



# **Expression of Interest**

**Electronic Tender Box Product  
& Services**

# Table of Contents

---

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>INFORMATION</b> .....	<b>3</b>
<b>SELECTION CRITERIA</b> .....	<b>4</b>
<b>CONDITIONS OF RESPONDING</b> .....	<b>5</b>
<b>GENERAL CONDITIONS</b> .....	<b>6</b>
<b>SCHEDULES</b> .....	<b>8</b>
Schedule 1 Form of EOI .....	8
Schedule 2 Supplier Details .....	9
Schedule 3 Value Add Services .....	10
Schedule 4 Technical Specifications .....	11
<b>APPENDICES</b> .....	<b>12</b>
Background Information about Fea and Fiji .....	12
Definitions and Abbreviations .....	<b>Error! Bookmark not defined.</b>

## Information

---

**Background** FEA is seeking expressions of interest from reputable **eTender Box service Providers** to become preferred supplier to FEA on three year contract. FEA will shortlist respondents and invite them for a presentation to the FEA Management on the product & services that they offer.  
**Please do not submit any price proposal at this stage.**  
FEA and the successful supplier will collaborate closely to minimise total supply chain costs and share the savings.

---

**Expected Schedule** Issue Date: **05/12/2014**  
Closing time for responses: **1600 hrs (4.00pm) on 24/12/2014.**  
Evaluations are expected to begin shortly after the closing date.  
Respondents are scheduled to be notified within one week after a decision is made on this EOI.

---

**Documents** This document describes the requirements of FEA for this EOI and should be completed and returned as the main submission. There are no other documents.

---

**How to submit a EOI** Complete all of the schedules in this document.  
Do not alter the format of the document. Submit your expression of interest marked “EOI – **Electronic Tender Box Product & Services**” to the Secretary Tender Committee, Head Office, Suva.

---

**Invalid EOI** Responses will be considered invalid and rejected if any of the conditions below are true:

- 1) All schedules are not completed
- 2) The EOI is not submitted as described in the section “How to submit a EOI”
- 3) The submission of the EOI is not complete before the closing date.

---

**Clarification** If this EOI needs any clarifications, he or she is to contact the General Manager Commercial on [Email-TDelairewa@fea.com.fj](mailto:Email-TDelairewa@fea.com.fj) or e-mail on tenders@fea.com.fj

---

**Name and address of Purchaser** Fiji Electricity Authority  
Private Mail Bag, Suva, Fiji Islands

---

## Selection Criteria

- i) The selection criteria and weightings set out in this clause will be used to ascertain the most advantageous response for FEA.
- ii) Many factors will contribute to the assessment of responses and information supplied in response to various sections of the Specification will contribute to the assessment against each selection criterion.
- iii) Responses will be assessed in accordance with the following criteria and weighting factors:

ITEM No.	DESCRIPTION	WEIGHTING
1.	Ability to Supply <ul style="list-style-type: none"> <li>• Qualifications and experience of key personnel</li> <li>• Capability to fulfil the services required</li> <li>• Past record of achievement</li> <li>• Reference from past and present clients</li> <li>• Other relevant clients supplied</li> <li>• Previous FEA experience with that supplier (DIFOTIS)</li> <li>• Reputation in the market place</li> <li>• Financial security</li> <li>• Quality systems in place</li> </ul>	40%
2.	Other value add services offered that may include: <ul style="list-style-type: none"> <li>• Technical support</li> <li>• Onsite technical training</li> <li>• Project Management Services</li> <li>• Quality of technical documentation</li> <li>• Warranties offered</li> <li>• After sale Services</li> </ul>	20%
3.	Technical Specifications: <ul style="list-style-type: none"> <li>• Innovation</li> <li>• Standard Compliance</li> <li>• Product range available</li> <li>• Security features of the product</li> <li>• Training provided to FEA staff</li> </ul>	40%
	<b>TOTAL</b>	100%

## Conditions of Responding

---

- EOI Documents**
- 1) One set of the electronic documents is to be provided to the prospective respondent.
  - 2) Responses are to be submitted in the standard format provided and are to be accompanied by the full documents with all Schedules duly completed together with all additional information. In addition to all information, which the specification requires to be included with the response, Respondents may also include any additional information, which they consider necessary to explain and support their response. A discount structure, and options best suited for our applications is welcomed.
- 

- Lodgement of Responses**
- 1) Responses should be submitted electronically as described previously.
  - 2) **If a respondent wishes to submit a non-electronic response then a written application must be sent to the Secretary of the Tender committee detailing the reasons why an electronic response can not be submitted. This application must be received by the secretary of the tender committee on stipulated date and time.**

- Acceptance of Tenders**
- 1) The Purchaser shall not be bound to accept the lowest or any response. A response shall not be deemed to be accepted unless and until the automatic notice is received by email.
- 

- Accuracy**
- 1) No alterations to the response shall be made after the closing date. The Purchaser accepts no responsibility for the accuracy of any documents.
-



## General Conditions

---

**General**

Respondents shall be deemed to have:

- 1) Examined the EOI Documents and any other information available in writing to respondents.
  - 2) Examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their response, which is obtainable by the making of reasonable enquiries.
  - 3) Satisfied themselves as to the correctness and sufficiency of their responses, and of all matters and things necessary for the due and proper performance and completion of the services described therein.
- 

**No Assignment**

- 1) This response is not assignable or transferable by the respondent or the legal personal representative of the respondent without the prior written consent of the Principal.
- 

**Sub-Contracting**

- 1) Respondents shall state if it is their intention, if successful, to sub-contract any portion of the services offered.
    - i) Respondents shall provide at least the following details of the proposed sub-contractor in the appropriate schedule:
      - (a) Name and address of Sub-contractor
      - (b) Location of the sub-contractor
      - (c) Number of people employed
      - (d) Quality Assurance status of proposed sub-contractor; and
      - (e) Relevant experience
      - (f) Response time to calls
    - ii) Respondents shall guarantee that all services provided by sub-contractors and furnished under this EOI shall be free from deficiencies in design, performance.
- 

**Ownership Of Responses**

- i) All documents, materials, articles and information submitted by the respondent as part of or in support of a EOI shall become upon submission the absolute property of the Principal and will not be returned to the respondent at the conclusion of the EOI process, provided that the respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided in the EOI.
- 

**Evaluation of EOI's Capacity**

- 1) Respondents that cannot demonstrate sufficient capacity to fulfil the EOI will not be considered.
-



**EXPRESSION OF INTEREST FOR PREFERRED SUPPLIER FOR STATIONERY PRINTING**

- 2) The Principal reserves the right to inspect the premises/facilities of any respondent for the purposes of determining its ability to fulfil the EOI.
- 

**Product Applications**

- 1) **The respondents must include detail applications and functionalities of the Product & Services that they intend to offer to FEA. Upon being shorted listed, the respondents will be invited to do a presentation of their Product to FEA.**
-



## Schedules

### Schedule 1 Form of EOI

.....  
**(Name of Submitter)  
Held**

.....  
**Official Position**

Of \_\_\_\_\_  
(Name of person or company)

At \_\_\_\_\_  
(Address of Registered Office)

Hereby express interest in becoming preferred suppliers to fea based on this document:

We have examined the Conditions of EOI, Employer’s Requirements, Schedules and Specifications. We have understood and checked these documents and take full responsibility for them.

**If our offer is accepted, we will commence the negotiations as soon as reasonably possible after receiving the notification from FEA.**

We understand that FEA is not bound to accept the lowest or any response received.

.....  
Company No. (ACN):

.....  
Business No. (A.B.N):

Additional responses are contained in the following documents. We understand that additional documents will not be considered part of the primary response.

Document Name	Purpose







### Schedule 3 Value Add Services

---

**Technical Support** Respondent should provide details of what technical support is available to FEA to make better use of supplier service. Please specify if phone, email, or websites are available. Also examples of any white papers or similar documents should be included.

Comment:

---

**Call Response Time** Respondents should indicate the response time to attend calls and queries.

Comment:

---

**Training** The respondents must clearly outline the training provisions of their product to FEA team.

Comment:

---

**Documentation** Sufficient documentation to support testing, commissioning, operation and maintenance must be supplied.  
The documentation shall be in English.  
Pamphlets and standard documentation should be appended, but will not be considered to be part of the primary response.

Comment:

---

**Efficiency** Details of efficiency of the Product & services

Comment:

---

**Installation** Installation of the Product & Service to FEA - Please provide details.

Comment:

---

**Commissioning** Please provide details for commissioning of the System.

Comment:

---



## Schedule 4 Technical Specifications

---

**Innovation**

Please provide details on the system innovations.

Comment:

---

**Standard  
Compliant**

The provide details of any standards (if any) that your product & services comply with

Comment:

---

**General  
Availability**

General Availability (GA) of the product in the market.

Comment:

---

**Range available**

Product range / capability

Range:

---

**General  
Comments**

Add any other relevant information that the respondent wish's to be considered pertaining to his EOI.

Comment:

---

## Appendices

### Background Information about Fea and Fiji

**Disclaimer**

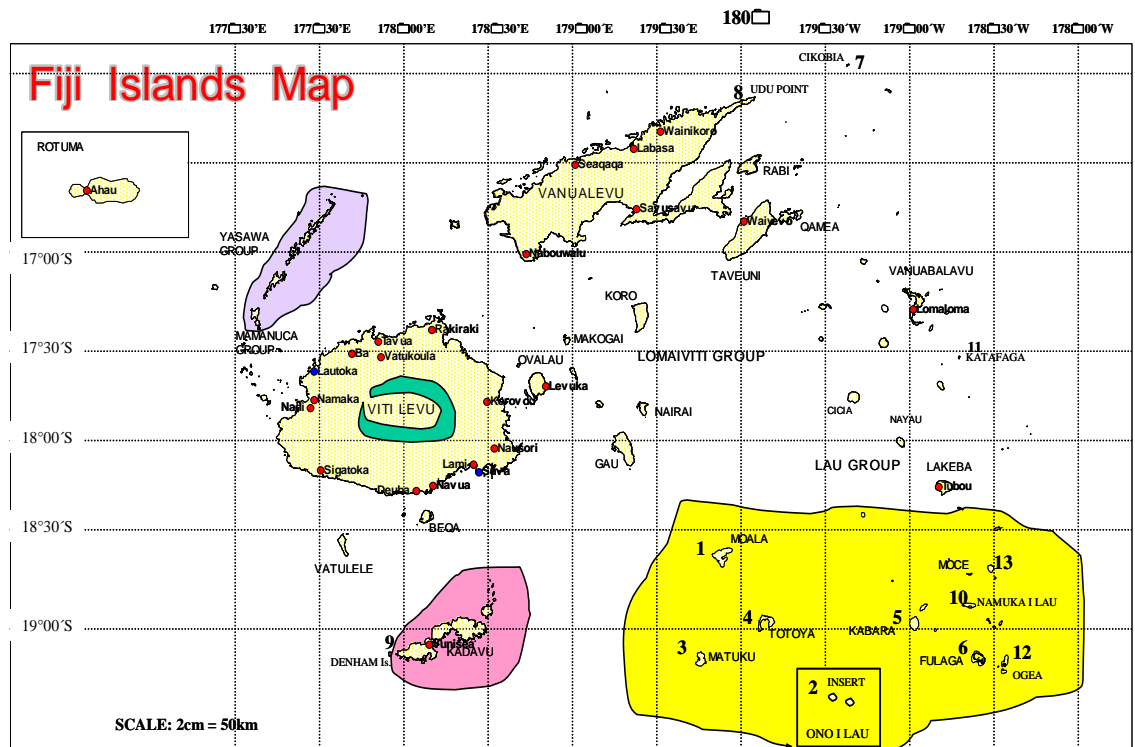
This section is provided for information only. FEA does not warrant the accuracy of the information.

**The Country**

Fiji consists of 332 islands and atolls with a total land area of 1,830,000 hectares (ha) of which the two larger islands, Viti Levu and Vanua Levu, account for 1,600,000 ha, or 87% and support 80% of the population of 772,000. The urban population represents 46.4 % of the total population.

FEA provides electricity services to most parts of the country especially in the Viti Levu and Vanua Levu area.

The Map below shows the entire Fiji Island.





**EXPRESSION OF INTEREST FOR PREFERRED SUPPLIER FOR STATIONERY PRINTING**

---

**The Company** Fiji Electricity Authority (FEA) is a government owned company solely responsible for supplying power throughout the Fiji Islands. Power is supplied through Hydro and Diesel generators located in different parts of Fiji.

---

**Operational Organisation** The operations of the company are organized into three geographically defined divisions, which correspond to the national administrative divisions. These divisions are:

- Central/Eastern based in the capital, Suva
- Western based in the city of Lautoka
- Northern based in the town of Labasa

Suva and Lautoka are on the island of Viti Levu while Labasa is the commercial centre of the island of Vanua Levu.

---