



**MR 99/2015**

**Date: 10/06/2015**

**Tender Name: Designing and Printing FEA Brochures**

## **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
3. Northern based in the town of Labasa

## **Purpose and description of the Tender**

The Fiji Electricity Authority (FEA) is calling Tender for Designing and Printing FEA Brochures

### **Tender Term – [2 weeks ]**

#### **1. Product Information**

The supplier should be able to design the sample FEA brochures on 150gsm gloss art paper or 90gsm and print in full color ink and also quote the price as per quantity quoted below.

The vendors shall submit the names/contacts of companies where they have previously supplied Brochures to.

All relevant brochures as required need 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. Lead time including designing and producing brochures.
2. Standard compliance certificate.
3. Previous FEA experience designing and supplying brochures.

**2. Delivery** – FEA HQ Suva, 2 Marlows Street.

**4. PRICING** – The bidder must clearly state the price of designing the deferent brochures and the cost of printing and delivering the brochures.

## 5. Bidder Details

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

<b>General</b>
<b>The registered name of the Bidder:</b>
<b>Business address for correspondence:</b> <i>(Location, Street , Locality City, Pin Code, Country, Telephone, Facsimile, Email Other)</i>
<b>Contact name of the Authorised Person:</b>
<b>Contact's position:</b> <i>Contact addresses if different from above</i> <i>Locality City, Pin Code</i> <i>Location, Street, Country, Telephone, Facsimile, Email, Web address</i>
<b>Business structure:</b>
<b>Include the organisations years of experience in this field and reputation in the market place.</b>
<b>Financial standing</b> (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.
<b>Company Profile(s)</b>

## 6. Other value added services.

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

## 7. Stock Availability.

Size of stock holding and ability to meet the required quantity.

## 8. Support

Bidder may provide any detail or information of what support is available to FEA to make better use of supplier product.

## 9. Product Description and quantity.

Two cost table needs to be provided in the format below:

- (i) Quote in 150gsm paper full color ink.
- (ii) Quote in 90gsm paper full color ink.

No	Brochure	Cost of Art work	Quantity			
			50,000	100,000	150,000	200,000
1	A World of Savings begins from home Brochure Printed full colour (16pages)					
2	Power Saver Flyers					
3	Safety Switch information Brochure					
4	Protect your Homes from Electrical Fire					
5	Pole Burning Flyer					
6	Trees and Power Lines don't mix					
7	What You Need To Know Brochure (Domestic & Commercial)					
8	Underground Cables and you					
9	Know Your Electricity Bill Brochure					
10	Consumer Responsibility Flyer					
11	Decorative Lighting Safety Hints					

## 11. Specifications – Attach specifications



# FIJI ELECTRICITY AUTHORITY

DESIGN, PRINT AND SUPPLY

OF

FEA BROCHURES

TECHNICAL SPECIFICATION

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## **Submission of Tender**

**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 24<sup>th</sup> of June, 2015.**

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

**Tender- MR 99/2015 – Design and Printing of FEA Brochures**

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 will be returned to the Tenderers.**

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