

Tender for Preferred Supplier for Courier and Parcel Delivery Services within Fiji



MR 355/2017

Courier Mail Bags and Parcel Delivery Services

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**.

1. Purpose and Description of the Tender

The Fiji Electricity Authority (FEA) is requesting proposal from reputable courier service companies to deliver courier services as preferred supplier for the period of three (3) years.

2. Delivery – Please refer to the attached spread sheet for the delivery details.

4. Scope of Work

#	From	To	VIP Price Mail Bag	VIP Price Parcels
1	Head Office	FEA Navutu, Lautoka		
		FEA Labasa		
		FEA Levuka		
		National Control Centre, Vuda, Ltka		
		FEA Savusavu		
		Customer Care - Sigatoka		
		Nadi		
		Ba		
		Taveuni Power Station		
		FEA Kinoya		
		Namoli House – Lautoka City		

2	FEA Navutu	FEA Head Office Suva		
		FEA Labasa		
		FEA Levuka		
		National Control Centre, Vuda, Ltka		
		FEA Savusavu		
		Customer Care - Sigatoka		
		Nadi		
		Ba		
		Taveuni Power Station		
		FEA Kinoya		
		Namoli House – Lautoka City		
3	FEA Labasa	FEA Head Office Suva		
		FEA Navutu, Lautoka		
		FEA Levuka		
		National Control Centre, Vuda, Ltka		
		FEA Savusavu		
		Customer Care - Sigatoka		
		Nadi		
		Ba		
		Taveuni Power Station		
		FEA Kinoya		
		Namoli House – Lautoka City		
4	FEA Levuka	FEA Head Office Suva		
		FEA Navutu, Lautoka		
		FEA Kinoya		
5	FEA Kinoya	FEA Navutu, Lautoka		
		FEA Labasa		
		FEA Savusavu		
		Taveuni Power Station		
		FEA Levuka		
6	FEA NCC	FEA Head Office Suva		
		FEA Navutu, Lautoka		
7	FEA Sigatoka	FEA Head Office Suva		
		FEA Navutu, Lautoka		
		NCC		
		Namoli House – Lautoka City		

		Nadi Customer Care		
		Kinoya		
8	FEA Savusavu	FEA Head Office		
		FEA Navutu		
		FEA Kinoya		
		NCC		
9	FEA Nadi Cust. Care	FEA Head Office		
		FEA Navutu		
		Namoli House, Lautoka		
		Ba Customer Care		
10	FEA Namoli House	FEA Head Office		
		Customer Care - Sigatoka		
		Nadi		
		Ba		
		Labasa		
11	FEA Taveuni	FEA Head Office		
		FEA Navutu		
		FEA Labasa		
12	FEA Ba Cust. Care	Customer Care - Nadi		
		Namoli House		
		Navutu		

- Courier Services – Refer to Excel Sheet as attached
- The Bidders to submit full list of Company Fleet
- Courier Bag Pick up and drop off Time and the frequency of the Service.(Daily / weekly etc)
- Number of Office around country and the location – Please state if you will engage agent at any of the locations.

4. Price Submission

- Bidders are to submit their prices as per locations requested.

5. Submission of Tenders

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

In addition **two (2) hard copies** of the Tender bids in sealed envelopes shall be deposited in the tender box located at the Supply Chain Office at the FEA Head Office, 2 Marlow Street, Suva, Fiji.

This tender closes at **4:00pm (Fiji Time) on Wednesday 3rd January, 2018**

Tender – MR 355/2017 –Preferred Supplier for Courier Mail Bags & Parcel Delivery Services

**The Secretary Tender Committee
Fiji Electricity Authority
Head Office
Suva
Fiji**

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 3rd January, 2018** will not be considered.

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.**