



RFT 26/2019

TERMS OF REFERENCE

**Request for Tender - Supply of
Driver License Card Printer
Consumables (Ribbons)**

LAND TRANSPORT AUTHORITY

P.O. Box 6677, Nasinu, Fiji.

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DATES : 02/02/2019 & 09/02/2019

CONTENTS

PART A - RULES GOVERNING THIS REQUEST FOR TENDER (RFT)	3
1.0 PURPOSE OF ENGAGEMENT	3
2.0 NO CONTRACTUAL OBLIGATIONS	3
3.0 BIDDERS TO INFORM THEMSELVES	3
4.0 RIGHT TO VARY OR STOP SUBMISSION PROCESS	3
5.0 PROCUREMENT TIMETABLE	3
6.0 CONFLICT OF INTEREST	4
7.0 ENQUIRIES BY BIDDER	4
8.0 SUBMISSION CONTENT	4
9.0 WHAT TO LODGE	5
10.0 LODGEMENT OF TENDER	5
11.0 LATE SUBMISSIONS	5
12.0 ALTERATIONS, ERASURES OR ILLEGIBILITY	5
13.0 ACCEPTANCE OF SUBMISSIONS	5
14.0 COLLUSIVE ACTIVITIES	6
15.0 SHORTLISTING	6
PART B - TENDER SPECIFICATIONS	7
16.0 A) i) SCOPE OF WORKS	7
ii. CONFIDENTIALITY	8
iii. PUBLIC STATEMENT	8
B) GENERAL CONDITIONS	8
C) PROPOSAL RESPONSE SECTION	9
17.0 BASIC BUSINESS COMPULSORY REQUIREMENTS	9
17.1 ASSESSMENT CRITERIA	9
PART C – TENDER ADVERTISEMENT	12
18.0 TENDER ADVERTISEMENT	12

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 service providers to supply Driver License Card Printer Consumables (Ribbons).

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
2 nd & 9 th February 2019	Advertisements
18 th February 2019, 4pm	Tender closing date & time
1 st March 2019	Complete evaluations
8 th March 2019	Complete approval process
15 th March 2019	Notify Successful & Unsuccessful Bidders
22 March 2019	Signing of Agreement
25 th March 2019	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 26/2019 – Supply of Driver License Card Printer Consumables (Ribbons)
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 A) i) SCOPE OF WORKS

GENERAL

There are several model of Magi Card Printers available in the market and models change over time with change in technology.

In order to keep up with the new model and technology, LTA is requesting reputable suppliers to provide price for Magi Card Rio Pro Ribbon – Card Printer Dye Film – 250YCMKOK and also price for new Magi Card Ribbon for any new model that is expected to be introduced in the market.

In case there is an upgrade in the Magi Card Printer, the supplier should be able to supply the latest Magi Card Ribbon that will be compatible to the upgraded Printer Model.

Currently, LTA is using Magi Card Rio Pro Printer and a total of 20 printers are available LTA Fiji-Wide. The expected consumption of Magi Card Rio Pro Ribbon – Card Printer Dye Film and Cleaning Spool – 250YCMKOK for the year is 680 Ribbons.

Any new Printer Model introduced in the market, which will subsequently require new Magi Card Ribbon, will be procured within the total of 680 Ribbons that is forecasted to be used per year and should not be interpreted as new additions.

In summary, supply Magi Card Rio Pro Ribbon – Card Printer Dye Film and Cleaning Spool – 250YCMKOK for current printers, and furthermore, supply Magi Card Ribbon – Card Printer Dye Film and Cleaning Spool for any latest model that is introduced in the market.

LOCATION	DEPARTMENT	MAGICARD PRINTER	MODEL	RIBBON USED
VATUNIBALE OFFICE	Licensing	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
LABASA TOWN OFFICE	Licensing	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
SAVUSAVU	Licensing	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
TAVEUNI	Licensing	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
SUVA (SPORT CITY)	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
SUVA (EXPRESS OFFICE)	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
LAMI OFFICE	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
NAVUA OFFICE	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
VALELEVU HQ	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
NAKASI OFFICE	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
NAUSORI OFFICE	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
KOROVAU OFFICE	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
RAKIRAKI OFFICE	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
TAVUA OFFICE	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
BA OFFICE	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
LAUTOKA OFFICE	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
SIGATOKA CUVU OFFICE	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
SIGATOKA TOWN OFFICE	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
NADI WAIMALIKA OFFICE	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
NADI TOWN OFFICE	Customer Service	1	Magocard Rio Pro	Magi Card Rio Pro Ribbon 250YCMKOK
Total Printer		20		

ii. 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.

iii. PUBLIC STATEMENT

No vendor shall make any public statement in relation to this RFT 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 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.

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	
<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>	
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. • 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. 	<p>15</p> <p>15</p>
Total	30%

Specifications – 40%	Percentage (%)
<p>With reference to the above Scope of Works - Part B:</p> <p>1. Supply of Magi Card Rio Pro Ribbon – ANZ</p> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> • provide photo with reference number <p>2. If there is upgrade in the Magi Card Printer, the supplier should agree to supply the new Magi card Ribbon compatible to the latest Magi Card Printer model.</p> <p>3. Confirm a delivery timeline of 4 weeks.</p>	<p style="text-align: center;">25%</p> <p style="text-align: center;">10%</p> <p style="text-align: center;">5%</p>
Total	40%

Price Factor 30%	Percentage (%)
<p>All prices proposed should be separated by all of the following items:</p> <p>1. Cost for 1 Magi Card Rio Pro Ribbon;</p> <p>2. Supplier must agree that prices are vat inclusive;</p> <p>3. Price Validity; &</p> <p>4. Special Offer Prices</p>	<p style="text-align: center;">10</p> <p style="text-align: center;">5</p> <p style="text-align: center;">5</p> <p style="text-align: center;">10</p>
Total	30

PART C – TENDER ADVERTISEMENT

18.0 TENDER ADVERTISEMENT

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

RFT No:	Title	Contact Persons	Contact Names	Contact Details
26/2019	Supply of Driver License Card Printer Consumables (Ribbon)	Finance Officer Procurement	Deepak Prasad	9994059 / deepak.prasad@lta.com.fj
		Finance Officer Stock	Emmanual Reddy	9904916 / emmanual.reddy@lta.com.fj

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/ltafj/>. The submission must be clearly addressed:

Management Tender Committee
Confidential – [RFT No: & Title]
P.O. Box 6677
Land Transport Authority
Lot 1 Daniva Road, Valelevu
Nasinu, Fiji

The above tender closes on **18th February 2019 at 4pm**. To obtain a copy of the tender's Terms of Reference document, please visit the LTA site <http://www.tenderlink.com/ltafj/> 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