



RFT 09/2021

TERMS OF REFERENCE

**REQUEST FOR TENDER:
SUPPLY OF CELL (MOBILE) PHONES,
CELL PHONE SERVICE & DATA
SERVICE**

LAND TRANSPORT AUTHORITY

P.O. Box 6677, Nasinu, Fiji.

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DATES : 24/07/2021 & 31/07/2021

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PART A - RULES GOVERNING THIS REQUEST FOR TENDER (RFT)

1.0 PURPOSE OF ENGAGEMENT

The Land Transport Authority (LTA) is seeking submissions from reputable and suitable vendors to enter into a contract with a qualified Cellular or Telecommunication Company to acquire cell phones and to obtain reliable, high quality cell phone services and data services, consistent with the highest industry standards, at the lowest cost possible. The cell phones and services will be provided to multiple employees of the Land Transport Authority (LTA) operating from various different locations throughout Fiji.

2.0 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 either related, expressed or implied.

3.0 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 tender 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;
- 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
24 th July & 31 st July 2021	Advertisements
24 th August 2021, 3pm	Tender closing date & time
7 th September 2021	Complete evaluations
20 th September 2021	Complete approval process
27 th September 2021	Notify Successful & Unsuccessful Bidders
4 th October 2021	Signing of Agreement
18 th October 2021	Start Supplying

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 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.

7.0 ENQUIRIES BY BIDDER

All enquiries by potential bidders for information should be addressed only to the nominated contact officers named on the tender 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.

8.0 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 a 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 tender box placed at LTA - Level 1 Building A, Valelevu, Nasinu, Fiji 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 RFT.

10.0 LODGEMENT OF TENDER

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

Management Tender Committee
RFT 09/2021 – Supply Of Cell (Mobile) Phones, Cell Phone Service & Data Service
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 Tender 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 tender.

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 - TENDER SPECIFICATIONS

16.0 SCOPE OF WORKS

GENERAL

Cell phones offered under this tender must be Smartphone or similar devices for Senior and Middle Management with the following:

1. QWERTY keyboard
2. SMS/MMS text messaging capable
3. Emailing and Internet browsing
4. Bluetooth capable
5. Voice dialing capable
6. Call-forwarding and call-waiting capable
7. Conference-calling capable
8. Speaker phone
9. Included accessories: battery, holster with belt clip, home/office/car charging.
10. Camera (5Mb with flash) with picture capturing and video recording capabilities front & rear cameras
11. Touchscreen capable
12. Touch Sensitive Track Pad
13. USB Port for charging and syncing
14. Multitasking capable
15. GPS Option (optional)
16. Ability to utilize and operate in current environment including 4G or any such advancement in network and still capable of 2G and 3G
17. Smartphone must be operable with LTA software requirements, such as Citrix receiver, cisco any connect, and Firefox
18. Screen Protector and phone cover to prevent accidental damage

The service for the cell phones must provide the following:

1. Nationwide coverage for voice and data services, including email, internet, and SMS/MMS text messaging
2. 4G network or better should there be any advancement to current technology
3. Voicemail
4. Free call forwarding
5. Maintenance of phones (repair and replacement) and technical services
6. Training for LTA technical (ICT Staffs) and end users

PLAN

The plan must be provided at a flat monthly rate per cell phone and must include the following:

1. Unlimited (or a very high number of pooled minutes) voice and data services, including email, internet, and SMS/MMS text messaging, on a nationwide basis.
2. Unlimited (or a very high limit) SMS/MMS text messaging.
3. Voice mail, calls waiting, and call forwarding.
4. Conference calling
5. Free mobile to mobile minutes
6. Free phone upgrades on an annual or bi-annual basis
7. International roaming, calling, and data packages, included in the plan or
8. All traffic to LTA website and LTA application must be free and do not consume normal data including LTA E-mail accounts.
9. Provide Speed camera data plan and Police APN plan costing for throughout Fiji.

OTHER REQUIREMENTS

1. Allow LTA or individual phone users to determine summarized or individual incurred charges under different categories.
2. Ability to alert phone users on usage threshold agreed by LTA.
3. Ability given to LTA to Block access to websites and other services or provided by the bidder with quicker turnaround time.
4. Free phone activation and free phone termination. All sim slots must not be locked to any network.
5. The ability to add phones to the calling plan on the same terms (or better terms) as the original phones placed on the plan.
6. Toll-free maintenance and technical support on a 24-hour per day, seven day per week, basis.
7. Upon award of a contract under this tender, the successful proposer must be flexible and work with LTA to provide a smooth, system to the new phone, and data system provided to LTA by the bidder.
8. Allows LTA to **deactivate phone lines, without a fee or penalty**, if the deactivation is due to a reduction in workforce or for any other reason.
9. Provides a few extra phones, batteries, battery covers, home chargers, car chargers, temper glass protection and/or holsters with belt clips, all free of charge or at a

substantially reduced price that LTA can keep on hand for immediate replacement of lost or damaged equipment.

10. Provides extra items, free of charge or at a substantially reduced rate, software server and client, or other value-added services.
11. Provides the best and widest coverage area within Fiji.
12. Free group calling to LTA staff pre-pay numbers for those who will not be entitled for company mobiles.
- 13. Provide trade in option for used or degraded mobile phone.**

17.0 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.

18.0 PUBLIC STATEMENT

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

19.0 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 RFT 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.

20.0 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.

21.0 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.
- v. Valid Authorized Dealer or Reseller Certificate.
- vi. Printed technical Brochure (For the cells phone)

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.

22.0 ASSESSMENT CRITERIA

A) Non-Price Factors 60%

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

B) Price Factors 40%

Evaluation Criteria	
Basic Business Compulsory Requirements	
<p>i) Company Profile</p> <ul style="list-style-type: none"> • Background / History of company including details of parent companies and subsidiaries; • Types of products / services provided • Specify the years of experience 	
<p>ii) Business License & Registration</p> <ul style="list-style-type: none"> • Valid Business License (Certified Copy) • Valid Business Company Registration Certificate (Certified Copy) 	
<p>iii) Fiji Revenue & Customs Services Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders</p> <ul style="list-style-type: none"> • Tax Identification Number Letter • Valid Tax Compliance Certificate (Certified Copy) 	
<p>iv) Valid Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders (Certified Copy)</p>	
<p>v) Valid Authorized Dealer or Reseller Certificate.</p>	
Qualifications & Experience – 30%	Percentage (%)
<p>Respond to these criteria:</p> <ul style="list-style-type: none"> • Describe how the vendor’s experience will benefit LTA in terms of the successful product / service delivery – minimum 1 page. 	15
<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 3 references from clients you have previously provided service. Also, provide names and contact of suitable client contact persons for reference checks. 	15
Total	30%

Specifications – 30%	Percentage (%)
<p>With reference to the above Scope of Works - Part B:</p> <ol style="list-style-type: none"> 1. Standard and Quality of products and services 2. Network Coverage 3. Provision of Phones/Accessories 4. Maintenance & Technical Support 5. Value Added Services 6. Smartphone must be operable with LTA software requirements, such as Citrix receiver, cisco any connect, and Firefox 	<p>5%</p> <p>5%</p> <p>5%</p> <p>5%</p> <p>5%</p> <p>5%</p>
Total	30%

Price Factor 40%	Percentage (%)
<p>All prices proposed should be separated by all of the following items:</p> <ol style="list-style-type: none"> 1. Call/Data Charges per minute 2. Bundled Services (Monthly) 3. Subsidy values annually 4. Types of Equipment costs/charges 5. Roaming Charges 6. Discounts and special offers for group calls 	<p>10%</p> <p>8%</p> <p>8%</p> <p>8%</p> <p>3%</p> <p>3%</p>
Total	40%