

## **Terms and Conditions**

## **Tender No. 1 & 2**

## **Request for Tender – Preferred Supplier for Personal Protective Equipment**

## **Introduction**

**The Fiji Roads Authority ('FRA')** is a Government Statutory Body and is responsible for the efficient and effective management of all roads, bridges and jetties in Fiji.

## **General Terms and Conditions**

1. The Fiji Roads Authority Tender Conditions, the company particulars required and the specification requirements attached will apply to this tender.
2. Tenderer should be able to supply PPE items as given in section 3 of this tender.
3. Tenderers responding to this tender must be of good repute and should be in a position to provide the Fiji Roads Authority with quality transactional services. The Brand/Standard of PPE supplied under this contract should have proven experience in Fiji or any of the developed countries for a minimum period of 5 (five) years. A brief history of the company's background with record of clients shall also be submitted.
4. Local tenderers are to quote their price on duty paid VAT inclusive delivered to procurement. Overseas suppliers to quote price in Fiji dollar or their own currencies in cost, insurance & freight price to Suva Wharf or excluding duty and VAT applicable to Fiji.
5. FRA may use its own discretion to purchase either of the above offers to ensure best value of money.
6. All suppliers shall provide samples for inspection prior to award of tender.
- 7. Materials will be procured on an "As and When required basis".**
8. Tenderer to note that by tendering, the bidder is taken to have authorized FRA to inspect their Warehouse, office, or other premises and access any information (including financial) it may so require.
9. Tenderer must quote price separately for each item and not on whole lot basis and price should be valid for a period of 12 months from the closing date of tender.
10. Right is reserved to make award to the Tenderer whose bid is considered most advantageous to FRA.
11. Right is reserved to split the award amongst tenders to cater for order on the basis of specified areas thus FRA will not entertain any form of price variation due to the split in awards to successful bidders or to make a collective award to a single supplier.
12. FRA reserves the right to return goods if wrongly supplied at the suppliers own expenses.
13. Right is reserved to terminate the services from the successful tenderer in the event of undue delay in delivery or unsatisfactory supplier performance.

14. The successful Tenderer shall upon request by the Chief Executive Officer or his representative produce all documents supporting their pricing of the commodities under the tender.
15. The payment for the suppliers will be made upon satisfactory execution of the order in compliance with the tendered prices, delivery time and full supply of quantity ordered.
16. The Tenderer shall agree to inform the supplier In the event of delays in the delivery of items, or its inability to deliver items as soon as the LPO is received.
17. Tenderers to submit their bids on their official letter heads, clearly written or typed, signed with all relevant contact details clearly specified.
18. Product brochures and technical literatures pertaining the items shall be submitted together with the tender and to demonstrate as necessary whenever requested to do so.
19. The Supplier shall clearly specify the Warranty period of the Goods supplied under this contract and such period shall be referred to as the Warranty and shall not be any period less than one year. The contractor shall ensure that the PPE supplied under this Contract shall operate within specified guaranteed performance levels during the warranty period.
20. All written offers in respect of this tender should reach the Tender Box at the stipulated time and date.
21. All Tenders received will be treated confidentially and will be used only for the purposes of this tender award.
22. Late and incomplete tender/s may **not** be considered.
23. Any tender failing to comply with these conditions will not be considered.
24. All conditions listed herein shall form part of the contract whenever a contract arrangement is drawn up between the successful tenderer and FRA.
25. The lowest of any tender may **not** necessarily be accepted.
26. Tenderer/s failing to comply with the above terms and conditions and requirements of the tender may render their offers invalid.
27. FRA also reserves the right to cancel the tender wholly or partly without assigning any reasons thereof. FRA shall not entertain any correspondence from bidders in this matter.

### **Section 3**

#### **Specification**

1) FRA PPE supplied for this tender must be in accordance with approved standards. These items supplied must be used in industries locally and aboard and should at least be 5 years in successful proven use in Fiji or any other developed countries.

2) The FRA PPE items are to meet the following criteria's:-

- All the products to meet AS & NZ Standards.
- Assorted sizes to be ex-stock
- Conformity test certificate shall be submitted upon request
- Minimum of One year Warranty
- Delivery to be made within 7 days from the date of the LPO, except for overseas suppliers whereby alternative arrangement could be made.
- Suppliers must provide competency based training on specialized PPE, equipment where applicable.

**The tender is hereby called for the following items:**

<b>NO.</b>	<b>DESCRIPTION</b>
<b>Tender 1</b>	
1.	Safety Gum Boot
2.	Safety Shoes
<b>Tender 2</b>	
1.	Safety Helmet
2.	Reflector Vest
3.	Safety Hand Gloves
4.	Road Direction Sign
5.	Vehicle Mount Magnetic Roan Inspection Sign
6.	Vehicle First Aid Kit
7.	Safety Sun Glass
8.	Safety Clear Glass
9.	Orange hi-vis reflective waistcoat Day & Night use
10.	Orange / Navy hi – vis Rain Suit
11.	Cone
12.	Digital Display Measuring Wheel
13.	Safety Beacon

***The bidder as part of the submission must provide a copy of the following:-.***

- 1) Business license
- 2) TIN letter
- 3) VAT registration
- 4) FRCA tax compliance letter
- 5) FNPF compliance letter
- 6) List of clientele (at least 3)
- 7) Supporting letter from manufacturer
- 8) Certificate of Conformance
- 9) Product liability insurance cover (where applicable)

## **Section 5 – Submission**

Tender submission should be sealed in an envelope clearly marked as:

Preferred Supplier for Personal Protective Equipment  
Tenders should be hand delivered in a sealed envelope to

**Fiji Roads Authority,  
Level 4, Fiji Development Building,  
360 Victoria Parade,  
Suva, Fiji**

Submissions sent directly to FRA staff will not be accepted.

**Submissions for tenders close at 3pm on 28<sup>th</sup> October, 2016.**

For further information on the tender process contact

**Section 5 FRA TENDER FORM**

**Business Particulars**

**Name**

**Date of Registration**

**Postal Address**

**Telephone**

**Email**

**Principle Activities**

**Directors**

**Accountant**

The undersigned indicate that above information is true and correct as of the date hereby given:

Name:.....Name:.....  
.....

Signature:.....Signature:.....  
.....

Designation:.....Designation:.....  
.....

Date:.....Date:.....  
.....