

Tender for Preferred Supplier for FEA Male Staff Uniform



MR 146/2014

THE COMPANY - FEA

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

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

1. Central/Eastern based in the capital, Suva
2. Western based in the city of Lautoka & Sigatoka
3. Northern based in the town of Labasa & Savusavu

Suva and Lautoka are on the island of Viti Levu with main warehouse while Labasa is the commercial centre of the island of Vanua Levu. Lautoka warehouse is designated as the **Central Stores**.

Purpose and description of the Tender

The Fiji Electricity Authority (FEA) is requesting proposal from reputable Companies for supply of the following **Male Staff Uniforms** to FEA for a contract period of 2 years:

1. Eligibility / Selection Criteria of the Bidder

The supplier should be a manufacturer, authorized distributor or reseller of the products.

The vendors shall submit the names/contacts of utilities or projects where they have previously supplied uniforms to.

All relevant test reports, product standard certificates, Certificate of Health and safety compliance and product specification / drawings are required to be supplied in the bid as part of their proposal.

Other information to be provided by the Bidder as part of the proposal is:

1. Manufacturer's / Vendor's warranty on the product.
2. Method of replacement or reimbursement of faulty / defective or damaged goods
3. Lead time including manufacturing time and shipping duration.
4. Country of manufacture of the product with the brand / model etc.
5. Previous FEA experience with the Bidder and supplier DIFOTIS
6. **It is mandatory for the Bidders to provide full specification and samples of the uniform with their Tender Submission as part of the Bid.**

2. Delivery

The successful bidder will be required to deliver the uniforms to the following location –,
FEA Head Office, FEA Navutu Depot , FEA Labasa Office

3. Bidder Details

The Bidder shall provide all the necessary information specified in the tables below:

General
The registered name of the Bidder:
Business address for correspondence: <i>(Location, Street , Locality City, Pin Code, Country, Telephone, Facsimile, Email Other)</i>
Contact name of the Authorised Person:
Contact's position: <i>Contact addresses if different from above</i> <i>Locality City, Pin Code</i> <i>Location, Street, Country, Telephone, Facsimile, Email, Web address</i>
Business structure:
Include the organisations years of experience in this field and reputation in the market place.
Financial standing (Information designed to give client confidence in the financial competence of the BIDDER.) Audited financial accounts for past three years shall be included in appendix.
Company Profile(s)

4. Other value added services.

The bidder is open to include any other information that may add value to their product or after sales services.

5. Consignment Stock.

1. Size of stock holding
2. Flexibility to meet changes in demand
3. Bidders may also indicate if they will carry consignment stock FEA and deliver as when required.

6. Technical Support

1. Bidder should provide details of what technical support is available to FEA to make better use of supplier's product.
2. Include relevant manuals and instructions for proper care and handling of the uniform.

7. Product Information – Bidders must include the following document together with their Bid:

- Full Product/Material Specification
- Relevant Test Certificates
- Standard Compliance Certificate

8. Nominated Agent - Respondents shall state if it is their intention, if successful, to appoint an agent for any portion of the services offered.

- i) Respondents shall provide at least the following details of the proposed Agent in the appropriate schedule:
 - (a) Name and address of the Agent
 - (b) Location of factory/premises / Warehouse
 - (c) Number of people employed
 - (d) Quality Assurance status of proposed Agent
- ii) Respondents shall guarantee that all services provided by Agent and furnished under this Tender shall be free from deficiencies in design, performance, materials and workmanship.

9. Uniform Specification and details.

1. Men's short sleeve shirts
2. Men's long sleeve shirts
3. Men's trousers
4. Men's cargo trousers
5. Men's cargo shorts
6. Men's sulu
7. Colour: FEA colours (*Blue/White etc.*)
8. Sizes – As per measurement
9. FEA Logo on the front LHS



The Bidders are requested to submit full Product details together with their Bid submission.

1. Product Data Sheet
2. Specification
3. Safety Standards and Quality Compliance certificate
4. Evidence or reference from other organizations that your Company has supplied Corporate Uniforms.
5. **The Bidders are strongly recommended to include in their Tender submission specifications and samples of the type and brand of uniforms they have available as an optional offer.**

10. Quantity

Approximately 200 pairs per year issued to Employees on wear & tear basis. The quantity may vary depending on the requirement which will be confirmed once the Purchase Order is issued.

11. Tender Evaluation

After the bids are received, it will go through a normal tender evaluation process as per FEA's Tender Policy and Procedures. The successful and unsuccessful bidders will be advised of the outcome after completion of the Tender evaluation process.

The successful bidder will enter into a 2 years contract with FEA as mutually agreed. All terms & condition, and pricing details will be stipulated in contract documents.

Submission of Tenders

It is mandatory for bidders to submit Two (2) hard copies of the tender bids in sealed envelope shall be deposited in the tender box located at the Supply Chain Office at the FEA Head Office, 2 Marlow Road, Suva, Fiji.

Each tender shall be sealed in an envelope with:

a). The envelope bearing only the following marking:

➤ **Tender – MR 146/2014– Tender for Supply of Male Staff Uniforms**
The Secretary, Tender Committee
Fiji Electricity Authority
Supply Chain Office
Private Mail Bag
Suva.

b). It must also indicate the name and address of the tenderer on the reverse of the envelope.

Tenders received after 4:00pm on the closing date of **Wednesday 14th of January 2015** will not be considered.

Lowest bid will not necessarily be accepted as successful bid.

All late tenders, unmarked Envelopes and envelopes without bidder's name and address on the reverse will be returned to the Tenderers.

For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224 360 or (+679) 9991 587.**