

TENDER 1 /2023
TERMS OF REFERENCE
TENDER FOR SUPPLY & INSTALLATION OF TYRES

CLOSING DATE AND TIME: Friday, 28/04/23@5pm

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SECTION A

COMPANY BACKGROUND

The Biosecurity Authority of Fiji (“BAF”) was established under the Biosecurity Act 2008. It is deemed a Commercial Statutory Authority 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 biosecurity requirements of the receiving countries;
8. to facilitate international cooperation to prevent the spread of pests and diseases affecting plants, animals, human beings and the environment.

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.

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 Proposal (“**RFP**”) for the goods or services as specified for BAF. Vendors are required to respond to this RFP demonstrating that their offers are a probable fit to BAF’s overall requirements.
3. Submissions; clearly marked “Tender No: 1/2023 and Supply and Installation of Tyres” must be submitted into the Tender Box situated at BAF HQ Reception Entrance, addressed as follows:

The Chief Executive Officer
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 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 tender submission register at the reception where the tender box is located before depositing their proposals into the tender box.
6. Bidders are required to complete tender submission register at the reception where the tender box is located before depositing their proposals into the tender box.
7. All proposals documents must be submitted before or on the closing date and time as indicated in the RFP 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 RFP. Such changes will be communicated as soon as they are made.
8. In the event of any problems with the delivery of the proposals, vendors should please contact the Secretary to Tender Committee on the following number 8919-734.
9. If the envelopes are not sealed and marked as required, BAF will assume no responsibility for the tender’s misplacement or premature opening.

10. 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 Friday, 28th April, 2023.

11. Summary of Submissions Deadlines

ITEM	DATE	TIME
Tender Closing and Opening	Friday, 28/04/23	5pm

SECTION C SCOPE/SPECIFICATIONS OF TENDER

BAF owns a fleet of 50 motor vehicles (SUV's, mini-buses and twin cab four wheel drives) and 1 boat trailer. BAF is seeking to appoint a reputable, experienced and professional service provider for the supply, repair and fitting of motor vehicle tyres and for the provision of other tyre services as and when the need arises. BAF intends to enter into a binding contract for a period of 3 years with the nominated vendor selected through the tender process.

The service provider must demonstrate proven capability and experience in the industry.

The services to be offered shall include supply and fitting of tyres, wheel alignment, wheel balancing puncture repairs and tyre warranty.

BAF MOTOR VEHICLE TYRES SPECIFICATIONS

Vehicle Type	Tyre Size	Tyre Type
Toyota Prado	265/65 R 17	Radial/ All terrain
Toyota Hilux	265/70R17	All terrain/mud grip/radial
Toyota Hiace	R1/95/15C	Radial
Boat Trailer	195/15C	Radial
Chevrolet	235/55 R19	Radial/ All terrain
Toyota Land cruiser	265/70 R16	All terrain/mud grip/radial
	265/75 R16	All terrain/mud grip/radial
	275/70 R16	All terrain/mud grip/radial
	275/75 R16	All terrain/mud grip/radial

Note: Bidders must provide unit cost quotations for all tyre brands as per the tyre sizes mentioned above including costs for supplying of tyres, labour costs and other costs associated to.

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

SECTION D**TENDER EVALUATION CRITERIA**

The following documents are compulsory and not part of the scaling system. If a bidder has not provided the following documents, they will be unable to move to the next round:

- 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<ul style="list-style-type: none">- Reference Letters- Years of being in operation- Number of successful projects	
2.	Technical	
	<ul style="list-style-type: none">• Ability to provide the following tyre brands and size:<ul style="list-style-type: none">- 265/65 R 17: radial/All terrain- 195/15C: radial- 235/55 R19: radial- 265/70 R16: all terrain/mud grip/radial- 265/75 R16: all terrain/mud grip/radial- 275/70 R16: all terrain/mud grip/radial- 275/75 R16: all terrain/mud grip/radial.• Availability of supplies (Stock)• Ability to provide other services:<ul style="list-style-type: none">- Supply & fitting of tyres- Wheel alignment- Wheel balancing- Puncture repairs	
3.	Cost	
	<ul style="list-style-type: none">- VAT inclusive- Price Validity	