

**Tender for Supply of Billing Forms & Envelopes,
Bill Printing, Sorting, Packaging and Mailing
Services.**

Tender No.

October 9th, 2017



Fiji Electricity Authority

Private mail bag,

Suva, Fiji Islands

Phone: [679] 3311133, Fax: [679] 3316773

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 Labasa in Vanua Levu.

Purpose and description of the Tender

The Fiji Electricity Authority (FEA) is inviting Request for Proposal [RFP] for supply of Billing Forms and envelopes, Bill Printing, sorting, Packaging and Mailing Services for the **Period of three (3) year**.

1. Product Information

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 these products to.

All relevant quality assurance reports, product standard certificates 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. Lead time including transit time.

3. Quality Assurance certificate.
4. Previous FEA experience with the Bidder and supplier DIFOTIS

2. Delivery

Item to be delivered to the FEA Suva office or as designated by the FEA authorized officer to another location

4. INCOTERMS AND PRICING – The bidder must clearly state the price of their product with INCOTERMS associated with the price.

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, TIN 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, Tin 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 <i>(Information designed to give client confidence in the financial competence of the BIDDER.)</i> <i>Audited financial accounts for past three years shall be included in appendix.</i>
Company Profile(s)

6. Other value added services.

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

7. Stock Availability.

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

8. Technical Support

1. Bidder may provide any detail or information of what support is available to FEA to make better use of the billing forms and envelopes, Bill Printing, Sorting, Packaging and Mailing Services.

9. Evaluation Criteria of the Bidders

Item No.	Descriptions	Weighting %
1	Technical Compliance & Specifications	30
2	Quality Assurance	10
3	Product Warranty	10
4	Credit terms – 30 Days and above	10
5	Price	20
6	Lead Time – DIFOTIS	10
7	Other Value added services	10
	Total	100%

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 factory/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 deficiencies in design, performance, materials and workmanship.

11. Quantity and Price submission format.

FEA Reference	Item Description	Monthly Usage	Quantity Required	Unit Price	Total Cost	Currency	Shipping Terms
MR	Billing Form	150,000-170,000	3 year Supply				
MR	Envelopes	150,000-170,000	3 year supply				
MR	Bill Printing, Sorting, Packaging & Mailing services	150,000-170,000	3 year supply				

12. Product Specification – Also refer pdf images

The monthly requirement is 150,000-170000

Attached are the coloured and plain white envelope images if FEA decides to use coloured envelopes.

1) Envelope Specification

Envelope size = MaxPOP 120x235mm Window size = 35x90mm

Window position = 20mm in from left, 20mm up from bottom

Envelope colour = white

Printing = black

2) Billing Form Specification

All printing to be laser ink

A4 paper to be long grain and between 80 and 90gsm

13. 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 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 4:00 p.m. (16.00hrs Fiji time) on Wednesday 18th October, 2017.

Each tender shall be sealed in an envelope with:

The envelope bearing only the following marking:

MR 275/2017

**Supply of Billing Forms & Envelopes, Bill Printing, Sorting, Packing & Mailing
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 on the envelope will be returned to the Tenderers unopened. (Bids via e-mail or fax will not be considered).

The bidders must ensure that their bid is inclusive of all Taxes payable under Fiji Income Tax Act and must have the most current Tax Compliance Certificate.

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

Bidders are requested to submit a:

- **Valid Tax Compliance Certificate**
- **FNPF Compliance Certificate**