



REQUEST FOR EXPRESSION OF INTEREST

EOI: 01/2019 - VACANT OFFICE SPACE LABASA TOWN

LAND TRANSPORT AUTHORITY

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Dates: 26/01/19 & 02/02/19

Contents

1.0	PURPOSE OF THE EXPRESSION OF INTEREST (EOI).....	3
2.0	PROCUREMENT TIMETABLE.....	3
3.0	LODGEMENT OF EOI SUBMISSIONS.....	3
4.0	LATE EOI SUBMISSIONS	4
5.0	QUALIFICATIONS	4
6.0	EOI SPECIFICATIONS.....	4
6.1	SCOPE	4
6.2	EVALUATION CRITERIA.....	5

1.0 PURPOSE OF THE EXPRESSION OF INTEREST (EOI)

The Land Transport Authority (LTA) is striving to improve and standardize all its offices to local regulatory and ISO 9001 International Standards and expand its services throughout the country, in order to:

- a) deliver high quality customer services;
- b) improve staff productivity and efficiency towards customer service; and also
- c) provide a safe working environment for both its customers and staffs.

Considering the above, LTA is looking for a suitably located vacant office space in Labasa Town for a maximum of two (2) years leasing agreement.

2.0 PROCUREMENT TIMETABLE

It is proposed that the following procurement timetable shall apply. LTA will strive to adhere to this timetable but reserves the right to vary dates whenever necessary.

Dates	Tasks
26 th January & 2 nd February 2019	EOI advertisements
8 th February 2019, 4pm	Submission closing date and time
8 th March 2019	Completion of approval process
8 th April 2019	Contract signing

Where this timetable varies significantly, LTA will notify prospective bidders.

3.0 LODGEMENT OF EOI SUBMISSIONS

Submissions must be lodged by **4:00pm Fiji Time on Friday 8th February 2019**. Interested bidders may upload their response to this EOI to LTA's site <http://www.tenderlink.com/ltafi/> for electronic submissions or deliver manual hard copies.

Manual submissions should be in a sealed envelope, marked and delivered in the submission box placed on Level 1, Headquarters, LTA, Valelevu, Nasinu, Fiji:

EOI Submission Committee
EOI 01/2019 – Vacant Office Space Labasa Town
P.O. Box 6677
Land Transport Authority
Lot 1 Daniva Road, Valelevu
Nasinu, Fiji

Manual submissions must contain three (3) hard copies with one copy marked 'Original' and the remaining two (2) copies to be marked 'Copy 1' and so on respectively. The original and its copies must include all supporting material, which must be binded properly.

It is the responsibility of the interested bidders to ensure that their electronic submission is submitted before the due date and time.

4.0 LATE EOI SUBMISSIONS

Submissions lodged after the closing time will be deemed late and will not be considered.

5.0 QUALIFICATIONS

- a) Submit a company profile
- b) Outline current commitments
- c) Submit two [2] clientele referees
- d) Provide true copies of:
 - i) Business Registration Certificate
 - ii) Valid Business License
 - iii) Tax Identification Number (TIN) Letter
 - iv) Valid Fiji Revenue & Customs Services (FRCS) Tax Compliance Certificate
 - v) Public Liability Policy

6.0 EOI SPECIFICATIONS

6.1 SCOPE

Below are the requirements, which are to be submitted by the respective Building Owners or Companies:

- i) Proposed monthly rental in FJ\$VIP.
- ii) Locality Plan.
- iii) Title and Lease Copy.
- iv) Building to be located in flood free zone (Provide data for justification).
- v) Minimum office space to be of 115 sqm.
- vi) Availability of Customer and Staff Parking (minimum of 10 car parking spaces should be available).
- vii) Proposed office space to be user-friendly to disabled persons.
- viii) Approved Floor Plans and Building Plans.
- ix) Valid National Fire Authority (NFA) Certification.
 - x) Valid Occupational Health & Safety (OHS) Certification.
 - xi) Completion Certificate from relevant local authorities.
 - xii) Cyclone Certification.
- xiii) In addition to the above, if Backup Generator and Water Tanks are provided in the said premises will add up value in the assessment criteria.

6.2 EVALUATION CRITERIA

CRITERIA	WEIGHTING 100%
A) Locations	30
1. Locality Plan	6
2. Approved Floor and Building Plans	6
3. Title Copy or Lease Copy	6
4. Building located in flood free zone (data for justification)	6
5. Minimum office space of 115 sqm	6
B) Costs / Services	40
1. Monthly rental (\$FJVIP)	10
2. Customer & Staff Parking (minimum 10 spaces)	10
3. User-friendly facility for disabled persons	10
4. Backup Generator and Water Tanks	10
C) Company Profile & Certification	30
1. Company Background	3
2. Company Registration Certificate	3
3. Valid Business License	3
4. TIN Letter	3
5. Valid FRCS Tax Compliance Certificate	3
6. Public Liability Policy	3
7. Completion Certificate from Town Council	3
8. NFA Certification	3
9. OHS Certification	3
10. Cyclone Certification	3
TOTAL	(100)

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