



EXPRESSION OF INTEREST

FOR

OUTSOURCING OF VEHICLE

INSPECTION AGENCIES

[EOI : 07/2018]

LAND TRANSPORT AUTHORITY

P.O. Box 6677, Nasinu, Fiji. Email: macarthur@lta.com.fj Ph: 9905486

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

1.0 PURPOSE OF ENGAGEMENT

The purpose of this EOI is to invite tender from reputable companies and individuals with previous experiences to carry out vehicle inspection for private and commercial vehicles under 3.5 tons unladen or net weight.

2.0 ISSUING AUTHORITY

2.1 This EOI is issued by the LTA and is intended to short-list potential bidder(s). This EOI shall be final and the LTA reserves the right to reject any or all the bids without assigning any reason.

1. Project Title	Outsourcing Of Vehicle Inspection Agencies
2. Project Coordinator	John Macarthur Mechanical Engineer Lot 1, Daniva Road Valelevu, Nasinu, Fiji Phone: +679 9905486 / 3392166 Email: macarthur@lta.com.fj
3. Websites	LTA Website - www.lta.com.fj Tenderlink Portal - http://www.tenderlink.com/ltafi/

3.0 TENTATIVE CALENDER OF EVENTS

The following table enlists important tasks and timelines (tentative):

Tasks	Date
EOI Advertisement	22/09/18 & 29/09/18
EOI closing date / time	05/10/18 at 4pm
Presentation / conference completed	08/11/18
Complete Evaluation	07/12/18
Completion of approval process	11/01/19
Notify all applicants	18/01/19

4.0 AVAILABILITY OF THE DOCUMENT

The EOI Terms of Reference (TOR) document can be downloaded from the LTA Tenderlink Portal <http://www.tenderlink.com/ltafj/> and LTA Website www.lta.com.fj. The bidders are expected to examine all terms & conditions and specifications in the EOI document.

Failure to furnish complete information as mentioned in the EOI document or submission of a bid not substantially responsive to the EOI document in every respect will be at the bidder's risk and may result in rejection of the EOI.

5.0 BIDDER'S PRESENTATION

The LTA shall request bidder's to do a presentation of their proposal at its **Head Quarters, Lot 1 Daniva Road, Valelevu, Nasinu, Fiji.**

Upon request by LTA, the presentations by the bidders are mandatory and shall be tentatively scheduled as per the schedule given in Section 3.0 above. The representatives of the interested organizations would be required to attend at their own cost. Teleconference is possible upon prior notification.

The purpose of the conference/presentation is for the bidder to provide face to face presentation of their submission and answer to clarifications sought from the LTA Evaluation Team.

The venue for the conference will be at the address – LTA Headquarters, Lot 1 Daniva Road, Valelevu, Nasinu, Fiji. Where this timetable varies significantly, LTA will notify the prospective bidders.

6.0 VENUE & TIMELINE FOR SUBMISSION OF APPLICATION

Interested companies or individuals may upload their response to this EOI to <http://www.tenderlink.com/ltafj/> for electronic submissions or deliver hard copies to LTA Tender Box. It is the responsibility of the Vendor to ensure that their electronic submission is submitted before the deadline.

The last date for submission of proposal is **Friday 5th October, 2018 by close of business (4pm)**.

The LTA in exceptional circumstances and at its discretion may extend the deadline for the submission of tender by issuing an addendum to be made available on the LTA's website and LTA Tenderlink site <http://www.tenderlink.com/ltafj/>, in which case all rights and obligations of the LTA and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

7.0 ENQUIRIES BY BIDDER

- 7.1 All enquiries by potential bidders for information should be addressed only to the nominated contact officer named on the Submission Advertisement.
- 7.2 Where, in the opinion of LTA, further information provided to one potential bidder should be provided to all potential bidders, such information will be given the same distribution as 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

- 9.1 Bidders may deposit three (3) hard copies in the submission box placed on Level 1, Headquarters, LTA, Valelevu, Nasinu, Fiji or upload their submission electronically to the submission site - <https://www.tenderlink.com/ltafj/> by the required timeline.

For hard copies, the original is to be marked 'Original' and the remaining two (2) copies to be marked 'Copy 1' and so on respectively. The original and the copies must include all supporting material which must be binded properly.

9.2 A submission Evaluation Team will evaluate submissions in response to this EOI. This Evaluation Team will assess the submission according to the criteria specified in the EOI.

10.0 LODGEMENT OF EXPRESSION OF INTEREST

EOI Submissions must be lodged by **4:00pm Fiji Time on Friday, 5th October 2018**. Manual submissions must be in a sealed envelope, marked and delivered as follows:

**The Submission Committee Chairman
EOI 07-2018: Outsourcing of Vehicle Inspections
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 will be deemed late and shall not be considered.

12.0 ALTERATIONS, ERASURES OR ILLEGIBILITY

12.1 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.

12.2 Alterations cannot be made to submissions after the Submission Closing Time unless it can be clearly demonstrated to the satisfaction of LTA Submission Committee that a clerical or keying error has been made by the bidder.

13.0 ACCEPTANCE OF SUBMISSIONS

13.1 LTA is not bound to accept the lowest priced submission. Bidders whose submissions are not accepted will be notified.

13.2 The Submission 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 SUBMISSIONING

Bidders and their personnel must not engage in any collusive bidding, anticompetitive conduct or any similar conduct with any other bidder or other person in preparing or lodging a submission.

15.0 SHORTLISTING

The Submission 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 - SUBMISSION SPECIFICATIONS

16.0 A) TERMS OF REFERENCE

i. 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.

ii. PUBLIC STATEMENT

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

B) GENERAL CONDITIONS

The following general conditions apply:

- i. LTA may cancel this TOR or amend its contents at any time prior to the acceptance of a submission.
- ii. If no proposal is acceptable, then LTA may either re-issue the TOR or negotiate with one or more vendors for a satisfactory offer.
- iii. 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 stated in i) below. Identify each response with the appropriate number and letter designations and respond to all items in the order given.

i. PROPOSAL FORMAT

Proposals must contain the following outline:

1. **General Business Details (10%)**
 - a) Company Name
 - b) Physical Address
 - c) Postal Address
 - d) Contacts:
 - i) Landline number(s);

ii) Mobile number(s);

iii) Fax number(s);

iv) Email address (es)

e) **Provide certified true copies of:**

i) Business License;

ii) Tax Identification Number (TIN) Letter;

iii) Company Registration Certificate;

iv) Fiji Revenue & Customs Authority (FRCA) Clearance Letter;

v) Business Registration Certificate;

vi) Foreign Investor Certificate (FTIB) (if applicable);

vii) Memorandum of Association (applies to limited liability companies only)

viii) Property Insurance cover;

ix) Professional Indemnity Insurance or Public Liability Insurance

2. Company Profile Details (5%)

a) Description of Product/services

b) Specialties

c) Organization structures

d) Ownership (local and foreign principals/partners);

e) Brief profile of Director(s) including a recent police clearance;

f) Owners medical report and police clearance;

g) If foreign company, provide details of local principal(s) / partner(s)

i. Name

ii. Physical and postal addresses

iii. Phone (landline and mobile)

iv. Fax number

v. Email address

h) Staff resumes and qualifications (including all principals / partners);

i) Professional certifications or other credentials;

3. Site Details (10%)

a) Copy of proof of ownership of premises or Copy of tenancy agreement

b) Site Plan of Location of Business

c) OHS Compliance Certificate for Inspection Ramp

d) OHS Compliance Certificate for Premises

d) Fire Compliance Certificate

4. Financial Details (5%)

a) Recent Financial Statement of the Company;

b) Financial Report for 1 year (if applicable).

5. Knowledge/ Skills & Experience (40%)

- a) Provide number of years of experience of company or individual;
- b) Provide the details and qualifications for the employees;
- c) Provide any previous history with LTA employing the company's products / services;
- d) Experience in the Industry, service, maintenance and repairs;
- e) Provide proof and details of demonstrated success in similar services:
 - i. List of clientele
 - ii. Contacts (phone / email) of three (3) referees
 - iii. Reference from three (3) companies.

6. Facilities/Tools/Equipments (30%)

- a) Equipment/Machines as per LTA requirements
 - i. Brake tester-as per specifications in the COP for AMVIA.
 - ii. Emission tester-as per specifications in the COP for AMVIA.
 - iii. Headlight tester-as per specifications in the COP for AMVIA.
 - iv. Tint tester-as per specifications in the COP for AMVIA.
 - v. Noise tester-as per specifications in the COP for AMVIA.
- b) Customer waiting area
- c) Receptionist area
- d) Customer parking area
- e) Toilet facilities
- f) Inspection pit OR Ramp OR 2 or 4 post hoist
- g) Workshop/Garage (optional)
- i) Workshop equipment (optional)
- j) IT hardware- Personal Computer (PC)
- k) IT Software- Specifications of the computers used are Windows 7.0 or later and the browser of Internet Explorer 10 or better.
- l) Internet Network / APN Connection

EVALUATION CRITERIA

All EOI submissions shall be assessed according to the itemized details stated above in **Part B – 16. C. i) Proposal Format:**

- i. Company Background & Compliance (Sections 1 to 4) – 30%
- ii. Knowledge / Skills & Experience (Section 5) – 40%
- iii. Facilities/Tools/Equipments (Section 6) – 30%

Total – 100%

ii. SCOPE OF SERVICES

The LTA wishes to enter into contract with a third party independent Outsourcing of Vehicle Inspection Agencies for a period of FIVE (5) years under the following terms and conditions:

- a) The Outsourced Vehicle Inspection Agency to conduct vehicle inspection for private and commercial vehicles under 3.5 tons unladen or net weight.
- b) The Outsourced Inspection Agency to be in compliance with the Code of Practice for Authorized Motor Vehicle Inspection Agency (AMVIA).
- c) The Outsourced Vehicle Inspection Agency to be in compliance with the Code of Practice for Authorized Vehicle Inspection Agency Inspectors.
- d) The Outsourced Vehicle Inspection Agency to conduct in compliance with the Code of Practice for Vehicle Inspection.
- e) The Outsourced Vehicle Inspection Agency to conduct in compliance with the Requirements for Online agency.
- f) The Outsourced Vehicle Inspection Agency must identify and report to the Authority vehicles that are either tempered with or have major defects.
- g) The Outsourced Vehicle Inspection Agency on monthly basis or unless required earlier by the Authority must provide a report to the Authority on all vehicles inspected.
- h) The Outsourced Vehicle Inspection Agency must collect the application of inspection fee (\$13.75) and the Certificate of Road Worthiness (\$13.75) only.
- i) Any other requirements deemed necessary by the Authority.

17.0 SUBMISSION ADVERTISEMENT



EOI 07-2018: Expression of Interest for Outsourcing of Vehicle Inspection Agencies

The Land Transport Authority (LTA) is Outsourcing Vehicle Inspection which will streamline the inspection process hence leading to improvement in customer service, turnover time and compliance.

Outsourced Vehicle Inspection Agency refers to an individual or a company that will have a contractual agreement with LTA to provide inspection services for the Private and Commercial vehicles less than 3.5 tons unladen or net weight in Fiji.

The LTA invites Expression of Interests from individuals or reputable established companies for the following locations:

- 1) Suva
- 2) Nausori
- 3) Tavua
- 4) Rakiraki
- 5) Ba
- 6) Navua
- 7) Korovou
- 8) Savusavu
- 9) Seqaqa
- 10) Levuka
- 11) Taveuni
- 12) Lami
- 13) Labasa

Submissions should be addressed to:

The Submission Committee Chairman
EOI 07-2018: Outsourcing of Vehicle Inspection Agency
P.O Box 6677
Land Transport Authority
Lot 1 Daniva Road, Valelevu
Nasinu, Fiji

The closing date and time is **Friday, 5th October 2018 at 4.00pm Fiji Time.**

To obtain a copy of the Terms of Reference document please visit the LTA Tenderlink site <http://www.tenderlink.com/ltafj/> or LTA website <http://www.lta.com.fj/> .

It is the responsibility of the vendor to ensure that their electronic submission is submitted before the deadline.

Late or faxed submission proposals will not be accepted. LTA reserves the right to accept, decline or negotiate with one or all bidders. For all other enquiries please contact the Mechanical Engineer **John Macarthur** on mobile 9905486 or email macarthur@lta.com.fj.

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