are mandatory requirements)**

Particulars	Requirements	Bidders Response
Name of Manufacturer	Bidder to state	
Batch identification for traceability	Yes/No	
Origin of materials used for manufacturing of bow shackles	Bidder to state	
Country of manufacture	Bidder to state	
Manufactures type test certificate number	Bidder to state	
Name of testing authority	Bidder to state	
Testing authority accreditation certificate provided	Yes/No	
<b>General</b>		
Heavy duty cylinder	Yes/No	
Suitable for all cylinder rim locks	Yes/No	
6 pin tumbler mechanism	Yes/No	
<b>Materials</b>		
	Solid extruded brass cylinder and barrel	
<b>Finishing</b>		
	Satin chrome	
<b>Technical – All listed Master Barrels</b>		
Key profile	LW5	
Number of pins	Bidder to state	
<b>Packaging &amp; Weight</b>		
Packaging	No. of units per box to be labelled clearly	
Weight of each unit	Not to exceed the lifting weight	

### 13.5 Technical Details – Night Latch

This schedule shall be completed and submitted with the offer. **(Note these are mandatory requirements)**

Particulars	Requirements	Bidders Response
Name of Manufacturer	Bidder to state	
Batch identification for traceability	Yes/No	
Origin of materials used for manufacturing of bow shackles	Bidder to state	
Country of manufacture	Bidder to state	
Manufactures type test certificate number	Bidder to state	
Name of testing authority	Bidder to state	
Testing authority accreditation certificate provided	Yes/No	
<b>General</b>		
Reversible latch	Yes/No	
Standard keying	Yes/No	
5 pin tumbler mechanism	Yes/No	
<b>Materials</b>		
	High purity zinc alloy	
	Brass cylinder and barrel	
<b>Technical</b>		
Dimensions	Case	
	Backset	
	Latch	
Number of pins	Bidder to state	
Suitability to door thickness	Bidder to state	
<b>Packaging &amp; Weight</b>		
Packaging	No. of units per box to be labelled clearly	
Weight of each unit	Not to exceed the lifting weight	

Name of Tenderer: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

### 13.6 Submission Requirements

All tenderers are required to complete and submit a copy of the submission requirements with their bid submissions. **(Note these are mandatory requirements)**

Requirements	Response from Bidders
Validity of bid (90 days required) (Yes/No)	
List of test reports/certificates provided. (As per Clause 5)	
Minimum warranty period offered for this product	
Completed price and technical schedules (Clause 13.1 and 13.2) (Yes/No)	
The bidding pricing to be in CIF incoterm.	
Price review period	
Currency of bid.	
Lead time of delivery after tender award.	
Bidders company profile outlining financial, technical and production capabilities.	
Disposal method after service life.	
Quality management system used in the production of VFD, attached certificate.	
Installation manuals for Night latches and Deadlocks	
The bidder to include the following as part of the bid:	
Company profile	
Company registration details	
Company financial capability statement	
Reference list of customers the same product is supplied to and contact details for reference check	
If the bidder is the manufacturer, the ISO certification shall be provided	
If the bidder is only the supplier of the product, then both the manufacturer and supplier ISO certifications shall be provided	

**Name of Tenderer:** \_\_\_\_\_

**Signature of Tenderer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 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 30<sup>th</sup> April, 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.**