



EOI 08/2021

TERMS OF REFERENCE

**Expression of Interest (EOI)
for
Media Relations Marketing and
Public Affairs Consultancy**

LAND TRANSPORT AUTHORITY

P.O. Box 6677, Nasinu, Fiji.

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DATES : 6/03/2021 & 13/03/2021

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PART A - RULES GOVERNING THIS EXPRESSION OF INTEREST (EOI)

1.0 PURPOSE OF ENGAGEMENT

The Land Transport Authority intends to engage Media Relations Marketing and Public Affairs Consultant. Media Relations Marketing and Public Affairs Consultant will assist Authority with providing LTA stakeholders with valuable awareness into the current dynamic environment and advice relating to public affairs and governmental policies.

2.0 NO CONTRACTUAL OBLIGATIONS

This Expression of Interest (EOI) is not to be constructed as a contract between LTA and the prospective bidder. Nothing in this EOI 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 EOI 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 EOI 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
6 th & 13 th March 2021	Advertisements
29 th March 2021, 4pm	EOI closing date & time
12 th April 2021	Complete evaluations
26 th April 2021	Complete approval process
3 rd May 2021	Notify Successful & Unsuccessful Bidders
10 th May 2021	Signing of Agreement
27 th May 2021	Start Implementation

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 EOI. Any potential or actual conflict of interest that may arise in the performance of their obligations under the EOI 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 EOI, 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 EOI.

8.0 SUBMISSION CONTENT

Should a potential bidder find any discrepancy, ambiguity, inconsistency, error, or omission in this EOI 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/ltafj/> 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/ltafj/>. The submission must be clearly addressed:

Management Tender Committee
EOI 08/2021– Media Relations Marketing and Public Affairs Consultancy
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 and will not be accepted.

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. LTA is seeking a compliant bid from all vendors, however in addition it will consider a non-compliant bid that offers the Authority clear and demonstrable value for money benefits and operational innovations.

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) PREREQUISITE REQUIREMENT

GENERAL

Suitably experienced and professionally qualified entities to express interest in taking on this role for a 3-year period with LTA.

Essential pre-requisites are:

1. Proven track record in Media Relations Marketing and Public Affairs Consultancy for the past 5 years
2. Three (3) Case Studies one each from below:
 - a) Statutory authority;
 - b) Commercial company;
 - c) Campaigning organization.
3. A key decision maker reference from each is required and all references will be taken up.
4. An entity organization chart showing the roles of each member of your organization and how they work together to deliver services.
5. Audited Company Accounts from the preceding 3 Financial Years
6. Tax Compliance Certificate
7. Conflict of Interest and anti-bribery and corruption declaration required

Failure to comply with any of the pre-requisites will result in your entity being disqualified from the process.

Submissions will be screened, following which a short list will be produced from which selected entities will be required to submit costed proposals for technical and financial evaluation.

If your entity is short-listed a detailed specification will be issued to you on a strictly confidential basis.

ii. CONFIDENTIALITY

Vendors must treat all documents and information provided by LTA including this EOI, 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 EOI 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 EOI 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.
- v. Proven track record in Media Relations Marketing and Public Affairs Consultancy for the past 5 years.
- vi. Three (3) Case Studies one each from below:
 - a) Statutory authority;
 - b) Commercial company;
 - c) Campaigning organization.
- vii. A key decision maker reference from each is required and all references will be taken up.
- viii. An entity organization chart showing the roles of each member of your organization and how they work together to deliver services.
- ix. Audited Company Accounts from the preceding 3 Financial Years.

- x. Conflict of Interest and anti-bribery and corruption declaration required.

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