



TERMS OF REFERENCES

Supply of Papers and Envelopes to Land Transport Authority (Fiji Wide) [RFT NO: 14/2019]

LAND TRANSPORT AUTHORITY

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DATES : 28 July & 4 August 2018

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PART A - RULES GOVERNING THIS REQUEST FOR TENDER

1. PURPOSE OF ENGAGEMENT

Paper and window envelope are been used by the Land Transport Authority's (LTA) on daily basis in order to meet operational needs and enhance customer service deliverables.

2. NO CONTRACTUAL OBLIGATIONS

This Request for Tender (RFT) is not to be constructed as a contract between LTA and the prospective bidder. Nothing in this RFT or in any submission document is to be viewed to give rise to any contractual obligations related, expressed or implied.

3. BIDDERS TO INFORM THEMSELVES

The onus is on the bidder to understand the contents of the RFT and the implications of being involved in this submission 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 RFT 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; and
- Has involved itself in the submission process entirely at its own expense and without any costs being payable by the LTA.

4. 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. PROCUREMENT TIMETABLE

The following proposed procurement timetable shall apply. LTA will strive to adhere to this timetable but reserves the right to alter the dates whenever necessary:

Dates	Tasks
28 th July & 4 th August 2018	Advertisements
10 th August 2018, 4pm	Tender closing date & time
17 th August 2018	Complete evaluations
24 th August 2018	Complete approval process
31 th August 2018	Notify Successful & Unsuccessful Bidders
7 th September 2018	Signing of Agreement
13 th August 2018	Start Supplying

Where this timetable varies significantly from LTA's side, LTA will notify prospective bidders.

6. CONFLICT OF INTEREST

Bidders and their personnel must not place themselves in a position that may create a conflict of interest concerning this RFT. Any potential or actual conflict of interest that may arise in the performance of their obligations under the RFT 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 RFT, and if so, will promptly notify the bidder.

7. ENQUIRIES BY BIDDER

All enquiries by potential bidders for information should be addressed only to the nominated contact officer named on the RFT's 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 RFT.

8. SUBMISSION CONTENT

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

9. WHAT TO LODGE

For manual submissions, bidders must submit three (3) hard copies in the Tender Box placed at Level 1, Building A, LTA Headquarters in Valelevu, Nasinu, Fiji.

The original hard copy 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 should include all supporting material and be well-bound. Bidders may also opt to upload their submission electronically to the submission site - <https://www.tenderlink.com/Itafi/> by the timeline.

10. LODGEMENT OF SUBMISSION

Submissions must be lodged by **4:00pm Fiji Time on Friday 10th August, 2018**. Manual submissions must be in a sealed envelope, marked and delivered as follows:

Management Tender Committee

RFT No: 14/2019 – Supply of Papers & Envelopes
P.O. Box 6677
Lot 1 Daniva Road
Valelevu
Nasinu, Fiji

An Evaluation Team will be evaluating the submissions according to the criteria specified in this RFT.

11. LATE SUBMISSIONS

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

12. 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 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. 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. 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 tender.

15. 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 - TENDER SPECIFICATIONS

1. PURPOSE OF TENDER

LTA is requesting tender submissions from reputable companies for the supply of Paper and Envelope to LTA (Fiji-Wide).

2. SCOPE OF WORK

The submission must include the following:

- a) The Authority shall utilize the services of the successful supplier for a period of three (3) years subject to yearly review of the product supplied.
- b) The ability to provide a high standard of service and able to cater for the demand as requested by LTA.
- c) Any damages/theft/loss occurred during the process or transits of the supply of product shall be liable to pay the cost of the product.
- d) The Product shall be delivered within a specified period of time agreed by both parties.
- e) Details of the person responsible for Authority's account, the method, regularity of billing and detailing of billing statements.
- f) Provide 3 samples of envelope with LTA Logo and Footer.

A4 Paper Specifications

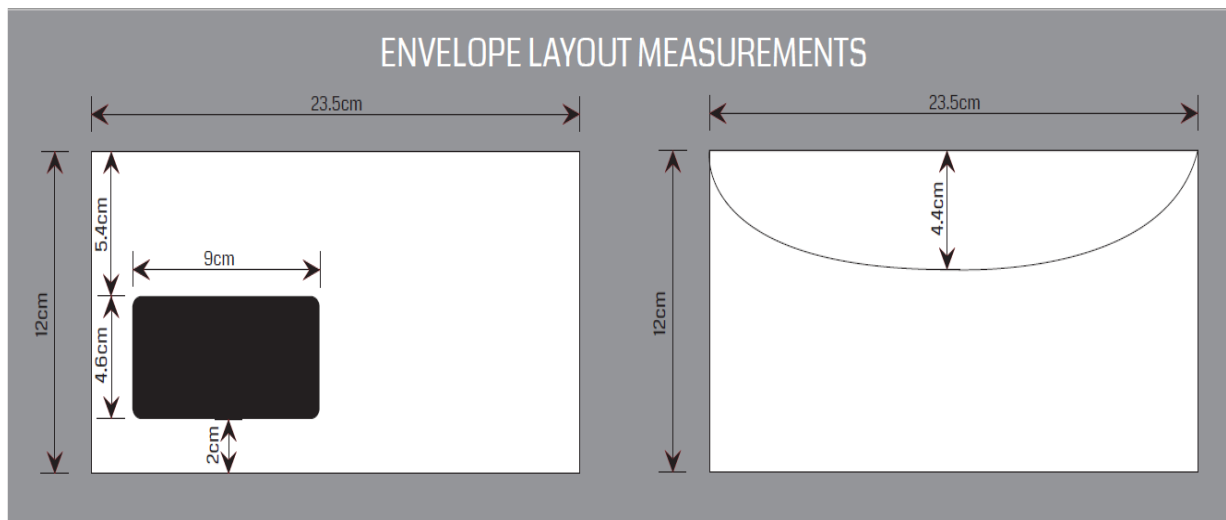
- a) A4 paper to be supplied per Ream (500 in a pack)
- b) Should be 80Gsm.
- c) Expected quantity for one year will be 7965 reams

A3 Paper Specifications

- a) A3 paper to be supplied per Ream (500 in a pack)
- b) Should be 80Gsm.
- c) Expected quantity for one year will be 1870 reams

1. Window Envelope (12cmX23.5cm) Pack of 500

a. Please refer to exact sizes below



b. It will be printed with LTA logo with LTA envelop footer detail (please note that LTA reserved the right to change the Envelop artwork whenever the information is updated).



c. Expected quantity for one year will be 821,250 Envelops (1,642 pack of 500)

2. Blank Envelope 114 x 225mm pack of 500

a. It will be printed with LTA logo with LTA envelope footer detail (please note that LTA reserved the right to change the Envelope artwork whenever the information is

updated.

- b. Expected quantity for one year will be 7,222 envelopes

3. Window Envelope 114 x 225mm pack of 500

- a. It will be printed with LTA logo with LTA envelope footer detail (please note that LTA reserved the right to change the Envelope artwork whenever the information is updated).
- b. Expected quantity for one year will be 27,793 envelopes

4. A5 envelope 241 x 165mm - pack of 250

- a. It will be printed with LTA logo with LTA envelope footer detail (please note that LTA reserved the right to change the Envelope artwork whenever the information is updated).
- b. Expected quantity for one year will be 3,910 envelopes

5. A4 envelope 305 x 254mm - pack of 250

- a. It will be printed with LTA logo with LTA envelope footer detail (please note that LTA reserved the right to change the Envelope artwork whenever the information is updated).
- b. Expected quantity for one year will be 19,133 envelopes

6. A3 envelope 381 x 254mm - pack of 250

- a. It will be printed with LTA logo with LTA envelope footer detail (please note that LTA reserved the right to change the Envelope artwork whenever the information is updated).
- b. Expected quantity for one year will be 8,450 envelopes

Please specify any special offers for a three-year contract.

3. INSURANCE COVERAGE

The vendor should have Insurance coverage for any loss or damage of customer's consignments

4. CONFIDENTIALITY

Vendors must treat all documents and information provided by LTA including this RFT, 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.

5. PUBLIC STATEMENT

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

6. GENERAL CONDITIONS

The following general conditions apply:

- LTA may not necessarily accept the lowest cost bidder, but will strive to select the best and most responsive bidder.
- LTA may cancel this RFT or amend its contents at any time prior to the acceptance of a submission.
- 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.
- The award of a submission shall not be deemed final unless and until a contract is successfully negotiated and approved by LTA.

7. PROPOSAL RESPONSE SECTION

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

A) BASIC BUSINESS COMPULSORY REQUIREMENTS

- i. Company Profile
- ii. Business Registration and Business License – certified copies of:
 - Valid Business License
 - Valid Business Company Registration Certificate
- iii. Fiji Revenue Customs Services (FRCS) 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 above list, their submission SHALL NOT BE CONSIDERED for further assessment.

B) EVALUATION CRITERIA

1. Non-Price Factor 70%:


- i. Qualifications & Experience – 30%
- ii. Specifications – 40%

2. Price Factor 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 & subsidiaries;• Specify the years of experience
ii)	Business License & Registration – certified copies of: <ul style="list-style-type: none">• Valid Business License• Valid Business Company Registration Certificate
iii)	FRCS Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders <ul style="list-style-type: none">• Tax Identification Number Letter• Tax Compliance Certificate
iv)	Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders

Qualifications & Experience – 30%	Percentage (%)
<p>Respond to these criteria:</p> <ul style="list-style-type: none"> • Describe how the vendors experience will benefit LTA in terms of the successful delivery services LTA (Fiji Wide) – minimum 1 page. • List of major clients of the company with particular reference to local government, which may have utilized the areas of expertise. Provide at least 3 references from clients you have previously provided service. Names and contact of suitable client contact persons for reference checks. 	<p style="text-align: center;">15%</p> <p style="text-align: center;">15%</p>
Total	30%

Specifications – 40%	Percentage (%)
<p>A4 Paper Specifications</p> <ol style="list-style-type: none"> a. A4 paper to be supplied per Ream (500 in a pack) b. Should be 80Gsm. <p>A3 Paper Specifications</p> <ol style="list-style-type: none"> a. A3 paper to be supplied per Ream (500 in a pack) b. Should be 80Gsm. <p>Envelopes</p> <ol style="list-style-type: none"> a. Please refer to exact sizes as above in Part B – 2: Scope of Works. b. It will be printed with LTA logo with LTA envelope footer detail (please note that LTA reserves the right to change the Envelope artwork whenever the information is updated. c. Please provide 3 samples for each envelopes. 	<p style="text-align: center;">40%</p>
Total	40%

Price Factor 30%	Percentage (%)
Provide VIP Price and Brand accordingly of 1 ream A4 Paper	 25%
Provide VIP Price and Brand accordingly of 1 ream A3 Paper	
Provide VIP Price for Window Envelope (12cmX23.5cm) envelop in Unit Price or Batch of 500	
Provide VIP Price for Blank Envelope 114 x 225mm in Unit Price or Batch of 500	
Provide VIP Price for Window Envelope 114 x 225mm in Unit Price of Batch of 500	
Provide VIP Price for A5 envelope 241 x 165mm in Unit Price or Batch of 500	
Provide VIP Price for A4 envelope 305 x 254mm in Unit Price or Batch of 500	
Provide VIP Price for A3 envelope 381 x 254mm in Unit Price or Batch of 500	5%
Please specify any special offers for a three-year contract	
Total	30%

--END--