TERMS OF REFERENCE

REQUEST FOR TENDER:

Number Plate Embossing & Hot Stamping Machines

[RFT NO: 02/2019]
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PART A - RULES GOVERNING THIS REQUEST FOR TENDER

1. PURPOSE OF TENDER
The Land Transport Authority (LTA) is seeking submissions from reputable and suitable service providers to express their interest in the supplying of Number Plate Embossing Press and Hot Stamping Machines.

2. NO CONTRACTUAL OBLIGATIONS
This Request for Tender (RFT) is not to be constructed as a contract between LTA and the prospective bidder. Nothing in this RFT or in any submission document is to be viewed to give rise to any contractual obligations related, expressed or implied.

3. BIDDERS TO INFORM THEMSELVES
The onus is on the bidder to understand the contents of the RFT and the implications of being involved in this submission process. LTA does not accept responsibility for any misunderstandings arising from the bidder’s failure to comply with the above-mentioned process. LTA only accepts submissions on the condition that the bidder:
- Has examined this RFT and all other information made available to the bidder;
- Has made all reasonable inquiries regarding relevant risks, contingencies and other circumstances that might affect the submission;
- Has satisfied itself as to the correctness and sufficiency of the submission; and
- Has involved itself in the submission process entirely at its own expense and without any costs being payable by the LTA.

4. RIGHT TO VARY OR STOP SUBMISSION PROCESS
LTA reserves the right to either stop or vary the submission process and may require re-submission at any given time.

5. PROCUREMENT TIMETABLE
The following proposed procurement timetable shall apply. LTA will strive to adhere to this timetable but reserves the right to alter the dates whenever necessary:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>28th July &amp; 4th August 2018</td>
<td>Advertisements</td>
</tr>
<tr>
<td>10th August 2018, 4pm</td>
<td>Closing date &amp; time</td>
</tr>
<tr>
<td>24th August 2018</td>
<td>Complete evaluations</td>
</tr>
<tr>
<td>7th September 2018</td>
<td>Complete approval process</td>
</tr>
<tr>
<td>14th September 2018</td>
<td>Notify Successful &amp; Unsuccessful Bidders</td>
</tr>
<tr>
<td>31st October 2018</td>
<td>Signing of Agreement</td>
</tr>
<tr>
<td>31st May 2018</td>
<td>Purchase of Equipment</td>
</tr>
<tr>
<td>30th June 2019</td>
<td>Training</td>
</tr>
<tr>
<td>14th July 2019</td>
<td>Commissioning of Number Plate Machines</td>
</tr>
</tbody>
</table>
Where this timetable varies significantly from LTA’s side, LTA will notify prospective bidders.

6. CONFLICT OF INTEREST
Bidders and their personnel must not place themselves in a position that may create a conflict of interest concerning this RFT. Any potential or actual conflict of interest that may arise in the performance of their obligations under the RFT must be fully disclosed.

Identification of a potential or actual conflict of interest does not necessarily preclude a bidder’s submission from consideration. However, LTA will carefully consider the circumstances surrounding the conflict of interest to determine whether it will compromise the status of the outcome of this RFT, and if so, will promptly notify the bidder.

7. ENQUIRIES BY BIDDER
All enquiries by potential bidders for information should be addressed only to the nominated contact officer named on the RFT’s advertisement. Where, in the opinion of LTA, that there is a need to disseminate additional information to a particular bidder, the same information shall be provided to other bidders. Such information shall be given the same distribution as in the original RFT.

8. SUBMISSION CONTENT
Should a potential bidder find any discrepancy, ambiguity, inconsistency, error or omission in this RFT document, they should notify LTA in writing as soon as possible. In any such case this needs to be done before the closing date so that LTA may take any corrective action it considers necessary.

9. WHAT TO LODGE
For manual submissions, bidders must submit three (3) hard copies in the Tender Box placed at Level 1, Building A, LTA Headquarters in Valelevu, Nasinu, Fiji.

The original hard copy is to be marked ‘Original’ and the remaining two (2) copies to be marked ‘Copy 1’ and so on respectively. The original and the copies should include all supporting material and be well-bound. Bidders may also opt to upload their submission electronically to the submission site - https://www.tenderlink.com/ltafj/ by the timeline.

10. LODGEMENT OF SUBMISSION
Submissions must be lodged by 4:00pm Fiji Time on Friday 10th August, 2018. Manual submissions must be in a sealed envelope, marked and delivered as follows:
Management Tender Committee
RFT No: 02/2019 – Supply of Number Plate Embossing & Hot Stamping Machines
P.O. Box 6677
Lot 1, Daniva Road
Valelevu
Nasinu, Fiji

An Evaluation Team will be evaluating the submissions according to the Evaluation Criteria specified in this RFT.

11. **LATE SUBMISSIONS**
Submissions lodged after the closing time shall be deemed late.

12. **ALTERATIONS, ERASURES OR ILLEGIBILITY**
Submissions are liable to be rejected where they contain alterations or erasures, incomplete, ambiguous or illegible prices or terms, or insufficient information to enable proper evaluation. Alterations cannot be made to submissions after the closing time unless it can be clearly demonstrated to the satisfaction of the LTA Management Tender Committee that a clerical or keying error has been made by the bidder.

13. **ACCEPTANCE OF SUBMISSIONS**
LTA is not bound to accept the lowest priced submission. Bidders whose submissions are not accepted will be notified. The LTA Management Tender Committee reserves the right to negotiate with other bidders in the event that a contract cannot be successfully negotiated between LTA and the preferred Bidder.

14. **COLLUSIVE ACTIVITIES**
Bidders and their personnel must not engage in any collusive bidding, anti-competitive conduct or any similar conduct with any other bidder or other person in preparing or lodging a submission or to involve themselves in sort of collusive activities related to the tender.

15. **SHORTLISTING**
The LTA Management Tender Committee reserves in its absolute discretion, to make a shortlist of any bidders and seek further information from those bidders before choosing a preferred bidder. In the event of a shortlist being compiled by LTA, bidders that are not shortlisted will be advised as soon as possible.
PART B - TENDER SPECIFICATIONS

1. PURPOSE OF TENDER
   A) SCOPE OF WORKS
   i. EQUIPMENT SPECIFICATION

   The project scope includes the procurement of two (2) Number Plate Embossing Machine and two (2) Number Plate Hot Stamping Machine for the purpose of number plate printing with the following specifications.

   ➢ Number Plate Embossing Machine Specifications
     a. Power Supply – AC, 230V, 1 Phase
     b. Embossing Capacity – 500 kN
     c. Embossing Efficiency – Maximum 5 seconds to emboss one plate
     d. Storage for clapper dies
     e. Aluminium embossing tool for plate size 372 x 134mm = 1 piece
     f. Aluminium embossing dies 3 x A – Z = 78 pieces
     g. Aluminium embossing dies 3 x 0 – 9 = 30 pieces
     h. Aluminium emboss insert FIJI = 1 piece
     i. Aluminium emboss diamond 15mm x 10mm = 1 piece
     j. Preferably electronic logging of all Embossings conducted
     k. Restricted access for usage to authorised personnel only
     l. Provisions to cater for larger plate size embossing
     m. Efficient Power Consumption and Eco Friendly
     n. Inclusive of minimum 3 years Warranty
     o. Personnel Training for full operations to be conducted
     p. 3 x LTA Staff to be provided with basic service & maintenance and fault diagnostics training
     q. Operators Manual & Maintenance Manual to be provided
     r. Details of back up service and parts from supplier.
     s. To be high performance and robust.

   ➢ Number Plate Hot Stamping Machine Specifications
     a. Stamping Width – Minimum 140mm
     c. Mechanical Braking system for foil unwinder
     d. Motoric foil rewinder with adjustable speed
     e. Speed Monitoring System of Hot Stamping Wheel
     f. Electronic Temperature Control
     g. Temperature range upto 210 °C
     h. Provisions to adjust the printing clearance
i. Compatibility with Stamping Foil
j. Inclusive of Warranty of at least 3 years
k. Personnel Training for full operations to be conducted
l. 3 x LTA Staff to be provided with basic service & maintenance and fault diagnostics training
m. Operators Manual & Maintenance Manual to be provided
n. Details of back up service and parts from supplier.
o. To be high performance and robust.

2. CONFIDENTIALITY
Vendors must treat all documents and information provided by LTA including this RFT, as confidential. LTA will treat all proposals received, and the information contained therein, as confidential until a negotiated contract is executed or all proposals are rejected.

3. PUBLIC STATEMENT
No vendor shall make any public statement in relation to this RFT without prior written consent from LTA.

4. GENERAL CONDITIONS
The following general conditions apply:
- LTA may not necessarily accept the lowest cost bidder, but will strive to select the best and most responsive bidder.
- LTA may cancel this RFT or amend its contents at any time prior to the acceptance of a submission.
- If no proposal is acceptable, then LTA may either re-issue the Terms of Reference or negotiate with one or more vendors for a satisfactory offer.
- The award of a submission shall not be deemed final unless and until a contract is successfully negotiated and approved by LTA.

5. PROPOSAL RESPONSE SECTION
Interested vendors shall submit submissions responding to items below. Identify each response with the appropriate letter designation and respond to all items in the order given:

A) BASIC BUSINESS COMPULSORY REQUIREMENTS
i. Company Profile

ii. Business Registration and Business License – certified copies of:
   - Valid Business License
   - Valid Business Company Registration Certificate
• Occupational Health & Safety Compliance Certificate

iii. Fiji Revenue Customs Services (FRCS) Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders

iv. Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders

It is mandatory for the bidder to provide all the requirements listed under (i. to iv.) above in order for their bid to be considered for further assessment. Any bidder who does not meet the 100% requirement as per above list, their submission SHALL NOT BE CONSIDERED for further assessment.

B) EVALUATION CRITERIA

1. Non-Price Factor 70%:
   i. Qualifications & Experience – 30%
   ii. Specifications – 40%

2. Price Factor 30%
<table>
<thead>
<tr>
<th>Evaluation</th>
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<tbody>
<tr>
<td><strong>Basic Business Compulsory Requirements</strong></td>
</tr>
</tbody>
</table>

i) **Company Profile**
   - Background / History of company including details of parent companies & subsidiaries;
   - List of products and services
   - Specify the years of experience

ii) **Business License & Registration – certified copies of:**
   - Valid Business License
   - Valid Business Company Registration Certificate
   - Occupational Health & Safety Compliance Certificate

iii) **FRCS Tax Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders**
   - Tax Identification Number Letter
   - Tax Compliance Certificate

iv) **Fiji National Provident Fund Compliance Certificate (if local) or equivalent Compliance Certification for overseas bidders**
<table>
<thead>
<tr>
<th>Qualifications &amp; Experience – 30%</th>
<th>Percentage (%)</th>
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</thead>
<tbody>
<tr>
<td>Respond to these criteria:</td>
<td></td>
</tr>
<tr>
<td>• Describe how the vendors experience will benefit LTA in terms of the successful delivery, installation and commissioning of the number plate machines – minimum 1 page.</td>
<td>10%</td>
</tr>
<tr>
<td>• List of major clients of the company with particular reference to Registration Plate printing Companies, which may have utilized the areas of expertise. Provide at least 3 references from clients you have previously provided service. Names and contact of suitable client contact persons for reference checks.</td>
<td>10%</td>
</tr>
<tr>
<td>• Work Program – to show timeline of delivery, installation and commissioning.</td>
<td>10%</td>
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<tr>
<td>•</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specifications - 40%</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• The tender should include the complete specifications of the equipment as per section 1.(A)(i) of this document.</td>
<td>40%</td>
</tr>
<tr>
<td>• Suppliers must provide valid justifications if the equipment does not meet the specifications at section 1(A)(i) or if there are any alternatives which carry out the same purpose as any individual specification highlighted.</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>40%</strong></td>
</tr>
</tbody>
</table>
**PRICE FACTOR 30%**

All prices proposed should be separated by all the following:

- All suppliers must agree that prices are vat inclusive including freight charges if applicable.
- Local bidders are to provide quotes which include any additional cost.
- Overseas bidders are to provide quotes which include any additional cost.
- Other cost - that may not fall in the above categories, cost that need to be borne by LTA and is not factored in above categories, etc.
- Price Validity period
- Special Offers - If any servicing, calibration special packages provided with the proposal.
- Warranty period and details.
- Details of back up service and parts from supplier.
- To be high performance and robust.

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--END--