



TENDER 2/2022

TERMS OF REFERENCE

**TENDER FOR THE SUPPLY OF UNLEADED MOTOR SPIRIT, AUTOMOTIVE DIESEL
SPIRIT AND LUBRICANTS FOR BAF FLEET & BOATS THROUGH FUEL CARD
SERVICES**

CLOSING DATE AND TIME: 14/10/22 – 5pm

TABLE OF CONTENTS

SECTION A	COMPANY BACKGROUND
SECTION B	TENDER INVITATION AND SUBMISSION
SECTION C	SCOPE & SPECIFICATION OF TENDER
SECTION D	TENDER EVALUATION CRITERIA

SECTION A

COMPANY BACKGROUND

The Biosecurity Authority of Fiji (“**BAF**”) was established under the Biosecurity Act 2008. It is designated a Public Enterprise as per the Public Enterprise Act 2019.

BAF’s mandated responsibilities as per the Biosecurity Act 2008 are:

1. to protect the Fiji Islands against the entry of regulated pests and diseases affecting animals, plants, human beings and the environment;
2. to carry out surveillance and monitoring of pests and diseases in the Fiji Islands and assess the status of regulated pests and diseases;
3. to prevent the establishment and spread of regulated pests and diseases and the release of organisms that might adversely affect animals, plants, human beings and the environment in the Fiji Islands;
4. to eradicate, contain or control the movement of regulated pests and diseases that are already present in the Fiji Islands;
5. to prevent the introduction and spread of regulated pests and diseases not already present in the Fiji Islands;
6. to facilitate the safe importation of animals and plants and their products, and related equipment and technology;
7. to facilitate the export of animals and plants and their products in accordance with the

The Biosecurity Act 2008 is the primary legislation that provides for the regulation and control of the movement of animal and plants into, out of and within Fiji and for the facilitation of Trade.

The Biosecurity Authority of Fiji Stations is located in the following Locations:

STATIONS/ LOCATION
BAF HQ, Level 3, FNPF Provident Plaza One, Ellery Street, Suva, Fiji
BAF Exports Office, Renown Street, Suva.
BAF Suva Wharf
Post Entry Quarantine (PEQ) Office, Koronivia, Nausori.
BAF Nausori Station, Sarat Investment Ltd Lot 1, Gulam Nabi Street, Nausori.
BAF Lautoka Wharf, Lautoka
BAF Lautoka Station, Construction Equipment Hire, Marine Drive, Lautoka.
BAF Navua Office, Ro Matanitovua House Navua.
BAF Sigatoka Office, Flat 5, B L Naidu Building, Main Street, Sigatoka
BAF Nadi Station, Biosecurity House, Nadi Airport, Nadi.
BAF HTFA Office, Nature's Way Co-operative Building, Naisoso, Nadi
BAF Ba Office, Level One, Old Sunbeam Building, Main Street, Ba.
BAF Rakiraki Office, Shop 2, George Shiu Raj Complex, FSC Road, Rakiraki.
BAF Natovi Office, Natovi Jetty, Natovi.
BAF Labasa Office, Ground Floor, Macuata House, Labasa.
BAF Savusavu Station, Ground Floor, Gulabdas Building, Daniva Road, Savusavu.
BAF Taveuni Office, first light Building, Maqaiviti Building, Waiyevo, Taveuni.
BAF Nabouwalu Office, Nabouwalu Jetty, Nabouwalu.
BAF Levuka Office, Levuka Wharf, Levuka
BAF Rotuma Office, Ahau Government Station, Rotuma.

SECTION B

TENDER INVITATION AND SUBMISSION

1. The purpose of this document is:
 - To provide prospective Vendors with sufficient information to understand the business operations of BAF and to respond to the specific tender requirements;
 - To ensure that a consistent level of information is obtained from each prospective Vendor; and
 - To provide a structured framework for the subsequent evaluation of the proposed solutions.
2. This document is an official Request for Tender (“**RFT**”) for the goods or services as specified for BAF. Vendors are required to respond to this RFT demonstrating that their offers are a probable fit to BAF’s overall requirements.
3. Submissions must be clearly marked “**Tender No: 02/2022” - PROVISION FOR SUPPLY OF FUEL & LUBRICANTS FOR BAF FLEET**” and submitted into the Tender Box situated at BAF HQ Reception Entrance, addressed as follows:

The Tender Committee
Biosecurity Authority of Fiji
Level 3, FNPF Building
Ellery Street
Suva

4. For those bidders applying outside of Suva, you may send your sealed envelopes via any Postal Agency, to the above mentioned address. The Envelopes are to be clearly marked with the Tender Name and Number.
5. Bidders who will hand deliver their applications, are required to complete the tender submission register at the reception area where the tender box is located before depositing their proposals into the tender box.
6. All proposal documents must be submitted before or on the closing date and time as indicated in the RFT document. **Late, faxed or e-mailed proposals will not be accepted.** BAF reserves the right change the closing date and any other dates that may appear in this RFT. Such changes will be communicated as soon as they are made.
7. In the event of any problems with the delivery of the proposals, vendors should please contact the Secretary to Tender Committee on **8919734.**
8. If the envelopes are not sealed and marked as required, BAF will assume no responsibility for the tender’s misplacement or premature opening.
9. All enquiries relating to the RFT should be submitted in writing to the Secretary Tender Committee or emailed lvacereivalu@baf.com.fj no later than **14/10/22-5pm**

SECTION C

SCOPE/SPECIFICATIONS OF TENDER

1. Purpose

- 1.1. Biosecurity Authority of Fiji (“**BAF**”) invites tenders for the supply of Fuel and Lubricants by renowned service providers in Fiji for a term of three (3) years, with an option to renew the contract subject to **performance**.

2. Eligibility Criteria/ Pre-qualification of the Bidder

- 2.1. The bidder should be an authorized Fuel & Lubricant provider in Fiji, providing high quality and effective services consistent with the high industrial/ commercial standards.
- 2.2. The service provider must demonstrate proven capability and experience in the industry.
- 2.3. BAF reserves the right to appoint more than one service provider if deemed necessary.
- 2.4. The services are to be provided to the following BAF Fleet and Boats:

No	Unique Registration	Type
1	BAF 007	Toyota Hilux
2	BAF 034	Toyota Landcruiser
3	BAF 049	Toyota Hilux
4	HQ 835	Chevrolet
5	BAF 025	Toyota Hiace
6	BAF 011	Toyota Hilux
7	BAF 015	Toyota Hilux
8	BAF 016	Toyota Hilux
9	BAF 026	Toyota RAV4
10	BAF 027	Toyota RAV4
11	BAF 028	Toyota RAV4
12	BAF 029	Toyota RAV4
13	BAF 030	Toyota RAV4
14	JT 226	Toyota Prado
15	BAF 013	Toyota Hilux
16	BAF 012	Toyota Landcruiser
17	BAF 045	Toyota Hilux
18	BAF031	Toyota Landcruiser
19	BAF036	Toyota Landcruiser
20	BAF 037	Toyota Landcruiser
21	BAF 024	Toyota Hiace
22	BAF 006	Toyota Hilux
23	BAF 002	Toyota Hilux

24	BAF 003	Toyota Hilux
25	BAF 017	Toyota Landcruiser
26	BAF 033	Toyota Landcruiser
27	BAF 042	Toyota Landcruiser
28	BAF 043	Toyota Landcruiser
29	BAF 032	Toyota Landcruiser
30	BAF 020	Toyota Hiace
31	BAF 021	Toyota Hiace
32	BAF 004	Toyota Hilux
33	BAF 008	Toyota Hilux
34	BAF 018	Toyota Hilux
35	BAF 048	Toyota Hilux
36	BAF 019	Toyota Hilux (Single cab)
37	BAF 044	Toyota Hilux
38	BAF 039	Toyota Landcruiser
29	BAF 041	Toyota Landcruiser
40	BAF 014	Toyota Hilux
41	BAF 038	Toyota Landcruiser
42	BAF 022	Toyota Hiace
43	BAF 040	Toyota Landcruiser
44	BAF 005	Toyota Hilux
45	BAF 009	Toyota Hilux
46	BAF 023	Toyota Hiace
47	BAF 010	Toyota Hilux
48	BAF 035	Toyota Landcruiser
49	BAF 047	Toyota Hilux
50	BAF050	Nissan Navara
51	Biosecurity 1	Boat
52	GEF Boat 1	Boat
53	GEF Boat 2	Boat

3. Product specification

- 3.1. Bidders must clearly state their product specifications.

4. Delivery

- 4.1. Bidders are required to indicate Service Station Outlets in all Towns, Cities and Major centers throughout Fiji to enable BAF vehicles to be filled as and when it requires to do so.

5. Vehicle Fuel Card Services

5.1. Card features must be s per the table below.

Card Features
Card must be specific to one vehicle only
Card number
Vehicle number
Expiry dates
Purchase limitations
Card encoded for Electronic Processing
Unique Driver Pin Number
Card should be designed for secured used
Card should have a mechanism to protect it from misuse (daily single fill feature, etc)
Ability to block card remotely and upon request
Notification upon entering of any incorrect information (card number, pin number, etc).

6. Card Management Reporting System

6.1. Card Management Report System should be in place where information can be passed on to BAF relating to the following information:

- 6.1.1. Vehicle transaction history, dollar value, date and time;
- 6.1.2. Vehicle performance data such as kilometers per liter of fuel
- 6.1.3. Total kilometers for period of billing
- 6.1.4. Report Management into three formats
 - 6.1.4.1. Detailed monthly transaction reports
 - 6.1.4.2. Fleet performance data
 - 6.1.4.3. Ad-hoc reports upon request
- 6.1.5. Detailed monthly invoice and statement with separate VAT accounting
- 6.1.6. Electronic capture of data and monitoring
- 6.1.7. Odometer based monitoring vehicle performance audits
- 6.1.8. Purchase controls
- 6.1.9. PIN Validation.

7. Pricing

7.1. The Bidder is requested to provide BAF with a full breakdown of pricing structure and savings per litre, rebate structure and indicate pricing charges outside of Viti Levu.

8. Other Value Added Services

8.1. The bidder is open to include any other information that may add value to their product or after installation and commissioning services.

9. Payment Terms

- 9.1. BAF shall pay the invoice amount in Fiji Dollars to the bank account nominated by the successful bidder within 30 days of receiving the invoice subject to the full delivery of ordered goods, and payment terms as per the contractual agreement.

SECTION D TENDER EVALUATION CRITERIA

The following documents are compulsory and not part of the scaling system:

- Valid Business Company Registration Certificate
- Tax Compliance Certificate
- FNPF Compliance Certificate

The following table highlights the evaluation criteria:

	DESCRIPTION	POINTS
1.	Administration	
	<ul style="list-style-type: none">- Background/ History of the Company- Reference Letters- (at least 3)- Years of Being in Operations- List of major Clients of the company	
2.	Technical	
	<p>Describe the ability to provide the following services:</p> <p>1. Ability to provide the following services: -</p> <ul style="list-style-type: none">• Supply of Automotive Diesel Spirit, Unleaded Motor Spirit and Premix/ Two Stroke• Supply of Lubricants• Ability to provide services through Fuel and Lubricant card on credit terms (Please specify credit terms) <p>2. Quality of Products and Availability of Services</p> <ul style="list-style-type: none">• Presence of Service Station in Major Towns and Cities including maritime areas.• Operational Hours for the services• Fuel and Lubricant Standard, Specifications, and Grade Analysis• Fuel and Lubricant Card Services Terms and conditions (Fuel Card Expiry notifications, conditions on misplaced or stolen cards, limits, approvals, and other related matters) <p>3. Other Value adding services not limited to the below:</p> <ul style="list-style-type: none">• Provision for normal servicing (lube change) of vehicles• Submission of monthly reports e.g. fuel consumption/ usage per vehicle• Tyre Repair services• Ability to supply drums for fuels	

3.	Cost	
	<ul style="list-style-type: none"> - Bidders to Provide discount/ rebate per litre for Fuel and lubricants - Other associated costs such as Cost of Fuel and Lubricant Card and Replacement - Value for Money - Price Validity 	

BAF reserves the right to appoint more than one service provider if deemed necessary.