



**RFT 01/2022**

**TERMS OF REFERENCE**

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

**LAND TRANSPORT AUTHORITY**

P.O. Box 6677, Nasinu, Fiji.

**Contacts** - Deepak Prasad, Email: [deepak.prasad@lta.com.fj](mailto:deepak.prasad@lta.com.fj) Ph: 999 4059

Emmanual Reddy, Email : [emmanual.reddy@lta.com.fj](mailto:emmanual.reddy@lta.com.fj) Ph: 990 6969

**DATES** : 21/08/2021 & 28/08/2021

# 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 ANTI-COLLUSION TENDER CLAUSE                      | 6  |
| 16.0 SHORTLISTING                                      | 7  |
| PART B - TENDER SPECIFICATIONS                         | 8  |
| 17.0 A) i) SCOPE OF WORKS                              | 8  |
| ii. CONFIDENTIALITY                                    | 8  |
| iii. PUBLIC STATEMENT                                  | 9  |
| B) GENERAL CONDITIONS                                  | 9  |
| C) PROPOSAL RESPONSE SECTION                           | 9  |
| 18.0 BASIC BUSINESS COMPULSORY REQUIREMENTS            | 9  |
| 18.1 ASSESSMENT CRITERIA                               | 10 |

## **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 & Cleaning Kit).

### **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                                    |
|---|--|
| 21 <sup>st</sup> & 28 <sup>th</sup> August 2021 | Advertisements                           |
| 10 <sup>th</sup> September 2021, 3pm            | Tender closing date & time               |
| 20 <sup>th</sup> September 2021                 | Complete evaluations                     |
| 4 <sup>th</sup> October 2021                    | Complete approval process                |
| 11 <sup>th</sup> October 2021                   | Notify Successful & Unsuccessful Bidders |
| 22 <sup>nd</sup> October 2021                   | Signing of Agreement                     |
| 5 <sup>th</sup> November 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 01/2022 – Supply of Driver License Card Printer Consumables (Ribbons & Cleaning Kit)  
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 ANTI-COLLUSION TENDER CLAUSE**

### **1. Facilitating reporting to the relevant competition Authority**

The procuring Authority reserves the right, at its discretion, to report suspected collusive or anti-competitive conduct by bidders to the appropriate regulatory Authority and to provide that Authority with any relevant bidder information.

### **2. Disclosure of subcontracting**

Suppliers/bidders must indicate if they intend any person (or organization) who is not an employee to perform work on the services, and they must provide their details. The contract with the successful bidders will require the procuring Authority's prior written approval for any changes to these arrangements, and any further subcontracting.

### **3. Warranty**

The supplier/bidder warrants that their tender has not been prepared with any consultation, communication, contract, arrangement or understanding with any competitor, other than:

- a) Where certain joint venture arrangements exist between the bidder and a competitor;
- b) Where the bidder and a competitor have an agreement that has been authorized by the relevant competition Authority; and
- c) Where the supplier/bidder has communicated with a competitor for the purpose of subcontracting a portion of the tender, and where the communication with that competitor is limited to the information required to facilitate that particular subcontract.

In such a situation the bidder agrees to fully disclose the full nature and extent of any agreements with competitors to the tendering body. In the event that no such disclosure is made, the bidder warrants that their bid has not been prepared with any consultation, communication, contract, arrangement or understanding with any competitor regarding:

- a) Prices;
- b) Methods, factors or formulas used to calculate prices;
- c) The intention or decision to submit, or not submit, a bid;
- d) The submission of a bid that is non-conforming;
- e) The quality, quantity, specifications or delivery particulars of the products or services to which this call for bids relates; and
- f) The terms of the bid.

The supplier/bidder acknowledges that if the procuring Authority accepts the supplier/bidder's offer and completes any contract the procuring Authority will do so in reliance of this warranty.

#### **4. Disclosure of prior anti-competitive conduct**

Suppliers/bidders must indicate if they, or any corporation or person associated with their tender, including directors and senior management, are or have ever been subject to proceedings related to anti-competitive conduct domestically or overseas. The information must include:

- a) The names of the parties to the proceedings;
- b) The case number;
- c) The general nature of the proceedings; and
- d) The outcome or current status of the proceedings.

The procuring Authority reserves the right, at its discretion, to exclude any supplier/bidder from the procurement process if the supplier/bidder, or any organization or person, including directors or senior managers associated with their tender, have ever contravened the anti-competitive provisions of [the relevant competition laws] or equivalent laws overseas.

The procuring Authority reserves the right, at its discretion, to exclude any supplier/bidder from the procurement process if full disclosure of any or all contraventions of the anti-competitive provisions of the [the relevant competition laws] equivalent laws overseas has not been made.

#### **16.0 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

---

### 17.0 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 Cleaning Kit for Magi Card Rio Pro Printer. Also provide 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 and Cleaning Kit that will be compatible to the upgraded Printer Model.**

Currently, LTA is using twenty Magi Card Rio Pro Printer and they are available LTA Fiji-Wide. The expected consumption per year for:

- Magi Card Rio Pro Ribbon – Card Printer Dye Film – 250YCMKOK is 620 Ribbons and;
- Cleaning Kit is 190.

**Any new Printer Model introduced in the market, which will subsequently require new Magi Card Ribbon, will be procured within the 620 Ribbons that are forecasted to be used per year and should not be interpreted as new additions.**

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

#### 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.

### **18.0 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.


## 18.1 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><b>i) Company Profile</b></p> <ul style="list-style-type: none"> <li>• Background / History of company including details of parent companies and subsidiaries;</li> <li>• Types of products / services provided</li> <li>• Specify the years of experience</li> </ul> <p><b>ii) Business License &amp; Registration</b></p> <ul style="list-style-type: none"> <li>• Valid Business Company Registration Certificate (Certified Copy)</li> </ul> <p><b>iii) Fiji Revenue &amp; Customs Services Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders</b></p> <ul style="list-style-type: none"> <li>• Tax Identification Number Letter</li> <li>• Valid Tax Compliance Certificate (Certified Copy)</li> </ul> <p><b>iv) Valid Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders (Certified Copy)</b></p> |                |
| Qualifications & Experience – 30%  | Percentage (%) |
| <p>Respond to these criteria:</p> <ul style="list-style-type: none"> <li>• Describe how the vendor’s experience will benefit LTA in terms of the successful product / service delivery – minimum 1 page.</li> </ul> <p>15%</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>15%</p>  |                |
| <b>Total</b>   | <b>30%</b>     |

| Specifications – 40%   | Percentage (%)  |
|--|---|
| <p>With reference to the above <b>Scope of Works - Part B:</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"> <li>• provide photo with reference number<br/>And Cleaning Kit Set for Magi Card Rio Pro Printer</li> </ul> <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: right;">30%</p> <p style="text-align: right;">5%</p> <p style="text-align: right;">5%</p> |
| <b>Total</b>   | <b>40%</b>  |

| 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 and Cleaning Kit set. Supplier must agree that prices are vat inclusive;</p> <p>2. Price Validity for 1 year; &amp;</p> <p>3. Special Offer Prices</p> | <p style="text-align: right;">20%</p> <p style="text-align: right;">5%</p> <p style="text-align: right;">5%</p> |
| <b>Total</b>   | <b>30%</b>  |