

TENDER 7/2023

TERMS OF REFERENCE

TENDER FOR THE SUPPLY OF UNIFORMS FOR

BAF STAFF

CLOSING DATE AND TIME : 14/10/2022 – 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 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 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: 07/2023**” - **SUPPLY OF UNIFORMS FOR BAF STAFF**” 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 proposals 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

Purpose

Biosecurity Authority of Fiji (BAF) invites tenders for the supply of Uniforms by renowned service providers in Fiji for a term of (3) years, with an option to renew the contract mutually subject to **service delivery performance**.

Eligibility Criteria/ Pre-qualification of the Bidder

The bidder should be an authorized Uniform Supplier in Fiji, providing high quality and effective services consistent with the high commercial standards.

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

The services are to be provided for staff from BAF supplied artwork based on the following specifications:

BAF Uniform Specifications

- Shirt/Top materials to be micro silk fabric
- Polo T-Shirt – 100% Cotton
- Materials should not be color-fast (fade away easily)
- All shades of the uniform materials must be matching (not off colours)
- A cooling off period of 30 days is recommended post issue of uniform to staff to test its suitability for BAF purposes and possibility of material shrinkages
- All embroidery shall be resistant to fading

Description	Department	Uniforms Specifications	Comments
Males / Men (160 male staff)	All Staff	Normal Trousers or 3/4 Cargo Pants or Long Cargo Pants – Khaki	x 2
		Shirt – Navy Blue with Embroidered Logo and Cream Grey Tapa Design on both sleeves	x 2
		Polo T-Shirt – Navy Blue with embroidered Logo.	x 1
Female / Women (138 female staff)	All Staff	Skirt (Knee Length) or Skirt (Long) or ¾ Cargo Pants or Long Cargo Pants or Formal Long Pants – Khaki	x 2
		Top – Navy Blue with Embroidered Logo and Cream Grey Tapa Design on both sleeves	X 2
		Polo T-Shirt – Navy Blue with embroidered Logo	X 1

Apart from the 298 staff, the bidder is to make provision for at least 50 new intakes or replacements staff

Designs are attached for Bidders Reference

Note: 1

- Bidders must provide unit cost for each garment (BAF has around **298** staff members with provision for at **least 50 more** new intakes and replacements).
- Each staff member will receive 2 sets of uniform each and 1 Polo-T-shirt).
- Availability of the material and Delivery Timeline to be provided by the bidder.

Issue per Staff

- 2 tops
- 2 bottom
- 1 Polo Shirt

Note: 2

- The successful bidder must agree to provide a sample of each garment within one month (or earlier) upon the Tender being awarded.

Note: 3

- Arrangements for staff measurements must commence within 48 hours (or earlier) of the tender being awarded.
- The successful bidder must bear its own travelling costs/accommodation/meals and the necessary allowance within Viti Levu and Vanua Levu while carrying out the measurements and must be financially stable to produce and supply.
- 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 scalingsystem:

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

The following table highlights the evaluation criteria:

	DESCRIPTION	POINTS
1.	Administration	10 Points
	<ul style="list-style-type: none">- Background/ History of the Company- Reference Letters- (at least 3)- List of major Clients of the company	
2.	Technical	50 Points
	<p>Describe the ability to provide the following services:</p> <p>Credibility:</p> <ul style="list-style-type: none">- Suitability to Undertake the task required <p>Creativity & Impact:</p> <ul style="list-style-type: none">- Based on mock designs proposed & presented to BAF <p>Methodology:</p> <ul style="list-style-type: none">- Methodology for carrying out key activities and achieving deliverables	
3.	Cost	40 Points
	<ul style="list-style-type: none">- Bidders to provide unit cost per garment- Other cost, if any- Price Validity- Contract will be for 3 years,	

