



TERMS OF REFERENCE

Request for Tender: Consultant for Annual Report Development

[RFT No: 17/2019]

LAND TRANSPORT AUTHORITY

P.O. Box 6677, Nasinu, Fiji. Email: Arishma.Devi@lta.com.fj / 9905411

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

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PART A - RULES GOVERNING THIS REQUEST FOR TENDER

1. PURPOSE OF TENDER

The Land Transport Authority (LTA) is seeking submissions from reputable, competent and experienced consultancy firms who can offer their services to coordinate, prepare, edit and manage the LTA;

- 2014 Annual Report
- 2015 Annual Report
- 2016 Annual Report (Seven months)

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 at 4pm	Closing date / time
	Opening & Registration of Tenders

5 th October 2018	Evaluation Completed
15 th October 2018	Approval Process Completed
17 th October 2018	Award / Non Award Notification
31 st October 2018	Negotiation & Signing of Agreement
End of Feb 2019	Completion / Delivery

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: 17/2019 – Consultant for Annual Report Development
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

Working in close collaboration with the LTA Department Managers, Strategy & Planning Team and the Communications Team, the Annual Report Development Consultant will:

- i) Liaise with LTA Department Managers, Strategy & Planning Team, and Analysts to put together content and the Communications Team for images for the Reports;
- ii) Prepare, compile, write and edit the content of the Annual Reports;
- iii) Facilitate the process of the LTA Report until it reaches final approval by the Communications Team, CEO and the Board; &
- iv) Ensure delivery of the LTA Annual Reports to LTA by the set deadline (end of February 2019).

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 (%)
Qualifications & Experience – 30%	
Respond to these criteria:	
<ul style="list-style-type: none"> Describe how the vendor’s experience will benefit LTA in terms of the successful service delivery of LTA’s annual reports – minimum 1 page. 	15%
<ul style="list-style-type: none"> 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. 	10%
<ul style="list-style-type: none"> Work Program – to show timeline & delivery (end of February 2019) 	5%
Total	30%
Specifications - 40%	
<ul style="list-style-type: none"> Proposed Design, Structure & Layout Presentation Style(s) Uniqueness Proposed Theme(s) 	40%
Total	40%

Price Factor 30%	Percentage (%)
Cost Proposal 20%	
All prices (VIP) to be specific in terms of the specifications above including:	
<ul style="list-style-type: none"> publication costs hourly rate man hours delivery costs 	20%
Special Price Offers & Discounts 10%	10%
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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