



TERMS OF REFERENCE

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

[RFT No: 18/2019]

LAND TRANSPORT AUTHORITY

P.O. Box 6677, Nasinu, Fiji. Email: shanil.rao@lta.com.fj / 9906969

DATED: 15/09/2018 & 22/09/2018

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PART A - RULES GOVERNING THIS REQUEST FOR TENDER

1. PURPOSE OF TENDER

The purpose of this tender is 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. 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 related, expressed or implied.

3. 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 submission 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; and
- Has involved itself in the submission process entirely at its own expense and without any costs being payable by the LTA.

4. 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. PROCUREMENT TIMETABLE

The following proposed procurement timetable shall apply. LTA will strive to adhere to this timetable but reserves the right to alter the dates whenever necessary:

Dates	Tasks
15 th & 22 nd September 2018	Advertisements
28 th September 2018, 4pm	Closing Date / Time
	Opening & Registration of Tenders
5 th October 2018	Evaluation Completed

15 th October 2018	Approvals Completed
17 th October 2018	Award / Non Award Notification
26 th October 2018	Draft Agreement Negotiation
31 st October 2018	Signing of Agreement
1 st November 2018	Start of New contract

Where this timetable varies significantly from LTA's side, LTA will notify prospective bidders.

6. 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. ENQUIRIES BY BIDDER

All enquiries by potential bidders for information should be addressed only to the nominated contact officer named on the RFT's 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. 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 so that LTA may take any corrective action it considers necessary.

9. WHAT TO LODGE

For manual submissions, bidders must submit three (3) hard copies in the **Tender Box placed at Level 1, Building A, LTA Headquarters in Valelevu, Nasinu, Fiji.**

The original hard copy is to be marked 'Original' and the remaining two (2) copies to be marked 'Copy 1' and so on respectively. The original and the copies should include all supporting material and be well-bound. Bidders may also opt to upload their

submission electronically to the submission site - <https://www.tenderlink.com/ltafj/> by the timeline.

10. LODGEMENT OF SUBMISSION

Submissions must be lodged by **4:00pm Fiji Time on Friday 28th September, 2018**. Manual submissions must be in a sealed envelope, marked and delivered as follows:

Management Tender Committee

RFT No: 18/2019 – Supply of Cell (Mobile) Phones, Cell Phone Service & Data Service

P.O. Box 6677

Lot 1 Daniva Road

Valelevu

Nasinu, Fiji

An Evaluation Team will be evaluating the submissions according to the Evaluation Criteria specified in this RFT.

11. LATE SUBMISSIONS

Submissions lodged after the closing time shall be deemed late.

12. 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 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. 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. 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. SHORTLISTING

The 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 - SUBMISSION SPECIFICATIONS

16.0 SCOPE OF WORKS

16.1 GENERAL MOBILE SPECIFICATION

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

- I. QWERTY keyboard
- II. SMS/MMS text messaging capable
- III. Emailing and Internet browsing
- IV. Bluetooth capable
- V. Voice dialling capable
- VI. Call-forwarding and call-waiting capable
- VII. Conference-calling capable (optional)
- VIII. Speaker phone
- IX. Included accessories: battery, holster with belt clip, home/office charger, and car charger
- X. Camera (5Mb with flash) with picture capturing and video recording capabilities
- XI. Touchscreen capable
- XII. Touch Sensitive Track Pad
- XIII. USB Port for charging and syncing
- XIV. Multitasking capable
- XV. GPS Option (optional)
- XVI. Ability to utilize 4G network or better and still capable of 2G and 3G
- XVII. Smartphone must be operable with LTA software requirements, such as citrix receiver, cisco any connect, and firefox

The service for the cell phones must provide the following:

- i. Nationwide coverage for voice and data services, including email, internet, and SMS/MMS text messaging
- ii. 4G network or better
- iii. Voicemail
- iv. Free call forwarding
- v. Maintenance of phones (repair and replacement) and technical services
- vi. Trainings for technical (ICT Staffs) and end users

16.2 PLAN

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

- i. 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.

- ii. Unlimited (or a very high limit) SMS/MMS text messaging.
- iii. Voice mail, call waiting and call forwarding.
- iv. Conference calling
- v. Free mobile to mobile minutes
- vi. Free phone upgrades on an annual or bi-annual basis
- vii. International roaming, calling, and data packages, included in the plan or offered at a competitive additional price.

16.3 OTHER REQUIREMENTS

- a) Allow LTA or individual phone users to determine summarized or individual incurred charges under different categories.
- b) Ability to alert phone users on usage threshold agreed by LTA.
- c) Ability given to LTA to Block access to websites and other services or provided by the bidder with quicker turnaround time.
- d) Free phone activation and free phone termination.
- e) The ability to add phones to the calling plan on the same terms (or better terms) as the original phones placed on the plan.
- f) Toll-free maintenance and technical support on a 24-hour per day, seven day per week, basis.
- g) 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.
- h) 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.
- i) Provides a few extra phones, batteries, battery covers, home chargers, car chargers, 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.
- j) Provides extra items, free of charge or at a substantially reduced rate, software server and client, or other value added services.
- k) Provides the best and widest coverage area within Fiji.
- l) Free group calling to LTA staff pre-pay numbers for those who will not be entitled for company mobiles.

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:

- LTA may not necessarily accept the lowest cost bidder, but will strive to select the best and most responsive bidder.
- LTA may cancel this RFT or amend its contents at any time prior to the acceptance of a submission.
- 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.
- 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 submissions responding to items below. Identify each response with the appropriate letter designation and respond to all items in the order given:

BASIC BUSINESS COMPULSORY REQUIREMENTS

- i. Company Profile
- ii. Business Registration and Business License – certified copies of:
 - Valid Business License
 - Valid Business Company Registration Certificate
- iii. Fiji Revenue Customs Services (FRCS) 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 above list, their submission SHALL NOT BE CONSIDERED for further assessment.

21.0 EVALUATION CRITERIA

1) Non-Price Factor 70%:

- i. Qualifications & Experience – 30%
- ii. Specifications – 40%

2. Price Factor 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 & subsidiaries;• List of products and services• Specify the years of experience <p>ii) Business License & Registration – certified copies of:</p> <ul style="list-style-type: none">• Valid Business License• Valid Business Company Registration Certificate <p>ii) FRCS Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders</p> <ul style="list-style-type: none">• Tax Identification Number Letter• Tax Compliance Certificate <p>iv) Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders</p>

Non Price Factor 70%	Percentage (%)
<p style="text-align: center;">Qualifications & Experience – 30%</p> <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 service delivery – minimum 1 page. 15% • 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. Names and contact of suitable client contact persons for reference checks. 15% 	
Total	30%
<p style="text-align: center;">Specifications - 40%</p> <p>With reference to Scope of Works in Part B:</p> <p>General:</p> <ul style="list-style-type: none"> • Allow LTA or individual phone users to determine summarized or individual incurred charges under different categories. 5% • Ability to alert phone users on usage threshold agreed by LTA. 10% • Ability given to LTA to Block access to websites and other services or provided by the bidder with quicker turnaround time. 5% • Free phone number activation, free phone number termination. 5% • 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. 5% • Provides a few extra phones, batteries, battery covers, home chargers, car chargers, 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. 5% • Products Details in terms of specifications and services. 2.5% • Description of maintenance and technical support services and processes. 2.5% 	
Total	40%

Price Factor 30%	Percentage (%)
<p>Cost Proposal 30%</p> <p>All prices proposed should be separated by all the following:</p> <ol style="list-style-type: none"> 1. Categorized cost schedules in terms of one off, recurring & type of service. 5% 2. Call Charges: <ol style="list-style-type: none"> a. On-net charges (Calls, Text) 3% Other network charges 2% Overseas Call & Text 2% Roaming Charges 3% 3. Data provisions 5% <p>Subsidy Value for:</p> <ul style="list-style-type: none"> - 2 year contract 2.5% - 3 year contract 2.5% <p>Special Service Offers 5%</p>	
Total	30%

22.0 TENDER ADVERTISEMENT



REQUEST FOR TENDERS

The Land Transport Authority (LTA) invites submissions from reputable companies / vendors for the following tenders:

RFT No.	Title	Contact Person	Contact Name	Contact Details
16/2019	Geographical Information System Consultancy Services	Manager Regulation	Peni Komainavoka	9989580 / peni.komainavoka@lta.com.fj
17/2019	Consultant for Annual Report Development	Corporate Communications Coordinator	Arishma Devi	9905411 / arishma.devi@lta.com.fj
18/2019	Supply of Cell (Mobile) Phones, Cell Phone Service & Data Service	Finance Officer	Shanil Rao	9906969 / shanil.rao@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 LTA tenderlink 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

Closing dates:

- RFT 16/2019 closes on Friday, 5th October 2018 at 4pm
- RFT 17/2019 & 18/2019 closes on Friday, 28th September 2018 at 4pm

To obtain a copy of the tender's Terms of Reference document, please visit the LTA tenderlink site <http://www.tenderlink.com/ltafj/> and LTA website <https://www.lta.com.fj/>. It is the responsibility of the Company / Vendor to ensure that their 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.

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