

**TENDER 4 /2023**

**TERMS OF REFERENCE**

**TENDER FOR PREFERRED SUPPLIER FOR SUPPLY  
OF STATIONERIES**

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

## **TABLE OF CONTENTS**

<b>SECTION A</b>	<b>COMPANY BACKGROUND</b>
<b>SECTION B</b>	<b>TENDER INVITATION AND SUBMISSION</b>
<b>SECTION C</b>	<b>SCOPE &amp; SPECIFICATION OF TENDER</b>
<b>SECTION D</b>	<b>TENDER EVALUATION CRITERIA</b>

## 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: 4/2023 and Preferred Supplier
4. for Supply of Stationeries 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

5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. If the envelopes are not sealed and marked as required, BAF will assume no responsibility for the tender’s misplacement or premature opening.

11. All enquiries relating to the RFT should be submitted in writing to the Secretary Tender Committee or emailed [lvacereivalu@baf.com.fj](mailto:lvacereivalu@baf.com.fj) no later than 28/04/2023.

12. Summary of Submissions Deadlines

ITEM	DATE	TIME
Tender Closing and Opening	28/04/2023	5pm

## SECTION C SCOPE/SPECIFICATIONS OF TENDER

The Operations of the Authority are organized into three geographically defined divisions, including Rotuma. The stock is controlled by the Stock Officer who is based at the Suva Headquarters. These Divisions are:

1. Central/Eastern - (Suva Renown Street, PEQ Koronivia, Nausori Pak & Save Building, Natovi Jetty, Levuka Wharf & Navua).
2. Western - (Sigatoka, Nadi Airport, Denarau, Vuda Marina, Lautoka Marine Drive, Ba, & Rakiraki).
3. Northern - (Labasa, Nabouwalu, Savusavu, Taveuni, Qamea Island)
4. Rotuma

The service provider must demonstrate proven capability and experience in the industry and the ability to supply the following stationeries:

NO.	Description	Unit	Quantity	Price
1	Arch Lever Files with clips			
2	A3 Envelope White			
3	A4 Envelope Brown			
5	Attendance Register			
6	BAF- Plastic Seals			
7	BAF Cellotape			
8	BAF - Cable Seal Grey			
9	BAF - Cable Seal Yellow			
10	BAF - Cable Seal Red			
11	BAF - Cable Seal Blue			
13	BAF - Cable Seal Black			
14	BAF - Cable Seal Green			
15	BAF Sticker - Hold for Biosecurity sticker			
16	BAF Green sticker			
17	BAF Yellow Pass Sticker			
18	Beau tone file dividers 1 -31			
19	Beau tone file dividers monthly			
21	Binding Film 100's			
22	Binding Cover Black 100's			
23	Binding Cover Dark Blue 100's			
24	Binding Cover light Blue 100's			
25	Binding Cover green 100's			
26	Binding Cover Pink 100's			
28	Binding Cover White 100's			
29	bulldog clip 3/4"			

30	bulldog clip 2" pkts			
31	bulldog clip 1 1/4"			
32	Calculator			
33	Carbon Paper			
34	Cashier Printer Receipt			
36	Cellotape 2 inch			
37	Clipboard File			
38	Cutter			
39	Crew Declaration Cards			
40	Diary - A4 Hard Cover			
41	Diary - A5 Hard Cover			
42	Dispatch Book			
44	Divider (A-Z)			
45	Divider Plain			
46	Duct Tape			
47	Glue Stick			
48	GP75 Vehicle running sheet			
49	GP8 Meal Forms 500's			
51	Highlighter			
52	Ink Red			
53	ink Blue			
54	Ink black			
55	Keytags			
56	Manilla Folder Plastic Fastner			
57	Manilla Folder			
59	Medium Carton with Lid			
60	Minute Book 400pgs			
61	Minute Book 200pgs			
62	Paper - A3 white Paper Reams			
63	Paper - Express A4 White Photocopy Paper reams			
64	Paper Punch			
65	G.P. Form 3A Petty Cash Imprest			
67	Pen Gel Blue- GP-77			
68	Paper Clips 50mm			
69	Pen - Red			
70	Pens -Black - Nataraj Ball Pen			
71	Permanent Marker			
72	Picket Folder			
74	Scissors			
75	Sliding File			
76	Stamp Pad			

77	Staple Pins			
78	Staple Remover			
79	Stapler			
80	Stick on Pads 3x3			
82	Stick on Signs- Sign Here			
83	Stick N Clear note			
84	Tally Card			
85	Treasury Tags			
86	White Board Marker			
87	White Board Eraser			

**Note:** Please state clearly the quantities for items which comes in box, reams, pads, packet or sets.

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"><li>- Background</li><li>- Reference Letters</li><li>- Years of being in operation</li><li>- Number of successful projects</li></ul>	
2.	Technical	
	<ul style="list-style-type: none"><li>• Ability to provide the stationeries highlighted above and clearly indicating the size of stock holding to meet the required quantity:</li></ul>	
3.	Cost	
	<ul style="list-style-type: none"><li>- VAT inclusive</li><li>- Price Validity</li></ul>	