



MR 112/2015

**Taxi Services for Shift Workers at the FEA's
National Control Centre (NCC)**



TENDER FOR PROVISION OF STAFF TRANSPORTATION - NATIONAL CONTROL CENTRE VUDA

FIJI ELECTRICITY AUTHORITY provides staff transportation for its shift workers engaged as System controllers at The National Control Centre in Vuda and transportation is provided for all shifts including weekends and on public holidays. The Control Centre also has Day workers and Contact Centre shift workers.

Tenders are, therefore, invited from registered and reputable companies for the provision of such service at the control centre. It is critical that those tendering must have an adequate number of vehicles in their fleet to provide the required level of service as well as other vehicle(s) in reserve as stand-by. All such vehicles shall be licensed as appropriate for the carriage of passengers and must comply with all requirements of the Land Transport Authority and OHS, and shall carry the necessary insurance covers.

In addition to submitting their quotes for service fees, tenderers should demonstrate their capabilities in providing reliable and efficient services, and must provide details of their background, number of vehicles in their fleet, evidence of financial support, and other pertinent details.

Pick-up and drop-off points for staff based at Control centre are in the Nadi urban and rural and the greater Lautoka area.

Further details relating to pick-up and drop-off points, staff numbers for each pick-up/drop-off, pick-up and drop-off times, etc. may be obtained by contacting:

Manoj Kumar
National Control Centre
Cell 9999247

Separate tenders are required for the Nadi and the Lautoka based staff. Written tenders in sealed envelopes marked " as applicable.

TENDER DETAILS

The number of staff requiring transportation will vary and shall be depended on the manpower requirements on each shift in the control centre. However the minimum would be 1 and maximum shall be 5. There are three shifts operating in both the Control Centre and the pick

up time and drop offs shall be guided by individual rosters including names of staff and destinations by both the Control Centre.

The current Shift Work are as follows however these may be changed depending on the manpower demands of individual Division or a change in rosters time tables which will be provided at beginning of every month :

There are 2 categories of workers;

1. Shift Workers and Day workers

Shift schedule for the 24 hrs.

8.00 am – 4.00 pm Day shift
4.00 pm – 12.00 pm afternoon shift
12.00 pm – 8.00 am Night shift

2. Day Workers

8: 00 am – 16: 30 hrs Monday to Friday

Pick Up and Drop Off for shift workers

- The pickup and drop for shift workers shall be on week days, weekends and public holidays.
- The shift staff shall be picked up and dropped off at their residence.
- System Controllers/Staff may change from time to time including their home addresses but such changes shall not affect this agreement so long as the home addresses are within the 20 kilometers radius from the National Control Centre (NCC) Vuda

Pick Up and Drop Off for Day Workers

- The work schedule for this category of workers is from 8:00hrs to 16:30 hrs.
- The pick point at Lautoka is fea Car Park at 7:30 hrs.
- The pick at NCC in the afternoon is at 16:30hrs.
- The numbers may vary as from 2 to 7 personnel

Special Runs Lautoka Taxi

1. Lautoka – Nadi Airport
2. Nadi Airport - Lautoka

Special Runs Nadi Taxi

1. Nadi Town – Nadi Airport
2. Nadi Airport – Nadi Town
3. Nadi Airport –NCC Vuda

A. DEFENITIONS:

1. **One Taxi Run:** means a pick up of one staff /group of staff or a drop off for the same .

B. TERMS OF AGREEMENT

1. The Tender should include rates of runs to all destinations mentioned above. There may occasions when the services would be required to make extra or additional runs due to unforeseen circumstances hence the tenderer should quote a rate as well. (As shown on the special request column)
2. The term of the agreement shall be three years from the date of execution of this contract agreement unless it is sooner determined as provided hereinafter in this agreement.
3. Fleet to provide the required level of service as well as other vehicles in reserve as stand-by. Preferably least (2) modern Taxi vehicles as well as (2) large station Wagon vehicles and that all its vehicles are air-conditioned and that it agrees warrants and states that it is able and capable of providing the services of transportation of shift workers as listed hereinafter in this agreement on consideration of payment per month.
4. Evidence concerning licenses as appropriate for the carriage of passengers and compliance with all requirements of the Land Transport Authority and Occupational Health and Safety.
5. That the Taxi Company in carrying out the pick-up and drop-off as provided shall ensure that Taxi services are punctual and reliable and Taxis used are equipped with mobile telephones and are air-conditioned which shall be in working order.
6. Necessary insurance covers.
7. Tendering company's profile and information on such services provided to FEA or to similar organization in the past.
8. Approximate response time for special or emergency requests
9. Lowest or highest tender will not necessarily be accepted
10. The Taxi Company agrees that should for any reason whatsoever the Taxi company is unable to provide for any of the requisite services herein contracted or late that may lead to overtime being incurred , it agrees that any expenses incurred by the Authority to use alternate services shall be payable by it or set off by any accrued amount payable to it or deducted from any future payments

C PAYMENT

The taxi Company shall agree that all payments will be made in accordance to FEA's payment policy.

D. TENDER EVALUATION CRITERIA

1. The Tender should include separate quotes for run.

That is;

Nadi -

- a. One taxi runs. (per shift)
- b. Quotes for special runs as per tender details.

Lautoka -

- a. One taxi run. (per shift)
- b. Quotes for special runs as per tender details.
- c. Quotes for Day runs as specified in the schedule.

2. The Tenderer should include Evidence concerning taxi Operating Permit licenses

3. The tenderer should provide evidence that he has a stand by vehicle as to provide back up to ensure service is maintained per standards.

4. The Tenderer should include evidence concerning licenses as appropriate for the carriage of passengers and compliance with all requirements of the Land Transport Authority and Occupational Health and Safety

5. Tendering company's profile and information on such services provided to FEA or to similar organization in the past.

6. The Tenders should ensure that R/T communication or mobile is available for ease of communicating when there is a change of drop offs and pickups.

7. Must have Contractors All Risk Insurance Cover for the sum of \$500,000.00

8. Must have workers compensation insurance policy of \$250, 00.00.

9. Must have the public liability cover of \$500, 00.00

10. The Tenderer shall produce copies of Insurance Policies together with the receipts for evidencing payments thereof at the time of execution of this agreement.

E INDEMINTY AND INSURANCE

(a) INDEMINTY

The Taxi Company shall fully indemnify the fea from any liabilities, any claim including economic loss, cost of defending any action arising from any negligent or careless driving resulting in personal injuries to fea staff utilizing the taxi service herein contracted to be provided by the Taxi Company.

(b) INSURANCE

- 1) The Taxi Company acknowledges and warrants that it shall always maintain current valid Motor Vehicle Third Party Insurance Policies on its designated or any Taxi being utilized for the services herein contracted to be provided by it.
- 2) The Taxi Company in addition to Motor Vehicle Third Party Insurance Policies stated in the preceding paragraph (b) 1), shall always maintain current additional Insurance policies to cover for personal injuries sustained by passengers and in this instant fea staff being transported pursuant to the contract of services herein undertaken by the Taxi Company arising out of negligent, dangerous or careless driving by it or by its servants or agents by way of common law cover.
- 3) The Taxi Company shall produce copies of Insurance Policies together with the receipts for evidencing payments thereof at the time of execution of this agreement.

F. TERMINATION OF CONTRACT

The fea shall always have the right to summarily terminate this agreement in the following circumstances:

- 1) The Taxi Company fails to provide or carry out its services herein contracted to be provided by it to the reasonable satisfaction of the fea or;
- 2) The Taxi company goes into receivership or liquidation or;
- 3) Fails to comply with any other obligations herein contracted.

Tender Evaluation Criteria Template

1. Taxi Operating Permit License

Permit # :

2. Evidence of back up vehicle.

Vehicle reg/ owner:

License Type :

LTA Compliance :

3. Company Profile and Evidence of similar Service

Provided yes / no

4. Communications available

Provided yes / no

Numbers :

5. Contractors All Risk Cover.

Policy Numbers :

Copy of receipt for validity :

6. Public Liability Cover.

Policy Numbers :

Copy of receipt for validity :

7. Workers all risk Cover.

Policy Numbers :

Copy of receipt for validity :

8. Valid Third Party Policy and Certificate of Fitness

Policy Numbers :

Copy of receipt for validity :

9.

The Tender should include separate quotes for run.

That is;

Nadi -

a. One taxi runs. (per shift)

Cost :

b. Quotes for special runs as per tender details.

Cost :

Lautoka -

a. One taxi run. (per shift)

Cost :

b. Quotes for special runs as per tender details.

Cost::

- c. Quotes for Day runs as specified in the schedule.

Cost :

1. LODGEMENT OF TENDERS

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 Street, Suva, Fiji.

Courier charges for delivery of Tender Document must be paid by the bidders.

This tender closes at 4:00pm, on Wednesday 8th of July, 2015.

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

**Tender- MR 112/2015 – Taxi Services for Shift Workers at the FEA’s National Control Centre
(NCC)**

The Secretary, Tender Committee
Fiji Electricity Authority

Supply Chain Office

Private Mail Bag, Suva

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

All late tenders, unmarked Envelopes and envelopes without bidder’s name and address on the reverse of the envelope. (Bids via e-mail or fax will not be considered).

For further information or clarification please contact our Supply Chain Office on phone **(+679) 3224360 or (+679) 9991587.**

TENDER SUBMISSION CHECK LIST

The Bidders must ensure that the details and documentation mention below must submitted as part of their tender Bid

Tender Number _____

Tender Name _____

1. Full Company Name: _____
(Attach copy of Registration Certificate)
2. Director/Owner(s): _____
3. Postal Address: _____
4. Phone Contact: _____
5. Fax Number: _____
6. Email address: _____
7. Office Location: _____
8. TIN Number: _____
(Attach copy of the VAT Registration Certificate – Local Bidders Only)
9. Company Registration Number: _____
(Attach copy of the Business License)
10. FNPf Employer Registration Number: _____
(For Local Bidders only)
11. Contact Person: _____

I declare that all the above information is correct.

Name: _____ Position: _____ Sign: _____

Date: _____