



RFT 05/2022

TERMS OF REFERENCE

**Request for Tender – Hygiene
Services, Supply of Office Cleaning
Equipment's, Chemicals & Pest Control
for All LTA Offices Fiji Wide**

LAND TRANSPORT AUTHORITY

P.O. Box 6677, Nasinu, Fiji.

Contacts – (Central) Salveen Kumar, Email: salveen.kumar@lta.com.fj Ph: 992 8880

(West) Darmendra Naidu, Email : darmendra.naidu@lta.com.fj Ph : 990 4015

(North) Sevuloni Waituruturu, Email : SWaitu@lta.com.fj Ph : 998 3732

Dates : 06/11/21 & 13/11/21

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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 service providers for supply of Hygiene Services, Office Cleaning Equipment's, Chemicals & Pest Control for all LTA Offices Fiji Wide including any New Office that will be opened during the Contract Period.

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.

Dates	Tasks
6 th November & 13 th November 2021	Advertisements
3 rd December 2021, 4pm	Tender closing date & time
17 th December 2021	Complete evaluation
14 th January 2022	Completion of approval process
21 st January 2022	Notify all bidders of decision
11 th February 2022	Signing of Agreement

Where this timetable varies significantly, LTA will notify prospective Bidders.

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 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 05/2022 – Hygiene Services, Supply of Office Cleaning Equipment's, Chemicals &
Pest Control for All LTA Offices Fiji Wide
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 Office Locations

Current LTA Office Locations

1. Central Eastern Region
 - LTA Valelevu Office
 - LTA Suva Express Office
 - LTA Garden City Office
 - LTA Nausori Office
 - LTA Lami Express Office
 - LTA Lami Vehicle Inspection Office
 - LTA Korovou Office
 - LTA Navua Office
2. Western Region
 - LTA Sigatoka Town Office
 - LTA Sigatoka Cuvu Office
 - LTA Nadi Full Fledge Office
 - LTA Lautoka Full Fledge Office
 - LTA Lautoka Express Office
 - LTA Ba Office
 - LTA Tavua Office
 - LTA Rakiraki Office
3. Northern Region
 - LTA Vatunibale Labasa Office
 - LTA Labasa Town Office
 - LTA Labasa Town Enforcement Office
 - LTA Seaqaqa Office
 - LTA Savusavu Office
 - LTA Taveuni Office

Note: All New Office opened during this contractual Period will have this service from the appointed Bidder.

17.0 A) i) SCOPE OF WORKS

The following is the scope of work for the sites but it is mandatory that the contractor visit the sites to appraise themselves with the local conditions and factor in the any other requirements or issue present on site. If there are areas that the bidder is not able to assess then this should form part of tender departure in the tender submission. Bidders are to carry out their own site assessments and confirm accordingly with the requirements for all LTA Offices Fiji Wide as mentioned in **part 16 Office Locations**.

1. Supply Jumbo Toilet Tissue Rolls Double Ply for Executive Washrooms and other normal Washrooms.
2. Supply and Install Jumbo Toilet Tissue Dispenser for Executive Washrooms and other normal Washrooms.
3. Supply Sanitary Bins for all Ladies Executive Washrooms and other normal Washrooms.
4. Supply Liquid hand wash for Executive Washrooms and other normal Washrooms.
5. Supply Hand sanitizer for all washrooms and kitchen and sink area.
6. Supply and Install Liquid Hand Dispenser for Executive Washrooms and other normal Washrooms.
7. Supply and Install Hand driers for Executive Washrooms and other normal Washrooms.
8. Supply Tissue hand towel for all Executive Washrooms.
9. Supply and Install Tissue hand towel Dispenser for Executive Washrooms.
10. Supply and Install Automated Air Freshener system with Refill for Executive Washrooms and other normal Washrooms.
11. Supply toilet bowl detergent and Urinal bowl detergent for cleaning for Executive washrooms and other normal washrooms.
12. Supply Toilet Blocks for Executive Washrooms and other Normal Washrooms.
13. Supply and Install Automated Air Freshener System with Refill for all Offices.
14. Carryout Monthly Servicing of all Liquid Soap Dispenser or as required for all LTA Offices
15. Carryout Monthly Servicing of Automated Air Freshener System or as required by the client.
16. Supply Refill for the Automated Air Freshener System on a monthly basis or as required by the client.
17. Carryout General Monthly Fumigation of All LTA Offices for pest control.
18. Supply and Install liquid hand wash dispenser for Kitchen and Sink Area for all LTA offices.

Supply of Cleaning Chemicals and Equipment's

1. Supply Fabuloso for cleaning all LTA office on a monthly basis or as required by the client.
2. Supply Hand wash for Kitchen & sink area and washrooms on a monthly basis or as required by the client.
3. Supply Hand Sanitizer on a monthly basis or as required by the client for all LTA offices.
4. Supply Liquid Air Freshener for all LTA offices on a monthly basis or as required by the client.
5. Supply cleaning Bleach for all LTA Offices on a monthly basis or as required by the client.
6. Supply Window and Glass Cleaner for all LTA offices on a monthly basis or as required by the client.

7. Supply Garbage Bag on a monthly basis or as required by the client for all LTA offices.
8. Supply Hand Gloves for wearing while cleaning to maintain hygiene on a Monthly basis or as required by the client.
9. Supply Jumbo Wipes on a monthly basis or as required by the client.
10. Supply Steel Wool, cleaning Sponge and washing paste for kitchen and sink Area for All LTA office on a monthly basis or as required by the client.
11. Supply Toilet Bowl and urinal cleaning Brush for all LTA offices on a three-month basis or as required by the client.
12. Supply Mop set with handle on a three – month basis or as required by the client.
13. Supply Rubber Hand gloves on a monthly basis or as required by the client for carrying out any dirty works.
14. Supply facial mask on a monthly basis or as required by the client to protect staff from in healing strong chemical while carrying out cleaning works.
15. Supply Plunger for cleaning washroom blockages and Sink blockages as required by the client.
16. Supply broom for Sweeping of concrete pavement, wooden floor and ceramic Tile floor on a three-month basis or as required by the client.
17. Supply Heavy Duty Mop with handle for commercial use on a three- month basis or as required by the client.
18. Supply glass or window wipes on a monthly basis or as required by the client.
19. Supply Heavy Duty Rakes for Clearing the compound on a yearly basis or as required by the client.

All suppliers are to fill the below table 1 & 2 and attach this with their submission as this will assessed overall for Cost Factor:

Table 1 - Items, Chemicals & Equipment's required Listing

Description	Stock request	Unit / Nos/ Pcs / Cartons/Box Litres / set / monthly - Cost (VIP)
1. Jumbo Toilet Tissue Rolls Double Ply	1 carton or 12 jumbo rolls double ply	\$.....
2. Supply and install Jumbo Toilet Tissue Dispenser	1 unit	\$.....
3. Liquid Hand Wash	1 litre	\$.....
4. Supply and Install of Liquid Hash Wash Dispenser	1 unit	\$.....
5. Carryout out monthly servicing for one liquid Hand wash Dispenser	1 unit	\$.....
6. Supply and install of Sanitary Bins	1 unit	\$.....
7. Carryout out monthly servicing and cleaning for 1 Sanitary Bin.	1 unit	\$.....
8. Supply of Hand Sanitizer	1 litre	\$.....
9. Supply and install of Hand Driers	1 unit	\$.....
10. Carryout out monthly servicing of 1 hand Drier	1 unit	\$.....
11. Supply of Tissue hand towel	1 carton	\$.....
12. Supply and install of Tissue Hand Towel Dispenser	1 unit	\$.....
13. Supply and Install Automated Air Freshener system	1 unit	\$.....
14. Carryout out monthly servicing for one automated Air Freshener System	1 unit	\$.....
15. Supply of Air Freshener Refill	1 unit	\$.....
16. Supply of Toilet bowl detergent for cleaning	1 litre	\$.....
17. Supply of Urinal bowl detergent for cleaning	1 litre	\$.....
18. Supply of Toilet Blocks	1 kg	\$.....

19. Supply of Fabuloso	1 litre	\$.....
20. Supply of liquid Air Freshner	1 litre	\$.....
21. Supply of concrete , wooden Floor Cleaning Bleach	1 litre	\$.....
22. Supply of Glass and Window Cleaner	1 litre	\$.....
23. Supply of Garbage Bag for Commercial Use	50 pcs	\$.....
24. Supply of Plastic Hand Gloves	1 box	\$.....
25. Supply of Jambo Wipes	1 box	\$.....
26. Supply of steel wool	1 nos	\$.....
27. Supply of dish washing Sponge	1 nos	\$.....
28. Supply of Dish Washing paste of 400 grams	1 nos	\$.....
29. Supply of Rubber gloves for carrying out Dirty works or plumbing works	1 set	\$.....
30. Supply of facial mask for protection against dust, chemicals and bleaches	1 box	\$.....
31. Supply of Commercial grade Plungers for Cleaning sink Blockages of washroom Blockages	1 unit	\$.....
32. Supply of Commercial Grade Mop set for cleaning floors	1 set	\$.....
33. Supply of Commercial brooms for sweeping concrete floor and wooden floors	1 nos	\$.....
34. Supply of Glass / Window Wipes	box	\$.....
35. Supply of Commercial Window Cleaner or glass cleaner mop	1 set	\$.....
36. Supply of Commercial Heavy Duty Rakes for cleaning of compound and grass debris	1 set	\$.....
37. Carryout out General monthly Fumigation internally and externally for all offices located at Valelevu for all types of Pest Control.	Monthly basis	\$.....
38. Carryout out General monthly Fumigation internally for Suva Express offices for all types of Pest Control.	Monthly basis	\$.....

39. Carryout out General monthly Fumigation internally for Garden City offices for all types of Pest Control.	Monthly basis	\$.....
40. Carryout out General monthly Fumigation internally and externally for all office located at Nausori for all types of Pest Control.	Monthly basis	\$.....
41. Carryout out General monthly Fumigation internally for New Lami Express offices for all types of Pest Control.	Monthly basis	\$.....
42. Carryout out General monthly Fumigation internally and externally for Lami old office for all types of Pest Control.	Monthly basis	\$.....
43. Carryout out General monthly Fumigation internally and externally for Korovou office for all types of Pest Control.	Monthly basis	\$.....
44. Carryout out General monthly Fumigation internally and externally for Navua office for all types of Pest Control.	Monthly basis	\$.....
45. Carryout out General monthly Fumigation internally and externally for Sigatoka Town office for all types of Pest Control.	Monthly basis	\$.....
46. Carryout out General monthly Fumigation internally and Externally for all offices at Sigatoka Cuvu for all types of Pest Control.	Monthly basis	\$.....
47. Carryout out General monthly Fumigation internally and externally for Nadi Full Fledge Office for all types of Pest Control.	Monthly basis	\$.....
48. Carryout out General monthly Fumigation internally for Lautoka Express offices for all types of Pest Control.	Monthly basis	\$.....
49. Carryout out General monthly Fumigation internally and externally for all offices located at Lautoka for all types of Pest Control.	Monthly basis	\$.....
50. Carryout out General monthly Fumigation internally and externally for all offices located at BA for all types of Pest Control.	Monthly basis	\$.....
51. Carryout out General monthly Fumigation internally and externally for all offices located at Tavua for all types of Pest Control.	Monthly basis	\$.....
52. Carryout out General monthly Fumigation internally and externally for all offices located at Rakiraki for all types of Pest Control.	Monthly basis	\$.....

53. Carryout out General monthly Fumigation internally and externally for all offices located at Vatuinbale Labasa for all types of Pest Control.	Monthly basis	\$.....
54. Carryout out General monthly Fumigation internally for Labasa Town office for all types of Pest Control.	Monthly basis	\$.....
55. Carryout out General monthly Fumigation internally for Labasa Town Enforcement office for all types of Pest Control.	Monthly basis	\$.....
56. Carryout out General monthly Fumigation internally for Seaqqa Town office for all types of Pest Control.	Monthly basis	\$.....
57. Carryout out General monthly Fumigation internally for Savusavu Town office for all types of Pest Control.	Monthly basis	\$.....
58. Carryout out General monthly Fumigation internally for Taveuni office for all types of Pest Control.	Monthly basis	\$.....
59. Carryout out Decontamination (MOH Standard) for all offices located at Valelevu for all types of Pest Control.	As and when required	\$.....
60. Carryout out Decontamination (MOH Standard) for Suva Express offices for all types of Pest Control.	As and when required	\$.....
61. Carryout out Decontamination (MOH Standard) for Garden City offices for all types of Pest Control.	As and when required	\$.....
62. Carryout out Decontamination (MOH Standard) all office located at Nausori for all types of Pest Control.	As and when required	\$.....
63. Carryout out Decontamination (MOH Standard) New Lami Express offices for all types of Pest Control.	As and when required	\$.....
64. Carryout out Decontamination (MOH Standard) for Lami old office for all types of Pest Control.	As and when required	\$.....
65. Carryout out Decontamination (MOH Standard) for Korovou office for all types of Pest Control.	As and when required	\$.....
66. Carryout out Decontamination (MOH Standard) for Navua office for all types of Pest Control.	As and when required	\$.....

67. Carryout out Decontamination (MOH Standard) for Sigatoka Town office for all types of Pest Control.	As and when required	\$.....
68. Carryout out Decontamination (MOH Standard) for all offices at Sigatoka Cuvu for all types of Pest Control.	As and when required	\$.....
69. Carryout out Decontamination (MOH Standard) for Nadi Full Fledge Office for all types of Pest Control.	As and when required	\$.....
70. Carryout out Decontamination (MOH Standard) for Lautoka Express offices for all types of Pest Control.	As and when required	\$.....
71. Carryout out Decontamination (MOH Standard) for all offices located at Lautoka for all types of Pest Control.	As and when required	\$.....
72. Carryout out Decontamination (MOH Standard) for all offices located at BA for all types of Pest Control.	As and when required	\$.....
73. Carryout out Decontamination (MOH Standard) for all offices located at Tavua for all types of Pest Control.	As and when required	\$.....
74. Carryout out Decontamination (MOH Standard) for all offices located at Rakiraki for all types of Pest Control.	As and when required	\$.....
75. Carryout out Decontamination (MOH Standard) for all offices located at Vatuinbale Labasa for all types of Pest Control.	As and when required	\$.....
76. Carryout out Decontamination (MOH Standard) for Labasa Town office for all types of Pest Control.	As and when required	\$.....
77. Carryout out Decontamination (MOH Standard) for Labasa Town Enforcement office for all types of Pest Control.	As and when required	\$.....
78. Carryout out Decontamination (MOH Standard) for Seaqaqa Town office for all types of Pest Control.	As and when required	\$.....
79. Carryout out Decontamination (MOH Standard) for Savusavu Town office for all types of Pest Control.	As and when required	\$.....
80. Carryout out Decontamination (MOH Standard) for Taveuni office for all types of Pest Control.	As and when required	\$.....

Table 2 - Special Offers

Description	Specific special offers or FOC for Stock Request	FOC items or Special Offer (Cost VIP)
1. If The Authority purchases Jumbo Toilet Tissue Double Ply for the respective Branches.	The supplier needs to supply and install Jumbo Toilet Tissue Dispenser FOC for the specific Branch's.	Supply and install Jumbo Toilet Tissue Dispenser FOC upon the Authority confirming the purchasing of Jumbo Toilet Tissue Double Ply from your company. (Please circle the area of your choice for the above offer [Agree / Disagree])
2. If the Authority Purchases Hand wash or Hand Sanitizer for their respective Branches	The supplier needs to supply and Install Hand wash or Hand Sanitizer Dispenser FOC for the specific Branches.	Supply and install Hand Wash Dispenser or Hand Sanitizer Dispenser FOC upon the Authority confirming the purchasing of hand wash or Hand sanitizer from your company. (Please circle the area of your choice for the above offer [Agree / Disagree])
3. If the Authority Purchases Refill on monthly basis or as required by the Authority and monthly service for the Automated Air Freshener System for Respective Branches.	The supplier needs to supply and Install Automated Air Freshener System FOC for the specific Branches.	Supply and install Automated Air Freshener System FOC upon the Authority confirming purchasing of hand wash or Hand sanitizer from your company. (Please circle the area of your choice for the above offer [Agree / Disagree])
4. If the Authority Purchases more than 5 litres of Fabuloso for any Respective Branch.	The supplier needs to provide a discount rate for the extra number of litres purchased for that specific branch.	Provide Discount Price below from the original price specified in table 1 per litre. \$.....(VIP)
5. If the Authority Purchases more than 5 litres of concrete and wooden cleaning	The supplier needs to provide a discount rate for the extra number of litres purchased for that specific Branch.	Provide Discount Price below from the original price specified in table 1 per litre. \$.....(VIP)

Bleach for any Respective Branch.		
6. If the Authority Purchases more than 3 litres of toilet bowl cleaning detergent for any Respective Branch.	The supplier needs to provide a discount rate for the number of litres purchased for that specific Branch.	Provide Discount Price below from the original price specified in table 1 per litre. \$.....(VIP)
7. If the Authority Purchases more than 3 litres of urinal bowl cleaning detergent for any Respective Branch.	The supplier needs to provide a discount rate for the number of litres purchased for that specific Branch.	Provide Discount Price below from the original price specified in table 1 per litre. \$.....(VIP)
8. If the Authority Purchases more than 5 litres of Liquid Air freshener for any Respective Branch.	The supplier needs to provide a discount rate for the number of litres purchased for that specific Branch.	Provide Discount Price below from the original price specified in table 1 per litre. \$.....(VIP)
9. If the Authority Purchases more than 3 litres of window or glass cleaner for any Respective Branch.	The supplier needs to provide a discount rate for the extra number of litres purchased for that specific Branch.	Provide Discount Price below from the original price specified in table 1 per litre. \$.....(VIP)
10. Any other special offer suppliers like to recommend.		
11. Any other special offer suppliers like to recommend.		
12. Any other special offer suppliers like to recommend.		

Important Notes

- **Supplier needs to generate service report and inventory list for all installation of Hand Driers, Automated Air Freshener System, Toilet Tissue Ply Dispenser and Hand Wash Dispenser.**
- **All chemicals supplied to have manufacturing date and expiry date mentioned on the product.**
- **All chemicals and equipment's specification are to be forwarded with the submissions.**
- **Ensure all chemicals and equipment's are user Friendly.**
- **Suppliers are to provide user guide for specific chemicals and equipment's which they will supply to the Authority**
- **The supplier will be given a Local Purchase order upon which only items are to be delivered to the respective Offices Fiji wide.**
- **The contract duration for this tender will be three (3) years subject to contract reviewed annually.**

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 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. Provide Standard operating Procedure (SOP) of the company to adhere to all Covid 19 Safety Protocols (Provide evidence that all personals involved in this project are fully vaccinated).

It is mandatory for the bidder to provide all the requirements listed under (i. to v.) 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.

19.0 ASSESSMENT CRITERIA

A) Non-Price Factors 50%

- i. Qualifications & Experience – 20%
- ii. Specifications – 30%

B) Price Factors 50%

Evaluation Criteria	
Basic Business Compulsory Requirements	
i) Company Profile <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 • Company valid OHS Policy Statement 	
ii) Business License & Registration <ul style="list-style-type: none"> • Valid Business Company Registration Certificate (Certified Copy) 	
iii) Fiji Revenue & Customs Services Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders <ul style="list-style-type: none"> • Tax Identification Number Letter • Valid Tax Compliance Certificate (Certified Copy) 	
iv) Valid Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders (Certified Copy)	
Qualifications & Experience – 20%	Percentage (%)
Respond to these criteria: <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. 	10%
	10%
Total	20%

Specifications – 30%	Percentage (%)
With reference to the above Scope of Works bidders are to provide below for the team to assess on the specification criteria:	
1. Specification for each items, chemicals and equipment's proposed as per supplier's submission.	20%
2. User guide Manual for each items, chemical and Equipment proposed.	10%
Total	30%

Price Factor 50%	Percentage (%)
All prices will be assessed on the below basis:	
1. Cost provided as per Table 1 Items, Chemicals & Equipment's required Listing	25%
2. Price Validity for 3 years	5%
3. Special Offer as per Table 2	20%
Total	50%