

Tender for Preferred Supplier for Customs Clearance and Freight Management Services



MR 43/2016

Customs Clearance & Freight Management

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

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**.

Customs Clearance

Purpose and description of the Tender

The Authority seeks RFP from registered Customs clearance agents [Authorized by FIRCA] to handle and carryout all customs Clearance for FEA imports as preferred supplier for the period of **three years**.

The Authority annually spends a substantial amount of money for these services.

1.0 Eligibility / Selection Criteria of the Bidder

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

Item No.	Descriptions	Weighting %
1	Capability to fulfill the services required – reputation in Market Place.	15
2	Financial security – Provide Companies Financial Report	10
3	Credit limit offered – \$500,000.00 / Month	15
4	Credit terms – 30 Days	15
5	Other relevant clients	5
6	Financial Proposal – Bid Price	20
7	FRICA Authorized Custom Agent – [Agent Number]	10
8	Ability to expedite urgent clearance	5
9	Other Value added services	5
	Total	100%

2.0 Scope of Work

1. Carryout all customs Clearance for FEA imports.
2. Pay to FIRCA, Customs Duty and VAT on behalf of FEA for all import clearance. Also pay all other associated cost / charges that may incur during the shipment to other relevant Agencies.
3. Communicate with FIRCA, and FEA's overseas suppliers on a regular basis for customs clearance documents and attend to all queries and matters relating to the above.
4. After customs clearance, deliver goods to FEA's nominated warehouse in Navutu and Kinoya or any other nominated site properly palletized. Including loading at your warehouse and unloading at FEA's warehouse / site.
5. Customs entry, all relevant clearance documents, delivery dockets and suppliers invoice clearly stating the charges must be forwarded to FEA at the time of delivery.
6. Inform FEA immediately of any discrepancies in the consignment or damages to the goods during transit or on shore handling for inspection by FEA officers prior to delivery.
7. Facilitate all exports in terms of Equipment repair and return etc.

3.0 Other value added services.

The bidder at its own discretion may provide information of any other value added services that it will provide FEA for this Tender without additional cost to FEA.

4.0 Pricing

		AIR	SEA	
	Shipping Line Charges		LCL	FCL
1	Terminal Handling Charges (THC)			
2	Wharfage			
3	Deliver Order			
4	Inspection Fee			
5	Devanning per cbm			
6	Forklift			
7	Documentation Fee			
8	Administration Fee			
	Customs Clearance			
1	Attendance			
2	Customs Entry Fee			
3	Agency Fee			
4	Terminal Charges			
5	Break Bulk Charges			
6	Forklift Charges			
7	Delivery / Cartage Charges within Suva Metro Area			
8	Delivery / Cartage Charges within Lautoka Metro Area			

	<u>Origin Charges</u>	AIR	SEA	
			LCL	FCL
1	Documentation Fee			
2	Origin Terminal Charges			
3	Air Carrier Security Surcharge			
4	Handling Charges			
	Other Charges (When Applicable)			
1	Fumigation			
2	Quarantine Inspection			
3	Customs Examination			
4	Biosecurity Charges			
5	Cartage from Wharf to Agent's Depot			
6	Storage at Agent's Warehouse			
7	Shipping Line detention Charges			
8	Pre- release			
9	Crane Charges			
10	Haib Truck Charges			
	Delivery Charges			
	Container Delivery Charges (Drop full pick Empty)	Lautoka Wharf to Navutu Depot	Suva Wharf to Kinoya Depot	Nadi Air[port to Navutu
1	Cartage for 20FT Container			
2	Cartage for 40FT Container			
3	Delivery of LCL Cargo			

Other Information

1. Ability to provide Credit Limit of \$500,000.00 per month.
2. Payment term of 30 days.
3. Facilitate free storage of 28 days for both Air & Sea Freight nominated (FOB, CIF, EXW& FCA) shipments.
4. The Bidder must clearly indicate any other charges that could incur during the process of customs clearance and freight management, not mentioned in the table above.
5. The successful bidder will be required to submit together with their invoices, all necessary supporting document for any payment made on behalf of FEA upon request.
6. Bid Price validity – 120 days

4.0 Documents to submit with the BID

1. Company Registration Certificate
2. Business license issued by respective City / Town Council
3. VAT registration certificate
4. Tax Compliance Certificate
5. Tin Number
6. Company Profile
7. Financial Report
8. Provide Agent Number issued by FIRCA to operate as a Customs Clearance agent.
9. Copies of relevant Insurance policies including carriers liability

5. 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)
Qualification and Experience of Key personnel of the Company -

6.0 Bonded Warehouse Facilities – the bidder to provide the following information if he is able to provide Bonded Warehouse facilities:

1. Size of Warehouse
2. Rates applicable for this facility
3. Security measures in place
4. Insurance
5. Policies and procedures in place to compensate its Clients for goods damaged or destroyed in the bond.
6. Provide outturn report with supporting pictures and shippers letter of instruction within 24hrs of incident.

8. Customer Support Service

1. Bidder should provide details of what Service support is available to offer FEA.
2. Also include agency support services

9. Logistics – Bidders must include the following information together with their Bid:

- Size of the Fleet
- Types of Vehicles and its load capacity – Trucks, Forklift etc
- Own Fleet or will hire this services from third party.

Part 2 – Freight Management

Purpose and description of the Tender

FEA is seeking RFP from shipping Companies, shipping Agencies and freight forwarders to carryout freight Management services for all FEA's FOB and Ex-works imports and also exports as preferred supplier for the period of three (3) years.

The Authority annually spends a substantial amount of money for these services

1.0 Scope of Work

1. Carryout freight Management for all FEA's FOB, FCA, DDU & Ex- Works consignments either by Sea or Air.
2. Ability to expedite urgent consignment.
3. Provide pre-alerts for FEA consignments.
4. Ability to provide online tracking facility and accessibility to FEA
5. Inform FEA immediately of any discrepancies in the consignment or damages to the goods during transit or on shore handling for inspection by FEA officers prior to delivery.
6. Provide details of your Standard compliance

2.0 PRICING – SEA FREIGHT

Imports to Lautoka Port		Price Template					
Country of Origin	Port	Currency	LCL				
		Currency	LCL Per CBM	FCL - 1 X 20 FT	FCL 1 X 40FT	1X20 FLAT RACK	1X40 FLAT RACK
Australia							
	Sydney						
	Melbourne						
	Brisbane						
New Zealand	Auckland						
	Wellington						
Singapore							
China - Most Economical Port							
USA - Most Economical Port							

Imports to Suva Port		Price Template					
Country of Origin	Port	Currency	LCL				
		Currency	LCL Per CBM	FCL - 1 X 20 FT	FCL 1 X 40FT	1X20 FLAT RACK	1X40FLAT RACK
Australia							
	Sydney						
	Melbourne						
	Brisbane						
New Zealand	Auckland						
	Wellington						
Singapore							
China - Most Economical Port							
USA - Most Economical Port							

PRICING – AIR FREIGHT

Air Imports to Nadi Airport		Price Template					
Country of Origin	Port	Currency					
		Currency	0-30kg	30-100kg	100-500kg	500-1000kg	1000kg above
Australia							
	Sydney						
	Melbourne						
	Brisbane						
New Zealand	Auckland						
	Wellington						
Singapore							
China – Most Economical Port							
USA - Most Economical Port							

3.0 Other value added services.

The bidder at its own discretion may provide information of any other value added services that it will provide FEA for this Tender without incurring additional cost to FEA.

4.0 Origin Pickup & Local delivery charges

- International Freight Charges
- Metro area pick up Charges by weight or cbm
- Charges for pick up outside Metro area
- Local Delivery Charges

- DG charges for Sea & air

5.0 Fiji Ports

Suva – Sea Port

Lautoka - Sea Port

Nadi – Airport.

6.0 Documents to submit with the BID

1. Company Registration Certificate
2. Business license issued by respective City / Town Council
3. VAT registration certificate
4. Tin Number
5. Company Profile
6. Financial Report
7. Copies of relevant Insurance policies
8. Office Locations – Country / City
9. Authorized by FRCA as Customs Agent

8. Customer Support Services

3. Bidder should provide details of what Customer support services is available to FEA in terms business partnership.
4. Also include agency support services.

9. Logistics – Bidders must include the following information on the together with their Bid:

- Size of the Fleet
- Types of Vehicles and its load capacity – Trucks, Trailer/Semi trailers, Forklift, side lifters etc
- Own Fleet or will hire his services from third party.

10. 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 the premises / Warehouse
 - (c) Number of people employed
 - (d) Quality Assurance status of proposed Agent; and
 - (e) Relevant experience
- ii) Respondents shall guarantee that all services provided by Agent and furnished under this Tender shall be free from insufficiencies.

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 the bidder will enter into a **3 years** contract with FEA as mutually agreed. All terms & condition, and pricing details will be stipulated in contract documents.

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 25th of May, 2016.

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

Tender- MR 43/2016 – Preferred Supplier for Customs Clearance and Freight Management Services.

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.**