



EOI 05/2019

EXPRESSION OF INTEREST

FOR

MOTOR VEHICLE INSPECTION

RAMP

LAND TRANSPORT AUTHORITY

P.O. Box 6677, Nasinu, Fiji.

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DATES : 22/06/2019 & 29/06/2019

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PART A - RULES GOVERNING THIS EXPRESSION OF INTEREST (EOI)

1.0 PURPOSE OF ENGAGEMENT

The purpose of this Expression of Interest (EOI) is to invite EOI from reputable companies and individuals with experience to provide motor vehicle inspection ramp for LTA offices (Taveuni, Savusavu, Lekutu, Vatunibale(Labasa), Nabouwalu, Seaqaqa and Levuka) to carry out vehicle inspection for private and commercial vehicles below and above 3.5 tons unladen mass (net weight).

2.0 NO CONTRACTUAL OBLIGATIONS

This Expression of Interest (EOI) is not to be constructed as a contract between LTA and the prospective bidder. Nothing in this document or in any submission document is to be viewed to give rise to any contractual obligations either related, expressed or implied.

3.0 BIDDERS TO INFORM THEMSELVES

The onus is on the bidder to understand the contents of the EOI and the implications of being involved in this EOI process. LTA does not accept responsibility for any misunderstandings arising from the bidder's failure to comply with the above-mentioned process.

LTA only accepts submissions on the condition that the bidder:

- Has examined this EOI and all other information made available to the bidder.
- Has made all reasonable inquiries regarding relevant risks, contingencies and other circumstances that might affect the submission.
- Has satisfied itself as to the correctness and sufficiency of the submission;
- Has involved itself in the submission process entirely at its own expense and without any costs being payable by LTA.

4.0 RIGHT TO VARY OR STOP SUBMISSION PROCESS

LTA reserves the right to either stop or vary the submission process and may require re-submission at any given time.

5.0 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 alter the dates whenever necessary.

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

Dates	Tasks
22 nd & 29 th June 2019	Advertisements
5 th July 2019 at 4pm	EOI closing date / time
12 th July 2019	Complete Evaluation
19 th July 2019	Completion of approval process
22 nd July 2019	Notify all applicants

6.0 CONFLICT OF INTEREST

Bidders and their personnel must not place themselves in a position that may create a conflict of interest concerning this EOI. Any potential or actual conflict of interest that may arise in the performance of their obligations under the EOI must be fully disclosed.

Identification of a potential or actual conflict of interest does not necessarily preclude a Bidder's submission from consideration. However, LTA will carefully consider the circumstances surrounding the conflict of interest to determine whether it will compromise the status of the outcome of this EOI, and if so, will promptly notify the Bidder.

7.0 ENQUIRIES BY BIDDER

All enquiries by potential bidders for information should be addressed only to the nominated contact officers named on the EOI advertisement. Where, in the opinion of LTA, that there is a need to disseminate additional information to a particular bidder, the same information shall be provided to other bidders. Such information shall be given the same distribution as in the original EOI.

8.0 SUBMISSION CONTENT

Should a potential bidder find any discrepancy, ambiguity, inconsistency, error or omission in this EOI document, they should notify LTA in writing as soon as possible. In any such case this needs to be done before the closing date for the submission so that LTA may take any corrective action it considers necessary.

9.0 WHAT TO LODGE

For manual submissions, bidders must submit three (3) hard copies in the EOI box placed at LTA - either Level 1 Building A, Valelevu, Nasinu, LTA Office, Savusavu or LTA Office, Vatunibale, Labasa or upload their submission electronically to the submission site - <https://www.tenderlink.com/ltafi/> by the closing date and time.

For manual submissions, the original hard copy must be marked “ORIGINAL” and the remaining two (2) copies must be marked “COPY 1” and “COPY 2”, respectively. The original and the copies must include all supporting materials and be well-bound.

An Evaluation Team will evaluate submissions according to the criteria specified in this EOI.

10.0 LODGEMENT OF EOI

Manual submissions must include three (3) hard copies in sealed envelopes and placed in the EOI box provided at either Level 1 Building A, Valelevu, Nasinu, LTA Office, Savusavu or LTA Office, Vatunibale, Labasa or upload the submission electronically on the LTA site <http://www.tenderlink.com/ltafj/>. The submission must be clearly addressed:

EOI Submission Committee
EOI 06/2019 – LTA Motor Vehicle Inspection Ramp
Land Transport Authority
P.O. Box 6677
Lot 1 Daniva Road, Valelevu
Nasinu, Fiji

11.0 LATE SUBMISSIONS

Submissions lodged after the submission closing time shall be deemed late.

12.0 ALTERATIONS, ERASURES OR ILLEGIBILITY

Submissions are liable to be rejected where they contain alterations or erasures, incomplete, ambiguous or illegible prices or terms, or insufficient information to enable proper evaluation. Alterations cannot be made to submissions after the EOI Closing Time unless it can be clearly demonstrated to the satisfaction of the LTA Management Tender Committee that a clerical or keying error has been made by the bidder.

13.0 ACCEPTANCE OF SUBMISSIONS

LTA is not bound to accept the lowest priced submission. Bidders whose submissions are not accepted will be notified. The LTA Management Tender Committee reserves the right to negotiate with other bidders in the event that a contract cannot be successfully negotiated between LTA and the preferred Bidder.

14.0 COLLUSIVE ACTIVITIES

Bidders and their personnel must not engage in any collusive bidding, anti-competitive conduct or any similar conduct with any other bidder or other person in preparing or lodging a submission or to involve themselves in sort of collusive activities related to the EOI.

15.0 SHORTLISTING

The LTA Management Tender Committee reserves in its absolute discretion, to make a shortlist of any bidders and seek further information from those bidders before choosing a preferred bidder. In the event of a shortlist being compiled by LTA, bidders that are not shortlisted will be advised as soon as possible.

PART B - EOI SPECIFICATIONS

16.0 A) i) SCOPE OF WORKS (Terms of Reference – TOR)

General

1. LTA may cancel this TOR or amend its contents at any time prior to the acceptance of a submission.
2. If no proposal is acceptable, then LTA may either re-issue the terms of reference or negotiate with one or more vendors for a satisfactory offer.
3. The award of a submission shall not be deemed final unless and until a contract is successfully negotiated and approved by LTA.

Specifications

1. General Business Details

- a. Company Name
- b. Physical Address
- c. Postal Address
- d. Contacts:
 - Landline number(s);
 - Mobile number(s);
 - Fax number(s);
 - Email address (es)

2. Provide certified true copies of:

- a. Valid Business License;
- b. Tax Identification Number (TIN) Letter;
- c. Company Registration Certificate;
- d. Valid Fiji Revenue & Customs Services (FRCS) Tax Compliance Letter (*if existing company*);
- e. Valid Foreign Investor Certificate (FTIB) (if applicable);
- f. Company Profile;
- g. Valid Engineer's Certificate;
- h. Property Insurance cover;
- i. Professional Indemnity Insurance or Public Liability Insurance

3. Financial Details

- a. Recent Financial Statement of the Company (within a year);
- b. Proposed fees per motor vehicle being inspected.

4. Site Details

- a. Proof of ownership of premises or tenancy agreement (valid)
- b. Site Plan.
- c. OHS Compliance Certificate for Inspection Ramp
- d. Locality Plan.
- e. Availability of Customer Parking

General condition

- All prices to be provided in VIP,
- All job will be confirmed with the issue of official LTA LPO,
- Must treat all documents and information provided by LTA as confidential.

ii. CONFIDENTIALITY

Vendors must treat all documents and information provided by LTA including this EOI, as confidential. LTA will treat all proposals received, and the information contained therein, as confidential until a negotiated contract is executed or all proposals are rejected.

iii. PUBLIC STATEMENT

No bidder shall make any public statement in relation to this EOI without prior written consent from LTA.

B) GENERAL CONDITIONS

The following general conditions apply:

- i. LTA may not necessarily accept the lowest cost bidder, but will strive to select the best and most responsive bidder.
- ii. LTA may cancel this EOI or amend its contents at any time prior to the acceptance of a submission.
- iii. If no proposal is acceptable, then LTA may either re-issue the Terms of Reference or negotiate with one or more vendors for a satisfactory offer.
- iv. The award of a submission shall not be deemed final unless and until a contract is successfully negotiated and approved by LTA.

C) PROPOSAL RESPONSE SECTION

Interested vendors shall submit submission responding to items below. Identify each response with the appropriate letter designation and respond to all items in the order given.

17.0 BASIC BUSINESS COMPULSORY REQUIREMENTS

- i. Company Profile.
- ii. Business License & Registration.
- iii. Fiji Revenue & Customs Services Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders.
- iv. Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders.

It is mandatory for the bidder to provide all the requirements listed under (i. to iv.) above in order for their bid to be considered for further assessment. Any bidder who does not meet the 100% requirement as per the above list, their submission SHALL NOT BE CONSIDERED for further assessment.

17.1 ASSESSMENT CRITERIA

- A) Non-Price Factors 70%
 - i. Qualifications & Experience – 30%
 - ii. Specifications – 40%
- B) Price Factors 30%

Evaluation Criteria	
Basic Business Compulsory Requirements	
i)	Company Profile <ul style="list-style-type: none"> • Background / History of company including details of parent companies and subsidiaries; • Specify the years of experience
ii)	Business License & Registration <ul style="list-style-type: none"> • Valid Business License (Certified Copy) • Valid Business Company Registration Certificate (Certified Copy)
iii)	Fiji Revenue & Customs Services Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders <ul style="list-style-type: none"> • Tax Identification Number Letter • Valid Tax Compliance Certificate (Certified Copy)
iv)	Valid Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders (Certified Copy)
Qualifications & Experience – 30%	
Percentage (%)	

Respond to these criteria:	
<ul style="list-style-type: none"> Describe the supplier’s experience– minimum 1 page. 	5
<ul style="list-style-type: none"> List of major clients of the company with particular reference to local government, which may have utilized the areas of expertise. Provide at least 1 references from clients you have previously provided service. Also, provide names and contact of suitable client contact persons for reference checks. 	5
<ul style="list-style-type: none"> Professional Indemnity Insurance 	10
<ul style="list-style-type: none"> Public Liability Insurance 	10
Total	30%

Specifications – 40%	Percentage (%)
With reference to the above Proposal Format - Part C above:	
1. Valid Engineer’s Certificate	7
2. Proof of ownership of premises or tenancy agreement (valid)	7
3. Site Plan of Business	7
4. OHS Compliance Certificate for Inspection Ramp	7
5. Locality Plan (indication of business location)	7
6. Availability of Customer Parking	5
Total	40%

Price Factor 30%	Percentage (%)
<p>All prices proposed should be separated by all of the following items:</p> <ol style="list-style-type: none"> 1. All prices to be provided in VIP, 2. Recent Financial Statement of the Company (within a year); 3. Provide prices in terms of per vehicle inspected 4. Price Validity for 5-year contract 5. Special Offer Prices 	<p style="text-align: center;">5</p> <p style="text-align: center;">5</p> <p style="text-align: center;">9</p> <p style="text-align: center;">8</p> <p style="text-align: center;">3</p>
Total	30

PART C – EOI ADVERTISEMENT

18.0 EOI ADVERTISEMENT

The Land Transport Authority (LTA) invites submissions from reputable, established and experienced companies for Motor Vehicle Inspection Ramp for the following locations:

1. Tavenuni
2. Savusavu
3. Lekutu
4. Vatunibale (Labasa)
5. Nabouwalu
6. Seaqaqa
7. Levuka

EOI No:	Title	Contact Persons	Contact Names	Contact Details
05/2019	LTA Motor Vehicle Inspection Ramp	Mechanical Engineer	John Macarthur	macarthur@lta.com.fj
		Senior Technical Officer	Razik Khan	IKini@lta.com.fj

Manual submissions must include three (3) hard copies in sealed envelopes and placed in the EOI box provided at either Level 1 Building A, LTA Valelevu, Nasinu, LTA Office, Savusavu or LTA Office, Vatunibale, Labasa or upload the submission electronically on the LTA site <http://www.tenderlink.com/ltafi/>. The submission must be clearly addressed to:

Management Tender Committee

Confidential – [05/2019: LTA Motor Vehicle Inspection Ramp]

P.O. Box 6677

Land Transport Authority

Lot 1 Daniva Road, Valelevu

Nasinu, Fiji

The above EOI closes on **5th July 2019 at 4pm**. To obtain a copy of the EOI's Terms of Reference document, please visit the LTA site <http://www.tenderlink.com/ltafi/> and LTA website <https://www.lta.com.fj/>. It is the responsibility of the company to ensure that its electronic submission is submitted within the due date and time.

Late or faxed submissions shall not be accepted. LTA reserves the right to accept, decline or negotiate with one or all bidders. The lowest bid may not necessarily be accepted. For any enquiries, please kindly contact the respective contact persons mentioned above.



Samuel Simpson

Chief Executive Officer

Contact us on Tel: 339 2166 or Toll Free: 0800 334 2886

Email: online@lta.com.fj or Visit our Website: www.lta.com.fj